

Operational Plan – Hunts Grove

Year Group	classroom	Staff	Drop off /collection time	Entry and exit point Parent collection	Toilets – No more than 2 pupils at a time	Play	Lunchtime
YR Foxes	Foxes Classroom	Miss R Henderson Mrs L Matthews Mrs Shepherd PPA Cover Miss Webb cover Friday	8:40/2:50	Reception Class Gate	In Foxes Class		11:30 - 12:30
YR Squirrels	Reception Classroom next to Foxes Classroom	Miss C Hannah Mrs L Lord Miss Webb cover Tuesday	8:55/3:05	Reception Class Gate	In Squirrels Classroom		11:30 - 12:20
Year 1 Rabbits	Rabbits Classroom	Mrs Ramsey (Monday & Friday) Miss Hoskins (Tuesday, Wednesday, Thursday) Miss Webb PPA Cover	8:40/2:50	Pedestrian Gate by the main Playground	Year 1 Toilets	10:15 – 10:30 Playground	12:00 - 12:50
Year 2 Hedgehogs	Hedgehogs Classroom	Miss R Hudson Miss Webb PPA Cover	8:40/2:50	Pedestrian Gate by the main Playground	Year 2 Toilets	10:15 – 10:30 Playground	12:00 - 12:50
Year 3 Badgers	Badgers Classroom	Mrs P Bilo Mrs Timpson PPA Cover	8:55/3:10	Pedestrian Gate by the Hall	Junior Toilets next to Badgers Classroom	10:30-10:45 Playground	12:30-1:20
Year 4 Otters	Otters Classroom	Mr G Nash Mrs Timpson Cover	8:55/3:10	Pedestrian Gate by the main playground	Junior Toilets next to Otters Classroom	10:30 - 10:45 Playground	12:30 - 1:20
Year 5/6 Wildcats	Wildcats Classroom	Miss J Tremlett Mrs Timpson on a Friday	8:40/2:55	Pedestrian Gate by the Hall	Junior Toilets next to Wildcats Classroom	10:30 – 10:45 MUGA	12:30 – 1:20

Parent information.

All pupils **must** attend school every day. If your child is going to be absent please inform the school office. Pupils will be expected to wear school uniform. **It is of the utmost importance that all parents are contactable during the school day.** If a child displays any symptoms of COVID 19 the school must be able to contact parents so that the child can leave the school site as soon as possible and reduce the risk of infection.

Timetable and collection/drop off:

The children will be split into four bubbles: Reception (Squirrels and Foxes), Key Stage one (Rabbits and Hedgehogs), Lower Key Stage Two (Badgers and Otters) and Upper Key Stage Two (Wildcats) and the school will endeavour to keep their interactions with anyone outside of their bubbles to a minimum. No

bubble will exceed 60 pupils and classes within these bubbles will only mix at break time, lunchtime and when they enter and exit the school. Please arrive on time to drop and collect your child and stay at a social distance from other members of the school community when you are on the school site. Please keep your child with you and ensure that they stay in their allocated area and that social distancing rules are adhered to. **All adults are expected to wear a mask onsite unless they are exempt.** If you are waiting to pick more than one child in different bubbles please can you wait in the allocated areas. Please enter and exit the site by the indicated exit and entrance points.

Class	Start Time	Finish Time	Entrance and Exit Point
Reception Foxes	8:40	2:50	Reception Outdoor Area Gate
Reception Squirrels	8:55	3:05	Reception Outdoor Area Gate
Year 1 Rabbits	8:40	2:50	Pedestrian Gate by the Main Playground
Year 2 Hedgehogs	8:40	2:50	Pedestrian Gate by the Main Playground
Year 3 Badgers	8:55	3:10	Pedestrian Gate by the Hall
Year 4 Otters	8:55	3:10	Pedestrian Gate by the Main Playground
Year 5/6 Wildcats	8:40	2:55	Pedestrian Gate by the Hall

Staffing:

Staffing within a bubble will be kept as consistent as possible. Unfortunately due to job shares, statutory PPA for teachers and providing support for all the pupils in the school it will be necessary to deploy teaching assistants and some teachers across the school.

The Curriculum:

We recognise that the events of the last few months will have had a varying impact on the mental health and wellbeing of your children. Some children may have developed anxieties around coronavirus; some may even have suffered bereavement due to it. Our curriculum will endeavour to recognise this and provide time and resources to support children in understanding their 'new normal'. This might be in the form of allowing children time to talk about the events of the last few months in groups or with trusted adults one-to-one; through lessons focussing on mental wellbeing and staying safe; and through pastoral activities facilitating positive opportunities to renew and develop friendships and peer groups. We will be delivering a stripped back version of the full curriculum which will be designed to meet the needs of the children and allow them to catch up with any lost learning.

PE will take place and any equipment that is used during these sessions will be left for 72 hours or cleaned thoroughly after use.

Continuous Provision and Physical Resources

Our youngest children are used to learning freely and often through play. They are used to working one-to-one or in small groups within touching distance of others. This re-opening plan pays close attention to social distancing expectations but also recognises that asking children in EYFS to sit at their desk for the duration of the school day is not a realistic expectation. Part of the Department for Education definition of social distancing in schools is the introduction of bubbles to minimize social interactions. Their published guidance recognises that schools cannot guarantee that children within these smaller groups won't come into physical contact with one another and, realistically, nor can we.

There will be elements of continuous provision made available within the learning environments for your children. In some cases, we will provide them with individual resources e.g. their own tray of dried pasta or their own playdoh that only they will touch and use before being thrown away. There will also be times when children in a bubble inevitably share and touch the same resources throughout the day. These are all resources which we deem necessary to support your child's learning. Any such resources will be cleaned thoroughly after use.

Food and Drink:

Morning snack will be taken in their allocated classroom. Each bubble will have its own allocated timeslot for eating and lunches will be taken in the hall in their allocated seating area. Reception and Key Stage 1 children will have a fruit snack provided. Ks2 children will provide their own healthy snack.

Class	Lunchtime	Play Area	Toilets	
Reception : Squirrels and Foxes	11:30 -12:20	Allocated area of the field or the MUGA	Toilets spare KS2 toilets	Enter hall via Classroom and street, exit via hall doors.
Year 1 Rabbits	12:00 – 12:50	Allocated area of the field or allocated area of the playground	Year 1 Toilets	Enter hall via Classroom and street, exit via hall doors.
Year 2 Hedgehogs	12:00 – 12:50	Allocated area of the field or allocated area of the playground	Year 2 Toilets	Enter hall via Classroom and street, exit via hall doors.
Year 3 Badgers	12:30 – 1:20	Allocated area of the field or allocated area of the playground	Toilets by Y3 Classroom	Enter hall via Classroom and street, exit via hall doors.
Year 4 Otters	12:30 – 1:20	Allocated area of the field or allocated area of the playground	Toilets by Y4 Classroom	Enter hall via Classroom and street, exit via hall doors.
Year 5/6 Wildcats	12:30 – 1:20	Allocated area of the field or allocated area of the playground	Toilets by Y5/6 Classroom	Enter hall via Classroom and street, exit via hall doors.

Cleaning and Hygiene:

We have made several key adjustments to the cleaning process in our school.

Throughout the day, there will be on-going cleaning. The focus of this clean will be on areas we know germs can be most prevalent, e.g. toilets, sinks, touch points such as door handles etc. We have stocked up on appropriate cleaning chemicals and equipment to facilitate a greater level of cleaning. Each classroom has a bottle of antibacterial spray and disposable cloths for frequently wiping down surfaces and equipment touched by children and adults throughout the day. This includes equipment such as iPads and laptops which will be cleaned after use.

Our before and after school cleaning capacity meets the Government requirements. The Department for Education have published renewed guidance for cleaning in non-healthcare settings as well as guidance on implementing protective measures in education and childcare settings which are heavily influencing our cleaning practice in school.

Each class has an allocated sink and soap to facilitate regular hand washing (children being individually sent to wash their hands) and this will form part of the daily routine in class. Adults will supervise this and, where necessary, teach the children how to wash their hands properly. In addition to this, we have a good supply of alcohol-based hand sanitizer, which is available in every classroom. Every classroom is stocked with tissues to encourage 'catch it, kill it and bin it' and bins will be emptied regularly throughout the day. We will also reinforce the message of sneezing and coughing into the inner elbow.

Rooms will be kept well ventilated with windows open throughout the day and doors propped open to encourage the circulation of air throughout the school.

Symptomatic Individuals:

If a child develops symptoms compatible with coronavirus, we will contact their parents or carers immediately and they will be sent home to be tested and to isolate. In such an instance, collecting your child from school must be your number one priority and we would expect you to make your way to school immediately. It is of vital importance that a point of contact is available in case of an emergency. Where relevant, we ask that you work with your employers to ensure they understand the absolute importance of this.

If a member of staff becomes symptomatic they will be sent home immediately, be tested for Coronavirus and the appropriate action taken depending on the result of that test.

All staff and students who are attending school are eligible for a test if they display symptoms. It is therefore essential that the symptomatic individual presents for a test at their local testing site as soon as possible. Your child will not be allowed to return to school until they have had a test and a negative result.

Where a child or staff member tests positive, we will inform the whole school community. The school will inform Public Health England and be guided on the most appropriate action. If someone in your household becomes symptomatic, it is absolutely essential that you follow the protocol of isolating the other household members for 10 days. Please inform us that you are doing this and also if your child, who has been attending our provision, becomes symptomatic. Open communication will make this easier for everyone.

Individual Cases:

In some cases, we will need to work one-to-one with families to make a joint decision on whether their child can safely return to school. This would be the case for pupils who, under normal circumstances, would have a risk assessment for something like intimate care or behaviour.

First Aid:

In the case of minor injuries, our first aid team will direct the child on how to administer basic treatment for themselves from a safe distance. For example, under normal circumstances, the first aider may recommend a wet paper towel to clean a minor graze which they now would instruct the child to administer for themselves.

We do have some first-aid trained members of staff who – following a risk assessment - are willing to support children within their 2m radius. This would be for injuries that require closer inspection. Staff would be provided with PPE (face mask, gloves and plastic apron) for such close-proximity work. In the scenario where a first aider does not feel comfortable working in close proximity with a child, or no appropriately trained first aiders are on site, we would contact parents/carers to come to school to assess their child for themselves. In the case of an emergency we would call 999 and inform the parents/carers that we have done so.

Each bubble will contain its own basic first aid kit for use only by the adults and children in that bubble.

School Office:

Can all communication with the school office be via telephone on 01452 931266 or via e mail at admin@huntsgrove.academy. Please can any visits to the office, apart from dropping off or collecting pupils, be arranged beforehand.

Frequently Asked Questions

Is it compulsory for them to attend school?

Yes, it is a legal requirement for your child to attend school regularly from March 8th onwards. If your child cannot attend school for any reason the school must be informed of their absence and the reason for this absence as soon as possible. The school will be monitoring attendance in the usual way.

What will my child wear to school?

All pupils will be expected to wear school uniform.

are complying with medical advice home learning will be provided and monitored by the school.

What will the classroom experience be like for my child in September?

The vast majority of the time the pupils will be with their classmates and their teacher as normal. Teaching assistants and some teachers will work across different classrooms. These members of staff will be observing social distancing and hygiene rules to minimise any risk. Pupils will all be facing the front in classrooms and they will have their own supply of basic stationary. Some other items will be shared but these will be cleaned after use or left for 72 hours.

Will my child be able to do PE?

Yes PE lessons will take place. Equipment that is used will be cleaned after use. PE kits will be allowed to be stored in school in the normal way.

What can my child bring to school?

Your child should only bring the minimum number of items from home: their snack or lunch, reading book and reading record, coat etc. The pupils will have their own stationary pack that the school will provide. Please do not send your child to school with a backpack as these items are difficult to store and it makes it more likely that pupils will congregate in confined areas such as cloakrooms.

Should educational settings take pupils' temperatures?

Parents, carers and settings do not need to take children's temperatures. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus. Educational and childcare settings should reiterate to parents the need to follow the standard national advice on the kind of symptoms to look out for that might be due to coronavirus, and where to get further advice.

Will visitors be permitted on site?

Parents will be allowed on site to drop off and collect their child. Please can only one adult enter the school site to drop off and pick up their child. Parents will be required to enter and leave by the allocated gate and wait at a social distance within their allocated areas. When waiting for the gates to open can parents please queue at a social distance as indicate by the signs. Parents will be expected to leave the school site **promptly**. This includes the drop off and parking area.

Will there be breakfast club or after school club for my child?

Yes, Kiki Kidz will be in touch with parents regarding their arrangements. These will be closely in line with the arrangements that the school has.

Can my child bring their own pencil case and equipment into school? What about sending reading books home from school?

We would like to restrict the amount of things children bring into the shared school environments from outside environments. Whilst we understand that coats, bags and packed lunches will all be necessary, we ask you not to send your child in with a pencil case, their own stationery, play equipment etc. All these sorts of things can be provided individually for your child in school where we can monitor and clean it as appropriate.

Can my child ride their scooter or bike to school?

Yes, we have Scooter Pods at both main entrances for your child to park their scooter. If your child cycles to school please bring their bike in through the gate by the hall to park their bike and then enter by your allocated entrance. Please do not take a shortcut through the school site.

What will my child be eating at lunchtime?

The kitchen will be operating as normal. The pupils will eat in the hall at staggered intervals. The tables will be sanitised between sittings.

Will the school library be open?

Yes, reading can now go between home and school. Reading books will be left in quarantine for 72 hours. The book changing days will be on a Monday and a Thursday.