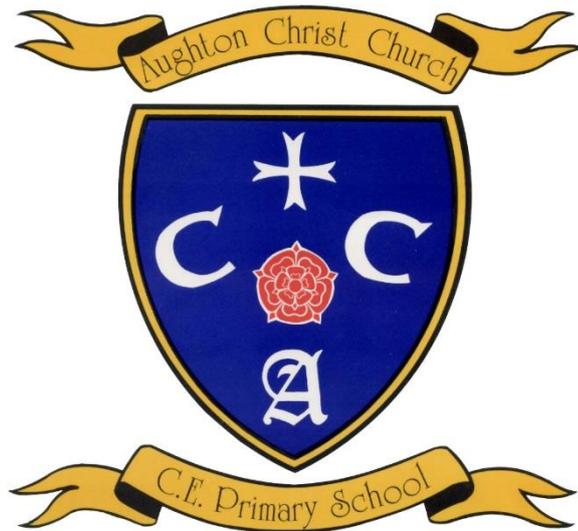


December 2021

Aughton Christ Church C of E Primary School

Outbreak Management

Plan for Covid-19



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Section 1

Introduction

Since the outbreak of the pandemic, school has worked in different ways to ensure the education of all children and ensure our school continues to meet the needs of the community. This has meant that school has developed a number of reopening plans and management plans over time which consider the different situations which have arisen. In December 2021, the Government has once again asked us to review our management plan and ensure we are prepared for any changes in guidance they may occur as the pandemic develops in 2022.

I have therefore refreshed our outbreak management plan alongside Governors and staff in case school need to place in additional measures based on ongoing risk assessments and government guidance in regards to Covid-19.

This plan sits alongside the existing risk assessments in place and should also be read alongside any updated Government guidance.

In order to keep continuity and structure to school life **if** the need to adapt school arrangements is required, the plan is designed in the same format that school has operated at different points between March 2020 and December 2021. I hope this will allow everyone to feel confident and familiar in our systems should we need to implement them and also ensure that we can adapt school within a clear structure in the future if needed. This plan is only in place **should** it be needed. At the start of our management plan I would like to highlight 2 key points.

- 1. School has been running successfully through the entire pandemic; leading remote learning during two school closures, ensuring provision for children of critical workers, reopening to Reception, Year 1 and Year 6 in summer 2020 and then reopening to the whole school in September 2020, Summer 2020 and September 2021. Staff in school are now experienced in running systems and procedures to ensure education continues during restrictions due to Covid-19. In the event of any future government measures, school is confident, experienced and prepared to meet the needs of all children.*
- 2. I am happy to discuss concerns or issues not raised within our planning should you have them. Whilst we understand every aspect of how school will be organised and are confident in our procedures, I understand that you may have a question for an area that is not published. In the past when I have produced plans, I have responded through a clarification document and published this for parents in the consultation section. As part of this management plan that I am releasing, I ask any concerns to be emailed in so I can respond and clarify any issues.*

As we continue on our journey together, I really hope that the following pages show how school would adapt and change **if** needed based on future Government, local authority or DFE guidance and advice. This plan will be reviewed regularly and alterations may be made depending on our ongoing evaluations or further Government, local authority or DFE guidance. I must stress that everything in today's world is open to change as I'm sure you are aware and ask that you continue to check our website for updates.

Mr D Kennedy

Headteacher

Section 2 – Plan A

Since September 2021, school has been working successfully and in a fairly normal way within the pandemic. If the Government allows, we will continue to operate in the same way from January 2022. This our **plan A**.

The School Day

The school day will continue to operate in normal hours for all classes as of **1st January 2022**.

School registration will be at **8:55 am**. Children will be met by staff 10 minutes prior to this at **8:45 am** so children can come in, start learning and be ready for 8:55 am registration. We ask parents to be at the relevant entrance points promptly at **8:45 am** to support the organisation of the school day. Ensuring your children are in school promptly has a huge impact on their learning.

Entrance and Exit Points

During our school organisation due to Covid-19 we have used different ways of entering and leaving our school site. These have been successful in many ways and we will be continuing with different entrance and exit points for different classes next term. As with all school procedures, we will be evaluating this as we move through the autumn term. The information below details the entrance points for your child's class. **Siblings will use the entrance and exit points of the youngest child**. E.g. if you have a Year 1 and Year 3 child, please use the Year 1 entrance and collection points. They will then walk to their own class internally.

Reception entrance – front of school and green side gate entrance. Parents will line up in our yellow path at the front of school, hand their child over to staff at the green gate and then leave via the main drive.

Year 1 and Year 2 – back of school entrance. Parents will enter at the back of school and wait on the black play ground. Staff will then blow a whistle to line-up children on the playground in a zoned area before taking them into class. Parents should leave via the back gate.

Year 3 and 4 - front of school entrance. Parents will enter via the main school gate and continue to line up on the path way. Children will enter via the main door once staff open this at 8:45am. Parents should then leave via the main drive.

Year 5 and 6 – back of school entrance. Parents and children to enter via the back of school and line up on the running path. Teachers will then invite children from the running path and line up on the red playground. Parents should then continue around the running path and leave via the back gate of school.

Collecting of children at the end of the day. School finishes at 3:30pm. Parents should line up as we have been doing this year and wait at the relevant points to collect children in an organised and orderly way (Parents collecting Year 1 and 2 on the black playground are able to just wait in a space). Children will be handed over to the parents in an organised way and leave the school site promptly.

Handing over of children

For safeguarding purposes, children will only be handed to known parents/carers at the end of the day. Your child will not be allowed to leave with friends or relatives who are not on our collection list. If you wish for another person to collect your child, please put this in writing to the school at bursar@aughtonchristchurch.lancs.sch.uk

P.E

Getting changed for P.E is a key part of children becoming independent. Also, having a kit in school helps with clubs and other events. We are therefore asking that all P.E kits are once again brought into school for children to get changed into on the days they have lessons planned.

Lunchtimes and break times

Children will once again be eating together in the Hall and playing with other year groups. As a school we may make some internal decisions on how we structure lunchtimes for the benefit of the children to make break times and lunch times the best experience for them.

Worship

During the last 18 months whole school worship and any assemblies have been held on zoom. We know the importance of physically coming together as a whole school community and will once again be holding worship together in the hall.

School Events and clubs

School events have changed dramatically over the last 2 years with many meetings taking place virtually and many usual events being unable to take place in the normal way. As we move through the spring term we will be keeping you fully informed of any school events and clubs we are able to hold. During the first term of school, we were able to hold nativities and parents evening as well as sporting events. I hope everyone understands that at this point we are not in a position to outline **any extra curricular clubs or key events** and **we will do this upon the return to school in January.**

key Control Measures

During the last 18th months, school has functioned incredibly successfully and is now confident and experienced in working within a pandemic. As school reopens after the Christmas break in January 2022 we will continue to have key control measures in place to prevent transmission of the virus which are in line with Government guidance.

Key Government Advice on control measure	Key school control measures
1.Ensure good hygiene for everyone	
Hand hygiene Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.	All children to clean hands on entry to school and at key points during the day including break times and lunch times by washing with soap and water or hand sanitiser School ensures adequate supplies of soap and hand sanitiser are available. Hygiene rules to be discussed with children regularly and poster displayed around school.
Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important.	The 'catch it, bin it, kill it' approach is promoted in school and discussed with children.

	<p>Tissues are available and all children are briefed on procedures of blowing noses and disposal of waste. Lidded bins are provided in each area for disposal of waste.</p> <p>Children briefed on importance of positive behaviour, expectations and school rules regarding keeping of hygiene. School rules have been refreshed to reflect COVID – 19 and are evident around school. See behaviour policy. https://www.aughtonchristchurch.lancs.sch.uk/serve_file/739442</p>
<p>Use of personal protective equipment (PPE)</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19.</p>	<p>All staff in school have access to PPE as required and to us in line with government guidance.</p>
<p>2. Maintain appropriate cleaning regimes, using standard products such as detergents</p>	
<p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>PHE has published guidance on the cleaning of non-healthcare settings.</p>	<p>Each classroom has its own cleaning material. All surfaces are cleaned at the end of at the start of each day, during each day and at the end of each day.</p> <p>Cleaning procedures are in place and monitored at start and end of day and a daily evaluation of cleaning is carried out by the SLT. Cleaning procedures include regular cleaning of touch points.</p> <p>Daily health and safety check is done with D Kennedy (Headteacher) D Keen (Site Supervisor) and C Geeson (Health and Safety Officer). These are done before start of school each day to check all aspects of cleaning.</p> <p>Deep cleaning planned during school breaks and before wider reopening.</p>

3. Keep occupied spaces well ventilated	
When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.	School monitors Co2 in all classrooms across school. All rooms in the school have windows which are opened to create air flow and ventilation. Where possible windows will be left open during lessons, if this is not practical, windows will be fully opened when unoccupied to fully purge the air. At key points in the day ventilation is also improved through opening doors, at these times increased consideration will be given to security of the building.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19	
Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.	School will continue to work within Government guidance regarding Covid-19. In particular the following procedures are in place. <ul style="list-style-type: none"> • Regular asymptomatic staff testing, to be reviewed at the end of September • Isolation and testing of symptomatic members of the school community • Regular updates and reminders to parents of Covid-19 symptoms and school and government procedures • children do not attend school with Covid-19 symptoms

Additional Expectations

As we start school again in January, we would like to remind all parents/carers and children of the following school expectations regarding uniform and belongings. We are adding these clarifications to support the return to school and will add to these as necessary.

1. School bags –We are now allowed to bring bags into school. This does look different in different part of school **Please** ensure children only come to school with the relevant bags to support organisation.

Reception children – Children have been issued with a bag upon arrival into school and do not need to bring in anything except a **water bottle, lunch box (if having a packed lunch)** and **P.E bag** (Which will remain in school).

Children in Years 1, 2, 3 and 4 – To only bring their **school book bag** into school, **water bottle** and **lunch box** if required. A P.E kit should be kept in school in a **P.E bag**.

Children in Year 5 and 6 – As children are now preparing for high school, children are invited to bring in a **rucksack** in which they keep their school items. This rucksack should be a sensible size.

****We ask that no key rings or toys are attached to bags as this causes a storage issues. All children in school are provided with pencils, materials and necessary writing equipment. However, should they wish, children in Years 3,4,5 and 6 can also bring a pencil case into school again but this must fit in the bag they bring and also be able to fit in their tray.***

2. Uniform should be as stated in our school prospectus – in particular children should wear sensible school shoes which allow them to run and play.

3. Ear piercings – children with ear piercings need to be able to remove these themselves on P.E days or bring tape to cover up. Only stud earrings should be worn No other jewellery should be worn except watches.
4. Water bottles – Children should bring a clear plastic bottle (maximum of 500ml) filled with water (not juice) each day. No metal bottles should be brought into school.
5. Snacks – All children can bring a healthy snack into school for morning break. No crisps, chocolates or sweets are allowed.

Potential changes

In the case of a Covid-19 outbreak it may be necessary to revert to a different school organisation once again. These procedures would be similar to those we have worked in the past and would be adapted to meet the needs of our children following ongoing risk assessments and changes in government and DFE guidance. **Section 2** details a *plan B* and **section 3** a *plan C* should these arrangements be needed.

Section 3 – Plan B

In the event of a Covid-19 outbreak we may be asked to implement further control measures to support reduction in the virus spreading. In this case, we would continue to run school with **some** or **all** of the measures outlined in this section. As with every aspect of school this would be reviewed in light of Government, local authority or DFE guidance. We would inform parents of which measures in Plan B we would revert to if needed.

1. Wrap around provision and school lunches

As a school we understand the importance of breakfast and afterschool club as wrap around provision. Where possible, Learning Curves would continue to provide this service in school and would liaise with parents regarding how this will run.

School lunches will continue to be provided for children but lunchtimes would be staggered as outlined in the plan.

2. Class organisation

Class organisation will be altered to support less mixing. One or more of the below measures may be implemented.

- i. We **may** revert back to whole class groups staying in one bubble. Whilst each class will consist of the same children, staff can move between classes to support them in different ways.
- ii. Each year group will operate within a specific **learning zone**. Break times will also see classes remaining together in an allocated **play zone**. Children will not cross into other classes as zones will continue be clearly marked to play in.
- iii. Classes may be organised in rows with less furniture around the room except for Reception where a different lay out to allow for continuous provision is organised. Children in years 1-6 may only sit side by side on a table of two and face the front.
- iv. The school day may also be re-organised school to ensure that mixing between groups of children is limited to their own classes only.

Reception

Class teacher	Miss C Geeson (Assistant Headteacher)
Learning zone	Reception
Main Play Zone	KS1 playground
Main T.A Support	Mrs Rawsthorne
Entrance and exit point	Yellow entrance – Main gate and then side gate at the front of school
Drop off time	9:10 am
Lunch	11:45 pm
Finish	3:30 pm *Reception children without siblings will leave at 3:30pm via the green side gate near the planting area as this leads directly from the Reception play area. ** Please note, any Reception children with Siblings will leave with their siblings at the time for their sibling's class.

Year 1

Class teacher	Miss Daw
Learning zone	Year 1 Classroom
Main Play Zone	KS1 playground
Main T.A Support	Mrs Hunter and Mrs Birtles
Entrance and exit point	Blue entrance - Back gate and hall door
Drop off time	9:00 am
Lunch	12:15 pm
Finish	3:30 pm

Year 2

Class teacher	Miss Simmons
Learning zone	Year 2 Classroom
Main Play Zone	KS1 playground
Main T.A Support	Mrs Thomas
Entrance and exit point	Yellow entrance - Main gate and fire door at front of school
Drop off time	8:45 am
Lunch	12:30 pm
Finish	3:15 pm

Year 3

Class teacher	Mrs Chapple (Assistant Headteacher)
Learning zone	Year 3 Classroom
Main Play Zone	KS2 playground
Main T.A Support	Mrs Blundell
Entrance and exit point	Red entrance – Main gate and front door
Drop off time	8:45 am
Lunch	12:00 pm
Finish	3:15 pm

Year 4

Class teacher	Mrs Nolan
Learning zone	Year 4 Classroom
Main Play Zone	KS2 playground
Main T.A Support	Mrs Hall
Entrance and exit point	Red entrance – Main gate and front door
Drop off time	9:00 am
Lunch	12:00 pm
Finish	3:30 pm

Year 5

Class teacher	Mrs J Frackelton
Learning zone	Year 5 Classroom
Main Play Zone	KS2 playground
T.A Support	Mrs Brewer and Mrs Oldfeild
Entrance and exit point	Yellow entrance – Main gate and fire door at the front of school
Start	9:00 am
Lunch	12:30 pm
Finish	3:30 pm

Year 6

Class teacher	Mr N Swift
Learning zone	Year 6 Classroom
Main Play Zone	KS2 playground
T.A Support	Mrs Brewer
Entrance and exit point	Blue entrance - Back gate and hall door
Start	8:45 am
Lunch	12:30 pm
Finish	3:15 pm

Drop off and collections of children

Please see section 10 for drop off and collection procedures.

Drop off

Siblings can be brought to school together as they are children living in the same house. Once they enter school, they will go to their classrooms and be registered and they will have a quiet and independent activity in their place until school starts for their class. You should select the **earlier time** when possible to ensure your children have the full time with their class teacher.

Pick up

Both children can be collected from school together as they are siblings living in the same house. This time parents should choose the later time to ensure their child has full time with their class.

****E.g. A year 6 and Year 1 child may both be brought at the times and entry point of Year 6 (8:45am) and leave at the exit point and time of the Year 1 child (3:30pm)***

3. **Timetable summary** **Our school day is shortened for children by 15 minutes either at the start or end of the school day for each class to accommodate staggered pick up and drop off points. However, the slightly reduced lunch by 10-15 minutes accommodates this.*

Event	Time	Key Details	Further information										
Drop off and entrance to school	Year 6 drop off 8:45 am - 8:55 am Year 1 drop off 9:00 am - 9:10 am	<u>Blue entrance</u> Year 6 Registration 8:55am Year 1 Registration 9:10 am	Year 1 and Year 6 parents enter via back gate of school and children will enter via the hall door. Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then leave children in Year 1 at the top of steps on the infant playground (Black) with staff in a clearly marked zone. Year 6 children will be dropped and collected from the KS2 playground (red). Children will then be lined up down the path to the hall and led into school to join their class bubbles. Parents will leave via the back gate.										
	Year 2 drop off 8:45 am - 8:55 am Year 5 drop off 9:00 am – 9:10 am Reception drop off* 9:10 am – 9:15am	<u>Yellow entrance</u> Year 2 Registration 8:55 am Year 5 Registration 9:10 am Reception Registration 9:15 am	Parents enter via main front gate and children enter via fire door at front of school. Parents will enter through the main school gate and join the correct queue for Emergency Care on the carpark side of the drive. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be met by staff in a clearly marked zone at the front of school and taken to their class bubble. <i>*Reception will enter through the green side gate near the planting area as this leads directly into the Reception play area.</i>										
	Year 3 drop off 8:45 am – 8:55 am Year 4 drop off 9:00 am – 9:10am	<u>Red entrance</u> Year 3 Registration 8:55 am Year 4 Registration 9:10 am	Parents enter via main front gate and children enter via main door at front of school. Parents will enter through the main school gate and join the correct queue for their class down the main path to the front door. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be met by staff in a clearly marked zone at the front of school and taken to their class bubble.										
	AM	Morning curriculum Key focus on learning will be as usual in school. <i>*Worship will be held daily in class before break time</i>	Teachers will plan for the children using the curriculum in place. In addition, they will be considering home learning, where they left off at school closure for most children and assessment baselines upon return. English, Maths, grammar, phonics and reading will form the large part of the curriculum in the morning and additional lesson time will be used in the afternoon if required.										
Morning timetable	Breaks staggered Year 1 – 10:00 EYFS - 10:25 Year 2 - 10:40 Year 3 – 10:00 Year 4 – 10:20 Year 5 – 10:40 Year 6 – 11:00	Staggered breaks twice in the morning.	Morning breaks to be; <ol style="list-style-type: none"> 1. A 10 minute run on path 2. 10 minutes in a designated play zone for each class. During break times, classes may be split into smaller class bubbles to support good play. These smaller groups will be organised at the discretion of the class teacher.										
			<table border="1"> <thead> <tr> <th>EYFS and KS1</th> <th>KS2</th> </tr> </thead> <tbody> <tr> <td>Year 1 – 10:00</td> <td>Year 3 – 10:00</td> </tr> <tr> <td>EYFS - 10:25</td> <td>Year 4 – 10:20</td> </tr> <tr> <td>Year 2 - 10:40</td> <td>Year 5 – 10:40</td> </tr> <tr> <td></td> <td>Year 6 – 11:00</td> </tr> </tbody> </table>	EYFS and KS1	KS2	Year 1 – 10:00	Year 3 – 10:00	EYFS - 10:25	Year 4 – 10:20	Year 2 - 10:40	Year 5 – 10:40		Year 6 – 11:00
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EYFS - 10:25	Year 4 – 10:20												
Year 2 - 10:40	Year 5 – 10:40												
	Year 6 – 11:00												

Lunch	Lunch 11:45 pm – 1:30 pm	<p>Staggered lunch <u>EYFS: 11:45 am</u> Mrs Barratt and Mrs Rawsthorne 11:45 am-12:40 pm</p> <p><u>Year 1: 12:15 pm</u> Mrs Hall and Mrs Barratt 12:10pm-1:00 pm</p> <p><u>Year 2: 12:30 pm</u> Mrs Smith 12:30 pm-1:20pm</p> <p>Year 3 12:00 Year 4 12:00 12:00pm – 12:50pm Mrs Jones and Mrs Blundell</p> <p>Year 5 12:30 Year 6 12:30 12:30pm – 1:20 pm Mrs Hall and Mrs Lloyd</p>	<p>EYFS, Year 1 and Year 2 Support staff allocated to each class will also assist with lunchtime.</p> <p>Receptions and Year 1 children will eat in the main school hall. They will only be in the hall with their own classes. Tables will be distanced. They will then have a supervised free play on their play ground with just their class.</p> <p>Year 2 will eat in the class rooms before going out for a play.</p> <p>During break times, classes may be split into smaller class bubbles to support good play. These smaller groups will be organised at the discretion of the class teacher.</p> <p>Play zone is the KS1 playground – black.</p>
		<p>Year 3 12:00 Year 4 12:00 12:00pm – 12:50pm Mrs Jones and Mrs Blundell</p> <p>Year 5 12:30 Year 6 12:30 12:30pm – 1:20 pm Mrs Hall and Mrs Lloyd</p>	<p>KS2 Support staff allocated to each class will also assist with lunchtime if required.</p> <p>Children will eat lunches in their classroom after tables have been disinfected before playing in their allocated Zone.</p> <p>Zones are the red KS2 playground (red) and school field.</p> <p>In the event of wet weather and the grass being unable to be used, children will have a run or walk on the running path, short free play on the playground and then return to their class. The play-ground can be split into two sections to allow each class to have half.</p> <p>During break times, classes may be split into smaller class bubbles to support good play. These smaller groups will be organised at the discretion of the class teacher.</p>
Afternoon timetable	Afternoon curriculum 12:40pm – 3:30pm	<p>Reading and Wider curriculum project work 1:40pm -3:30 pm</p>	<p>Teachers will continue to deliver the schools wide and balanced curriculum in the afternoons. Details of the school curriculum can be found on school website.</p> <p>Alterations to the curriculum will be led by the teacher after considering home learning and evaluating the needs of the children.</p> <p>The afternoon will start with a guided reading focus as normal.</p>
	Breaks staggered EYFS – 1:30 pm Year 1 - 1:45 pm Year2 – 2:00pm Year 3/4 -2:15pm Year 5/6 - 2:30 pm	<p>Staggered break of 15 minutes in the afternoon</p>	<p>Children will run on the path for 5 minutes and have a free play</p> <p>EYFS – 1:30 pm - KS1 playground (Black) Year 1 - 1:45 pm - KS1 playground (Black) Year 2 -2:00 pm - KS1 playground (Black) Year 3/4 - 2:15 pm – KS2 playground (red) and field Year 5/6 - 2:30 pm - KS2 playground (red) and field</p> <p>Staff within classes will have opportunity to swap within the designated break for toilet and a drink.</p>

Leaving at the end of the day	3:15pm	<u>Blue entrance</u> Year 6 pick up	Year 1 and Year 6 parents enter via back gate of school and children will leave via the hall door. <i>Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then collect their children at the top of steps on the infant playground (Black) with staff in a clearly marked zone.</i>
	3:30pm	Year 1 pick up	<i>Parents are asked to leave the school site once they have collected their children and not stay around for conversations.</i>
	3:15 pm	<u>Yellow entrance</u> Year 2 Pick up	Year 2, 5 and Reception Parents enter via main front gate and children leave via fire door at front of school. Parents will enter through the main school gate and join the correct queue for their class. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be handed over by staff in a clearly marked zone at the front of school.
	3:30 pm	Year 5 Pick up	<i>Parents are asked to leave the school site once they have collected their children and not stay around for conversations.</i>
	3:30 pm	Reception pick up for children without siblings. * <i>**Reception children with Siblings will leave with their siblings at the allocated time for their class.</i>	<i>*Reception children without siblings will leave at 3:40pm via the green side gate near the planting area as this leads directly from the Reception play area.</i>
			<i>** Please note, any Reception children with Siblings will leave with them at the time for class.</i>
	3:15 pm	<u>Red entrance</u> Year 3 Pick up	Year 3 and 4 Parents enter via main front gate and children leave via main door at front of school. Parents will enter through the main school gate and join the correct queue for their class. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be handed over by staff in a clearly marked zone at the front of school.
	3:30 pm	Year 4 Pick up	<i>Parents are asked to leave the school site once they have collected their children and not stay around for conversations.</i>

4. Risk Control and Procedures

Whilst not exhaustive, below are the key control measures that apply from previous government guidance and current school control measures. Many of these have been in place since the start of the pandemic. These measures would be reviewed and refreshed depending on Government guidance.

Key Government advice on control measure	Key school control measures
<p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.</p>	<p>Advice sent to parents and whole school community on self-isolation in case of symptoms.</p> <p>Children are to be sent home if they have symptoms and follow Government procedures for this – outlined in section 6.</p>
<p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p>	<p>All children to clean hands on entry to school and at key points during the day including break times and lunch times by washing with soap and water or hand sanitiser</p> <p>School ensures adequate supplies of soap and hand sanitiser are available.</p> <p>Hygiene rules to be discussed with children regularly and poster displayed around school.</p>
<p>Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p>	<p>The ‘catch it, bin it, kill it’ approach is promoted in school and discussed with children.</p> <p>Tissues are available and all children are briefed on procedures of blowing noses and disposal of waste. Lidded bins are provided in each area for disposal of waste.</p> <p>Children briefed on importance of positive behaviour, expectations and school rules regarding keeping of hygiene.</p> <p>School rules have been refreshed to reflect COVID – 19 and are evident around school. See behaviour policy.</p> <p>https://www.aughtonchristchurch.lancs.sch.uk/serve_file/739442</p>
<p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>PHE has published guidance on the cleaning of non-healthcare settings.</p>	<p>Each classroom has its own cleaning material. All surfaces are cleaned at the end of at the start of each day, during each day and at the end of each day.</p> <p>Cleaning procedures are in place and monitored at start and end of day and a daily evaluation of cleaning is carried out by the SLT.</p> <p>Cleaning procedures include regular cleaning of touch points.</p> <p>Daily health and safety check is done with D Kennedy (Headteacher) D Keen (Site Supervisor) and C Geeson (Health and Safety Officer). These are done before start of school each day to check all aspects of cleaning.</p> <p>Deep cleaning planned during school breaks and before wider reopening.</p>

Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).	Each class is allocated its own learning zone which will remain in place for that class. Playtimes staggered with only one group going into an allocated area. See timetable.
Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening.	Daily health and safety check done with D Kennedy (Headteacher) D Keen (Site Supervisor) and C Geeson (Health and Safety Officer). These are done before start of school each day to check all aspects outlined in the plan. School risk assessments reviewed weekly and adapted upon review and to reflect any occurring incidents, Each group to use a separate entrance and stay with allocated Zone. No need for child movement around school due to self-contained Zones for each class bubble.
Organise small class groups, as described in the 'class or group sizes' section above.	Children normal class sizes and don't mix with the wider school.
Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.	Unnecessary furniture removed if it restricts space and tables laid out in rows with maximum distance between them. Each child allocated their own table and resources.
Refresh the timetable: decide how lessons or activities will be delivered Consider which lessons or classroom activities could take place outdoors	Curriculum across school will continue as normal with morning subjects predominantly being: <ul style="list-style-type: none"> • English – Reading, Writing, Grammar, phonics • Maths Wider curriculum areas will be taught across school in the afternoons. Wider review of shared resources to ensure cleaning of shared resource can take place.
Use the timetable and selection of classrooms or other learning environment to reduce movement around the school or building.	Each Class will have their own zone only requiring to leave their zone for a play time and lunch. Lunch will be staggered and lunch hall will be cleaned before a new group comes in.
Stagger assembly groups.	Children will only have assemblies and worship in their own class.
Stagger break times (including lunch), so that all children are not moving around the school at the same time.	Play times and lunches staggered – as outlined in timetable section.
Stagger drop-off and collection times.	Each group allocated a separate drop off and collection time as outlined in class organisation in section 2 and timetables in section 3.
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.	Different drop off points and times as noted in section 1. Parent guidance in place (see section 8)

Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.	Classes: Children in classes of their own year group and do not cross into other groups. Toilets: Classes will be allocated a toilet and toilets will be cleaned regular through the day. Only one child at a time will be allowed into the toilet areas.
Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.	All play equipment off bounds. Any play equipment such as balls that are used at breaks will be cleaned after use and after break times and kept for use within a class bubble.
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.	Classroom to be organised and stripped down to bare minimum furniture and resources as much as possible and decided by the class teacher.
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Classroom to be organised and stripped down to bare minimum furniture and resources as much as possible as decided by the class teacher.
Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.	Children all walk or are dropped off by parents in car. Staggered drop off and collection times. Marked Zones for collection and pick up as articulated in timetable. All families encouraged to walk when possible
Visitors to school restricted	Please see our school visitor policy
When school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.	School monitors Co2 in all classrooms across school. All rooms in the school have windows which are opened to create air flow and ventilation. Where possible windows will be left open during lessons, if this is not practical, windows will be fully opened when unoccupied to fully purge the air. At key points in the day ventilation is also improved through opening doors, at these times increased consideration will be given to security of the building.

5. Summary of Key protective measures that may be implemented (under regular review)

1. Staggered drop of times, Zoned drop off areas, no parents allowed into school and one way systems in places for entering and leaving school site to ensure organisation and provide social distancing for key flashpoints in the day. (See timetables – section 3)
2. Social distancing drop offs marked with cones.
3. No parents allowed into school – any queries to be dealt with at drop off with a distance of 2 metre but encouraged via telephone.
4. Strict handwashing procedures upon entry to school and key points.
 - i. Entry to school
 - ii. Before break and snack
 - iii. After break one
 - iv. Before lunch
 - v. After lunch
 - vi. Before break
 - vii. After break three
 - viii. Before going home
5. All children kept in their allocated classes and play zones to ensure less contact between people in school.
6. Classrooms laid out in rows with. Children allocated their own work space and sat next to another child facing the front. These work spaces will be decided at the discretion of the class teacher and where possible will remain the same.
7. Children all allocated with their own resource and work space.
8. Work spaces and key classroom surfaces cleaned regularly throughout day.
9. Cleaning staff and all staff carrying out additional cleaning of key areas throughout the day – additional cleaning of handles and key surfaces.
10. Deep cleaning planned during school breaks and before wider reopening.
11. Audit by SLT of cleaning at start and end of every day with site supervisor.
12. All children informed of health and safety, school rules and refresh of rules. In particular continued keeping of safe spaces when possible.
13. All children briefed on the **catch it, kill it, bin it** strategy regularly.
14. Tissues available for each child.
15. New bins for each class to have lids on.
16. Unnecessary resources such as soft toys packed away.
17. Play equipment outside to not be used.
18. Play equipment indoors and shared resources used to be cleaned daily.
19. All classrooms have own cleaning equipment allocated to them.
20. First aiders to look after their own class – all classes have a first aider and first aid kit
21. Cleaning staff to be briefed on cleaning procedures and wear gloves for cleaning.
22. Fire drill practised with social distancing measures – children to assembly in play Zones.
23. Clear procedures following government guidance as identified in section 5 should anyone become unwell, show symptoms or is diagnosed. School emergency plan in place.
24. No books and equipment to be sent home or brought into school initially. This will remain under review.
25. Co2 monitors in classroom and ventilation risk assessment in place.
26. Regular staff testing for Covid-19.

6. Emergency procedures

Key emergency procedures are important and below are some details of key considerations which are important to be aware of.

Issue	Action	Further action/consequence
Child/staff member becomes ill with symptoms or is diagnosed	<p>Follow government guidance. See below (a and b)</p> <p><i>Child/staff member is isolated within school in intervention room.</i></p> <p><i>The government has identified that children/staff showing symptoms will be eligible for a test.</i></p>	<p>Potential for all of class to close down and participants asked to self-isolate.</p> <p>Potential need to close school.</p>
Fire	Fire drill held for new class organisation and social distancing measure	Fire drills in the first week
Accident on site	<p>First aider with each class at all times.</p> <p>Paediatric First aider available for EYFS at all times.</p>	Daily review of first aid equipment

7. Parent Key Guidance

Below are key points which may support parents in understanding of the return to school system.

- School staff are now incredibly experienced at working in these circumstances so reverting to these procedures would be seamless for the children.
- Attendance at school is statutory.
- Staff are very aware of how children can feel with school disruption. I'd like to reassure all parents that emotional well-being and feelings will be a key priority
- Any concerns can be communicated via email to the school and will be responded to.
- Additional guidance and parental support will be published as necessary.

8. Parent consultation – evaluations, clarifications and updates

Throughout the pandemic parents have asked questions about areas of school which are very useful. Answers to these questions are detailed below as they support understanding of the procedures in this plan.

Toilet arrangements

With regular cleaning toilets can be used by different children. However, to support this we are continuing to allocate certain toilets areas to certain classes.

Medical concerns

If there has been any change in medical details for your child we ask that you notify us by emailing into school. Please email bursar@aughtonchristchurch.lancs.sch.uk and we can organise a phone consultation with you.

Social distancing and behaviour

It is acknowledged by the government that children and school settings are unique and social distancing is not always possible. I would like to continue to confirm this is the case. Whilst very individual spaces will be provided in class time for children, during playtime outside in their class bubble children will have the opportunity to play with the other children from the class. We discuss our school rules with children which are viable and used at a reference point in the classroom. We also continue to discuss good hygiene and social spacing rules. We call social distancing '**your safe space**' and during school in the whole pandemic children have worked within these boundaries successfully. This has worked really well with children playing and interacting. It should also be acknowledged that children having the opportunity to play and be with other children is an important aspect of social, mental and emotional wellbeing alongside their overall development. We are very fortunate in our school to have such lovely grounds and children who have been in school during the pandemic have thoroughly enjoyed and benefited from their play experiences in a zone for their class bubble.

Behaviour in school is outstanding. We continue to adhere to our school rules and behaviour policy using this appropriately in the context of Covid19. To support this we have added in key reminders to our rules which are appropriate and the children are guided through these and reminded of them regularly. They are evident in all classrooms. These can be found on our website in the behaviour policy. https://www.aughtonchristchurch.lancs.sch.uk/serve_file/739442

Learning in EYFS

Learning in EYFS is different to other parts of school. Despite the new school measures in place, Reception children will still be working towards their Early Learning Goals. Although resources and context may look slightly different, they will still be provided for opportunities to explore and be creative and work within the areas of learning so crucial for this year group. Children in EYFS will still be involved in continuous provision and their classroom will continue

to look different to the classrooms in Years 1-6. It is important to remember that children are not always going to social distance, in particular this applies to children in reception.

Clarification of pick up and drop off

I fully understand that **drop off** and **pick up** from school can be challenging in our new systems. I would like to thank everyone for their calm approach and support with these new procedures.

Having evaluated these procedures during the opening two days of the Autumn term and to further support the smooth running of drop off and pick up of children, please note the below clarification points. I hope these will help everyone feel more confident and ensure everyone's safety.

1. Please do not bring dogs onto school premises or leave them tethered to the school gate.
2. Now the first day of school has passed, please whenever possible only have one adult collecting and accompanying your child/children to reduce numbers of people on the school site.
3. At the end of the school day, please wait in the designated queuing areas until you reach the front of the line when your child will be passed to you.
4. Please leave via the one way systems and do not wait on school premises to hold conversations once you have dropped off or collected your child/children.
5. When queuing, please ensure social distancing.

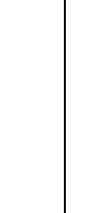
Additional clarification for families with more than one child.

1. If you have more than one child entering school at different times please send them at the **earliest** time through the **appropriate entrance point for the earliest class**.
2. If you have two children who leave at different times please collect them both at the **latest** time from the **appropriate collection point for that class**.
3. If you have children who enter or leave at the **same time** but from different points, you should drop off and collect both of your children from the **youngest child's collection point**. (The exception to this are children in Reception who will leave with their siblings at their collection point once they start in school fulltime).

Parents are asked to email in concerns or queries so school can continue to answer concerns, consult with our families and add clarification to any issues.

Please email into: bursar@aughtonchrstchurch.lancs.sch.uk

9. Drop off and collection procedures.

Year 1 - Blue Zone drop off – Via back gate of school					
<p>Year 1: 9:00 am</p>	<p>Parents enter via back gate of school and children will enter via the hall door.</p> <p><i>Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then leave children at the top of steps on the infant playground (Black) with staff in a clearly marked zone. Children will then be lined up down the path to the hall and led into school to join their classes. Parents will leave via the back gate.</i></p>				
<p>1</p> 	<p>2</p> 	<p>3</p> 	<p>4</p> 	<p>5</p> 	
<p>Enter the running path between the white cones.</p>	<p>Walk clockwise around the running path.</p>	<p>Stop at blue markers if there is someone in front.</p>	<p>Keep Spaces</p>	<p>Wait at the markers at the exit point for the teacher to ask you to move forward</p>	
<p>6</p> 	<p>Hand over your child to the staff in the coned area and leave via the back gate. Please ensure no one is coming down the path before leaving.</p>				
Reception, Year 2 and 5 - Yellow Zone Drop off - Via main gate and fire exit at front of school					
<p>Year 2: 8:45 am</p> <p>Year 5: 9:00 am</p> <p>Reception: 9:10 am</p>	<p>Parents enter via main front gate and children enter via fire door at front of school.</p> <p>Parents will enter through the main school gate and join the correct queue for Emergency Care on the carpark side of the drive. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be met by staff in a clearly marked zone at the front of school and taken to their class.</p>				
<p>1</p> 	<p>2</p> 	<p>3</p> 	<p>4</p> 	<p>5</p> 	<p>6</p> 
<p>Enter between the Yellow cones into The yellow lane.</p>	<p>Stop at markers and keep social spacing.</p>	<p>Wait at the last marker until the adult calls you.</p>	<p>Hand your child over into the coned area and exit via the yellow arrows in the correct Lane.</p>		

Year 3 and 4 - Red Zone Drop Off - Via main gate and main door

Year 3: 8:45 am

Year 4: 9:00am

Parents enter via main front gate and children enter via main door at front of school.

Parents will enter through the main school gate and join the correct queue for their class down the main path to the front door. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be met by staff in a clearly marked zone at the front of school and taken to their class bubble.



Enter via the main pedestrian Gate down the main path and Keep social spacing. Stop at the Markers until someone has moved on.

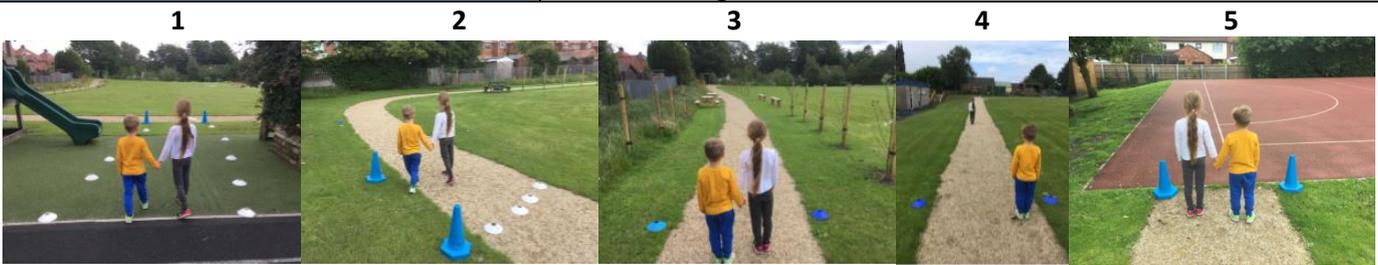
Hand your child over into the coned Zone and exit via the red arrows in the one way system. Please keep to the correct lane.

Year 6 - Blue Zone Drop Off – Via back gate of school

Year 6: 8:45am

Parents enter via back gate of school and children will enter via classroom doors.

Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then leave children on the KS2 (red) playground with staff in a clearly marked zone. Children will then be lined up by staff and taken to their class bubble through the classroom doors.



Enter the running path between the white cones.

Walk clockwise around running path.

Stop at blue markers if there is someone in front.

Keep Spaces

Wait at the markers at the exit point on the red playground Wait for the teacher to ask you to move forward.



Hand over your child to the staff in the coned area and continue around the running path to leave via the back gate. Please ensure no one is coming down the path before leaving.

Pick up at the end of the day

Please note the pickup times and arrangement below. Parents will be asked to queue in the same format as the morning drop off. Children will then be handed to you as you reach the front and you will leave via the same path you did in the morning.

**Remember siblings can go home together and be collected at the later time of the children's classes.*

Year 1 - Blue Zone pick up – Via back gate of school

Year 1: 3:30pm

Parents enter via back gate of school and children will leave via the hall door.

Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then collect their children at the top of steps on the infant playground (Black) with staff in a clearly marked zone.

Parents are asked to leave the school site once they have collected their children and not stay around for conversations.

Year 2 and Year 5 - Yellow Zone pick up – Via main gate and fire exit at front of school

Year 2: 3:15 pm

Year 5: 3:30 pm

Reception: 3:30 pm (for children without siblings)

Parents enter via main front gate and children leave via fire door at front of school.

Parents will enter through the main school gate and join the correct queue for their class. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be handed over by staff in a clearly marked zone at the front of school.

Parents are asked to leave the school site once they have collected their children and not stay around for conversations.

Year 3 and Year 4 - red zone pick up - via main front gate and children leave via main door at front of school.

Year 3: 3:15 pm

Year 4: 3:30 pm

Parents enter via main front gate and children leave via main door at front of school.

Parents will enter through the main school gate and join the correct queue for their class. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be handed over by staff in a clearly marked zone at the front of school.

Parents are asked to leave the school site once they have collected their children and not stay around for conversations.

Year 6 - Blue Zone pick up – Via back gate of school

Year 6: 3:15pm

Parents enter via back gate of school and children will enter via classroom doors.

Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then collect children from the KS2 (red) playground. Staff will hand over in a clearly marked zone.

Parents are asked to leave the school site once they have collected their children and not stay around for conversations.

Section 4

*In the event of school closure due to Covid-19 we will move to **plan C**. School will continue the education of all children in line with our remote learning policies. These can be accessed by clicking the links below.*

[Remote learning policy](#)

[Key Information for Remote Learning](#)

[Zoom policy](#)

When possible and if required, school will work within Government, local authority and DFE guidance to continue to provide care for vulnerable children and children of critical workers as during previous school closure periods. Parents will be sent details of applying for these places upon the event of school closure.