

## Appendix 2 – based on LA with Old Moat as an example in this instance (each school will have specific detail to their school in this individual appendix based on MCC Guidance)

### School Organisation Guidance

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term – Thursday 3rd September 2020 (1st/ 2nd Sept/Staff INSET).

Our planning is underpinned by the Department for Education's advice on effective infection protection and control. These are an adapted form of the system of protective measures that will be familiar from the summer term.

#### Essential measures include

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Within the government guidance, the systems of control that schools should adopt are clearly listed. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### System of controls

##### **Prevention:**

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
2. clean hands thoroughly and more often than usual
3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

**Numbers 1 to 4** must be in place in all schools, all the time.

**Number 5** must be properly considered and schools must put in place measures that suit their particular circumstances. **Number 6** applies in specific circumstances.

***Response to any infection:***

7. Engage with the NHS Test and Trace process
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. Contain any outbreak by following local health protection team advice
10. Numbers 7 to 9 must be followed in every case where they are relevant.

**Numbers 7-9** above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

**Seating plans**

EYFS classes to reflect an early years environment. Y1 – Y6, tables and chairs have been set up in rows so that no pupils are facing each other. Individual class teachers have reviewed where pupils will sit. Pupils who may require more additional support may be seated nearer to the front. Each pupil will have their own set of resources in an individual tray/pencil case/pot on their desk space, to limit movement around the class.

Children will line up when coming into class in the morning and from break times, in the order of back row to front row to ease movement into classrooms and avoid children having to pass each other once seated.

Where staff need to work with individual children or small groups of children from more than one bubble, care will be taken to maintain distancing and hygiene.

**Specialist intervention**

The school has made plans for specialist staff providing 1:1 or small group support (e.g. as part of an EHCP) as follows:

- Staff will wash their hands between each group and sanitise shared spaces between groups
- Staff to wear PPE if in close proximity
- A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart • Child takes their own resources (pencil, pen etc.)
- Staff go to the child's classroom, standing at the entrance to collect the pupil (not entering the classroom)
- The child follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way • The intervention is provided at a distance
- After the child has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil

Staff providing interventions to work across as few bubbles as possible to reduce potential contacts. Staff will wash their hands between each group. Groups will remain consistent throughout the autumn term initially (this will then be reviewed).

**Measures elsewhere**

Assemblies will be limited to year group assemblies. Children will be required to distance during these assemblies rather than lining in tight rows. Children are not to sing during assembly.

Use of the staff room should be minimal. The staff room will remain open to adults; however strict social distancing must be in place. It is important for your own wellbeing that you see colleagues and we encourage this, but please do not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms. Signage indicates which seats may/may not be used.

**Planning, Preparation and Assessment time**

Will continue as normal

The PPA room will be available but only the staff of one bubble should use it at a time. Staff should maintain distancing as far as possible **Beginning**

**and end of the day**

The school has three entrances/exits to the school site:

- Gate 1 – Old Moat Lane
- Gate 2 – Hough Road
- Gate 3 – Whitchurch Road

Gate 1 – Is an entrance to the site for pupils/parents of any year group

Gate 2 – Is an exit from the site for pupils/parents of any year group

Gate 3 – Is an entrance and exit to the site for pupils/parents of any year group. This will be supervised with a “stop/go” traffic paddle.

A one-way system will be in operation around the site. This will be clearly marked for parents to follow and staff will be on hand to direct and support.

## Playgrounds

The nursery/reception outdoor provision will be a shared space as EYFS are a bubble together.

## Timings

Groups	Start	Playtime	Lunch time	Finish
<b>Nursery</b>	8.40am – 9.10am		11.25am – 12.25pm	2.45pm – 3.00pm
<b>Reception</b>	8.40am – 9.10am		11.25am – 12.25pm	2.45pm – 3.00pm
<b>Y1</b>	8.40am – 9.10am	10.15 – 10.30 KS1 playground	11.25am – 12.25pm	3.00pm
<b>Y2</b>	8.40am – 9.10am	10.15 – 10.30 MUGA or “The Avenue”	11.25am – 12.25pm	3.10pm – 3.25pm
<b>Y3</b>	8.40am – 9.10am	10.00 – 10.15 KS1 playground	12.30pm – 1.30pm	3.10pm – 3.25pm
<b>Y4</b>	8.40am – 9.10am	10.00 – 10.15 KS2 playground	12.30pm – 1.30pm	3.15pm
<b>Y5</b>	8.40am – 9.10am	10.15 – 10.30 KS2 playground	12.30pm – 1.30pm	3.15pm
<b>Y6</b>	8.40am – 9.10am	10.30 – 10.45 KS2 playground	12.30pm – 1.30pm	3.05pm

## Lunchtime

Lunchtime	Eating	Eating in	Play	Playing in
<b>Nursery</b>	11.25 – 11.55	Dining hall	11.55am – 12.25pm	EYFS Garden
<b>Reception</b>				

<b>Y1</b>	11.25 – 11.55	Dining hall	11.55 – 12.25	KS1 playground
<b>Y2</b>	11.55 – 12.25	Classroom	11.25 – 11.55	KS2 playground
<b>Y3</b>	12.30 – 1.00	Dining hall	1.00 – 1.30	KS1 playground
<b>Y4</b>	1.00 – 1.30	Dining hall	12.30 – 1.00	KS1 playground
<b>Y5</b>	1.00 – 1.30	Classroom	12.30 – 1.00	KS2 playground
<b>Y6</b>	12.30 – 1.00	Classroom	1.00 – 1.30	KS2 playground

### **Beginning and end of the day**

Staggering entrance/collection will ensure that the adults and children on site can distance appropriately. Experience over the summer term tells us that staggered start times were problematic. With this in mind we have elongated the drop off window from the traditional ten minutes to thirty minutes. This will mean fewer people on the school grounds at any one time. The end of the day will work in a similar way but pupils in upstairs classrooms will have a designated pick up time.

Parents are to be encouraged to walk to school where possible and only one parent will be permitted on the school grounds. The Government's safer travelling document has been emailed to all families.

### **Nursery and Reception**

Parents may enter through either the Old Moat Lane or Whitchurch Road gates. Parents can exit via the gates on Hough Road or Whitchurch Road. Parents must arrive on time for entry to school, they must not arrive early or late. Parents will be asked to drop off at the classroom doors between 8.40am and 9.10am and leave, rather than remain on school grounds.

Parents must not congregate at the 'drop-off' point, they must instead arrive on time and then depart.

At the end of the school day, parents must not arrive early or late. They must collect their children between 2.45pm and 3.00pm so that teachers can release children safely and release pressure on the rest of the site. The playground will be open to parents to briefly wait in before their children are released to them. Whilst waiting, we ask that parents form a queue in their classes designated area. Staff will be on hand to help with this. Whilst parents are waiting, social distancing must be adhered to.

### **Years 1, 2 and 3**

Parents may enter through either the Old Moat Lane or Whitchurch Road gates. Parents can exit via the gates on Hough Road or Whitchurch Road. Parents must arrive on time for entry to school, they must not arrive early or late. Parents will be asked to drop off at the classroom doors between 8.40am and 9.10am and leave, rather than remain on school grounds.

Parents must not congregate at the 'drop-off' point, they must instead arrive on time and then depart.

At the end of the school day, parents must not arrive early or late. They must collect their children between 3.10pm and 3.25pm so that teachers can release children safely and release pressure on the rest of the site. The playground will be open to parents to briefly wait in before their children are released to them. Whilst waiting, we ask that parents form a queue in their classes designated area. Staff will be on hand to help with this. Whilst parents are waiting, social distancing must be adhered to.

**Years 4, 5 and 6**

Parents may enter through either the Old Moat Lane or Whitchurch Road gates. Parents can exit via the gates on Hough Road or Whitchurch Road. Parents must arrive on time for entry to school, they must not arrive early or late. Parents will be asked to drop off at the external doors between 8.40am and 9.10am and leave, rather than remain on school grounds. Year 4 will enter via the door by the staircase opposite to EYFS. Years 5 and 6 will enter via the door at the end of the building by the mini football pitch.

Parents must not congregate at the 'drop-off' point, they must instead arrive on time and then depart.

At the end of the school day, parents must not arrive early or late. They must collect their children at the allocated times so that teachers can release children safely and release pressure on the rest of the site. Year 4 will leave at 3.05pm via the same door that they entered in the morning. Year 6 will exit at 3.05pm via the same door that they entered. Year 5 will exit at 3.15pm via the same door that they entered. The playground will be open to parents to briefly wait in before their children are released to them. Whilst waiting, we ask that parents form a queue in their classes designated area. Staff will be on hand to help with this. Whilst parents are waiting, social distancing must be adhered to.

At the end of the day any child walking home by themselves will be dismissed first. As usual, we will require a signed, written note from parents who would like their child to work home alone. We would encourage this for pupils in Year 6 as it is good preparation for High School and will minimise the number of people on site.

**Communication**

Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers via email if they have queries about the day or they can call to make a phone appointment.

The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email.

## Appendix 3

**Guidance for first aiders**

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

## Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient’s mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
  - a fluid-repellent surgical mask
  - disposable gloves ○ eye protection
  - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don’t** do rescue breaths

## Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

## After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible