

September 2020 Re-opening Plan



The following document outlines the government expectations on the management of schools moving forward and Queensway School's response.



Queensway School Reopening Process

Implementing Protective Measures to Minimise the Risk of Infection When School Reopens

(Please note this document may be subject to change)

Introduction

The release of the Government guidance on the 28th August for the reopening of schools has provided us with guidelines to support the planning for the full reopening of our school to all students to support them pastorally and academically.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The guidance is in 5 sections. The first section sets out the actions school leaders should take to minimise the risk of transmission of coronavirus (COVID-19) in school. This is public health advice, endorsed by Public Health England (PHE).

The rest of the guidance is focused on how the Department for Education (DfE) expects schools to operate in this new context. This includes:

- school operations
- curriculum, behaviour and pastoral support
- assessment and accountability
- contingency planning to provide continuity of education in the case of a local outbreak

Although we will strive to maintain social distancing the government and school recognise that, unlike older mainstream children, special school students will need constant support and reminders to social distance from each other and staff, and this may not be possible at times. We have carried out the risk assessment before opening and addressed risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. We have staggered start times and staggered lunch and break times. We have also taken the measure of zoning areas for each bubble to operate within. However, we cannot, guarantee that no child or staff member will become infected at any point.

In order to uphold our rigorous implementation of government guidelines, unfortunately, we will not be able to offer after school provision.



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Trust Principles for staff

- 1) Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> and access a test as soon as possible <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- 2) Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- 3) Use the 'catch it, bin it, kill it' approach.
- 4) Avoid touching your mouth, nose and eyes.
- 5) Clean frequently touched surfaces and resources often using standard products that will be provided. Cleaners are in place to routinely clean common areas throughout the day (e.g. toilets and corridors, classrooms will be cleaned at the end of each day.)
- 6) Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- 7) Maintain 1m social distancing in class for students where possible
- 8) Arrange your classroom to sit students in rows where possible, avoiding students sitting face to face.
- 9) Consider avoiding calling students to the front of the class or going to their desk to check on their work if not necessary.
- 10) Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
- 11) Prevent your class from sharing equipment and resources (eg, stationery).
- 12) Keep your classroom door and windows open if possible for air flow.
- 13) Limit the number of children from your class using the toilet by only allowing one out of class at any one time, in cases of medical need only, otherwise students should be encouraged to use the toilet at lesson change over and break and lunch.
- 14) Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
- 15) Make sure you have read the school's updated risk assessment, behaviour policy addendum and know what role in it you are being asked to take.



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Revised Times of the day for Queensway South

	Primary	KS3	KS4
Arrival / Breakfast	8.45 Entrance 1, Zone 1	9:00 Entrance 2, Zone 2	9.15 Entrance 3, Zone 3
Register / Lesson 1	8:45 – 9:15	9:00 – 9:45	9:15 – 9:45
Lesson 2	9:15 – 10:00	9:45 – 11:00	9:45 – 10:45
Break	10:00 – 10:15	10:15 -10:30	10:45 – 11:00
Lesson 3	10:15 – 11:00 11:00 – 11:50	11:00 – 11:50	11:00 – 11:50
Lesson 4	11:50-12:15	11:50 – 12:20	11:50 – 12:40
Lunch	12:15 – 12:45	12:20 – 12:50	12:40 – 13:10
Lesson 4 (cont.)	12:45 – 1:10	12:50 -1:10	
Lesson 5	1:10 -2:00	1:10 – 2:00	1:10 – 2:00
Lesson 6	2:00 – 2:35	2:00 – 2:50	2:00 – 2:50
Form time (KS3) Recovery Curriculum (KS4)	2:35 – 2:45	2:50 – 3:00	2:50 -3:15
End of Day	2.45	3:00	3.15

Queensway North timetable will be running as normal, Lunchtimes will be staggered with Lower school beginning at 12:30 and upper school beginning at 12:40 as usual

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Social Distancing - Minimise risk of parents/adults and pupils coming into close contact with each other

Theme	Control Measures (What precautions are in place)	Additional Actions
Arriving / Departing School Premises	<p>Queensway South</p> <p>There will be staggered start and end times to the day.</p> <p>Primary pupils' year 5/6</p> <ul style="list-style-type: none"> Primary pupils will be met at the front of school at 8.45am by a designated member of staff and walked to the primary south side doors (Zone 3). They will be escorted through Zone 3 doors at 2.45pm, the end of the day, to the front of the building <p>Key Stage 3</p> <ul style="list-style-type: none"> KS3 pupils 7,8,9 will arrive and enter school through the entrance Zone 2 at 9am. A designated member of staff will wait with pupils whilst they are waiting to enter observing social distancing which is marked out. They will leave the building at 3pm, the end of the day, through their allocated Zone. Similarly KS4 will enter through Zone 3 at 9.15am and leave through the same doors at 3.15pm 	<ul style="list-style-type: none"> Parents/taxi drivers to observe social distancing guidelines when dropping off and collecting their children. Only 1 parent can drop off/collect their child. Parents to telephone with any queries or email us. Parents to remain in their car while waiting for their child. Child to go to attached adult. Parents to be punctual and leave swiftly. Signs outside indicating to keep 2m distance

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	<p><i>All pupils will leave the premises at the end of the day through their allocated Zone doors. and parents or transport will need to depart promptly form school site.</i></p>	<ul style="list-style-type: none"> • No parents or unauthorised adults to enter the building at any time. • Allocated adults standing by entrance for their groups to welcome and ensure distancing measures are being followed. • Student to go to allocated adult and follow their guidance.
	<p>Queensway North</p> <ul style="list-style-type: none"> • Outside areas are marked with 2 metre visual aids for students to follow. • Students will arrive on site and be met by staff to direct them to their tutor rooms using the different outside access doors to their relevant tutor corridor. • Upon entrance students to wash hands using sink on allocated corridor. One student at a time to use the toilet • Students will remove any masks and dispose of using a lidded bin, re-usable masks will be kept on the child in a sealed bag • Students will leave their lunch boxes/phones in sealable bags in their tutor room, which will be locked away, to prevent cross contamination. • Students to depart leaving from the door where they entered the building after washing hands 	<ul style="list-style-type: none"> • Students will be instructed not to touch the front of their face covering during use or when removing it and they will dispose of it in a black bag waste bin. • They will sanitise hands both before and after the removal of mask.

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<p>Daily Organisation</p>	<p>Queensway South</p> <p>All year groups</p> <ul style="list-style-type: none"> • Children will be placed in bubbles which will correspond to their actual teaching groups. Two adults (likely to be a class teacher and a teaching assistant) will be in the class to support. Staff at North will follow their normal timetable. • All movement around school has been reduced and where possible students will remain in bubbles in their allocated room and staff will go to that room to teach them. • Pupils will move to go to specialist teaching rooms such as the science lab and the food room, or to change classrooms for their next lesson which cannot be taught in the same room. • Support staff will be attached to each group to ensure ability to monitor movement around school and toileting and cleaning protocol. • There will be no mixing of groups where possible. • Outdoor learning will be a feature of the curriculum where possible, weather permitting to lessen the risk of close contact. Forest school and PE will be part of the children's timetable. • Children's breaktimes and lunchtimes will be staggered. 	<ul style="list-style-type: none"> • Cleaning provisions in each classroom. • Resources to be cleaned between use • First Aid equipment in each classroom. • PPE in each classroom for any care that requires close contact or administering of First Aid. • PE resources cleaned at the end of each day. • External doors and windows to be kept open where possible to increase ventilation. • Any sensory equipment used will be cleaned at the end of each day- students will not share sensory aids.
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	<ul style="list-style-type: none"> • Staff will have their breaktimes and lunchtimes with pupils. • All internal doors will remain propped open wherever possible to minimise the requirement to touch handles and doors and aid ventilation. • The use of the main school corridors will be kept to a minimum; a one-way system will be implemented with tape on the floor to split it into 2 halves, use of outdoor paths for change over will be used where possible. • There will always be a minimum of two first aiders on site at all times • End of the week reward and consequence lesson will be separated into lower and upper school groups 	
	<p>Queensway North</p> <ul style="list-style-type: none"> • Morning briefing for staff will be done via email to reduce staff face to face contact, staff will go to tutor rooms upon entry to school and will be mindful of how many staff are in the staff room if they need to use it • Two adults (likely to be a class teacher and a teaching assistant) will be teaching each group and will ensure 	



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students movement around school and toileting are monitored to maintain safety and follow guidance and cleaning protocol.

- There will be no mixing of groups where possible.
- Staff will follow their daily timetable and will reduce interaction with staff/students that is not necessary
- Outdoor learning will be a feature of the curriculum where possible, weather permitting, to lessen the risk of close contact. This will include working in the poly-tunnel and outdoor exercise. Only one group at a time will be able to access the poly-tunnel, equipment used will be cleaned before leaving.
- Children's break times will be taken in their allocated area. Staff will support break and lunchtimes to remind the students about social distancing. Where possible lower and upper school children will not mix
- All mag-locked (main) internal doors will remain closed to prevent students from entering another corridor. Classroom doors/windows will remain open, wherever possible, to minimise the requirement to touch handles and doors and aid ventilation.
- The use of the main school corridors will be kept to a minimum; a one-way system will be implemented with tape on the floor to split it into 2 halves.

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| | <ul style="list-style-type: none">• Specific equipment/seats/workstations will be allocated to each student, which will be used only by them. Where children change classrooms the seats/tables will be wiped down with anti-bacterial wipes before the next students come into the room• Regular cleaning of equipment/tables and seats will be carried out by staff, resources for this will be in each classroom area, to be kept away from students | |
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<h3>Lunchtimes</h3>	<p>Queensway South and North</p> <ul style="list-style-type: none"> • Children that are entitled to free school meals will be provided with one • Children will eat their lunch within their classroom and lunch times will be staggered to facilitate this. Children with hot dinners will be called by group to ensure there are minimal amount of students in one area waiting for food. • Eating spaces will be cleaned before and after use. 	<ul style="list-style-type: none"> • Students to clear their own litter and food away. • For outside lunchtime play – children will remain in their groups in allocated areas of the grounds with no close proximity to other groups as lunches are staggered • Children to wash and/or sanitise their hands thoroughly before and after eating. • Classroom tables and seats to be cleaned thoroughly after lunch. • For outside lunchtime play – children will remain in their groups in allocated areas of the grounds with no close proximity to other groups when groups cross-over timings.
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<p>Classroom Organisation</p>	<p>Queensway South and North</p> <p>All year groups</p> <ul style="list-style-type: none"> • All children will have a designated desk and chair • Classrooms will be reorganised into individual desks where possible. • School will provide a set of equipment that will be on each child’s desk and will remain on their desk at all times (e.g. pens, pencils) • Children will keep their water bottles on their own desk at all times. • There will be a supply of tissues in each classroom. Children will be encouraged to follow the ‘catch it, bin it, kill it’ approach. • Each class will have a set of resources for indoor and outdoor learning that will be cleaned regularly and remain with that group of children. • All pupils will sanitise their hands on entry and exit to the classroom • Each class will have a set of resources for indoor and outdoor learning that will be cleaned regularly and remain with that group of children. 	<ul style="list-style-type: none"> • Hand sanitiser, antibacterial spray, wipes and tissues in each room.
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Cleaning	Queensway South & North <ul style="list-style-type: none"> • Use of toilets will be monitored and locked when not in use. • Taps and door in toilets will be cleaned throughout the day. • Toilets and sinks will be cleaned thoroughly at the end of each day • Door handles will be cleaned regularly during the day <p>All classrooms/areas used will be cleaned thoroughly each evening</p>	
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Pupils

Theme	Control Measures (What precautions are in place)	Additional Actions
Clothing	Queensway South and North <ul style="list-style-type: none"> • Children to wear school uniform and when they have physical activities / outdoor learning they should wear appropriate footwear • If children bring a coat it must be kept on the back of their chair when not being worn. 	



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<p>Belongings</p>	<p>Queensway South and North</p> <ul style="list-style-type: none"> • Children must not bring belongings from home into school. If students need to bring in a sensory toy they must keep it on themselves at all times, and ensure they do not touch others with it. Parents must ensure it is washed each night. 	
<p>Code of Conduct</p>	<p>Queensway South and North</p> <ul style="list-style-type: none"> • All pupils to follow our code of conduct 	<ul style="list-style-type: none"> • Any student not following the code of conduct, putting staff or other pupils in danger, parents will be contacted and in order to safeguard both pupils and staff, the student will be sent home. • Parents to sign conditions for return form • Expectations to be shared with all pupils and staff
<p>Hygiene</p>	<p>Queensway South and North</p> <ul style="list-style-type: none"> • Children will wash their hands on a regular basis throughout the day, washing hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. • Children will wash their hands when they enter building, before & after breaktime and lunchtime and at end of day. In addition they will wash their hands anytime they have been outside. 	<ul style="list-style-type: none"> • Anti-bacterial hand wash to be in place • Visual aids to be in primary setting and on display in the toilets • Paper towels will be used to dry hands where possible

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	<ul style="list-style-type: none"> Children will sanitise their hands on each time they put on or remove their mask 	
Bathroom Facilities	<p>Queensway South and North</p> <ul style="list-style-type: none"> Only one child will be allowed in to toilets at any time. Children must wash their hands 	<ul style="list-style-type: none"> Ensure there is an available adult to supervise as per the timetable
Illness	<p>Queensway South and North</p> <ul style="list-style-type: none"> If a child has any symptoms of being unwell, they MUST stay at home. If child becomes ill whilst they are in school, they will be isolated in the meeting room; Queensway 's designated area on both sites, The supervising adult will wear appropriate PPE, until a parent arrives to collect them. 	<ul style="list-style-type: none"> Parents to ensure they are contactable at all times. Parents to confirm contact numbers.

What happens if someone becomes unwell at school (North and South)?

- If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
- If a child is awaiting collection, they should be moved to the meeting room where they can be isolated behind a closed door, with appropriate adult supervision. A window will be opened for ventilation.



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- If they need to go to the bathroom while waiting to be collected, they will use the staff room toilet facility. This will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Appropriate PPE will be worn by staff caring for the child while they await collection.
- The meeting room will be thoroughly cleaned with normal household disinfectant after the child with symptoms has left to reduce the risk of passing the infection on to other people.

What happens if there is a confirmed case of coronavirus in a setting (North and South)?

- When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for **10 days**. Their fellow household members should self-isolate for 14 days.
- Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the child or staff member tests positive, the rest of their class or group within their school should be sent home and advised to self-isolate for 14 days.

Approval:

Principal/Headteacher:

Name:.....

Signature:..... Date:.....

Trust Approval

Name:.....

Position:.....

Signature:..... Date:.....