



## APPENDIX 1: SUMMARY OF FULL SCHOOL RE-OPENING OVERVIEW

Overview – this document is to be read in conjunction with Parkside Primary Academy’s Risk Assessment, Lunch time procedures, Home School Agreement and Parent/Child return to school booklet																												
Summary of full school re-opening																												
Control Measures	School Specific Tasks			Staff Responsible																								
<p><b>Summary of Parkside Primary Academy re-opening :</b></p> <p><b>Including scaffolded start and finish times.</b></p>	<ul style="list-style-type: none"> <li>Parkside Primary Academy fully re-opens to all year groups from Thursday 3 September 2020.</li> <li>Children will not mix with other groups, they are in designated class ‘Bubbles’ which form larger ‘Pods’.</li> <li>Pods consist of the following classes:                             <ul style="list-style-type: none"> <li>F1 Nursery &amp; F2 Reception class</li> <li>Year 1 &amp; Year 2</li> <li>Year 3 &amp; Year 4 &amp; Nurture class</li> <li>Year 5 &amp; Year 6</li> </ul> </li> <li>Children will remain in their designated classrooms and Pod areas. Social and/or communal outdoor spaces will be enjoyed in their respective Pods.</li> <li>All Pods have their own designated toilets and washing facilities</li> <li>Children in the different Pods will not mix. Playtimes/lunchtimes are staggered to accommodate this</li> <li>School start and finish times are staggered. Drop off and pick up times are as follows:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 15%;">Class</th> <th style="width: 20%;">Start Time/Drop off</th> <th style="width: 20%;">Pick Up Time</th> <th style="width: 45%;">Drop off &amp; Pick Up Location</th> </tr> </thead> <tbody> <tr> <td><b>F1 Nursery morning</b></td> <td>8.40 – 9.00am</td> <td>11.30 – 11.45am</td> <td>Silver Gate outside the F2 classroom</td> </tr> <tr> <td><b>F1 Nursery afternoon</b></td> <td>12.15pm – 12.30pm</td> <td>2.55pm – 3.15pm</td> <td><b>Drop off:</b> Front Reception <b>Pick up:</b> Silver Gate outside the F2 classroom</td> </tr> <tr> <td><b>F2 Reception</b></td> <td>8.30am</td> <td>2.45pm</td> <td>Silver Gate outside the F2 classroom</td> </tr> <tr style="background-color: #d3d3d3;"> <td colspan="4"><b>Year 1</b></td> </tr> <tr> <td></td> <td>8.40am</td> <td>2.55pm</td> <td>Playground: lined up in their designated space</td> </tr> </tbody> </table>			Class	Start Time/Drop off	Pick Up Time	Drop off & Pick Up Location	<b>F1 Nursery morning</b>	8.40 – 9.00am	11.30 – 11.45am	Silver Gate outside the F2 classroom	<b>F1 Nursery afternoon</b>	12.15pm – 12.30pm	2.55pm – 3.15pm	<b>Drop off:</b> Front Reception <b>Pick up:</b> Silver Gate outside the F2 classroom	<b>F2 Reception</b>	8.30am	2.45pm	Silver Gate outside the F2 classroom	<b>Year 1</b>					8.40am	2.55pm	Playground: lined up in their designated space	RW
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<b>Year 2</b>	8.30am	2.45pm	Playground: lined up in their designated space
<b>Year 3</b>	8.40am	2.55pm	Playground: lined up in their designated space
<b>Year 4</b>	8.30am	2.45pm	Playground: lined up in their designated space
<b>Year 5</b>	8.40am	2.55pm	Playground: lined up in their designated space
<b>Year 6</b>	8.30am	2.45pm	Playground: lined up in their designated space

- Parents must adhere to social distancing and will be asked to drop off at designated spaces at specific times, with only one adult bringing/collecting their child. Where parents have other children who must accompany them at drop off/collection, parents will be reminded that they must keep their children under close supervision at all times and ensure they also adhere to social distancing.
- RW and PK are outside on the playground to unlock and lock the gates and ensure that parents are adhering to Parkside's site requirements. Where parents are not adhering to these, RW and PK will speak to those individuals to remind them of their duty of care according to the Home School Agreement they signed.
- Staff will remind children to follow the rules when removing face coverings; they should not be touching the front of their face when using/removing coverings and putting temporary face masks in a lidded bin immediately on entry to school or placing reusable face coverings in a plastic bag to take home at the end of the school day. Parents are to reinforce these procedures with their children.
- Parkside staff will remind children that they need to follow these Parkside rules even when they have been released to their parents and that school will put a consequence in place if children don't comply.
- Parents must adhere to all Parkside site regulations including the 'Keep left' system, social distancing and maintain a good level of control over their children. See parent/child booklet and subsequent letters to parents.
- Parents must not go up to the class teacher to talk to them on the playground, any messages that are urgent should be communicated to school either by email/telephone/school intercom system. Alternatively, parents may speak to RW or PK who are on the school playground.



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	<ul style="list-style-type: none"><li>• Where the class teacher needs to speak to a parent regarding a child, this will be done via the telephone at the end of the school day after children have gone home.</li><li>• Home School Agreement MUST be signed by Parents/Carers – otherwise children will not be permitted to start back at school.</li><li>• Parkside will not offer Breakfast or After School Clubs at this time</li><li>• No music lessons from Peripatetic music teachers are offered in school at this time.</li><li>• Singing assembly on Wednesdays have been postponed</li><li>• Frequent handwashing (on entry and throughout the day) alongside enhanced cleaning measures will take place daily. (e.g. all toilets cleaned throughout the school day)</li><li>• All visitors to site must handwash/sanitise on arrival – signage is displayed in the reception office area to enforce this.</li><li>• Where a parent/carer must access the reception area of the school building, they must wear a mask (signage is displayed outside and inside the reception area to enforce this)</li><li>• <b>NO ONE (except existing employees) IS PERMITTED ENTRY TO PARKSIDE PRIMARY ACADEMY WITHOUT THE PRIOR CONSENT OF THE HEADTEACHER.</b></li><li>• Teaching staff and TAs will be attached to Pods and remain with these children where possible until Government advice changes</li><li>• Phonics and other small group activities will be taught in Pods by those staff already attached to that Pod</li><li>• Action cards from Public Health England are on display in the admin office, Headteacher's office and Family Safeguarding Manager's office pertinent to our Primary Setting.</li><li>• Action cards relating to Early Years are on display in the Early Years classrooms and also admin office, Headteacher's office and Family Safeguarding Manager's office.</li><li>• All parents have been contacted to check that we have up to date telephone and email addresses for children in the event of an emergency; this also ensures that parents will receive correspondence from school which is vital at this time.</li></ul>	
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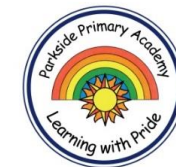
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<p><b>Staffing, rooming and Pods</b></p>	<ul style="list-style-type: none"> <li>• Plans will remain the same, each day (teams to work in Pods to allow breaks)</li> <li>• Staff room to be used on a rota basis – all breaks and lunches timetabled for staff and children</li> <li>• All staff will be in school every day, attached to their Pod groups</li> <li>• PPA will be covered by one designated Cover Supervisor in each class for the full session. Y6-4 will have PPA in one session, Y2-1 will have PPA in another session, F1 &amp; F2 will have PPA in a further session.</li> <li>• Each Pod has been allocated an intervention room where they may work with small groups of children if they choose:             <ul style="list-style-type: none"> <li>○ Y1 &amp; Y2 – KS1 intervention room</li> <li>○ Y3 &amp; Y4 – ICT room</li> <li>○ Y5 &amp; Y6 – Gateway Room</li> </ul> </li> <li>• The Hall is in use for PE if the weather is inclement and the outdoors is not suitable. A relief PE timetable has been drawn up so that the Hall is only used by one Pod a day – this reduces the risk of cross transmission between Pods. The Hall is cleaned at the end of each day.</li> <li>• Each class has their own PE box with the equipment they need for PE lessons. This equipment is cleaned and placed into the box after use.</li> <li>• The Hall is not in use for whole school assemblies or dining. Assemblies will take place in classrooms or in the Hall for the specific Pod who has use of the Hall on that day.</li> <li>• Lunch is eaten in classrooms. A sandwich menu and packed lunch is offered including a Hot Sandwich daily choice. All lunches are ordered during registration that morning and each packed lunch is individually bagged with the child's name on. Lunch is staggered. Lunch is delivered to classrooms via a trolley which contains refuse facilities for children to put their rubbish in. Trolleys are collected from outside each classroom at the end of that Pod's designated lunch time.</li> <li>• The Old Library is in use as the designated Isolation Room. No Pods/staff will use this room. If a child need to be isolated during the school day, the room will be cleaned with bleach solution as soon as the child has gone home.</li> </ul>	<p>RW Leaders</p>
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<b>Enhanced cleaning, general hygiene and the wearing of PPE</b>	<ul style="list-style-type: none"><li>• Enhanced cleaning is in place during the school day. Kitchen staff have been redeployed to provide additional cleaning of all toilets and classrooms (after the children have eaten lunch and whilst they are outside playing) between 11.30am – 1.30pm.</li><li>• Touch points and classroom equipment are cleaned regularly during the school day by classroom staff and all classrooms have their own cleaning supplies.</li><li>• When staff are working more closely with children in the classroom/outside the classroom they will continue to follow school guidance in accordance with social distancing.</li><li>• All staff have been issued with an individual visor which they should wear if they are in close proximity to a child, for example if they are listening to a small child read.</li><li>• Staff may choose to wear a face mask when they are in a communal area, e.g. the staff room – however if they do so they must follow the guidance on the safe removal of masks. All entry to the staff room is closely regulated in accordance with lunchtime procedures and staff must social distance when they are in the room.</li><li>• All classrooms have been fitted with hand sanitiser units which children use immediately on entry and exit to the school building e.g. when they arrive, before and after break, before and after lunch, at the end of the school day.</li><li>• Anti-bacterial soap and hand towel dispensers are available in every classroom and children will wash hands each time they enter or exit the school building as above.</li><li>• Staff toilets maintain the 'one in one out' rule and all toilet functions e.g. seat and handle must be wiped using the anti-bacterial wipes available before use.</li><li>• Staff are reminded that they also should employ good hand hygiene and wash their hands/sanitise on entry and exit to the school building.</li><li>• Where first aid is needed, staff must wear PPE as appropriate, including a Visor. Aprons and gloves continue to be mandatory when first aid or intimate is administered.</li><li>• Children who require regular medication e.g. asthma inhalers, will be supported by adults to administer their own medication. Where this is not possible, adults will assist in administering medication and will wear PPE including their Visor.</li><li>• EYFS staff adhere to safe practices particularly when supporting children who are upset. Staff will guide children by the hand as appropriate and should wash their hands immediately afterwards.</li></ul>	
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	<ul style="list-style-type: none"> <li>Risk Assessments have been completed for all SEND children with an EHC Plan and also those children who have a Positive Handling Plan</li> </ul>	
<b>Deliveries</b>	<p><b>Leaders will have a protocol for receiving deliveries</b></p> <ul style="list-style-type: none"> <li>When placing orders for delivery ensure that you inform the company of the school's protocol for accepting deliveries</li> <li>Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance</li> <li>Staff should not sign for deliveries</li> <li>Hands are to be thoroughly washed after handling all deliveries</li> <li>All deliveries to School (including milk and fruit) should be left at the main entrance and sanitized with wipes before taking them inside the School premises</li> </ul>	
<b>Contractors</b>	<p><b>Leaders will have a protocol for working with contractors</b></p> <ul style="list-style-type: none"> <li>Only contractors carrying out essential maintenance work are to be allowed on the School site</li> <li>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</li> <li>All contractors are to wash their hands upon entering the site</li> <li>Repeat the hand washing/sanitising every hour.</li> <li>Site inductions are to be carried out following social distancing principles (2m separation).</li> <li>The contractor is to notify the Headteacher / Senior manager of all areas visited, in order that these can then be thoroughly cleaned.</li> </ul>	
<b>Mental health and well-being of children and staff – supporting vulnerable children and their families</b>	<ul style="list-style-type: none"> <li>Leaders will continue to support vulnerable families. Keeping children safe will always be our highest priority.</li> <li>All EHA, Core Group, MDT, Case Conferences and CP meeting continue to be attended virtually until safe to do face to face</li> <li>Mindfulness is at the centre of Parkside's reopening and curriculum; the timetable builds in regular opportunities to help pupils feel comfortable, give them time to discuss their thoughts/feelings and dealing with any negative thoughts or worries</li> </ul>	



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	<ul style="list-style-type: none"> <li>• All children and staff completed a well-being survey on their return to school so any specific worries or questions could be addressed at the outset. The children's surveys have allowed us to offer additional support to those children and their families who require this on their return to school.</li> <li>• The staff well-being survey has allowed us to support staff as all children return to school should they require additional support.</li> <li>• Use of social stories to help alleviate worries and stimulate children to articulate how they feel</li> <li>• Regular opportunities for outdoor learning</li> <li>• Mindfulness activities incorporated into planning as Well Being Wednesday's continue throughout the school year. 'Wellbeing Wednesday' activities – pupil voice working with class teachers to shape this initiative and make this meaningful</li> <li>• Opportunities for children to be innovative and creative</li> <li>• Opportunities for children to exercise/be active</li> <li>• Wellbeing checks will continue by pastoral team for vulnerable children</li> </ul>	
<p><b>Staff workload and well-being</b></p>	<ul style="list-style-type: none"> <li>• Staff expected to follow minimum expectations when working in the Academy or working virtually</li> <li>• Staff to have a 30-45 minute lunch safeguarded away from children - every staff member</li> <li>• PPA for all teachers and management time is in place</li> <li>• No expectation to deliver a 'broad and balanced curriculum', as per DfE guidance – Early Reading and Phonic to be a priority</li> <li>• 1-1 discussions with teachers/staff regarding workload via Leadership team</li> <li>• Pastoral support from PK/KH/RW</li> <li>• Any staff with childcare issues, speak to RW and Parkside will be flexible</li> <li>• Ensure that staff get a physical and mental rest, particularly for planned holidays – any extra work is on a purely voluntary basis, there is no expectation that staff will continually volunteer.</li> <li>• The continuation of a culture where staff are trusted, have regular input into school provision and are listened to</li> </ul>	



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<b>Staff CPD to understand the impact of COVID-19 on children's behaviours and mental wellbeing.</b>	<ul style="list-style-type: none"><li>• Staff to understand the impact of COVID 19 on children's behaviours and mental wellbeing. This training is undertaken during INSET in September and the training will focus on:</li><li>• supporting children to re-experience the world as safe</li><li>• anxiety in children and young people</li><li>• the theory of attachment and trauma - enabling staff to respond to events children may have experienced in the home environment during school closures</li><li>• therapeutic language to re-affirm connection and belonging</li></ul>	
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