



## Over St. John's CE Primary School Plan for Full Re-opening of School in September 2020 (Updated 24<sup>th</sup> February 2021)

**Compliance:** This document has been created in response to the following guidance released by DfE. It is flexible, meaning that we will keep reviewing our measures to ensure continued compliance and the measures take full account of ensuring the safety of our school community.

[Schools Coronavirus \(COVID-19\) Operational Guidance February 2021](#)

Measure	Details of measures to be undertaken
Who will attend?	<ul style="list-style-type: none"><li>In line with advice from the Government, it is the plan that all pupils, in all year groups, will return to school full-time from the 8th March 2021.</li></ul>
Guidance	<ul style="list-style-type: none"><li>NHS Test and Trace system is running and the government are clear about the measures that need to be in place to create safer environments within schools.</li><li>The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is low and there are negative health impacts of being out of school.</li><li>In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, based on the <a href="#">most recent ONS data</a>, the risks to education staff are similar to those for most other occupations. There is no evidence that children transmit the disease any more than adults.</li><li>Given the improved position, the balance of risk is overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19) and the guidance explains the steps that schools need to take to reduce risks still further. As a result, we can plan for all children to return and start to reverse the enormous costs of missed education. This will be an important move back towards normal life for many children and families.</li><li>The key advice is to:<ol style="list-style-type: none"><li>minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household, support bubble or childcare bubble who does, do not attend school;</li><li>clean hands thoroughly more often than usual;</li></ol></li></ul>

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	<ol style="list-style-type: none"> <li>3. ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;</li> <li>4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;</li> <li>5. minimise contact between individuals and maintain social distancing wherever possible;</li> <li>6. where necessary, wear appropriate personal protective equipment (PPE).</li> </ol> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• School attendance will be mandatory again from 8<sup>th</sup> March. Therefore usual rules on school attendance will apply including: <ul style="list-style-type: none"> <li>➤ parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age);</li> <li>➤ the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct;</li> <li>➤ school to record attendance, follow up absences and report children missing education to the local authority.</li> </ul> </li> <li>• Pupils who are self-isolating or have had a positive test result should not attend school and remain at home at all times until the end of the isolation period.</li> <li>• Absence will not be penalised for those parents of children who are following clinical and/or public health advice.</li> </ul>
<b>School meal service and FSM vouchers</b>	<ul style="list-style-type: none"> <li>• School meals will be available on the days children attend school. This will be a packed lunch, to be delivered to and eaten in the classroom, including warm elements such as baguettes or jacket potatoes.</li> <li>• Lunch will be free to those in Reception, Year 1 and Year 2 and those children in other year groups whose adults are in receipt of Free School Meals. Any other children requiring a packed lunch must be paid for in advance via School Money – school will not handle any cash.</li> <li>• If children bring their own lunch, lunch boxes from home will be kept at the children's own table throughout the day.</li> <li>• Dinner requests will be collated by bubble staff on arrival via Staff Share on the computer, which is accessible by the school office also.</li> <li>• Each class will be allocated a member of staff to supervise them each lunchtime. This will be the same member of staff on a daily basis, so far as is possible.</li> </ul>
<b>Visitors to site</b>	<ul style="list-style-type: none"> <li>• There will be no unnecessary visitors allowed onto site.</li> <li>• Where visits can happen outside of school hours, they should (such as contractors). A record will be kept of all visitors.</li> <li>• Visitors must wear face coverings and hand sanitise on arrival.</li> </ul>

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	<ul style="list-style-type: none"> <li>Parents will not be permitted to enter the office, playground or school when they drop off. Entry to the building will be only when strictly necessary by appointment and ideally only one person (unless, for an example, an interpreter is needed).</li> <li>Parents must wear a face covering at all times on the school premises.</li> <li>Parents to contact the school office via telephone (01606 592608) or e mail (<a href="mailto:admin@overstjohns.cheshire.sch.uk">admin@overstjohns.cheshire.sch.uk</a>) if they need to speak to a member of staff as they will be unavailable for any conversations at drop off and pick up.</li> <li>Only one adult should come to school to drop pupils off, to reduce the number of people on site.</li> <li>Parents <b><i>must be prompt</i></b> with drop off and collection according to the times set out for their class and leave promptly.</li> </ul>
Hand Hygiene	<ul style="list-style-type: none"> <li>Children to wash their hands on arrival, when they return from breaks, before and after eating and after coughing or sneezing.</li> <li>Fresh towels in each classroom each day to accommodate hand drying.</li> <li>Signage around school to support and reinforce these measures.</li> <li>Hand sanitisers to be available when washing is not practical (Handwashing with soap and water for 20 seconds is still considered to be the most effective).</li> <li>Staff to reinforce the message: Catch it- bin it- kill it.</li> <li>Coughing and sneezing to be into a tissue or crook of elbow. Tissues to be deposited in designated lidded bins that are emptied periodically throughout the day.</li> <li>Parents to be asked to reinforce this at home also:</li> <li><a href="#">Covid-19 Information for the Public</a></li> <li><a href="#">E Bug Information about Coronavirus</a></li> </ul>
Cleaning	<ul style="list-style-type: none"> <li>Table surfaces are to be sanitised at the end of the day and before lunchtime using antibacterial spray and cloths.</li> <li>Each classroom will have dedicated cleaning resources for staff to carry out the above.</li> <li>All touch surfaces: door handles, play equipment, light switches, taps etc to be similarly regularly sanitised by bubble staff in their room throughout the day.</li> <li>Increase cleaning schedule throughout the day (mid morning, after lunch) of touch point areas throughout the school (see cleaning schedule) to be carried out by designated persons.</li> </ul>
How to group children	<ul style="list-style-type: none"> <li>Children will be split into 'Bubbles' each with a teacher and a full/ part time Teaching Assistant.</li> <li>Staff will take the register and lunch choices electronically for the office staff to access.</li> <li>All children will attend full time with staggered drop off and collection times. The drop off and collection times have been carefully worked to ensure that the children still receive a full time entitlement to their education.</li> <li>Under no circumstances will children be permitted to enter other classroom bubbles.</li> </ul>

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	<ul style="list-style-type: none"> <li>• All teachers and other staff can operate across different classes in order to facilitate the delivery of the school timetable. When doing so, staff will keep their distance from pupils and other staff which should be at least 2 metres from other adults and children.</li> <li>• The government recognises that younger children will not be able to maintain social distancing and it is acceptable for them not to distance with their group.</li> <li>• The Behaviour Policy has been updated for new rules and routines. Staff to consistently impose rewards and sanctions with regards to rules, in line with policy, as well as positively reinforcing well-executed rules through encouragement and rewards. This policy is available on our website.</li> <li>• Where it is possible to use the outdoors for learning, bubbles of children will be directed to a particular zone – either the field or the playground. This will be strictly timetabled and for the benefit of curriculum based learning.</li> <li>• Break times will be staggered into two with two bubbles on the field in their own zoned off area and a bubble on the playground at any one time.</li> <li>• Lunches will be delivered to and eaten in classrooms at set times to enable the outdoors to be staggered in the same way as at break time and to avoid queuing in the communal hall, therefore mixing bubbles.</li> <li>• For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared.</li> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly.</li> <li>• Resources that are shared between bubbles, such as sports, art or science equipment, will be cleaned meticulously after use by the adult of the group that has used them.</li> <li>• Where this is not possible at the point of use, for whatever reason, they are to be left unused and out of reach for 48 hours or 72 hours for plastics.</li> </ul>
<b>Measures within the classroom</b>	<ul style="list-style-type: none"> <li>• Where the circumstances allow, adults should maintain a 2m distance from each other and the children.</li> <li>• Where the circumstances do not allow, adults should avoid face to face contact and minimise the time spent within 1m of anyone.</li> <li>• Classrooms will be reorganised to ensure the best use of the space for distance between pupils and Health and Safety, such as Fire Exits, are not compromised.</li> <li>• Unnecessary furniture will be removed to help accommodate this if needed and stored in the hall or cloakroom areas.</li> <li>• Windows will be open to allow circulation and movement of air.</li> </ul>
<b>Measures elsewhere</b>	<ul style="list-style-type: none"> <li>• All internal doors will be wedged open to avoid unnecessary contact of surfaces.</li> <li>• There will be no ‘whole school’ collective worship to reduce possible cross-contamination by mixing bubbles. However, there will be daily opportunities for this within the classrooms delivered either by the class teacher, a YouTube link from our church or Microsoft Teams with the Head Teacher.</li> </ul>

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	<ul style="list-style-type: none"><li>• Movement within school will be extremely limited and under a strict system with markings on the main corridor floor.</li><li>• Children in the Hatchmere classroom bubble will use their own toilets at all times.</li><li>• When moving around school as a bubble, 1m plus social distancing to be observed where possible.</li><li>• Only one 'bubble' to be in an indoor area at any one time, e.g. the corridor.</li><li>• When attending the toilet, only one child from a bubble can go at once. All toilets must be used so that no one queues outside. If all toilets are in use (children from other bubbles may be there at the same time), children must not queue but return to their classroom, let their adult know and try again shortly after. Children to be reminded that they must not interact with other children at the toilets.</li><li>• No educational visits will take place during this time.</li></ul>																												
Measures for arriving and leaving school	<ul style="list-style-type: none"><li>• Government guidance has asked schools to adjust start and finish times to keep groups apart as they arrive and leave school, but these times should not reduce the overall amount of teaching time.</li></ul> <table border="1"><thead><tr><th>Class</th><th>Staff</th><th>Drop Off</th><th>Pick Up</th></tr></thead><tbody><tr><td>Blakemere</td><td>Mrs McLaughlin</td><td>8.30am</td><td>2.45pm</td></tr><tr><td>Linmere</td><td>Mr Pasquill</td><td>8.30am The Fire Doors at the front of school</td><td>2.45pm</td></tr><tr><td>Oakmere</td><td>Mrs Riley/ Mrs Starsiak</td><td>8.35am</td><td>2.50pm</td></tr><tr><td>Delamere</td><td>Mrs Williamson/ Mrs Worstencroft</td><td>8.40am</td><td>2.55pm</td></tr><tr><td>Sandymere</td><td>Mrs Bettley</td><td>8.45am</td><td>3pm</td></tr><tr><td>Hatchmere</td><td>Mrs Kelly</td><td>8.50am</td><td>3.05pm</td></tr></tbody></table> <ul style="list-style-type: none"><li>• At drop off, adults must arrive and leave promptly. A member of the Senior Leadership Team will be available at the school gate to greet the children and send them to their lines where their member of staff will be waiting. Social distancing lines are clearly available for arrival at school and lining up for children. These must be adhered to by all – including parents and carers.</li><li>• Adults must wear a face covering at all times when collecting children.</li><li>• Staff must wear a face covering in any area of school that is not their bubble.</li><li>• It is vital that the children's adults 'drop and go' – do not arrive early and wait outside the playground, please leave the premises promptly. This is vital to ensure limited contact between different groups of people in the unfortunate event that we would have to use the Test and Trace system.</li></ul>	Class	Staff	Drop Off	Pick Up	Blakemere	Mrs McLaughlin	8.30am	2.45pm	Linmere	Mr Pasquill	8.30am The Fire Doors at the front of school	2.45pm	Oakmere	Mrs Riley/ Mrs Starsiak	8.35am	2.50pm	Delamere	Mrs Williamson/ Mrs Worstencroft	8.40am	2.55pm	Sandymere	Mrs Bettley	8.45am	3pm	Hatchmere	Mrs Kelly	8.50am	3.05pm
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	<ul style="list-style-type: none"> <li>• At collection, please arrive promptly and move to the socially distanced markings on the playground where your children will be brought out to you. Once children are returned to parents, leave promptly in the 'roundabout' system on the playground.</li> <li>• Please observe and follow the arrow markings on the ground for arrival and exit as well as which gate to arrive and leave through.</li> <li>• For children in the Linmere classroom, enter through the gate off the pavement as usual and turn immediately left, observe the social distance lines along the front of the building and wait on these. The fire door will be opened at 8.25am for children to enter and 2.45pm for children to leave. At all times, please leave via the gate opposite the fire door.</li> <li>• If children are going to be late, they will not be permitted to enter until all the staggered entry bubbles have arrived. Parents are asked to telephone ahead to say they may be late and school will inform of the best time to arrive.</li> <li>• As we have shared cloakrooms, these will not be in use and equipment will be kept at the children's table. Therefore children should limit the amount of equipment that they bring to school each day which may be kept in a <b><u>small bag</u></b> to <ul style="list-style-type: none"> <li>➤ Coat</li> <li>➤ Water bottle (the water cooler will not be in use to minimise movement around school and cross contamination)</li> <li>➤ snack (for all children – not snack available from the school kitchen)</li> <li>➤ lunch box (if not having lunch from the school kitchen).</li> <li>➤ Please apply sun cream at home as we will not be able to support with this.</li> </ul> </li> <li>• If children only have a lunch box, they do not need to put this in a second bag. Snacks can be stored in coat pockets and do not need a bag just for carrying – the less equipment we have in the classrooms, the better.</li> <li>• All stationery will be supplied by school – children should return the items that they received at the start of lockdown in January.</li> <li>• Children should not bring in any other items from home, unless specified by the class teacher.</li> <li>• Children should wear full school uniform in line with our policy (see school website), no trainers or jewellery (except for small stud earrings) and hair should be tied back. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> </ul>
<b>Curriculum Expectations</b>	<ul style="list-style-type: none"> <li>• Modification will be needed so that teaching time prioritises gaps in pupils' knowledge.</li> <li>• Starting points will be assessed from which to base further teaching.</li> <li>• EYFS will remain focussed on the prime areas of learning. Gaps in language, early reading (particularly phonics) and mathematics will be addressed.</li> <li>• At KS1 and KS2, priority will be placed on identifying gaps in phonics and reading, increasing vocabulary, writing and mathematics. The majority of pupils will be taught the full range of subjects and the gaps in these areas will also be taught within the full range.</li> </ul>

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	<ul style="list-style-type: none"> <li>• There may be an additional risk of infection when singing, chanting playing wind or brass instruments or shouting and as such, this may only be done in groups of 15 where social distancing can be maintained. As this is not possible within the classrooms at OSJ, children will be asked not to sing.</li> <li>• Unfortunately, we will be unable to run extra-curricular clubs as our provision involves mixing of bubbles from different classrooms and is not a form of childcare support</li> </ul>
<b>Physical activity in schools</b>	<ul style="list-style-type: none"> <li>• The outdoors will be strictly timetabled to ensure consistency of bubbles.</li> <li>• Outdoor sports will be prioritised.</li> <li>• Indoor sports will not take place at OSJ, due to use of the hall, which is an area used by bubbles to access classrooms.</li> <li>• Swimming will not take place this academic year.</li> <li>• Contact sports are to be avoided.</li> <li>• Sports equipment will be thoroughly cleaned between each use by different individual groups or quarantined for 48 hours (72 for plastics) if time does not allow.</li> <li>• PE subject leaders have devised an interim curriculum for all groups, taking into account the above information.</li> </ul>
<b>PPE</b>	<ul style="list-style-type: none"> <li>• PPE will be used in the following circumstances at Over St. John's: <ul style="list-style-type: none"> <li>➤ Supervising a child where they become ill with COVID-19 symptoms while at school if a distance of 2m cannot be maintained.</li> <li>➤ Where a child or young person already has routine intimate care needs that involves the use of PPE.</li> <li>➤ When staff collect children from the playground in the morning and when they return children to adults on the playground at the end of the day (face covering).</li> <li>➤ By all adults dropping off and collecting children (face covering).</li> </ul> </li> <li>• Children who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. At OSJ, this means the use of gloves for administering First Aid.</li> <li>• At break and lunch time, basic first aid to be administered by staff with the children –each bubble will have gloves, a first aid kit and ice packs in a cooler. If more first aid is required, staff to radio the office via radio mic and Mrs Rutherford will attend.</li> </ul>
<b>Suspected or confirmed cases</b>	<ul style="list-style-type: none"> <li>• If someone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in their normal sense of taste or smell, they must be sent home.</li> <li>• They must self-isolate for 10 days and arrange to have a PCR test: <a href="#">NHS website</a> or <a href="#">Apply for a coronavirus test if you're an essential worker</a>. School should be informed immediately of when the outcomes of any tests are known. During school hours, the normal phone number of 01606 592608 should be used. Outside of school hours, for staff, this can be done by contacting the Head Teacher on the usual contact details and for parents and carers via <a href="mailto:positiveresult@overstjohns.cheshire.sch.uk">positiveresult@overstjohns.cheshire.sch.uk</a></li> </ul>

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	<ul style="list-style-type: none"> <li>• Other members of their household, including siblings, should self-isolate for 10 days from the day after when symptomatic person first had symptoms, as should anybody in the support bubble or childcare bubble. Self-Isolation means that nobody should leave the house for the period of isolation. Isolation can end if a PCR test returns a negative result.</li> <li>• If a member of staff tests positive from an LFD test, they should begin self-isolation for 10 days from that day, along with all members of their household, support bubble or childcare bubble and seek a PCR test. If the PCR test returns a negative result, isolation can end and the member of staff can return to work. If they go on to develop symptoms, the 10 day isolation should restart from the onset of symptoms.</li> <li>• Members of staff or pupils who have been in close contact with someone with symptoms do not need to go home to self-isolate unless they develop symptoms themselves or the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</li> <li>• Whilst awaiting collection, child to be placed in an area which is at least 2 metres from other people – the school library is the most appropriate for this. Windows should be open for ventilation. The area around the person with symptoms must be cleaned with normal disinfectant after they have left. If the bathroom is needed, the staff toilet to the left should be used. A sign to be placed on the door making it out of use until it has been cleaned and disinfected – this should happen as soon as possible.</li> <li>• PHE does not recommend routinely taking the temperature of pupils as it is an unreliable method for identifying COVID 19.</li> <li>• In the event of a positive test, schools should call the DfE’s existing helpline on 0800 046 8687 and select the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</li> <li>• Anybody who has been in close contact with the person who has tested positive, within 48 hours of the onset of symptoms, should also self-isolate.</li> <li>• ‘Close contact’ means <ul style="list-style-type: none"> <li>➤ anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19);</li> <li>➤ anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> <li>○ face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre</li> <li>○ been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>○ travelled in the same vehicle or a plane</li> </ul> </li> </ul> </li> </ul>



Measure	Details of measures to be undertaken
	<ul style="list-style-type: none"> <li>• The person involved should continue to self-isolate for at least 10 days from the onset of their symptoms and return to school only if they do not have symptoms other than the cough or loss of sense of smell /taste (these can last for several weeks once the infection has gone). If the temperature continues, self-isolating should continue until their temperature returns to normal. Other members of the household should continue isolating for 10 days.</li> </ul>

Mrs E Snowdon

This version: 24<sup>th</sup> February 2021