



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

<b>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</b>																										
<b>Summary of full school re-opening January 2021 Lockdown partial school closures – Revised 03/01/2021</b> <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>																										
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 opens to key workers, critical workers and vulnerable children from all year groups from Wednesday 5<sup>th</sup> January 2021.</li> <li>Children are in designated class ‘Bubbles’ which form larger ‘Pods’.</li> <li>Where feasible, classes are smaller and comprise 15 or fewer children in a classroom</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 except where specialist teaching is required. 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>Playtimes/lunchtimes are staggered to accommodate this</li> <li>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: #e0e0e0;"> <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%;">Location</th> </tr> </thead> <tbody> <tr> <td><b>F1 am</b></td> <td>8.30- 8.40am</td> <td>11.30am</td> <td rowspan="3">Silver Gate outside the F2 classroom</td> </tr> <tr> <td><b>F1 pm</b></td> <td>12noon</td> <td>2.30pm-3.00pm</td> </tr> <tr> <td><b>F2</b></td> <td>8.30 – 8.40am</td> <td>2.30pm-2.45pm</td> </tr> <tr style="background-color: #e0e0e0;"> <td colspan="4" style="text-align: center;"> </td> </tr> <tr> <td><b>Year 1 &amp; Year 2</b></td> <td>8.30- 8.40am</td> <td>2.30-45pm</td> <td>Playground: through the hall door Y1 side door entrance</td> </tr> </tbody> </table>			Class	Start Time/Drop off	Pick Up Time	Location	<b>F1 am</b>	8.30- 8.40am	11.30am	Silver Gate outside the F2 classroom	<b>F1 pm</b>	12noon	2.30pm-3.00pm	<b>F2</b>	8.30 – 8.40am	2.30pm-2.45pm					<b>Year 1 &amp; Year 2</b>	8.30- 8.40am	2.30-45pm	Playground: through the hall door Y1 side door entrance	RW
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<b>Year 3 &amp; Year 4</b>	8.30- 8.40am	2.30-45pm	Playground: through the Y3 & Y4 door entrance
<b>Nurture Class</b>	8.30- 8.40am	2.30-45pm	Through main reception
<b>Year 5 &amp; Year 6</b>	8.30- 8.40am	2.30-45pm	Playground: through the Y5 & Y6 side door entrance
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Parents must wear a face covering when they are on the school site.</li> <li>• 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.</li> <li>• Beginning and end of the day duty rotas are in place so that all staff know where they are and at what times. Staff should be in place from 8.30am and 2.30pm.</li> <li>• 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 disposable 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Parents should communicate messages to school either by email/telephone/school intercom system. Alternatively, parents may speak to RW or PK who are on the school playground.</li> </ul>			



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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 either at the end of the day during handover (where appropriate) or 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>• NO ONE (except existing employees) IS PERMITTED ENTRY TO PARKSIDE PRIMARY ACADEMY WITHOUT THE PRIOR CONSENT OF THE HEADTEACHER.</li> <li>• Teaching staff and TAs will be attached to Pods and remain with these children where possible until Government advice changes</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>	
<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 unless they have non-contact days, during which they can work from home. Support staff can access a range</li> </ul>	<p>RW Leaders</p>



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	<p>of training courses to complete. There is no requirement for teachers to attend school when it is their PPA time. Teachers may wish to attend school when they are on rota to contact parents/children from their class each week, however equally, teachers can also undertake this activity from home</p> <ul style="list-style-type: none"><li>• Supplementary information from DFE guidance for the full reopening of schools September 2020 (latest update 30<sup>th</sup> December 2020)</li></ul> <p>Schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p> <ul style="list-style-type: none"><li>• PPA has been designed on a rota system and each teacher has been given additional time to fulfil their role because school leadership are aware that the initial switch to remote education may entail additional work. All teachers will have one day PPA (rather than 2.5 hours) which can be undertaken at home. In addition to this, teachers are required to contact children/parents in their class each week to check-in on children and families well being, as well as answer any questions children/parents have regarding remote learning. Teachers do not have to contact children who are attending school regularly during this lockdown.</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 – Year 1 classroom</li><li>○ Y3 &amp; Y4 – old Library / Year 4 classroom</li></ul></li></ul>	
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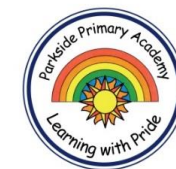
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	<ul style="list-style-type: none"> <li>○ Y5 &amp; Y6 – Gateway Room</li> <li>● Where an intervention room is used by someone other than those persons within the allocated Pod, the chairs and tables must be cleaned with a bleach solution before it's next use.</li> <li>● All rooms should be well ventilated and windows open.</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>● During lockdown, school is providing breakfast toast to all children and staff who attend.</li> <li>● The KS1 intervention room is in use as the designated Isolation Room. No Pods/staff will use this room if a child has been isolated on that day. If a child needs 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><b>Enhanced cleaning, general hygiene and the wearing of PPE</b></p>	<ul style="list-style-type: none"> <li>● Enhanced cleaning is in place during the school day, with support staff regularly cleaning their own classroom areas and washroom facilities.</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</li> </ul>	<p>RW Office Manager Site Manager</p>



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	<p>close proximity to a child, for example if they are listening to a small child read.</p> <ul style="list-style-type: none"><li>• Staff <b>MUST</b> wear a face covering when they are in a communal area, e.g. the staff room and corridors and 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><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><li>• The start and finish times for a handful of SEND children who have significant additional needs have been modified in order to minimise risks to other children and staff.</li></ul>	
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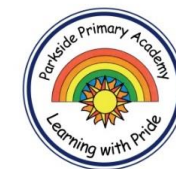
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<p><b>Deliveries</b></p>	<p><b>Leaders will have a protocol for receiving deliveries</b></p> <ul style="list-style-type: none"> <li>• When placing orders for delivery ensure that you inform the company of the school's protocol for accepting deliveries</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>	<p>Office Manager</p>
<p><b>Contractors</b></p>	<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>	<p>Office Manager Site Manager RW</p>
<p><b>Mental health and well-being of children and staff – supporting vulnerable children and their families</b></p>	<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> <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</li> </ul>	<p>RW Leaders</p>



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	<p>school should they require additional support.</p> <ul style="list-style-type: none"> <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>Remote Education and engagement</b></p>	<ul style="list-style-type: none"> <li>• Teachers (Y1 – 6) provide daily work for children via Class Dojo which allows them to post learning instruction videos and engage in regular feedback with children and parents.</li> <li>• F1 &amp; F2 teachers will continue to use class blogs to provide learning activities and engage with parents using Early Essence.</li> <li>• Parkside Academy follows the DFE expectations for remote education regarding the duration and type of content children receive</li> <li>• Parents have been surveyed regarding their access to remote education and any families who haven't got the technology to do this have either been provided with appropriate devices or alternatively, their children are classed as vulnerable because they have no access to remote education. In these cases, the children regularly attend school throughout the week and are also provided with paper resources as necessary.</li> <li>• All children from F1 – Y6 have been provided with a plastic wallet resource pack with all the implements they need to work from home – this includes maths manipulatives for smaller children and dictionaries for older children.</li> <li>• Teachers monitor the engagement of their children each day and leadership collate this information, intervening swiftly if engagement becomes an issue.</li> <li>• Phone calls are undertaken to ascertain if families are experiencing additional barriers to remote education for their children and, where required, home visits are also undertaken.</li> <li>• Education during this time IS NOT OPTIONAL, therefore school will work with parents and families to find the best solution for them so that their children can access learning and avoid falling behind even further.</li> </ul>	<p>RW Leaders Teachers</p>



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	<ul style="list-style-type: none"> <li>• Teachers also undertake weekly phone calls to children in their classes to check in – this allows staff to look after children and families mental well being as well as being able to answer any questions relating to remote learning.</li> <li>• Further information about Parkside Primary Academy’s remote education is detailed in the Remote Education Document, available on the Academy website.</li> </ul>	
<b>Staff workload and well-being</b>	<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 minute lunch safeguarded away from children - every staff member</li> <li>• PPA for all teachers and management time is in place – teachers now receive additional time (one day each week) as well as an additional non-contact day for phone calls.</li> <li>• Support staff also have one class non-contact day each week during which they can work from home and undertake training courses.</li> <li>• No expectation to deliver a ‘broad and balanced curriculum’, as per DfE guidance – Early Reading and Phonics to be a priority</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>	<p>RW</p> <p>Leaders</p>
<b>COVID testing of Primary School Staff</b>	<ul style="list-style-type: none"> <li>• From 25<sup>th</sup> January 2021, all primary schools are to regularly test staff.</li> <li>• Further details TBC when they are received</li> </ul>	RW