



POLICY FOR THE RE-OPENING OF ST. ANTHONY'S SCHOOL FOR GIRLS

Approved by: Donal Brennan

Date: 27/05/2020

Next review due by: 1st September 2020

Introduction

St. Anthony's School for Girls is implementing a phased return to school from 1st June 2020 until such time as all staff and pupils are safely returned to school and operating in a fully open, safe and secure environment with no COVID-19 related restrictions.

This may take many months and so a phased return will require patience, resilience and considerable effort to ensure the school environment is safe, at all times, during transition.

St. Anthony's School for Girls recognises that during this transition:

- Our core obligation is to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees”.
- We hold the prime responsibility for ensuring the safety of, first and foremost our pupils, but also and as importantly:
 - Staff and volunteers;
 - Parents and guardians;
 - Guests and visitors;
 - Contractors and delivery services.

Ultimately, all need to know that St. Anthony's School for Girls is a safe environment in which to operate and learn.

This Phased Return to School Policy is based on the following school document:

- COVID-19 Risk Assessment

Statement of Intent/Aims

This policy outlines the school's approach to a phased opening beginning with Reception, Year 1 and Year 6.

Planning the phased return and transition to school

Good planning and management are fundamental to the success of the phased return. Effective planning and consultation with all stakeholders including staff, insurers, governors, teachers, support staff, parents, pupils and contractors is essential. The level of detail is enormous and will involve all staff in ensuring this policy is implemented and complies with the strict rules set out in the school's risk assessment and plan.

COVID-19 points of contact:

The COVID-19 point of contact for the school is Stefanie Ross, and her main responsibilities are:

- Reading and assessing daily government, DoFE, PHE and ISBA bulletins.
- Establishing how information is passed and key messages and issues highlighted.
- Liaising with the Headteacher and the planning team to ensure messaging is clear, regularly updated and authorised for communication by email.
- Maintaining a complete record of all COVID-19 documents, publications and communications.

- Co-ordinating with all staff including support staff and contractors the new and / or revised measures and their implementation.
- Daily lesson learned debriefs including changes to risk assessments, safety plan, SD and hygiene rules, extra training that may be required and if rules were adhered to and the control measures sufficient.

The COVID-19 Planning and Advisory Team (CPAT) will meet daily initially to review matters or as changes are required. The CPAT will consist of:

- Headteacher – Donal Brennan
- Assistant Headteacher – Stefanie Ross

Phased return to school:

Currently government advice suggests, whilst recognising the safety of children and staff is of the utmost priority, that from 1 June 2020, the return to school should include:

- Nursery, Reception, year 1 and year 6, alongside priority groups.

The Government is keen for all pupils to return to school as soon as the scientific advice allows and recognising that this will then allow more families to return to work.

The return to “fully open” is likely to transition, if the conditions are safe, through the following stages:

- Fully Closed: No one on site except maintenance staff.
- Open R: Teaching is all achieved remotely.
- Open K: Key staff and vulnerable children in school. All other teaching remote.
- Open T: In transition: some teaching in school and some remotely.
- Open: Business as usual: with caveats – no visitors or trips.
- Fully Open: Business as usual: no travel or trip restrictions.

Legal framework

This policy meets the Government guidance set out in:

Actions for Educational and Childcare Settings to Prepare for Wider Opening from 1 June 2020

https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june2020?utm_source=3daf3f8c-87d9-4a78-90ec-6196e4a070e5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

Coronavirus (COVID19) Implementing Protective Measures in Education and Childcare Settings

<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>

Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers

https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june?utm_medium=email&utm_source=govdelivery

Preparing for the wider opening of schools, planning guide for primary schools

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

Additional scientific guidance:

<https://www.imperial.ac.uk/mrc-global-infectious-disease-analysis/covid-19/covid-19-publications/>

Roles and responsibilities

Headteacher: Donal Brennan

Assistant Headteacher: Stefanie Ross (Covid-19 Point of Contact)

DSL(s) details: Donal Brennan

DDSL details: Stefanie Ross, Fiorella Herne

Site Manager: Chris Galvin

Risk assessments

St. Anthony's School for Girls has carried out a risk assessment directly addressing hazards associated with COVID-19 and operating safely.

There will be daily safety checks of the site.

The COVID-19 coordinator will update relevant policies review government guidance and make sure that this is implemented into the risk assessment where needed.

St. Anthony's School for Girls has updated emergency procedures, fire drills and assembly points.

New school rules

The following additional school rules are now a requirement for all pupils, and this is reflected in our risk assessment.

- Social Distancing (SD) rules (which may be different for various activities) such as playtime and games;
- Hygiene rules:
 - “Catch it, bin it, kill it”.
 - Wash hands for 20 seconds
 - Before arriving at school, immediately on arrival at school and after arriving at home.
 - At every break.
 - Returning from the park.
 - After all visits to the toilet and before / after meals.
- Rules for breaks, lunch and hydration.
- Content of packed lunches including allergen rules.
- Minimise all contact and mixing outside your class “bubble” during breaks.

Planning for incidents/ emergencies

St. Anthony’s School for Girls recognises that plans need to be revised to respond effectively to health and safety incidents and other emergencies that might occur during the COVID-19 era. The following emergency procedures have been updated and agreed for:

- Fire.
- Accidents and injuries.
- Infection during school hours, their isolation and return to home procedures.
- Lock Down

All staff, pupils, parents, visitors and contractors will be regularly reminded of the schools Policy and Procedures on:

- Safeguarding, code of conduct, Health and Safety policy and their COVID-19 updates.
- Social Distancing and hygiene rules.
- Key contacts
- Site specific instructions re drop-off and pick-up.
- Emergency arrangements (including contingency plans).
- Use of PPE for first aid.

Teaching and learning

Year 1 and Year 6 will return on Tuesday 2nd June following a teacher training day on the 1st of June. Reception will return on Wednesday 3rd June. Upon return the children will be taught the new routines and guidelines.

Each bubble of children will have their class teacher and one teaching assistant with them during the day. Due to our naturally small numbers of children these will not exceed 15 and in most cases will be under 10.

The timings of the school day will be as follows:

Year 6 – 8.30 – 3.30

Year 1 – 8.45 – 3

Reception – 9 – 2.45

The teachers will be responsible for the day to day teaching in Reception and Year 1. They will continue to receive specialist lessons via remote teaching and web cams in the classrooms. The teacher and/or the teaching assistant will assist the children during the time that the specialist teaching is taking place. Teachers assigned to the bubble will not work in other classes.

There will be a Teacher and Teaching assistant assigned to Year 6. They will receive maths teaching by the teacher onsite. They will then receive English teaching via remote teaching. The teaching assistant will support the class during this time so that the Year 6 teacher can teach remotely to Year 5 and 4 maths. Other specialist teachers will continue to support Year 6 remotely. The overall responsibility for the teaching will be the Year 6 form teacher.

As the majority of girls in these year groups will be attending school, those who choose not to attend, will be provided with a weekly pack of work containing a range of work sheets along with recommended reading lists and activities. However, the full remote package cannot be available for these students. Teachers will arrange one pastoral call a week to check in with these students.

SEND

The girls at St. Anthony's School for Girls will be supported by their class teacher and teaching assistant and the school will ensure that reasonable adjustments are made for children with SEND.

All children who require additional support in class will continue to receive this. Teaching assistants that would usually support across other year groups but are now required in school will have a timetable made so that they are able to support children remotely.

Teachers will have time to work with children in intervention groups. If this can not be done in class, then a separate class will be assigned for this sole purpose.

St. Anthony's School for Girls will ensure that reasonable adjustments are made where possible to ensure that people with a disability (mobility, visual and hearing impairment, medical conditions and hidden disabilities) are protected in terms of temperature testing, hygiene solutions and emergencies.

Specialists will continue to work remotely with children outside of school hours including the Speech and Language Therapist and Occupational Therapist.

The school SENCo will be onsite to support students, parents and teachers where needed.

Guidance on supporting children with SEND can be found here

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>

Supporting mental health and well-being

St. Anthony's School for Girls recognises that the students returning will be returning to a different environment and rules in school. Each class has their form teacher returning to teach them. Due to our naturally small classes children will be returning to their same cohort of children. Time will be spent with the teacher upon return to talk about the changes.

We recognise that children may show a range of emotions upon returning. Time will be given for these children to talk through their feelings and time out of class with a trusted adult will be provided if needed. Teachers will engage with circle times and story times to support children.

Stefanie Ross has attended a supporting bereavement in children forum delivered by Child Bereavement UK and will be onsite to support any children that need additional support. She is also trained in Play Therapy and Drawing Therapy. These tools will be used to support children when needed.

Children will spend time outside, weather permitting, to engage with nature as a school we feel strongly that this aids mental health and well-being.

If safeguarding issues come to light, they should be addressed using the school's safeguarding policy, which has been updated in light of wider opening.

Attendance

Parents and carers of eligible year groups, and critical workers/parents and carers of vulnerable children, are strongly encouraged to bring in their children, but they will not face fines or other sanctions if they do not. <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Attendance will be taken twice daily via SIMs for the year groups in school.

Pupils in Year 2, 3, 4 and 5 will continue to be monitored through the remote learning that takes place on Teams and they will also continue to receive 1:1 meetings with their class teacher once a week.

Any absences are to be communicated to the school office. A log of this absences will be kept and will be followed up with families as and when necessary.

The school will maintain a list of pupils who have been invited to attend school but who are not attending school, with reasons to explain their absence. Enquiries will be made by the school office to understand any unexplained absences. **Communication with parents**

Parents have received communication via email in regard to

- which year groups are able to return on from the 1st of June
- safety measures put into place to make the school a low-risk place for their child
- what we require from parents in terms of changed school times, pick up and collection
- parent declaration letter

Parents will continue to receive up-to-date communication from the school as and when it is needed.

Communication with staff

Staff have received the following in email communication:

- government policies and updates
- guidance about the reopening of school from the 1st of June
- safety measures that have been put into place around the school
- any updated material from the government or Alpha Plus

Staff will continue to receive information as and when it comes through.

Staff also have had meetings with the Headteacher and Assistant Headteacher to discuss the reopening and any concerns or questions they may have.

Staff will continue to be communicated with via email and staff meetings (remotely or when possible in person)

Staff training

All staff will receive training prior to the opening of the school. They will also receive relevant information, instruction and/or training to ensure that they work safely and have the necessary skills to carry out the job in which they have been employed.

Training records will be maintained for all staff who will be required to sign the training record to confirm that they have received such information, instruction and/or training. Training records will be held in personnel files.

All staff have been provided with the following training, e.g. on-line training from the Virtual College: <https://www.virtual-college.co.uk/courses/prevent-covid-19-free-training>

And videos. Posters, information sheets, e.g.

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

Staff training will take place on the 1st of June 2020. Staff will be required to complete the on-line training from the Virtual College prior to returning.

Monitoring and review

This policy will be subject to monitoring and review on a regular basis to reflect any internal change, legislative and regulatory requirements and to ensure that health and safety standards are maintained.

APPENDIX 1

PROCEDURES

Drop-off and collection of children – timings for drop-off and collection have been staggered to help with congestion. Pupils will go straight to class

- Year 6 8.30 drop off and 3.30 pick up
- Year 1 8.45 drop off and 3 pick up
- Reception 9 drop off and 2.45 pick up

Parents will not be allowed into the school building and will drop children off into the playground. For collection times a 2-meter safety box will be sign posted in the play ground and safety markings for the parents to line up for the collection of children.

Parents will not be able to talk to teachers at this time and will need to correspond via email. The school office will also remain closed to parents and they will need to call or email information through.

Hygiene measures – St. Antony's School for Girls has followed all the governments guidance in setting up hygiene measures and these have been set out in our risk assessment

Children's clothing/school uniform – St. Antony's School for Girls recognises that the school uniform doesn't lend itself to daily cleaning. Parents have been informed that they are able to wear home clothes that are suitable for being in school, including P.E.

Cleaning of surfaces, equipment, building – St. Anthony’s School for Girls has employed a cleaner to be onsite during the day to clean surfaces and equipment. The regular cleaning of the building will continue to happen in the evenings.

All surfaces in the classroom will be cleaned at regular intervals during the school day. Teachers will identify items that the children have used and need to be disinfected.

All soft furnishings and hard to clean items have been removed from the classrooms.

Social distancing – Following the governments guidance and the expectation that students will not be able to social distance we have worked with setting the classrooms up into bubbles.

Teachers on site will be expected to social distance from each other. Measures such as limiting the amount of people in the staff room and work rooms will ensure that this happens.

Precautions have been put into place for the reception area in terms of a screen. Visitors will be kept to a minimum during the day. Items such as mail and packages will have a safe place to be put in the playground.

PPE – As per the guidelines staff and children are not encouraged to wear PPE during the day and this will not be provided to them except for if a child becomes ill on site. There will be a stock of PPE available to staff that are supporting an ill child. This will then be disposed of correctly.

If staff and children arrive to school wearing PPE that they have used on public transport then this will be safely disposed of in bins provided in the playground and hand washing must be done straight after this.

Staff may choose to wear PPE and will receive the guidelines on how to wear correctly.

Grouping of children in classes – Class sizes at St. Anthony’s School for Girls are naturally small and fall under the required 15 children per bubble. Children will remain in their classes along with their class teacher and an assigned teaching assistant.

We have one child in Year 2 who is on site as a Key Worker Child. She will join the Year 1 bubble – still keeping this under 15.

We have one teacher who teaches one day a week and will not be able to attend as she is in the protected group. We have organised a supply teacher to fill this role till the end of the term.

Break-time/Lunch arrangements/Water – Both break and lunch times will be staggered with no groups being in the playground at the same time.

Staff are encouraged to take the children to Golder’s Hill Park next door for break times.

Lunches will be served in the classrooms. These are to be a packed lunch that doesn’t require the children to use school cutlery.

Children will be required to bring in their own water bottle that they will keep with them during the day. Classrooms have access to a sink that provides drinking water. Children will be encouraged to refill their bottles independently. If a child forgets a drink bottle, then they will have access to disposable cups during the day.

Playground/games arrangements – These times will be staggered, and teachers are encouraged to take their children to the park. Items in the playground will be restricted to items that can be easily cleaned.

P.E has been cancelled as we don't have a P.E teacher onsite. Children will participate in games once a week at the park with their teacher.

Children returning from abroad – Any child returning from abroad will be required to self isolate for 14 days and follow the government guidance on this. <https://www.gov.uk/uk-border-control>

Staff travel arrangements – Staff have been sent a letter from the school outlining different options available for travel to and from school, including the local boroughs parking arrangements, Alpha Plus Cycle 2 Work scheme documents and local bike hiring and borrowing.

Where staff have to travel on public transport, they will be asked to follow the government's guidance. Start and finish times are flexible to accommodate travelling avoiding peak times.

Vulnerable pupils – These pupils have been identified and will receive access to the teaching that is taking place onsite via web cameras and Teams.

Key worker children will join us on site with teachers being available to teach them.

Vulnerable staff – Staff have been identified and St. Anthony's School for Girls will continue to support their work from home while they support children remotely.

What to do if there is a suspected case of covid-19 – If a child develops symptoms during the day they will be removed from the class and staff dealing with them will be required to wear PPE and will keep a safe distance of 2 meters where possible. Parents will be contacted immediately and they will be sent home. We ask parents that they follow the government guidelines on what to do if you or someone in your household develops symptoms. <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

The same rules apply for any member of staff who develops symptoms during the day.

Once the child or member of staff has left the classroom and school we will follow the Cleaning of non-healthcare settings to ensure areas they have been in are disinfected and any PPE and other waste is disposed of safely. <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

What to do if there is a confirmed case of covid-19 - Where the child or staff member tests negative following having Covid-19 symptoms and been tested, they can return to their setting and the fellow household members can end their self-isolation.

If the child or staff member tests positive, the rest of their immediate group within the school will be sent home and advised to self-isolate for 14 days.

St. Antony's School for Girls will take appropriate steps to deputise responsibilities or arrange cover if affected members of staff fulfil designated roles, for example paediatric first aid, SENCO or safeguarding lead.

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Visitors/deliveries

We are limiting both visitors and deliveries during this time.

For essential work that needs to take place we will firstly endeavour for this to take place outside of school hours. Where this is not possible children would be removed from the area, workers would need to follow all of the schools safety measures and keep a safe distance of at least 2 meters from staff.

Cleaning of the area would happen immediately after the work has been finished.

Deliveries and mail will be dropped of in the playground into a safe place limiting the contact for our staff.

When we are able to arrange delivery times of items, such as food, these will be done outside of school hours and the staff member receiving this will complete a contactless delivery and will adhere to cleaning guidelines.

Controls

This policy will be monitored and updated as and when needed, including changes to guidance or government recommendations, by Stefanie Ross Assistant Headteacher in discussion with Donal Brennan, Headteacher.