



School operating plan – Covid-19

School: Two Rivers CofE Primary School

This plan is intended to provide an overview of how the school will operate from 1st September 2020 onwards and should be completed by the Headteacher/ Principal. It will be used to:

- help the Headteacher / Principal clarify arrangements to all staff .
- provide an overview to the Trust Board and ELG of how the school will operate
- inform support functions to assist preparing the school
- enable best practice to be identified and shared

	Details of how the school will operate
School day - times - breaks - lunch -arrangements for assemblies (times, will groups be split etc) - arrangements for safe arrival and departure / entrances and exits -Which bubbles are pupils in; e.g year group; bus bubbles	<p>One class of Reception only. Arrival time 9am, departure time 3.20pm Wash hands on arrival.</p> <p>Lunch, 11.45 – 12.45pm</p> <p>Parents are advised that only one person should attend to deliver/pick up their child, they must not gather at entrance gates and doors and must respect social distancing rules whilst on the school site. Adults are asked to wear face coverings. Parents should try to avoid bringing siblings to drop off or pick up.</p> <p>Children will be in a class bubble.</p> <p>Children will eat in class and play in the Chandag Junior top playground at lunchtime. Lunch is cooked at the Chandag Infant School site and transported to the classroom where it is eaten, supervised by a School Meals Supervisor. Staff may use the staffroom at CIS or CJS, a maximum of 3 at a time or may choose to eat in the spare Two Rivers classrom.</p>

	<p>Children have own bubble box of play equipment.</p> <p>Those attending Wraparound Care will be part of a Wraparound bubble also.</p> <p>One-way system will operate for drop off/pick up. Parents will not be permitted to enter the building.</p> <p>Children can bring book bags to and from school but returned books must be quarantined and staff must use gloves when handling these. Staff should read side by side rather than facing pupils, at a 1m+ distance from pupils.</p>
<p>School week</p> <ul style="list-style-type: none"> - which year group(s) on which days -curriculum plans and link to home learning; how will home learning be offered -Plans to switch immediately to home learning if individuals or groups have to isolate 	<p>The children began induction on 3rd September and were full time by 21st September.</p> <p>Tapestry has been purchased and is the online learning platform ready to use should pupils need to isolate. This is also used to record day to day learning, at home and school.</p>
<p>Before and After School Care</p>	<p>Wraparound Care will operate from Chandag Junior School and will provide care for children from CIS, CJS and Two Rivers. The Childcare manager is Terry Sears, who is familiar with operating plans. Pupils will be in a childcare bubble. TR staff will take children to be registered at the club. Childcare staff will deliver the children in the mornings from Breakfast club.</p>
<p>Transport</p> <ul style="list-style-type: none"> -Bus bubbles -No waiting zones by school gates -disposal or safe storage of face coverings 	<p>NA</p>
<p>Curriculum</p> <ul style="list-style-type: none"> -How will be children be assessed to identify missed knowledge -How gaps will be covered within a broad curriculum -Ofsted visits will look at plans in place to 'make up for lost time' and 'getting children up to speed' -Approach to PE/ Music/ drama -Cleaning of equipment 	<p>Baseline assessments will start as children start school. Development Matters will be followed and the relevant sections of the curriculum documents developed by the CDGS (Curriculum Development Groups at Wellsway Multi Academy Trust).</p> <p>PE – if gym equipment is used, have 'bubble' PE day, with equipment wiped down before the next day. Bubble boxes of games equipment. PE to take place outside or in the empty classroom at TR where possible. If equipment is required such as for gymnastics, the children will be permitted to do this at either CIS or CJS, followed by cleaning.</p> <p>Children to wear PE kit to school on days when there is PE, to prevent the need to change clothing.</p> <p>Singing to take place in class bubble only as part of the Creativity Early Learning Goal and for Collective worship.</p>

<p>Classrooms</p> <ul style="list-style-type: none"> - which rooms will be in use - number of pupils/rooms - how will resources be managed to avoid sharing 	<p>One class only, will be able to access both of the 2 classrooms.</p> <hr/> <p>What is the school's capacity / safe level of occupation? 30 in first year of opening.</p>
<p>Catering</p> <ul style="list-style-type: none"> - what food will be served (hot/cold etc) - how / where food will be served to pupils and staff - payments 	<p>Hot food or packed lunch served in class.</p> <p>Staff have the option of staffroom at CIS/CJS (up to 3), outside or the spare Two Rivers classroom.</p> <p>No pupil payments. Staff payments by BACS.</p>
<p>Circulation</p> <ul style="list-style-type: none"> - approach to minimising movement around school - areas that will be out of bounds - steps to maintain 2m separation - which corridors require 	<p>Social distancing will not be possible for Reception pupils and is not expected.</p> <p>Children will be contained in TR temps or outside area, apart from at lunchtime when they have pre-arranged lunch play in the junior playground. One way systems will be followed if entering the CJS school site.</p>
<p>Playtime and lunch – what activities will be permitted</p> <ul style="list-style-type: none"> - how groups will be kept apart - where breaks will take place - how / if groups will be staggered 	<p>Bubble equipment box for the class.</p> <p>No morning or afternoon play as children will have continuous provision.</p>
<p>Cleaning arrangements</p> <ul style="list-style-type: none"> - when deep cleans will happen - who will carry out touch point cleans during the school day and when this will happen 	<p>Schedule for touch point cleaning and end of day cleaning arranged through the Estates Manager and in place.</p>
<p>Evacuation</p> <ul style="list-style-type: none"> - location of assembly point(s) - escape routes for each classroom - arrangements for drills 	<p>Fire Assembly Point signage in place on Junior site and fire drill has taken place.</p>

<p>Toilets - maximum occupancy for each set of toilets and how access will be controlled</p>	<p>3 children at a time, children have access to 3 toilets and share an outside toilet at lunchtime which is regularly cleaned and cleaned between bubbles at CJS and Two Rivers.</p>
<p>Hand sanitiser - locations where this is required</p>	<p>Is installed in classrooms.</p>
<p>Children -what additional support is available for vulnerable/ SEND -access to wider wellbeing -make any updates to behaviour/ exclusion policies -prepare for registering attendance -how to respond to parent questionnaire identifying pupils who need additional support (Inc. More time for DSL)</p>	<p>SENCO, Thrive, SLT agenda item to track engagement of vulnerable families. Creating opportunities for talk in the day e.g. 'snack and chat' in the mornings. Mindfulness Yoga to be purchased if budget allows. The school does not receive Sports Grant funding with only EYFS pupils on roll. Daily jog round the playground could take place Regular PSHE using SCARF and specifically, the 'Back to School after Covid' SCARF units. Behaviour Policy in place.</p>
<p>Staff - approach to scheduling - arrangements for staff meetings (frequency, location) - arrangements for staff breaks - arrangements for PPA (location and timing) -first aiders (including paediatric where necessary) -flexible working approach -measures to check on wellbeing -Number of staff unable to return due to medical advice to shield</p>	<p>Staff meetings to take place weekly or fortnightly, depending on need, in the CIS hall or Kingfisher room only, ensuring distancing. Staff training alternates on Tuesdays or Thursdays per term, to allow part time staff to attend. Staffroom use – see above . PPA for the two teachers will be held on different days, with one staff member at a time using the spare classroom. TAs x 2 to cover PPA. First aiders including paediatric, appropriate for school's needs. Wellbeing team (part of CIS team) to meet at regular intervals and concerns to be shared with Headteacher at earliest opportunity. Offer of wellbeing meetings for staff. Weekly face to face meetings between Head of School and Executive Head. Fortnightly visits from the Primary lead for the trust.</p>
<p>Reception and admin - capacity of admin area - specific measures to restrict sharing of telephones, PC etc - arrangements for visitors</p>	<p>One shares an office at Chandag Junior School. Visitors by appointment only. Lobby waiting area. Visitors to be asked to wear face coverings.</p>

- waiting area	
Arrangements for sickness isolation - location - toilets available - location of PPE	Children will be taken to the dolphin class space in the CJS playground and supervised until a parent can be called. PPE will be available.
Arrangements for PE -Where, what, who? -Use of third-party providers for PPA etc?	Teachers teach their own bubble.