

Marden Primary School



Recovery Plan

How the Recovery Plan has been formulated

The Department for Education (DfE) have produced a range of documents to support schools in preparing for reopening. It is important to stress that this is guidance only. The main documents are:

- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>

There is a range of other guidance that we have taken into account, for example the Kent County Council Guidance and information from the Kent Association of Headteachers.

It is important to remember that this information is all guidance. It is the responsibility for each school to read and digest the guidance and then make the decisions that are best for their setting. Each school will be significantly different: in terms of size, the community it serves and even down to the number of staff who are available to be in school.

Every decision that is made in this plan starts and ends with the safety of the pupils, staff and families. Although we are educators, this must never take precedence over the health and safety of all of our stakeholders.

The plan is written based on the responses from the parental questionnaire. It also includes the children who have been eligible to attend school since the beginning of lockdown – those classed as vulnerable or those children of key workers whose work is critical to the fight against Covid-19 (shortened to Key Worker children).

The changes will be difficult for some of the children to understand, and the school environment will look very different. We will make every effort to foster a positive Marden Primary School atmosphere, but we expect that it will be an unnerving adjustment for some of the children.

At the time of writing, this plan takes account of all available guidance. The plan is subject to changes as and when further or updated guidance is released. It may also be necessary to change or amend the plan based on the numbers of children and staff available. Parents will be updated on any changes or amendments as soon as possible.

These measures prioritise the safety of the children, staff and wider community from the spread of Covid-19. They represent our very best effort, but it is impossible to guarantee the safety of children and staff from a virus.

Preface

It was announced that, as part of the governments stepped process, schools should prepare to reopen to Reception, Year 1 and Year 6 pupils from 1st June. This is in addition to the provision that is currently being offered to vulnerable pupils, those whose parents are key workers and those who have an EHCP. The 1st June is the date suggested by the

government, and not the guaranteed date that we will open to more children. Marden Primary School will only open to these children when we are certain that we have minimised the risks and when we feel it is as safe as we can make it for everyone.

The eligible year groups have been chosen because of the early stage of their education (in the cases of Reception and Year 1) and to aid transition (Year 6). The guidelines from the government, and the way in which we feel we can adapt them to keep children and adults safe, will make it necessary to compromise some of our typical curriculum aims. Children in Reception will be taught in a way that is not aligned to the Early Years curriculum.

In addition, Year 6 will not be able to undertake normal transition arrangements as secondary schools are not open. As time goes on, we will continue to look for alternative transition arrangements with local secondary schools.

As it stands, schools have been open for children of key workers and those classed as vulnerable since Monday 23rd March, including over the Easter holidays. As the provision will still be required for the key worker and vulnerable child group over May half term, school will remain open for these children for this period of time. This will mean that school staff will have worked without a holiday break for the entirety of this period, whether it be in school supporting children, or from home preparing resources, contacting children and undertaking continuous professional development (CPD). To enable the staff to have a small window of time, the school will therefore be closed for the bank holiday on 25th May for all pupils.

From the beginning of lockdown, the guidance from the government on reducing transmission of the disease has been clear. The focus has been on social distancing with the suggestion of remaining 2 metres away from people outside of your household. The other focus has been on hygiene, specifically on washing hands regularly and for a period of at least 20 seconds.

The biggest challenge in schools, and this has been seen by having one group of children in every week since the beginning of lockdown, is social distancing. Children, especially the youngest children, find it very difficult to keep at a 2-metre distance. This is especially the case with peers and in an environment in which they are familiar. The government have recognised this and have said that **'we know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.'**

Throughout this plan, every effort has been made to ensure that an appropriate distance can be maintained for the children. However, it is not possible to mitigate the 'human' factor in this – that being that a child may still leave a designated area, or come close to and instigate physical contact with another child or adult. No plan could ever reduce the risk of contact between children and adults to zero, and therefore it needs to be made clear that this is the case. The plan follows the hierarchy of controls as suggested in the guidance to try to reduce the risk of transmitting the infection. They are:

- 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
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds 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
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

This is a novel virus and the scientific understanding is developing all the time. It is likely that there will be further amendments and updates that we will have to review periodically. It may be useful for you to read the scientific guidance from the DfE so that you are aware of the most up-to-date information in this area. You can find that guidance here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/885631/Overview_of_scientific_advice_and_information_on_coronavirus_COVID19.pdf

The Recovery Plan

Reasons for non-attendance

You should only send your child to school if you feel it is safe to do so. In this plan, we have taken steps to make the environment as safe as it possibly can be. However, the environment and the way that we will have to manage it will be very unfamiliar to the children. **Any parent choosing not to send their child will not be fined**, nor will the school put any pressure on you to change your decision. There is some guidance on non-attendance outlined below:

- Where a child is extremely clinically vulnerable, (often this category will have received a letter from the government) they must not attend school.
- Where a child is clinically vulnerable, the parent must seek medical advice from their GP to see if it is appropriate for them to attend school.
- Where a child lives with someone who is extremely clinically vulnerable they must not attend school
- Where a child lives with someone who is clinically vulnerable, they can attend school and this must be the decision of the parent (although we are happy to discuss this with you)

- Where a parent does not want to send their child to school, the child should not attend school

If you decide not to send your child to school and then change your mind please let the school office know. We will need one week's notice to ensure adequate staffing and to assign a place in a pod.

Grouping of children

Only children in the eligible groups will be allowed to school. There are four eligible groups and their priority order is as such:

- Children of key workers, children from vulnerable families and children with an EHCP.
- Children in Reception
- Children in Year 1
- Children in Year 6

Any siblings of children in the above groups who do not meet the eligibility criteria will **not** be allowed to attend school at this time. It is worth noting also that although the government are encouraging returning to work where working at home is not possible (for example construction) this does not make you a Key Worker as the guidance in this area has not changed.

All children will be placed into groups with a maximum number of 15. Each group will be a 'pod' and for the remainder of the plan will be referred to in this way. Each pod will have an allocated classroom and specific timetable (more detail will be given to these later in the plan). Each pod will remain isolated from every other pod in the school to limit the amount of contact that any one person has. The pods, their classrooms and their timetable will remain the same for the duration of the return (until further guidance is issued).

Phased Return

Year groups will be staggered on their return to allow them to settle back into school. Year 6 will start back on Monday 1st June, Year 1 will start back on Tuesday 2nd June and Reception will start back on Wednesday 3rd June.

Minimising Contact

Contact between people needs to be minimised. This will mean that children in their pods will not come into contact with the children or adults in other pods. To facilitate this, we will be taking the following actions:

- Each pod will have an allocated room and an allocated outdoor space which they must stay in for the duration of the day

- The children in each pod will have an allocated seat in the classroom which will be behind a desk which will be spaced out as much as possible (**if we do have 15 children in a pod, it will not be possible to space these out with a distance of 2m between them as the rooms are not big enough**).
- The children will be supervised by two adults. We hope that this will be a teacher and a teaching assistant, although this may not always be possible. The adults will stay with the pod and also not interact with other pods. **It is important to note that the adults in the pods may not be adults that the children know.** This could be because they are working in a different pod, or because they are not able to be in school because they are shielding, or living with someone who is shielding.
- The children will be provided with a set of resources that they will need throughout the day. These will vary from year group to year group due to the nature of the resources required. These resources are for the individual child and are not to be shared or taken home. These resources will be limited because we will need to ensure that they can be kept clean.
- When the children are allowed outside for break times, they will not be allowed to use any of the outdoor equipment including, but not limited to, the EYFS area and the trim trail. This is because it will not be possible to clean down and disinfect these areas after each individual use.

Organisation of pods

To enable the limited contact between pods, careful organisation of each pod, their movements and their timetable has been considered. From parental responses, it seems likely that we will need 2 pods for Year 1 and Year 6 and 3 pods for Reception. Currently, we will also need at least one additional classroom for the children of key workers and vulnerable children. These have been allocated as follows:

Reception – Attenborough and Nightingale Classrooms and Year 3/4 Activity Area

Year 1 - Hamilton and Backshall Classrooms

Year 6 - Austen and Churchill Classrooms

Key worker groups – Shackleton Classroom

If a child is in one of the eligible year groups and also in the key worker group currently accessing school, they will form part of the pod for their year group unless parents need 8:30-3:00 provision every day, in which case parents can choose that they remain in the Key Worker group.

Each pod will have an assigned toilet, although this will not be gender specific.

Drop off and pick up procedures

Children do not need to bring anything to school other than a packed lunch (if appropriate), a coat (if needed) and a water bottle. In hot weather, children should also bring in a sun hat but suntan lotion should be applied at home. Children will keep all of their belongings in their assigned work space.

Following the guidance, only one adult will be able to accompany the child into the school grounds. People are being encouraged to walk rather than drive to school. If you usually use public transport to get to school, please investigate alternative travel options to minimise contact. To minimise contact, children from different year groups will have to be picked up and dropped off from different locations and at different times. If you have siblings in eligible year groups, please contact me (headteacher@marden.kent.sch.uk) to make the most appropriate drop off and pick up arrangements.

The locations are as follows:

- Reception – car park gate to playground gate, enter Year 3/4 classrooms at the back
- Year 1 – main children’s gate, enter Year 1/2 classrooms at the back
- Year 6 – car park gate to Year 6 fire exit
- Key worker group – main children’s gate, enter through cookery area

Please follow the arrows and wait at the marked spaces, which will be at 2m intervals. Each Key Stage leader is preparing a video for the children, including where they will be dropped off and what the classrooms will look like.

To minimise time and contact for adults and children, please drop your child off and leave as quickly as you possibly can. It will not be possible to discuss matters with the adult in the room as we would normally do, nor will parents be able to enter the classroom and help settle the children. If you need the pod teacher to know something urgent you can call or e-mail the school office. Contact can also be made via Seesaw for non-urgent matters.

Timetable

Each pod will operate on a different timetable to reduce the amount of contact. This will mean that the timings of their school day will be different. This not only reduces the number of adults in location for drop off and pick up but also allows us to vary the break times in school so that contact is minimised. We have also taken into account the needs of working parents when setting these times. The timings will be as follows:

Key Worker/vulnerable children 8:30 - 3.00

| | | |
|---------|-------------|-------------------------|
| Year 6: | 8:40 - 2:50 | (Fridays: 8:40 – 12:20) |
| Year 1: | 8:50 – 2:40 | (Fridays: 8:50 – 12:10) |
| EYFS: | 9:00 – 2:30 | (Fridays: 9:00 – 12:00) |

Lunches

Children in Reception and Year 1 will be eligible for a Universal Infant Free School Meal. Children in Year 6 who would normally have a free school meal will be able to request one. Supermarket vouchers will not be provided for children in receipt of free school meals who return to school. Alternatively, and our preferred method, you can send your child in with a packed lunch. To minimise contact, the meals provided by the school catering company will be packed in a take away container and will be delivered to the classrooms. Key worker children will be able to have a school lunch on Fridays and those eligible for free school meals in Reception, Year 1 and Year 6 can have a packed lunch to take home.

It will not be possible for our staff to fully assist in supporting children eating lunch. For example, adults will not be able to be called over to cut up or open items as this will close the gap between adults and children and therefore increase the risk. Please bear this in mind when deciding on the lunch you wish your child to have.

To avoid children in pods mixing, the children will eat their lunches in their allocated rooms. Children who bring in a lunch from home will have their lunch box next to them in the classroom.

Curriculum

At Marden Primary School, we have worked incredibly hard on our curriculum, teaching and learning to ensure that your children receive a broad and balanced curriculum, taught in a way that helps them to understand the concepts deeply and in a way that makes them enjoy the learning process. Unfortunately, it will not be possible for us to teach the curriculum for all three-year groups and the Key Worker group to the level that we would normally pride ourselves on. There are various reasons for this including, but not limited to:

- The variability in home learning undertaken in the previous 11 weeks.
- The prior knowledge of where children are in their learning if the pod is not being taken by the child's class teacher.
- The ability to deliver the curriculum with the restrictions required to keep children and adults safe.

We will have to modify our teaching approach to keep a distance from children in each pod as much as possible, particularly close face to face or 1-to-1 support. We will be focusing on supporting the children as much as we can in their learning.

Much of what we will cover in schools will be the same as those who choose not to attend school. The children will be working on their Seesaw learning in the classroom under the supervision of the adult(s). The learning for the children in all year groups will be completed at the specific desk or learning space for that child.

The classroom will have to be adapted to prevent and limit the contact points. Any soft furnishings and unnecessary equipment will have to be removed from the classroom. Anything that cannot be removed but is not needed will be blocked off to prevent use.

Teachers will continue to provide activities for all year groups i.e. Years 2, 3, 4 and 5 as well as those in Reception, Years 1 and 6 who do not return to school.

Behaviour

Staff have developed a Covid-19 addendum to our Behaviour Policy. It is important that all children adhere to these rules to keep everyone safe. We will be sending out a Covid-19 home-school agreement which parents must agree to – please either print and send back or e-mail the office to confirm acceptance. It is important to note that if children are found to be breaking the Covid-19 rules in school, or if we find out that they are not taking appropriate measures out of school, their school place can be withdrawn until we are satisfied that they do not pose a threat to the safety of other children or adults.

Effective infection protection and control

In order to keep the children and adults safe, we need to ensure that we do as much as we can to control and protect against infection. The science and guidance that we have been provided with is clear that the best chance we have of minimising transmission of the virus is based around hygiene and cleaning. This comes under four areas:

1. Minimise contact with anyone showing symptoms
 - Parents need to check their children for symptoms. If you have any concerns that your child may have any symptoms, you must keep your child at home and isolate for 7 days.
 - If a child shows any symptoms in school, they will be taken immediately to the SENCo room. Parents will be called and the child must be collected as soon as possible.
2. Clean hands regularly and for at least 20 seconds
 - Handwashing must be completed regularly.
 - Each classroom will be supplied with additional resources such as soap, hand sanitizer, tissues and bins.
3. Personal hygiene will need to be taught
 - Children, especially those in the younger year groups will need to be shown how to wash hands effectively.
 - Regular monitoring will take place.
4. Cleaning of surfaces
 - Cleaning products will need to be stored in each room.
 - Staff in each pod will have to regularly clean frequently used surfaces like desks, backs of chairs and equipment. This will need to be done when the children wash their hands so that they return to a clean area.
 - Administrative and site staff will also have to clean touchpoints frequently.

Personal Protective Equipment

It is easiest to share the specific government guidance here for clarity:

Wearing a face covering or facemask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. The only exception that applies for us in relation to PPE is if a child shows any symptoms.

There will be PPE supplies including masks, gloves, aprons, hand wash and sanitizer in the SENCo room for members of staff to use if a child shows symptoms of illness.

Uniform

To enable you to wash and clean your child's clothing regularly, it will not be possible for the children to come to school in their school uniform. They will be able to wear their own clothes each day. They must have completely different clothes on for every day. Your child will have opportunities every day for physical activity so we recommend that they come into school wearing trainers. We will also be using the outdoors regularly as ventilation and open spaces reduces the risk of transmission. Therefore, please make sure that the clothing your child wears to school is appropriate for them to be undertaking some physical activity. Children will not need to bring a book bag to school. All that the children will need is their lunchbox, which can include multiple snacks, and a full water bottle. Children will not be able to fill their water bottles at school so please ensure their bottle is an adequate size.

Staffing

All members of staff have been consulted on this plan and their thoughts and suggestions taken into account. Not all staff are currently able to be in school and they will continue to support the children and staff by working from home. This will include resourcing and planning the Seesaw activities. All teaching staff are legally entitled to Planning, Preparation and Assessment time (PPA). This is no different in this situation. To limit the contact with additional adults, it will not be possible to run PPA in the same way that we would do normally. Therefore, Friday will be a half day for children, with a phased closure to enable the teachers to complete the PPA time and prepare the learning and resources for the following week. The timings for Friday pick up are given under the Timetable section.

Plan Variations

This plan has been written based on the numbers from the parental surveys and assumes that there will be sufficient staff for two members of staff in each room. In Year 6 we currently have enough staff members for 3 teachers so one pod will have one teacher – this will be a smaller pod. Other members of staff will be on site such as office

staff, caretaker and a designated safeguarding lead (who cannot be based in a room with a pod). If we are unable to meet the required number of staff for each pod, we will need to amend this plan. This would mean that we would have to reduce the number of year groups who would be able to attend, starting with Year 6.

Wraparound Care

Since the beginning of lockdown, we have been operating slightly longer hours to support the needs of our key workers (school open to children at 8:30 am). This has meant that there has been some additional wraparound care for these children. It will not be possible to offer wraparound care to all pupils eligible to attend because we will not be able to minimise contact. As has been mentioned throughout this plan, children will be in pods and each pod must remain isolated from other pods. Children of key workers will still be able to access the slightly longer opening hours to allow parents to continue the fight against Covid19.

Medical Needs

If children require inhalers or Piriton and/or Epi-Pens for severe allergies, the parent must ensure that in-date medicine is available in school and this will be kept in the child's pod. No other medication will be given; if children require antibiotics or Calpol they should be kept at home.

First aid: children will tend to this themselves if it is minor (e.g. wet paper towel applied themselves if able to) and basic PPE will be provided in the first aid bags for staff who are administering first aid to protect both them and your child (aprons, gloves, masks).

What will happen if a child shows symptoms of COVID-19?

Please see Appendix 2.

The government have advised that staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household. When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.

Where the child, young person or staff member tests positive, the rest of their pod should be sent home and advised to self-isolate for 14 days. The other household members of that pod do not need to self-isolate unless the child, young person or staff member they live with from that pod subsequently develops symptoms.

How to apply for a test:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Appendix 1 Behaviour Policy Addendum

Appendix to Behaviour Chart: Additional COVID-19 Rules

- Only bring your coat or sun hat, lunch and water bottle to school.
- Stick to your route for entering and leaving the school building.
- Use hand sanitiser when you arrive.
- Do not put your things in the cloakroom.
- Move around the school carefully, following the routes you are shown.
- Wash your hands for 20 seconds, using soap and water:
 - When you arrive at school
 - After going to the toilet
 - Before eating
 - After blowing your nose, sneezing or coughing
 - Each time you come back into the school building
- Stay with the people in your pods during learning times, break times and lunchtimes.
- Stick to the zones your pod is given.
- Make sure you always sit in the seat that you are given.
- Keep 2 metres away from other people in outdoor spaces.
- When walking, clasp your hands to help you not touch your face.
- Sneeze or cough into your sleeve or a tissue.
- Put used tissues into the special bin: Catch it, bin it, kill it.
- Avoid touching your mouth, nose and eyes with your hands.
- Only use the equipment you are given.
- Only use your pod's toilet.
- When you go to the toilet:
 - Flush the toilet
 - Wash your hands for 20 seconds
 - Put paper towels carefully in the bins
- Stick to our school behaviour chart
- Be kind.

Appendix 2 Procedure in the event of suspected infection

If a child, young person or member of staff becomes unwell with symptoms of COVID-19 while in their school or setting:

- Phone Public Health England and explain the circumstances. PHE may suggest full and immediate closure for deep cleaning, or say that you can continue teaching.
- The person must be supported until they can be collected and taken home. They should not be left unattended.
- The SENCo room has been set aside for use as an isolation room. There is a chair for the unwell person. The adjacent disabled toilet is equipped with a sink, towel and hand soap.
- A chair for a member of staff needs to be 2 metres away, to maintain social distancing as the person cannot be left alone.
- A face mask should be worn by the supervising staff member if a distance of 2 metres cannot be maintained. If contact with the person is necessary, then gloves, an apron and a face mask should be worn by the supervising staff member.
- The SENCo room is allocated for the sole use of the unwell person and must not be used by anyone else until it has been thoroughly cleaned. The disabled toilet is assigned for use by the unwell person, if needed, and must not be used by anyone else until it has been thoroughly cleaned.
- If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- The areas that they have come from, e.g. classroom, kitchens, dining hall, toilets, circulation routes, need to be closed off. If this is not possible, then a thorough cleaning needs to be done on each area before it can be used by pupils or staff.
- Other members of staff should ensure that no other personnel are on the route of the person as they exit the building.

After the sufferer has been collected:

- If the school is closed, initiate a cleansing, with your usual contractor as directed by Public Health England. If your contractor is unable to do a full clean, contact KCC for support.
- If the school remains open, the PHE may advise to close off all places where the child has been. In practice, this may necessitate closing the school anyway.
- During cleaning, cleaners must be reminded to pay special attention to where the person has sat or was lain down. PPE must be worn. Bedding, soft furnishings and towels need to be carefully taken away and if possible washed on a 60 degree wash, with detergent.
- Any bathrooms, toilets and sinks, must be thoroughly cleaned. This includes taps, handles, toilet seats, dryers and soap dispensers
- The school will need to inform parents and colleagues but stress the thoroughness of the cleaning that is taking place.

Appendix 3 Cleaning the classrooms and shared spaces

All pods will have their own cleaning supplies and will frequently clean off hard surfaces.

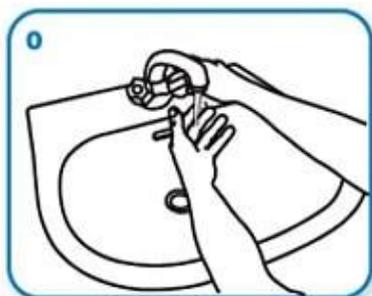
Areas requiring frequent cleaning:

- Tops of desks and tops of chairs
- Any equipment used
- Touch points such as doors

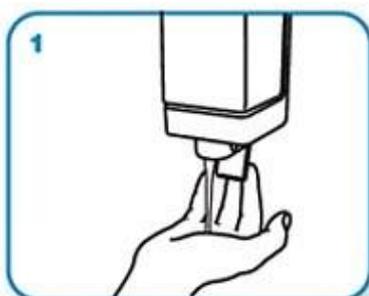
Other measures:

- Access to hand soap and antibacterial hand gel in all classrooms, toilets, sink areas and staff areas
- Office based staff cleaning touch points and keypads frequently
- Resources in trays and cupboards to be taped off
- Remove all soft furnishings/cushions/beanbags/rugs
- Cannot use PE equipment that is touched by hands (e.g. netballs, basketballs)
- Reading books and resources cannot be taken home
- Children to have their own resources, that cannot be shared (resources appropriate to age, such as playdoh and craft for EYFS/Y1)

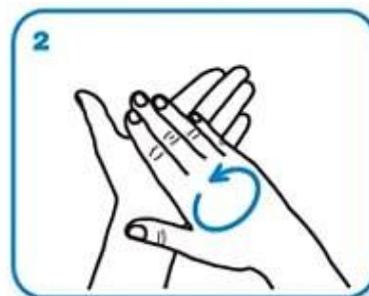
Appendix 4 How to wash your hands



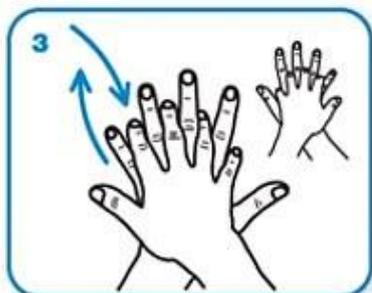
Wet hands with water



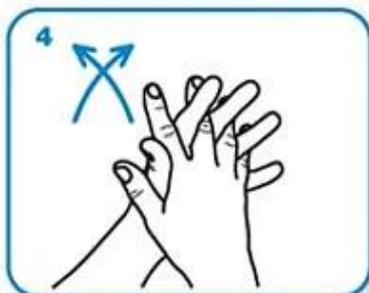
apply enough soap to cover all hand surfaces.



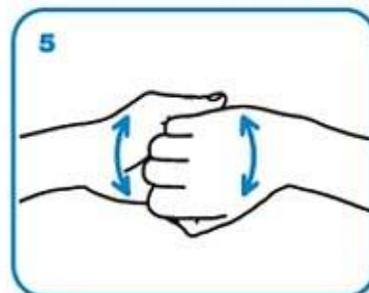
Rub hands palm to palm



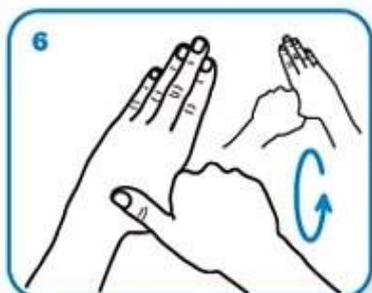
right palm over left dorsum with interlaced fingers and vice versa



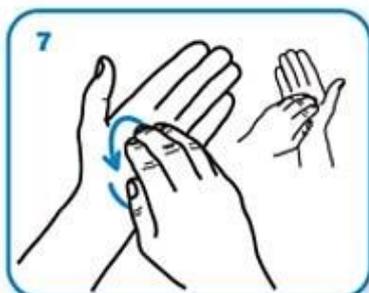
palm to palm with fingers interlaced



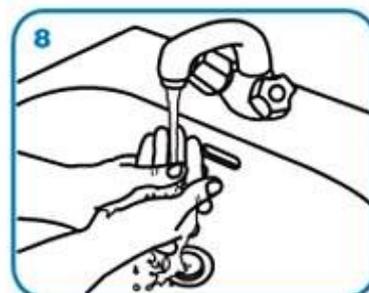
backs of fingers to opposing palms with fingers interlocked



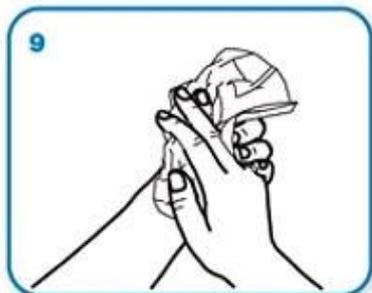
rotational rubbing of left thumb clasped in right palm and vice versa



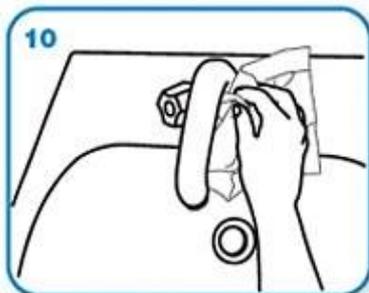
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



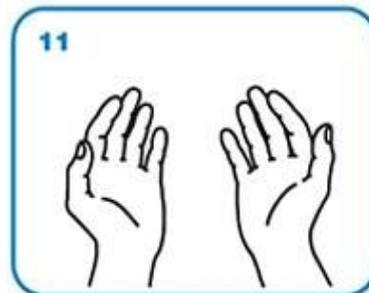
Rinse hands with water



dry thoroughly with a single



use towel to turn off faucet



...and your hands are safe.