



# School Re-Opening Plan

June 2020

## School Re-opening Protocols

Teaching and running a school while maintaining social distancing of two metres between each child is not easy.

In order to follow the DFE guidelines there are a number of changes to school life that we have had to implement. These need to be considered as non-negotiable.

### Before they come to school

- The office will not be open in order to minimise the number of people in the building but we are contactable by:
  - **Phone:** 01302 538108
  - **email:** [admin@hatchellwood.com](mailto:admin@hatchellwood.com)
  - **School Spider** (Website) through your child's login which will be picked up direct by your child's teacher.
- Children with symptoms need to stay home for seven days.
- Children who come to school with symptoms or develop them will be sent home immediately and placed in the medical room until collected. Staff dealing with ill children will be wearing PPE.
- School uniform is to be worn again if possible.
- All contact phone numbers and addresses must be up to date.
- There must be someone available to collect as soon as possible after you are contacted if your child becomes ill.

### Classes and Teaching Staff

- All classes will be split into sub classes with a maximum of 15 children in each.
- The two sub classes will be in different classrooms and will not mix at any time.

- Teaching and support staff will be allocated to one class or the Key Worker group.
- Staff will be split into teams that will work separately to minimise the risk of cross contamination.
- Home learning activities on School Spider will continue for all year groups.

## Coming into school

**Only one parent and no other children other than those attending should come onto school site.** Pupils and parents must enter from the side gate accessed via the path running along the side of the school. Parents will be able to see how busy the playground is and wait on this path if necessary observing social distancing guidelines until the playground is clear.

They must follow the coned path onto the playground to drop off their children in their zones which will have a member of staff waiting to greet the children. No parents or carers should enter the zones, all goodbyes and hugs need to be done in the main area of the playground.

Parents and carers must then leave immediately following the coned one way system via the footpath and gate leading onto Plumpton Park Road. This one way system must be adhered to at all times.

A video guide is available [here](#).



- Children must arrive with thoroughly washed hands, and must wash hands and use the hand sanitisers that are placed around the school on arrival and throughout the day.
- Each sub class will be asked to arrive at school at different start times to reduce social contact. One parent only to drop off and pick up.
- **Parents and visitors are not allowed in the school building at all** and must observe social distancing guidelines in the playground.
- Children will line up in their zone and must observe coned off areas at all times to ensure minimal social contact outside their allocated group.



## During the school day

- Each Year group and the Key Worker Group will have their own door and toilets to access the school to minimise contact

- **Reception** Main playground door and reception toilets
- **Year 1** Year 1 classroom door, Key Stage 1 door and the toilets next to Year 2 classrooms
- **Year 6** Year 6 cloakroom door and upper key stage 2 toilets
- **Key Workers** Key Stage 2 door (near the art room) and lower key stage 2 toilets

- At lunchtime, all desks and door handles will be cleaned with disinfectant.

- Children will sit at single desks all facing the front.

- All children will be provided with disposable cups for drinks through the day (no water bottles allowed from home).

- Resources (provided by school) will be kept in their own pencil case, they must not borrow anything from anyone else.



- Marking will mainly be done through self-marking and books will not be taken away from the classroom.
- Work in school will be based on mental health and well being activities as well as getting back up to speed with the basics. Work in school will be linked with home learning activities to give a blended learning approach.

### Playtimes and lunchtimes

- Classes take turns to go out to play in restricted areas as the children play only with those in the same 'bubble' (one year group per half of the playground, quarter for each class). If dry, two year groups can use the field split left and right looking from the school, a quarter for each class.
- Toilets will be used on a rota basis to minimise contact between classes.
- **All children must take up the offer of packed lunches being provided for all pupils by school.** No food or water containers to be brought in from home. Free school meal (FSM) children will not be charged (including Universal FSM). Other children will need to pay dinner money through ParentPay in the usual way.

### At the end of the day

- Children will be taken outside and wait in the zone for their parents and carers to arrive.
- Parents and carers will wait outside of the zone and the children will be sent to them.
- **All children must be collected, no Year 6 children are allowed to walk home on their own.**
- As soon as parents have collected children they must leave the school grounds immediately to allow other parents access.