

School Opening Plan

September 2020



School Re-opening Protocols

Teaching and running a school while maintaining social distancing of ideally 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 to non-appointment visitors in order to minimise the number of people in the building but we are contactable by:
 - **Phone:** 01302 538108
 - **email:** 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. Please see **Testing and Isolation Guide** for next steps.
- Children who come to school with symptoms or develop them will be sent home immediately and placed in the medical room until collected.
- School uniform is to be worn
- All contact phone numbers and addresses must be up to date.
- There must be someone available to collect as soon as possible after they are contacted if your child becomes ill.

Classes and Teaching Staff

- Teaching and support staff will stay within their Year group bubble and as much as possible within their class bubble.
- Staff will minimise contact with other staff outside of their year group to reduce the risk of cross contamination and social distancing of 2 metres must be observed at all times.
- Homework will be placed on School Spider as well as being given out for those who cannot access online for all year groups.

Coming into school

- **Only one parent and no other children** other than those attending should come onto school site if possible. 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. Staff cannot physically assist in getting your child into the zone.
- 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.**



Video guides

[How to come onto and leave the school grounds](#)

[In school preparations – what the classrooms look like](#)

- 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.
- Children must arrive with thoroughly washed hands, will wash hands on arrival and use the hand sanitisers that are placed around the school.
- Each Year group will be asked to arrive at school at different start times to reduce social contact.
- Parents and visitors are not allowed in the school building without an appointment and must observe social distancing guidelines in the playground.



During the school day

Each Year group will have allocated doors and toilets to access the school to minimise contact

- **Reception** Reception playground door
 - **Year 1** Year 1 classroom door, Key Stage 1 door
 - **Year 2** Year 2 classroom door, Key Stage 1 door
 - **Year 3** Key Stage 2 door (near the art room)
 - **Year 4** Key Stage 2 door (near the art room)
 - **Year 5** Year 6 cloakroom door
 - **Year 6** Year 6 cloakroom door
- There will be a double bubble system. A class bubble that the children will stay in and not mix. A year group bubble that staff will stay in but can move across both classes. Social distancing for adults needs to be adhered to as much as possible, ideally 2 metres but at least 1 metre +.
 - At lunchtime, we will clean all desks and door handles with disinfectant.
 - Children will sit at desks all facing the front.
 - 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.
 - Children will need to be assessed and an analysis of what they need to 'catch up' on basing work on the previous year's Summer term curriculum to start with and then moving to the Autumn term by October.
 - Dinners will be eaten in the hall for Key Stage 1 children on a rota. Key Stage 2 children will eat in the classrooms after collecting their dinner from the kitchen serving hatch.

Playtimes and lunchtimes

- Classes take turns to go out to play in restricted areas and the children will play only with those in the same class
- Toilets will be used on a rota basis to minimise contact between classes. If a child needs the toilet at other times they will be supervised by a member of staff in the corridor.

At the end of the day

- Children will be taken outside and wait in the zone for their parents to arrive.
- Parents will wait outside of the zone and the children will be sent to them.
- **All children must be collected in Year 5 and below.** Year 6 children may only walk home alone if we have written permission.
- As soon as parents have collected children they must leave the school grounds immediately to allow other parents access.

Class Arrival, Playtimes and Departure Plan

| Drop Off | Year | Pick Up | Year |
|----------|-----------|---------|-----------|
| 8.30 | Year 6 | 2.30 | Year 6 |
| 8.35 | Year 1 | 2.35 | Year 1 |
| 8.40 | Year 2 | 2.40 | Reception |
| 8.45 | Year 3 | 2.45 | Year 2 |
| 8.50 | Year 4 | 2.50 | Year 3 |
| 8.55 | Year 5 | 2.55 | Year 4 |
| 9.00 | Reception | 3.00 | Year 5 |

Curriculum

The curriculum will initially be focussed on Mental Health and Wellbeing activities, ensuring everyone is ready to learn emotionally. We will then use a Reactivate-Assess-Teach-Rehearse model for all subjects but still with time allowed for Thrive activities.

- Reactivate learning to remind them what they already know and getting it out of long term memory and back into working memory. We hope to hear a lot of phrases like 'oh yeah, I remember this...'
- Assess to see where they are at which will be a mix of discussions, checking work and tests when they are ready
- Teach work to 'catch up' but also moving on to new concepts and learning when they are ready so that they do not fall further behind
- Rehearse the learning by repeating and practising it to get it into long term memory

Behaviour

Please see Behaviour Policy for general guidance

COVID-19 Specific Behaviour Guidance

If a child is exhibiting behaviours which compromise health and safety with regard to COVID-19 then it should be judged immediately as a major behaviour issue. Sanctions will be an automatic loss of break and lunchtimes to be supervised for a period of time. Children will be given support in understanding why their behaviour is dangerous.

Parents will be contacted in all instances and if the behaviour does not stop immediately they will be sent home.

Behaviours include but are not exclusively:

- Spitting anywhere
- Coughing deliberately at people
- Scratching
- Persistent hugging/grabbing hold of/ being inappropriately close to another child or adult