



Wygate Park Academy

Parent Summary of Risk Assessment/Plan for re-opening

NB: This document is based on current knowledge at the time of writing and may well change in the future.

The Government have given June 1st as a planned return date for Reception, Year 1 and Year 6 children to return, but the children of Critical Workers and vulnerable children are the top priority for increasing numbers back into school. The increase in numbers will require the school and the school day to be organised in a very different way and for us to follow very different routines and guidance.

Government guidance states: ***“Unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.”*** (Gov.uk Planning Guide for Primary Schools; 14th May 2020, Section 3).

The Risk Assessment and plan for the school day has been taken within the context of this statement from the Government.

It must be made clear that the school has undertaken a range of **“risk reduction”** measures including the following:

- Avoiding contact with anyone with symptoms
- Frequent hand washing and good respiratory hygiene practices
- Regular and thorough cleaning of all classrooms and the school setting
- Minimising contact and mixing of “groups” of children

Currently, the Wygate Park Academy Plan for opening to more children is as follows:

Wednesday June 3rd – Open to increased numbers of Critical Worker Children

Monday June 8th – Reception children will enter the school

Wednesday June 10th – Year 1 and Year 6 children will enter the school

NB: Any of these dates are subject to change based on up to date guidance or identification of increased risk to children, staff or parents. The School may need to alter/withdraw any of these measures at short notice if there is an identified increased risk to the health of any person or persons on the school site.

Classroom Organisation:

Children will be split into groups of no more than 15 children. They will be assigned a teacher and a TA who will remain with this group until further notice. The adults and the children will NOT come into contact with any other children from different groups, during the school day. This includes play and lunchtimes. There may be a good chance that your child will not have their usual class teacher or classroom.

Classrooms will have desks separated as far from each other as possible. (NB: Due to the size of our classrooms and the numbers of children the Government expect us to facilitate, we cannot guarantee these will be 2m apart.)

Each child will have their own writing equipment and books.

Each child will have an allocated seating space which will not change.



The amount of resources accessible to children will be greatly reduced. Anything that cannot be washed or wiped easily will either be removed or not available to the children.

Movement around the classrooms by children will be strictly limited to ensure that social distancing is adhered to as much as possible.

Arriving at School/The School Day:

In order to facilitate social distancing as much as possible, we will have **staggered start and finishing times each day**. These times must be followed to ensure we are following our Risk Assessment and ensuring the safety of all children, parents and staff.

The Start and finish times are as follows for MONDAY to THURSDAY:

START TIMES:

EYFS: 8:30-8:40am

Year 1: 8:50-9:00am

Year 6 & Critical Worker chn: 9:10-9:20am

FINISH TIMES:

EYFS: 2:30-2:40pm

Year 1: 2:50-3:00pm

Year 6 & Critical Worker chn: 3:10-3:20pm

On Friday, the School will need to close at midday to allow a deep clean of the whole premises to be carried out, so that the school can be in a position to open again effectively on the following Monday. With this in mind, finish times on a Friday will be as follows:

FRIDAY FINISH TIMES:

EYFS: 11:50-12:00PM

Year 1: 12:10-12:20pm

Year 6 & Critical Workers: 12:30-12:40pm

When dropping off and picking up the following procedures must be adhered to by all parents:

- All parents MUST remain 2m apart
- Only ONE parent should bring their child to school
- Parents MUST NOT share bringing children to school.
- Please be aware there will be limited space in the car park now.
- Parents MUST NOT congregate in groups on the school property
- ALL CHILDREN MUST BE ACCOMPANIED BY AN ADULT – even those who are “able” to walk/bike to and from school

- Siblings in other classes can be dropped off at the same time to make things easier for parents. Children will need to go in through the appropriate zoned area. So for example a child who is in Reception and a brother or sister in the Critical Worker class – can both be dropped off at the EYFS time of 8:30am – children will enter through the appropriate Zone.
- When being collected – the Sibling can be collected at the earliest time of their younger brother or sister. The older sibling will wait in the “SIBLING COLLECTION AREA” at the appropriate time to be collected, whilst their younger brother or sister is collected first. So for example a child who is in Reception and a brother or sister in the Critical Worker class – the child in reception will be collected at 2:30pm from Zone 1, and their older brother or sister can be collected straight after from the SIBLING COLLECTION ZONE (see map).

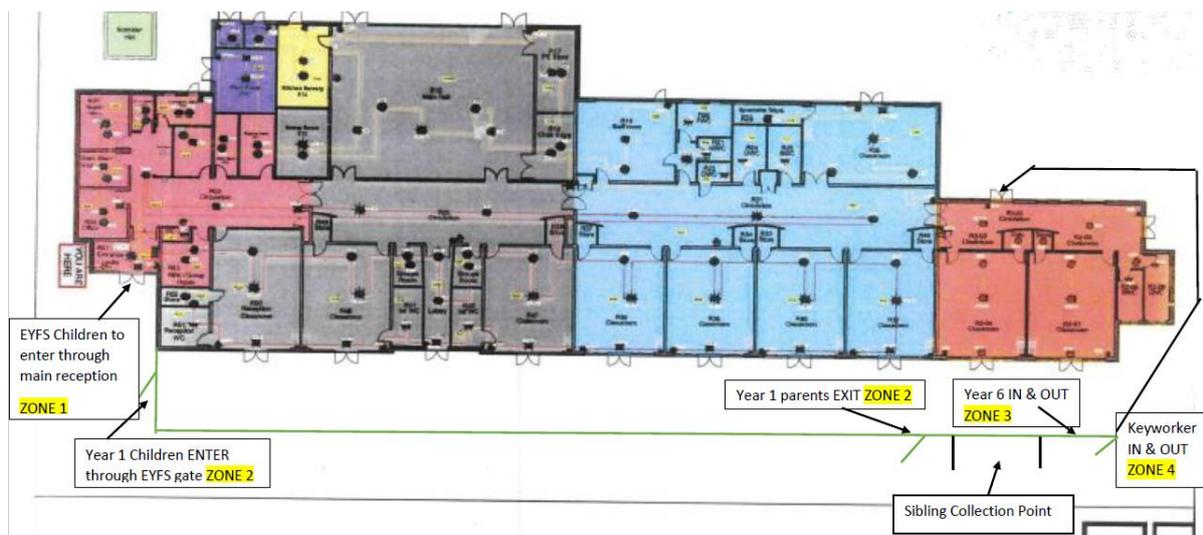
Parents must follow the signs to where they should drop their child off and pick up. The drop off and pick up points for children are as follows (See Map)

EYFS: Through the Office (Zone 1 on the map)

Year 1: Through the EYFS gate (Zone 2 on the map)

Year 6: Through the small pedestrian gate (Zone 3 on the map)

Critical Workers: Through the large emergency gate and in through new extension. (Zone 4 on the map).



Each child will have their temperature taken by a member of staff before entering the school. If the temperature is above 37.8 degrees, the child will not be permitted entry into school and will need to be taken home.

Children will wash their hands immediately on entering the school building and will then sit at their allocated seating space.

We will not be using cloakrooms. Children need to bring in only what is required and **nothing else from home.** Children will place their coats in a plastic bag underneath their table.

To avoid movement around the classroom – PE bags at this stage will NOT be required in school. Physical activities will be managed in a different way – not requiring the children to get changed into a PE kit.

What Learning May Look Like In The School:



Y1, Y6 and Critical Worker Children:

The ability to teach a broad and balanced curriculum will be heavily impacted by the new measures the school is having to put in place. Tasks/activities will take twice as long due to increased hygiene measures, lack of available resources, children not able to work in groups or pairs to complete tasks. As a general rule of thumb, the following will be put into place:

- Children will be spaced as far apart from each other as room allows in the classroom
- Each child will have an allocated seat and a learning pack which contains the equipment they require. Children will not swap equipment or change seats with any other child in the room.
- Movement around the room will be strictly limited – only permitted for a toilet break.
- Children will keep their own exercise books at their desks. Books will NOT be handed in to teachers. Any marking will be done by the teacher from a distance and will be given verbally, with self-marking encouraged
- Teachers will generally not bend down to the level of the child.
- Text books will either be projected onto the interactive whiteboard or photocopied if they require these.
- School Reading books WILL NOT be sent home. Children will be encouraged to read from Reading Eggs – as directed by the teacher.
- Homework books and Spellings will NOT be sent home or collected in. Spellings will be sent via the Home Learning Platform on WEDUC.
- Children who will access BEDROCK Vocabulary using i-pads (Only Years 3-6), will be required to wipe these down before and after use.
- Practical activities will only be undertaken at the child's table and we will not undertake any activities that mean children need to move around the room or that require washing up.
- If activities are undertaken involving equipment – the equipment will require wiping down with antibacterial solution before it is returned and used by other children. This will be done by an adult.
- Children and adults will remain in their class group at all times. The introduction of additional staff will be kept to an absolute minimum but may be unavoidable if staff numbers reduce.

EYFS:

Parents of EYFS children should be aware that it will be extremely difficult to facilitate learning of any kind that would comply with the 2m social distancing rule.

- Children in EYFS will be split into 2 classes of no more than 15 children.
- They will not come into contact with any other children who are not in their group.
- Within this 15, the children will be separated into two smaller groups. They will work within this group for the day. These smaller groups will be rotated throughout the day so that half will be in the classroom and half will be outside. The "free-flow" of normal EYFS practice will not be in operation, to try and ensure social distancing as much as possible.
- The groups may be rotated during the week – but they will not mix between the two separate classes.
- Resources in EYFS will be limited. Anything that cannot be wiped or washed easily will be removed and not accessible to children.
- Children will be taught new routines of washing their hands before and after using ANY equipment.
- Equipment will not be shared between the two classes until it has been washed thoroughly
- Some usual activities such as role play and play houses will not be used to promote hygiene standards and social distancing.
- Reading books will be used in class but NOT sent home. Reading Eggs will be encouraged for parents to use away from school.



Pupil Welfare:

The changes to the school day may feel “strange” to some children. Pupil welfare and their wellbeing is one of the top priorities for the school as we return. Staff will be aware of this and will act accordingly to make sure children understand the importance of what we are doing, but also that they are not “fearful”. Circle times and regular discussions will be part of the school day. The Pastoral Team will also be on hand to support children who may be overly anxious about the situation.

Break Times:

Break and lunchtime play will follow the same strict procedures as the rest of the school day. Children from different classes WILL NOT mix at all during playtimes. They will only be outside with children in their group.

Playtimes and lunchtimes in this instance will be staggered to enable us to facilitate this.

The playgrounds will be clearly “zoned” so that there is no interaction between groups of children from different classes. Children within their own group will also be encouraged to remain socially distant when outside.

This staggering of play and lunchtimes will of course impact on the timings of the day as this will now take the school longer to facilitate.

Use of toilets:

Classrooms which have toilets in them will be easier to manage. Only 1 child at a time will be permitted in the toilet to ensure children are observing social distancing measures wherever possible.

For older children, teachers will communicate with other staff members and check the toilets to ensure no-one else is present, before allowing children in. Again, this will be 1 at a time.

Staff Welfare:

The Governors and School Leaders recognize the incredible job all staff have made to the support and continued school opening throughout the crisis and we also now recognize the scale of the task that Government are now placing on our staff. Increasing numbers in the way that the Government has set out means that ALL staff will be in class every day. They will have very little social interaction with their normal working teams and planning and preparation will be hampered by this. Our ability to provide Home Learning in its current form will be severely restricted.

Teachers will endeavour to provide home learning for the children who are not in school, but the level of detail and personalisation provided will not be the same. Home Learning will rely heavily now on the school’s digital platforms (BEDROCK, Times Tables Rockstars, Reading Eggs) and utilising the Oak National Academy Trust resource – as advised by the Government.

Breakfast & Afterschool Club:

In order to prevent as much as possible different children mixing with children from different classes and adults coming into contact with different children from outside their allocated group – there will be NO Breakfast or Afterschool Club provision until further notice.

Afterschool Clubs:

In order to prevent as much as possible different children mixing with children from different classes and adults coming into contact with different children from outside their allocated group – there will be NO extra curricular clubs provided until further notice.



This will also mean that currently events like Sports Day, Year 6 Leavers Assembly, Trips, Visitors into School, PTA Events etc. **WILL NOT** be able to take place.

Lunchtimes:

Children who are entitled to Universal Free School Meals in Year 1 and Reception will be provided with a limited cold lunch option. This menu will be available for parents to view beforehand. These will be safely delivered from our kitchen in Boston and handed to children in their **OWN** classrooms. Lunch will be eaten in the classroom and all rubbish disposed of securely in that same room. Children may bring in a packed lunch if they wish to.

ALL children in Y6 and Critical Worker children will be required to bring in a packed lunch. At this stage there will be no option for parents to order meals.

ALL children currently in receipt of Free School Meals (FSM) will be required to bring in a packed lunch if attending school. The FSM vouchers will continue as normal for these children from June 1st.

NB: Lunches will still be served to children on a Friday before they leave. If you wish them to eat at school, do send them in with a packed lunch if you are in the Critical Worker or Year 6 “bubble”.

The Office:

No parent will be permitted onto the school site unless an appointment has been pre-arranged. All communication with the Office is to be done via phone, email or WEDUC.

First Aid:

First aid will be administered as and when it is safe to do so. If PPE equipment is required to administer the First Aid, the staff member responsible will wear this equipment. If the school or First Aider feel it is unsafe to administer the first aid – you as the parent will be contacted to come into school to deliver this. Wherever possible, the First Aider allocated to that class group will only deal with first aid incidences for their group of children. Where this isn't possible, the named Senior First Aider will deal with all other cases – following strict social distancing rules where possible.

Cleaning:

The school will increase its cleaning regime. Staff will be responsible for cleaning and wiping tables, door handles etc. in their own rooms. A cleaning crew will be on site every day when all adults and children have left to carry out a thorough clean of the school. The school will close at Friday midday to allow a thorough deep clean to take place.

Clothing:

ALL children will wear school uniform from June 1st. School recognizes that at this stage of the year parents may not wish to purchase new uniform/shoes if their child has outgrown them. This will be acceptable and suitable replacement clothing will be permitted.

Hand washing:

Where possible, children will wash their hands using warm water at least 6 times across the day.

Government advice is clear that washing in “running water” is the most critical thing and to do this with soap and for 20 seconds.

Handwashing is best, but sometimes for operational reasons this might not be possible and where it is not, anti-bacterial hand gel will be used.

How we deal with people who show symptoms/outbreaks of COVID-19/staff absence for other reasons:



If a child develops a continuous cough or suspected high temperature whilst in school, we will:

- Isolate the child immediately in the Hygiene Suite. If two people are poorly at the same time we will use an alternative room.
- The First Aider from that class group will accompany them. If there is not one available, the Senior First Aider will accompany them.
- The child's temperature will be taken. If it is above 37.8°C parents will be rung immediately to come and collect
- If the child requires close supervision – PPE equipment will be worn. This will only be in extreme circumstances.

NB: It is not a requirement that there should be any changes to the class grouping if a child or a member of staff has symptoms of COVID-19 and is sent home.

The school will follow the Government advice should we have a confirmed case of COVID-19. This is outlined below:

- If someone from the Class Group tests positive for COVID-19, then parents of all the children in that class group will be informed and the WHOLE class group (and staff) will be asked to self-isolate for 14 days, following Government guidelines
- If during this time, anyone shows symptoms, they must get a test and then they must follow the Government guidance on isolation. The School must be notified of any test outcome.
- We will try as much as possible to not have staff crossing over into other class groups, but this may be unavoidable. Should someone in this position be part of a class group that has a positive test confirmed, then all of the class groupings that this person has had contact with would be required to self-isolate and be tested.

NB: The school would consider the teacher and TA who are associated with the class group on a regular basis to be "part" of that class group. Other staff who make a "distanced" visit to deliver a message etc. and have remained 2m apart, will not be considered a risk if a confirmed case of COVID-19 is identified in a particular class group.

Face Coverings:

Government guidance clearly states that: ***"Face coverings should not be worn in any circumstances by those who may not be able to handle them as directed as it may inadvertently increase the risk of transmission"***. (Gov.uk *"Coronavirus: Implementing Protective Measures in Education and Childcare Settings"* May 11th 2020.

For this reason, face coverings will not be permitted to be worn by staff or children in school, apart from PPE requirements in the case of First Aid needs. (See First Aid section).

Government Advice:

The following documents have been referenced when the school has looked at its risk assessment and ability to open to more children.

<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>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>



<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>