

# Gentleshaw Primary Academy



Academy Plan  
September 2020

## Gentleshaw Primary Academy September 2020 Academy Systems, Protocol & Procedures

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the Autumn term:

1<sup>st</sup> Sept/Staff INSET

Wednesday 2<sup>nd</sup> September 2020 Years 1 – 6 fulltime

Wednesday 2<sup>nd</sup> September 2020 Years Nursery and Reception short sessions

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

'We are asking schools to prepare for all pupils to return full-time from the start of the Autumn term, including those in school-based nurseries. Schools should not put in place rotas'.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the Autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Measures to reduce contact between groups and staff will include:

- grouping children together
- avoiding contact between groups where possible
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Many of the protocols and procedures that were implemented during the summer term will remain the same in the Autumn term with the expectation that they will further embed so that children who did not attend in the summer term will themselves adopt the measures also.

All protocol and procedures are aligned to the Risk Assessment of Schools document (appendix 1) that has been produced using a LA-approved template following 'Guidance for full opening: schools' (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction>). It is a legal requirement to review and update the previous risk assessment.

The following plan outlines relevant detail from the government's guidance with further detail about how Gentleshaw Primary Academy will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can't negate them entirely.

This document will outline those systems of control and how Gentleshaw Primary Academy has made them appropriate to our specific context and circumstance.

## System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

### *Prevention:*

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

### *Response to any infection:*

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Numbers 7-9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

## Section I: public health advice to minimise coronavirus (Covid-19) risks.

Systems of control	Action
<p><i>Prevention</i></p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, <b><u>they are not to attend school</u></b>. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the Autumn term begins.</p> <p>If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space (Squirrel Room) where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned with Mediclean (or bleach) and the children/adults who have been in contact will wash their hands thoroughly for 20 seconds.</p> <p>In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult (face shields available). The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Once the child is collected, the room will be thoroughly cleaned by a member of staff wearing both gloves and a mask, along with any toilet used by the symptomatic child while awaiting collection.</p> <p>The designated isolation spaces/toilets are as follows;</p> <ul style="list-style-type: none"> <li>- Squirrel Room</li> <li>- Closest toilet is disabled toilet – toilet to be closed off until thorough clean takes place after child has been collected</li> </ul> <p>The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days and not attend the setting. This is why it is so important not to mix with other children and adults outside of your group where possible – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.</p> <p>Whether or not the whole hub will close is dependent on the conditions of the day, rather than waiting for a test result.</p> <p>Cases of COVID-19 should be reported to the West Midlands West Health Protection Team in Public Health England using the online reporting system <a href="#">available here</a>. Or by telephone to 0344 225 3560 (opt 0 opt 2) or for out of hours advice 01384 679 031.</p>
<p><i>Prevention</i></p> <p>2. Clean hands thoroughly more often than usual.</p>	<p>Adults and children are to wash their hands on the following occasions:</p> <ul style="list-style-type: none"> <li>- Entry to school</li> <li>- Before eating</li> <li>- Before/after break times</li> <li>- Before lunch</li> <li>- When they change rooms</li> <li>- Before leaving school</li> <li>- Anytime that they visit the toilet or cough/sneeze in to their hands.</li> </ul> <p>Additional hand sanitisers pumps have been purchased and are stationed in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the reception desk for visitors and staff upon arrival, the photocopying area, the Squirrel room, hall and academy offices.</p> <p>Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands.</p>

	<p>Hand hygiene protocols are to be re-visited at the start of the year when the children will receive reminders about the expectations of practices and protocols in school. They will be revisited on a regular basis and be established as part of our culture and behaviour expectations.</p> <p>Posters will be displayed reminding children to wash their hands regularly and how to wash their hands thoroughly.</p>
<p><i>Prevention</i></p> <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>During September, children will be reminded of the posters around school that encourage them to 'catch it, bin it and kill it'. Children will be reminded that tissues are available in the classroom and must go into the foot pedal bin and hands washed afterwards.</p> <p>All academy staff should model this behaviour to children.</p>
<p><i>Prevention</i></p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>As well as the thorough end of day clean by cleaning staff, classroom teams will carry out a lunchtime clean of desks, chairs and high touchpoints such as door handles, surfaces, resources, toilet doors and sink areas etc. Each class will have their own allotted set of classroom cleaning equipment. It will be stored appropriately within the classrooms.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>
<p><i>Prevention</i></p> <p>5. Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>The purpose of 'bubbles' is to minimise contact and mixing between people, reducing the transmission of coronavirus. Gentleshaw Primary will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within cohort bubbles, children and adults must also take measures to distance themselves where at all possible.</p> <p><b>Grouping the Children</b></p> <p>There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Hubs provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.</p> <p>The DfE guidance reads as follows:</p> <p><i>"In this guidance for the Autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on hubs within their system of controls and increase the size of these groups."</i></p> <p>In order for school to offer a curriculum that is best-placed to support all learners, our bubbles will need to be in year groups or phases (2 year groups) where possible. This is because:</p> <ul style="list-style-type: none"> <li>• There are not enough support staff to support individual year groups and to deliver the vital catch up interventions required.</li> <li>• There are not enough support staff to support individual pupils with intervention programmes or SEND needs if only working within a year group bubble.</li> <li>• This enables staff to be deployed to cover PPA/management time.</li> </ul>

- Staggered lunch and break times can be managed more safely and easily.
- Staggered exit times at the end of the day can be managed more safely and easily.

Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum.

#### **Measures within the classroom**

Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another.

Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.

Classrooms need to be adapted to support distancing where possible. Classrooms will be prepared as such ready for September and each class will produce its own risk assessment.

#### **Measures elsewhere**

There will be no whole-school events where children and adults are required to congregate. Assemblies will not take place.

Use of the staff room should be minimal and limited to 3 people at any one time. The staff room will remain open, however strict social distancing must be in place and where possible, staggered breaks and lunches for children should naturally allow for less congestion around the staffroom area.

Meetings will take place only if social distancing is possible and briefings will be via email unless necessary. When it is required for staff to meet in person this should be outside whenever possible and in a way that social distancing is possible.

Parents/carers will only be allowed on site in the case of an emergency or pre-planned appointment.

Visitors and contractors will be asked to wear a mask/visor and gloves. This will be available when they are signed in (by office staff) upon arrival.

#### **Measures for arriving at and leaving school (inc break/lunch times)**

The start of the academy day will be staggered based upon the letter of pupil's surname. This is to try and save parents and carers the inconvenience of separate drop-off times.

Surname Letters A – G	8.40am
Surname Letters H – M	8.50am
Surname Letters N – Z	9.00am
Reception & Nursery	9.10am

Staggering entrance will ensure that the adults and children can distance appropriately when arriving at school and it will reduce the risk of children coming in to contact with children from other bubbles.

Parents are to be encouraged to walk to school where possible, staff will be meeting children at the gates to prevent parents needing to come onto site.

Staff will be on the gates to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents mustn't congregate at the 'drop-off' point, they must instead arrive on time and then depart immediately – maintaining a social distance. Each class has a separate door to enter the academy building in order to avoid bubbles crossing or meeting in doorways or corridors.

Class	Entrance
Ash	Outdoor area
Oak	EYFS Outdoor area
Pine	Squirrels Door
Elm	Classroom Door
Sycamore	Outside Door
Willow	Classroom Door
Birch	Classroom Door

Parents of Reception and Nursery children will have a later arrival time than the rest of the academy (9.10am). One parent will be allowed to walk their child onto the playground to the EYFS drop off. Nursery/Reception parents must exit via allotted gates and ensure that social distancing is maintained. Parents/pupils must arrive on time for entry to school, they must not arrive early or late.

At the end of the school day, pupils exit time will be based upon phases:

Parents must not arrive early or late. They must collect their children at their specific time so that teachers can release children safely.

Classes will have a separate gate to dismiss from and parents will line up along the front wall (in their child's class line) to collect. Pupils will line up on the academy grounds and be released one at a time to avoid congestion. The next pupil will only be released when the last has moved away.

Teachers will not be available to speak to parents unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers by telephone or via email.

The school office is not to be accessed by parents unless through prior arrangement via a call or email. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email.

#### Other considerations

3.00	Reception & Nursery
3.10	Years 1 and 2
3.20	Years 3 and 4
3.30	Years 5 and 6

A record of all visitors will be kept to support NHS Test and Trace, including contact telephone number.

In terms of classroom resources, for regularly used stationery, children will all have their own individual set. For additional resources, these will be cleaned between use (eg. Paintbrushes etc)

Reading books and diaries will go home and be brought back on a designated day. When returned to school they will be stored for 72 hours before being returned to the bookshelves. Staff handling resources will wash their hands before and after touching items. Any additional resources or games can be used within the hub but will be cleaned following use.

Shared resources, such as art and science equipment should be meticulously cleaned between use or rotated to allow 72 hours between use to ensure they are safe.

Outdoor equipment will not be used unless teaching staff are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.

The outdoor gym area will not be used during lunch or playtimes as cleaning between use will not be possible. The outdoor gym can be used for PE lessons and it will be the responsibility of the Bubble team to ensure that it is thoroughly cleaned.



	<p>Teachers can now take exercise books home (and return them freely) to assess or use to support planning etc. This is also true of library books.</p> <p>Children should only bring a named water bottle, lunchbox and reading diary/book (on their designated day) to school each day. Water bottles will be sent home with the child to be washed.</p> <p>On their allocated day of PE children will wear their full PE kit to school to avoid the need to change on site.</p> <p><i>*Details regarding PE kit and reading books/diaries can be found on class newsletters.</i></p>
<p><i>Prevention</i></p> <p>6. Where necessary, wear appropriate personal protective equipment (PPE).</p>	<p>PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none"> <li>- Face masks</li> <li>- Aprons</li> <li>- Gloves</li> <li>- Face shields (limited quantities)</li> </ul> <p>Children need to know that some adults might be wearing PPE and that it is 'ok'.</p> <p>Each classroom will have a signed PPE Station where the PPE will be stored together and instructions for donning and doffing are displayed.</p> <p>In addition, PPE stations will be in the Squirrel room, hall (for use of Squirrels) and additional equipment stored in the medical area (disabled toilet).</p>
<p><i>Response to any infection</i></p> <p>7. Engage with NHS Test and Trace.</p>	<p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.</p> <p>Anyone who displays symptoms of coronavirus can and should get a test.</p> <p>If school thinks that the family of the symptomatic child/adult is unlikely to book a test appropriately, intervention at a senior level may be required and support may be offered.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines.</p> <p>The symptoms and action flow charts are available for parents/carers and staff to see on the academy website.</p>
<p><i>Response to any infection</i></p> <p>8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p>	<p>School should contact the local health protection team:</p> <p>West Midlands West HPT  Public Health England  2nd Floor, Kidderminster Library  Market Street  Kidderminster  Worcestershire  DY10 1AB  Telephone 0344 225 3560 (option 2)</p>



	<p>Out of hours advice 01384 679 031</p> <p>School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.</p> <p>The admin team will prepare a report that shows the contact details of each member of the bubble to support the contact tracers.</p> <p>School will inform parents of the infection, but we will not reveal the name of the infected child/adult.</p> <p>Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the child shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.</p>
<p><i>Response to any infection</i></p> <p>9. Contain any outbreak by following local health protection team advice.</p>	<p>Keep in contact with our health protection team.</p> <p>If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a bubble/phase lockdown, a school closure or/and a mobile testing station being established in school.</p> <p>Testing will focus on the affected classes, then their year groups and then the remainder of school if required.</p>

## Section 2: School operations

Aspect of school	Action
<p><i>Attendance</i></p> <p>Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the Autumn term.</p>	<p><i>Attendance expectations</i></p> <p>School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support.</p> <p>School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-covid and any absence will be followed up.</p> <p>Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the FGT Attendance Policy and local authority's code of conduct).</p> <p>The academy will identify on registers if an absence is Covid19 or non-Covid19 related.</p> <p><i>Pupils who are shielding or self-isolating</i></p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. Gentleshaw Primary Academy will support those parents through dialogue with the school nurse team so that appropriate advice can be offered and leeway afforded.</p>

Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.

*Pupils and families who are anxious about returning to school*

If parents of pupils with significant risk factors are concerned, we will provide the opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a Teams/Zoom meeting.

The academy team and family liaison officer will work to support all families and records of conversations will be recorded on CPOMS.

Poor attendance will be challenged and managed from the beginning of the Autumn term, and the culture of attending school regularly and promptly will be re-established immediately.

*School Workforce*

*Staff who are clinically vulnerable or extremely clinically vulnerable*

Gentleshaw Primary Academy has planned to follow the full measures within the guidance; therefore, most staff will return to the workplace as normal.

Those members of staff that received a letter to say that they were extremely vulnerable and advising them to shield can also return as normal given that shielding came to a close on 1<sup>st</sup> August. However, those adults will be encouraged to maintain social distancing measures as much as possible when in attendance.

People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also.

*Deploying support staff and accommodating visiting specialists*

As per government guidance, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, teacher. This will become an important measure to reduce the possibility of compromising the integrity of bubbles, should there be a need to arrange cover for any reason.

*Supply Teachers*

Supply teachers will be used as a last resort to cover classes and if required will be required to adhere to social distancing.

*Music/Peripatetic Teachers*

Peripatetic music teachers will come into the academy to teach bubbles. They will be asked to wear a facial shield where possible and required to adhere to social distancing. The teachers will remain the same and not be different every week.

*Staff working across hubs*

There are members of staff who will need to work across different bubbles, but this will be minimised where possible.

*Staff taking leave*

The government has set a requirement that people returning from some countries will be required to quarantine for 14 days.

Where staff are required to quarantine after returning from holidays, they need to understand that any period of absence is not authorised given that they are knowingly becoming absent from work. No home-working role is available to those adults therefore staff would be determined as being absent without leave.

<i>Safeguarding</i>	All existing pre-covid safeguarding measures will return as normal, however the designated safeguarding team will need to consider additional time to 'catch-up' with those children requiring additional pastoral support as a result of prolonged absence from school.																															
<i>Catering</i>	The expectation is that the school kitchen will be fully open in Autumn term. The catering team will start the full menu as soon as the term begins, and safety measures will be reassessed regularly with an updated and Covid19 section added to the kitchen risk assessment.																															
<i>Lunch and break times</i>	<p>Timings of lunchtimes will be staggered, as will break times:</p> <p style="text-align: center;"><b><u>Morning playtime timetable</u></b></p> <table border="1" data-bbox="411 533 1503 674"> <tr> <td>Ash</td> <td>10.10-10.25</td> </tr> <tr> <td>Oak &amp; Pine</td> <td>10.25-10.40</td> </tr> <tr> <td>Elm &amp; Sycamore</td> <td>10.40-10.55</td> </tr> <tr> <td>Willow &amp; Birch</td> <td>10.55-11.10</td> </tr> </table> <p style="text-align: center;"><b><u>Lunchtime timetable</u></b></p> <table border="1" data-bbox="411 768 1503 976"> <thead> <tr> <th>Phase</th> <th>Eat (in classroom)</th> <th>Playground timeslot (staff break)</th> </tr> </thead> <tbody> <tr> <td>EYFS</td> <td>11.50</td> <td>NA</td> </tr> <tr> <td>Oak &amp; Pine</td> <td>11.55</td> <td>12.05-12.35</td> </tr> <tr> <td>Elm &amp; Sycamore</td> <td>12.25</td> <td>12.35-1.05</td> </tr> <tr> <td>Willow &amp; Birch</td> <td>12.45</td> <td>1.05-1.35</td> </tr> </tbody> </table> <p style="text-align: center;"><b><u>Afternoon playtime timetable</u></b></p> <table border="1" data-bbox="411 1070 1503 1211"> <tr> <td>Ash</td> <td>1.45-2.00</td> </tr> <tr> <td>Oak &amp; Pine</td> <td>2.00-2.15</td> </tr> <tr> <td>Elm &amp; Sycamore</td> <td>2.15-2.30</td> </tr> <tr> <td>Willow &amp; Birch</td> <td>2.30-2.45</td> </tr> </table> <p>On some occasions, support staff will be required to help to supervise the children whilst they eat and then support in cleaning the room before children go out for their playtime.</p> <p>Staff will take their lunch breaks during their year groups allotted lunch break time.</p> <p>During play and lunch times the playground will be split in two with markers and each class bubble will have a separate side to play on, not mixing with other classes.</p>	Ash	10.10-10.25	Oak & Pine	10.25-10.40	Elm & Sycamore	10.40-10.55	Willow & Birch	10.55-11.10	Phase	Eat (in classroom)	Playground timeslot (staff break)	EYFS	11.50	NA	Oak & Pine	11.55	12.05-12.35	Elm & Sycamore	12.25	12.35-1.05	Willow & Birch	12.45	1.05-1.35	Ash	1.45-2.00	Oak & Pine	2.00-2.15	Elm & Sycamore	2.15-2.30	Willow & Birch	2.30-2.45
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<i>Site</i>	<p>Teachers need to ensure that classrooms have good ventilation during the day where possible (open windows and doors).</p> <p>Doors around the academy will be open to prevent the need to be touched.</p> <p>Toilets will be designated to bubbles/phases and pupils should not use other toilets.</p> <p>Staff will use classroom doors to enter the academy where possible and avoid passing through others classrooms.</p>																															
<i>Educational Visits</i>	The current government guidance states that residential trips should not take place. There will also be no off-site trips for Autumn 1, other than local walks or on Gentleshaw Common. This will be reviewed at the end of Autumn 1 or in accordance with a change in government guidance.																															

<i>Before/After school club</i>	Wraparound care is permitted to commence. Children attending wrap around care will ideally need to be kept in separate bubbles based upon their year group/class, however that might not always be possible due to limited staff numbers and children attending. It will be ensured that all are observing very good hand hygiene with staff rigorously cleaning during the sessions. Parents will be asked to pre-book their required sessions to enable planning to fit actual children in attendance.
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### Section 3: Curriculum, behaviour and pastoral support

Aspect of school	Action
<p><i>Curriculum expectations</i></p> <p>The key principles that underpin government advice on curriculum planning are:</p> <p>Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</p> <p>The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p>	<p>Gentleshaw primary Academy will not have a 'recovery curriculum'. We will instead apply our curriculum model in its fullest and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to 'catch-up'. However, we will have a period of adjustment in September.</p> <p>During this period, children will be reminded of all of their hard work during the previous year and we will 'reset' the expectations so that children know what we are expecting of them on their return to school i.e. positive learning behaviours, growth mind set etc.</p> <p>We will return to the normal teaching of all subjects in the Autumn term</p> <p>Formative assessment will be used to a greater extent so that teachers can tailor the learning journeys.</p> <p>The Relationship and Sex Education element of our new curriculum will be planned and consulted on with parents shortly after the summer holiday. There is now leeway to defer the implementation of that curriculum content until the summer term 2021.</p>
<p><i>Specific points for early years foundation stage (EYFS) to key stage 3</i></p>	<p>For children in nursery, teaching will focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. For pupils in Reception, teachers will also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.</p> <p>For pupils in key stages 1 and 2, we will prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.</p>
<p><i>Music</i></p>	<p>Given that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen in groups of more than 15 and when it does take place, children need to be side-by-side and not facing one another. While this does have implications for our music curriculum, relevant and necessary adjustments will be made. Children will continue to learn to play musical instruments (keyboard, guitar etc) , however these will be thoroughly cleaned and sanitised between use.</p>

<i>Physical activity in schools</i>	<p>PE lessons will still take place. Where possible, they will take place outside as transmission of the disease is reduced in the outdoors.</p> <p>On the designated day of PE pupils will come to school in their full PE kit to avoid the need to change clothing within school.</p> <p>The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.</p> <p>Contact sports are to be avoided.</p>
<i>Behaviour expectations</i>	<p>The current approved behaviour policy will still apply.</p> <p>During September, expectations of behaviour will be revisited and the school's values be widely discussed so that the ethos of the school does not change. The climate and culture needs to remain one of high expectations and respect for one another.</p>

#### Section 4: Assessment and accountability

Aspect of school	Action
<i>Primary Assessment</i>	<p>All statutory assessments (other than the Reception Baseline) will take place in the academic year 20/21 in accordance with the usual timetables. The tests are as follows:</p> <ul style="list-style-type: none"> <li>• The reception profile</li> <li>• the phonics screening check</li> <li>• key stage 1 tests and teacher assessment</li> <li>• the year 4 multiplication tables check</li> <li>• key stage 2 tests and teacher assessment</li> <li>• statutory trialling</li> </ul> <p>Gentleshaw Primary will prepare for these tests in the same manner as has been done in previous years.</p>

#### Section 5: Contingency planning for outbreaks

Aspect of school	Action
<i>A local outbreak</i>	<p>If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p>
<i>Remote education support</i>	<p>Gentleshaw Primary Academy needs to be in the position to offer rapid remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response would involve re-starting the Facebook Live lessons (Years 1-6) and use of Tapestry (EYFS) along with the production and distribution of Home Learning materials. This will be reviewed in line with academy policies.</p> <p>Where children are unable to access the internet home learning packs will be shared.</p>

