



Harpenden Academy Opening Plan- September 2020

The *current* DfE guidance states the following:

- All schools should open for all pupils from September 2020.
- Schools must revisit and update their risk assessment.
- Students should receive a high-quality educational experience.
- There cannot be a one size fit approach where a school's plan accounts for every single scenario as it is impossible to provide a totally risk-free environment.
- Judgments need to be made at a school level about how to balance and minimise any risk from coronavirus (COVID-19).
- Sensible and proportionate protective measures need to be put in place for pupils and staff to reduce the risk to the lowest reasonably practicable level.
- There are no strict requirements on distancing or set distances that must be observed.
- Schools will not be reimbursed with any additional costs incurred

Based on the DfE guidance and staff feedback and experience form being open from 1st June, we are proposing to put in the following protocols and systems. These systems/protocols are split into ones that 'must' take place and ones 'where possible'. For each we have identified how we intend to implement them in a practical sense.

What is already in place at the school?

<p>1. Minimise contact with anyone who is displaying the symptoms of coronavirus.</p>	<p>a) Staff and students to be regularly reminded not to attend school if displaying symptoms via school newsletter, class newsletter and Edulink</p> <p>b) Staff and students to be informed of the process if they or someone in their household displays symptoms (see Appendix B - scenarios)</p> <p>c) Any child or adult to be sent home immediately if reporting of displaying the symptoms.</p> <p>d) Staff and students to be informed about the test and trace process (see Appendix B - scenarios)</p> <p>e) Contractors/visitors to sign declaration that they have: not tested positive or displayed symptoms in last 14 days; and, not been in contact with someone displaying symptoms for the last 14 days, before being allowed on site.</p> <p>f) Isolation room created for any pupil to be kept in while awaiting collection by a parent.</p> <p>g) PPE available for staff to wear when treating (likely first aid) someone displaying symptoms. (Follow SET Staff Covid Guidance)</p> <p>h) Children/adults will be in phase bubbles throughout the school day (including before and after school clubs).</p> <p>i) One way systems in place where possible.</p> <p>j) Volunteers to only work with 1 bubble. All volunteers to be briefed on school protocol for managing and minimising risk.</p>
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<p>2. Clean hands thoroughly and more often than usual.</p>	<ul style="list-style-type: none"> a) Site staff to ensure sanitiser and soap dispensers in all toilets are filled at the start of every day. b) Staff to be encouraged to wash hands wherever possible, including modelling to the children, and at least at every break and lunchtime. c) Pupils to be encouraged to wash hands/use sanitiser throughout the day and essential when visiting the toilet and before/after eating. d) Any use of alcohol gel will be supervised by adults. e) Pupils to continue to wipe down tables at specific times of the day as prior to Summer break. f) Staff have created a “Hygiene Area” within all classroom and general areas, which contain all of the necessary items required by pupils and staff to maintain high levels of sanitation. These are regularly re stocked. g) Signs up around the school to promote washing of hands regularly. h) Children taught how to wash hands properly. i) Adults and children to sanitise on entry and exit of the building.
<p>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p>	<ul style="list-style-type: none"> a) All teaching rooms to be provided with a box of tissues. b) Each child to bring in their own tissues as part of their return to school requirement. c) ‘Catch it, bin, kill it’ to be promoted regularly by staff. d) Signs up around the school to promote ‘Catch it, bin it, kill it.’ e) All teaching rooms and office spaces to be well ventilated at all times. f) Lidded bins provided in each classroom. g) Children/adults to wash hands following a sneeze/cough into hands.
<p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</p>	<ul style="list-style-type: none"> a) All teachers to be provided with their own large antibacterial trigger spray bottle and blue paper roll (this is part of their Hygiene Station). b) Teachers and/or students to clean desks/resources throughout the day. Each classroom has a timetable of when this is to occur within their classroom. c) Site staff to clean handles on doors and other touched surfaces more frequently throughout the day. d) Sanitiser dispenser have been attached to walls in all main public areas of the school. These are topped up regularly by site staff. e) Toilets (adult and child) cleaned frequently by Site Staff. f) Enhanced cleaning regime conducted by external cleaning company. g) Shared equipment will be either cleaned meticulously or left between uses for a minimum of 48 hours (72 for plastics) when transferring between bubbles (e.g. Science goggles, DT resources).

What this looks like in a practical sense

<p>5) To minimise contact between individuals and maintain social distancing wherever possible</p>	<p>How we intend to implement this in a practical sense</p>
	<p>All staff:</p> <ul style="list-style-type: none"> a) Staff meetings/briefings/events will take place in a suitably spacious area. Where meetings are longer than 15 minutes staff must ensure 2m social distancing is in place. Where staff events are less than 15 minutes, staff must ensure they maintain 2m distance wherever possible and where this is not possible, at least 1 metre. b) Staff should avoid close face to face contact and minimise time spent within 1m of anyone (unless dealing with First Aid or working with students with SEN needs – use PPE where necessary) c) Adhere to the one-way/keep left system around school where applicable. d) To not allow frequently used equipment to be shared across phase group bubbles unless cleaned or kept out of reach for a period of 48 hours (72 hours for plastics).



- e) Science resources to be timetabled for use between bubbles for a period of 48 hours (72 hours for plastics).
- f) Will keep children in phase bubbles at all time. This includes break/lunch time and wrap around care (See Appendix C). Staff will remain in their bubbles where possible.

Teaching staff:

- a) To make own adaptations to classrooms to ensure they can maintain 2m distance from pupils and other adults.
- b) To make own adaptations to classrooms to ensure pupils are facing the front.
- c) To create a timetable ensuring that all classes have a specific time to exit their classroom to avoid other classes. The timetable shows staggered play times and break times for the children (See Appendix C).
- d) To ensure that *frequently used* equipment such as pens should not be shared amongst students. All pupils have been instructed to bring their own equipment to school for their personal use. IF the school provides equipment then the class teacher will ensure that this is thoroughly cleaned
- e) To minimise the sharing of resources wherever possible, such as books, or PE or Science Equipment across bubbles and for them to be cleaned regularly and meticulously (or left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- f) Can take books and other shared resources home provided hygiene and cleaning rules have been put in place.
- g) To follow school risk assessment
- h) Electronic registers to be completed for attendance and lunches.
- i) P.E outside to be prioritised. Contact sport to be avoided.

Support Staff:

- a) Who work in joint working offices should make adaptations to their offices to ensure they can maintain 2m distance from working colleagues
- b) Should ensure that 'passing' visitors to their offices can maintain a 2m distance wherever possible and where this is not possible at least 1m distance. Where visitors are planned to stay longer than 15 minutes staff must ensure 2m social distancing is in place.
- c) Who provide first aid should wear appropriate PPE equipment provided when necessary (optional) and where a 2m distance cannot be maintained.

Students:

- a) Will be kept in year group / KS groups for break and lunchtimes.
- b) Will have staggered break and lunchtimes in KS phase bubbles.
- c) Lunch will be eaten in classrooms or outside within KS phase bubbles.
- d) Will have staggered start and finish times in KS phase bubbles.
- e) Will adhere to the one-way/keep left system around school where it is in place.
- f) Will adhere to the seating plan and arrangement (facing forward in rows) as advised by the class teacher.
- g) Will enter and exit the classroom via the doors stated advised by the class teacher.
- h) Should be supported to maintain their distance and not touch staff and also their peers where possible.
- i) Should be informed they are not allowed to congregate in the corridors/toilets.



	<p>j) Will not have assemblies in the school hall. k) Children will come to school in PE kits on their allocated PE days to avoid changing in school. l) Will have own pencil case/water bottle to limit the sharing of equipment.</p> <p>Parents</p> <p>a) To be informed to wait for their child outside the school gates. b) To only attend school if a prior appointment is made (unless an emergency situation or drop off/collect situation). c) 2m lines sprayed on pavement to support parents social distancing at drop off/pick up times. d) Staggered drop off/pick up times over 3 different entrances to avoid any gatherings (See Appendix A).</p>
6) Where necessary, staff to wear appropriate personal protective equipment (PPE)	<p>a) Staff who will need to work in close contact with pupils who are feeling unwell i.e. Office. First Aid Staff have been given their own appropriate PPE equipment to wear. There is additional PPE equipment in the office in the Hygiene stations.</p>

Appendix A – Staggered drop off/pick up times

Drop off and pick up times from September:

For drop off in the morning:

8.30 - Children surnames starting with A – H

8.40 - Children surnames starting with I – N

8.50 – Children surnames starting with O – Z

For collection at the end of the day:

3.00 - Children surnames starting with A – H

3.10 - Children surnames starting with I – N

3.20 – Children surnames starting with O – Z

- **There are 3 different entrances on the school site. Each phase bubble has been allocated 1 of those entrance so that children don't mix bubbles on entry/exit.**
- **Wrap around care will continue these bubbles before/after school.**

<u>Start/End of day</u>	EYFS Ladybirds	Y1 Elmer	Y2 Moomin	Y3 Potter	Y3/4 Kerr	Y4/5 Dr. Seuss	Y5 Dahl	Y6 Shakespeare
Entrance	EYFS	EYFS	EYFS	Main	Main	Upper KS2 Gate	Upper KS2 Gate	Upper KS2 Gate