

## September 2020 - Reopening Plan Background

Following the publication of the Dfe guidance on 2nd July, this plan ensures that the statutory guidance is adhered to, whilst taking LA advice along with key medical information.

- It is the Government's plan that all pupils, in all year groups, return to full time education in September 2020.
- Mixing and distancing are the key factors; both are factored in to this wider reopening plan.
- Hand and respiratory hygiene is essential, with systems clearly outlined and embedded throughout school.
- Whilst face coverings are currently not mandatory, medical research and information is changing daily. All staff and visitors to the building, will be asked to cover their faces whilst moving through school, to respect the health and well being of those around. This can be with a scarf/buff or similar. Once in classes, these can be removed so that there is no negative impact on teaching. Guidance further in this doc.
- Key documents are embedded in to this document for reference.
- A Risk Assessment, based on the template from LCC is updated on the website and reviewed weekly by a nominated Governor, along with the HR/Health and Safety lead. Cleaning protocols have been reviewed with increased cleaning throughout the day.
- All elements of the system of controls are essential, with all schools implementing some of the requirements in differing ways according to size and circumstance.
- All measures set out in our plan must be adhered to by all stakeholders, with ongoing robust support and challenge.
- The Governing Body have approved this plan, 10th July 2020

### Reference documents:

[Guidance for full opening: schools 2nd July 2020](#)

[School's current Risk Assessment](#)

[Updated Behaviour Policy](#)

## September 2020 - Preparation For Reopening

Government guidance states that returning to school is vital for children's education and wellbeing, with which all at ACE wholeheartedly agree. Our aim is to enable all pupils to return, in the safest way possible, whilst maintaining distancing, hygiene systems and other significant changes to the way that we normally operate.

Staff within school have worked incredibly hard during the partial closure of school, to establish new ways of working which are already in line with these principles.

Staff have used the time to complete significant pieces of CPD, which is evidenced in their individual HR records. KCSiE updates, Fire Safety, Behaviour training and other bespoke packages of learning.

In depth curriculum planning has been completed, supported by Vicky Bluck (English consultant) and Vicky Crane (Curriculum/Planning consultant) Nicole Cooper and Miranda Judge, Curriculum leads, will ensure this is complete, regularly reviewed and monitored.

Teachers have mapped out the actual face to face teaching content from 2019-20, passing that detail onto the next teacher. This will enable clear guidance regarding what key knowledge and skills will need to be taught first, before moving onto the new year group content.

Our curriculum offer will be different in the way that we normally work, with a creative, hands on approach needing to be modified significantly. Much thought has gone in to this, via subject leader guidance. This will be covered in a later Curriculum slide and be subject to regular reviews, as guidance changes over the academic year.

## September 2020 - Staggered Start To The Term

**Aim - to ensure controlled management of new systems for all pupils/staff/parents. Staff to have time to model control measures, explain principles, walk through every element of the day with each bubble.**

- **Monday 7th September : Whole School Training Day - all staff in school**
- **Tuesday 8th September : Y2 and Y6 only EYFS staff training day**
- **Wednesday 9th September: plus Y5 and Y3 and start of Reception/Nursery transition**
- **Thursday 10th September: plus Y4 and Y1, so all year groups will be in**
- **Friday 11th September: All pupils**

**Teachers, TAs, SLT to model the following, on initial induction day and positive reinforcement/reminders on each subsequent day.**

**Arrival systems** - location of line, how to enter the buildings, what to do with belongings, what to bring on to site

**Physical distancing** and expectations of movement round school.

**Bubble systems** - Which bubble are they in? Why are bubbles important?

**Zoning of the school site** - which buildings they are allowed to go in to, supervised by staff only

**Breaktime** - where they will play, what equipment they can use, what games they can play,

**Lunchtime** - what time they will eat, what time they will play, where they will play, expectations around movement

**End of the day** - systems for leaving the site, who can pick up, what happens with siblings, where to wait if the adult is late

Key worker places will be offered on Tuesday and Wednesday, should they be needed by those year groups not in school. Please contact [office@allertonprimary.com](mailto:office@allertonprimary.com) should you need that place.

## September 2020 - School Operations

### Aim: To clarify our school systems around safe transport

The DfE have published Safer Travel guidance for passengers, which is on the Gov website. The Government want all settings to encourage walking and cycling.

- If staff, parents and pupils use public transport or taxis they will need to inform the school office of that, prior to their return to school. Knowing quieter bus times will enable us to safely plan for those staff/parents/pupils to arrive and leave school. We want to be able to give them reassurance rather than be on crowded buses, where they feel unsafe.

Everyone over the age of 11yrs will be expected to wear a face covering on public transport, or in a taxi.

- When entering the school site for the day, they will be expected to place that face covering in a bag and store safely at the entrance to school. This will be picked up at the end of the day, with a different face covering to be used when moving through school. These need to be washed each evening.

#### Cycling and Walking to school

- Children and staff will be encouraged to walk or cycle to school. A reward system will be set up for this and will be shared at the start of term. All children to lock their own bikes and scooters up, with the school locking the main shelter doors at the end of all drop offs.
- Allerton CE has applied to be part of the Leeds Streets scheme, which will see the roads closed around school at the start and end of the day. We will hear if we are successful, at the end of term.
- We will look to set up a Walking bus - from the Lingfield Centre and the Park and Ride next to Allerton High School.

#### Car park closure times

- The car park will be closed to vehicular access at key times, to enable us to use the front gate for a one way pedestrian access system.

## September 2020 - Start And End Times Of The Day

Aim - to establish clear routines at all times, share systems with parents pre Sep start

Year	Rec	Y1	Y2	Y3	Y4	Y5	Y6
<b>Start</b>	08:40 Playground	08:50 Playground	09:00 Hall extension	08:30 Playground	08:50 Hall extension	08:30 Hall extension	08:40 Hall extension
<b>Finish</b>	14:50	15:10	15:20	15:00	15:20	15:00	15:10

Time	Class	Class
08:30	Y3	Y5
08:40	Rec	Y6
08:50	Y1	Y4
09:00	Y2	

Each year group is allocated a staggered start and end time to their day.

Children will line up at their allocated spot, with distancing markers to stand on.

Classes will walk through the hall, straight to their classrooms to reduce waiting in large groups.

Staff to be on supervision rota at key points around school site.

Staff supervision points to be clearly marked out and rota'd with clear expectations for all.

Role of staff to be encouraging, welcoming, kind reminders of new expectations and to model those.

Only Reception parents to enter the site at drop off - only 1 per pupil.

Years 5-6 will be asked to walk out of school without an adult, who may wait at an agreed point outside the school. Year 4 will be encouraged to work towards this over the year.

Years 1-3 only 1 adult per family to pick up from site.

Siblings to arrive at the earlier drop off time and be picked up at the later pick up time.

The Admin Team will provide this list, and this will be communicated clearly with all families over the summer.

# September 2020 - Overview Of Class Bubbles And Organisation

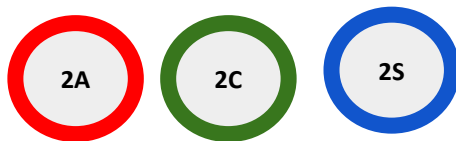
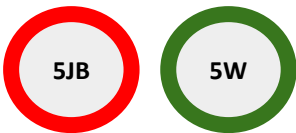
## Principles: building on the effective systems and procedures in place during partial closure

Pupils and staff will be allocated a bubble, which needs to remain consistent; both distancing and not mixing within groups.

From Y1-Y6 each class will be a bubble.

Flexibility will be built in to the planning for exceptional reasons e.g. PPA cover, absence cover, specialist teaching (chess/music)

Zones will be allocated on the playground based on the three bubble colours, enabling year groups to have the same breaks/lunchtimes, whilst maintaining the bubble structure.



# September 2020 - Map of Entry Points For Each Bubble



Classes will enter the building via these entrances.

## September 2020 - Pupils Shielding Or Self Isolating And Pupils And Families Who Are Anxious About Returning

**Aim: to continue to build good relationships with families, with confidence to share anxiety and personal information with school which will enable us to put in support as necessary.**

The Gov has paused Shielding guidance from 1st August, with the majority of pupils and staff expected to return.

We recognise that this will be an incredibly anxious time for those who have been subject to shielding, who live with anyone who has been shielding and remains high risk.

Our systems and reopening plans see that as really important, to recognise this and support where we are able to.

- Parents will update their contact information and medical information over the summer
- Parents will be asked to inform key staff or via the Office email, if they have had any bereavements as a result of Covid 19, over the closure period. This is so that we are fully aware of which children may need additional support when we return to school.
- We have a strong Pastoral team within school, which we will be expanding in response to the Covid 19 pandemic. Each Key Stage will have an identified member of that team who can work with those children, thereby minimising cross school contact.
- Our Risk Assessment is reviewed and updated on a weekly basis, being made available for all on the website.
- For those pupils with complex medical needs, the Dfe are advising that families contact their specialist health professionals to review their needs, risks etc.
- If pupils are asked to self-isolate and/or have a positive test result for Covid 19, remote learning will be available. This will be shared at the start of term, with all year groups and may be via Zoom or a linked video on the website.



## September 2020 - Attendance

**Principle: All pupils, in all year groups, will return to school full-time from the beginning of the autumn term.**

All children of compulsory school age will be expected to attend school unless they are ill (due to COVID-19 or otherwise), have an updated personal shielding letter, or are shielding a member of their family at home. Those with specialist health professional involvement may need discussion before returning.

Systems are in place to ensure that no-one comes into the school if they have coronavirus symptoms or have tested positive in the last 7 days. Anyone developing those symptoms during the school day is sent home; key actions shared with all stakeholders to reduce the risk in school and further drive down transmission of COVID-19.

- Parents can be fined for failing to return their children to school in September as school attendance will be mandatory. Attendance rewards will be in the form of “ACE currency” which they can “spend” in school prize shop. Class and individual percentages will be celebrated as usual. We will be seeking sponsorship from local businesses to support this.
- Attendance percentage will be based on expected sessions in school. Start and end times will be staggered to minimise contact. Drop off and collection arrangements will be made for individual classes.
- Punctuality will be based on pupils arriving and being collected at their allocated staggered start time. Siblings will arrive together, at the earliest slot.
- Attendance will be recorded using LA directed codes and reported as per usual procedures.



## September 2020 - Organisation And Systems In The Classroom

**Principles: to keep everyone safe, to maintain the integrity of the track and trace systems and to provide clarity for all staff working in school; clear routines and expectations for pupils**

Children and adults will be encouraged to maintain a physical distance within buildings and the classroom. Floor markings clearly demarcate this and our systems have worked incredibly well whilst we have been open for key worker groups, Year 6, Year 1 and Reception pupils. Our September plan will be an extension of these systems and routines.

Touch between staff and children has to be minimised as much as possible e.g. holding hands, hugs etc; with administering First Aid being the exception. This is a significant shift for us but is vitally important.

[Hand washing and sanitising systems/routines](#) will continue to take place at key points:

On entry to the school site	Before going out for break	On entering the building after break	
Before lunch	After lunch	Before going home	After going to the toilet

- Classrooms will be set up so that children work side to side; never face to face.
- Physical distancing will be maintained as much as possible, with research currently shows that the risk to children themselves of becoming severely ill from Covid 19 is very low.
- When adults interact with children, they will wear clear face visors so that they can show they respect the physical distancing and minimise anxiety for all in that room.
- Each pupil will have their own set of frequently used resources, which will be kept at their desk.
- Resources being transported between home and school will be minimised as the virus can live on surfaces for a significant period of time.
- Staff will also have their own set of resources, which will not be shared.

**Aim: to ensure pupils behave in a manner that is conducive to the safety of all in the school community**

### **Policies and Practices**

The behaviour policy has been updated in light of current government advice and can be found [here](#); based on our Vision and Behaviour Principles. There will be a weekly behaviour input on Mondays to make behavioural expectations explicit. Videos will be recorded to shared in classes and staff will ensure all are upheld. No assemblies will take place in the hall, due to new Covid 19 regulations and Dfe guidance.

Weekly reflection time will take place in every class on a Friday. Classes will look back over the week and identify where they have done well and where improvements could be made for the following week. This will include reflecting on the new systems and how as a class they have adhered to these new rules.

Pupils must adhere to strict systems for moving around school, playing in defined areas and our hygiene systems. This is for the safety of the whole school community, consequently pupils failing to do so will be removed from their peers until they can be picked up by their parents. Each parent will be expected to sign our Covid home school agreement, prior to returning to school. This has worked well for Y6, Y1 and Reception.

Disciplinary powers remain in place, including exclusion. Permanent exclusion will continue to be used as a last resort. Any disciplinary fixed term exclusion will be consistent with relevant legislation.

### **Pastoral Support**

Our pastoral support is key to enable pupils to reintegrate back into school, after a long period of home schooling.

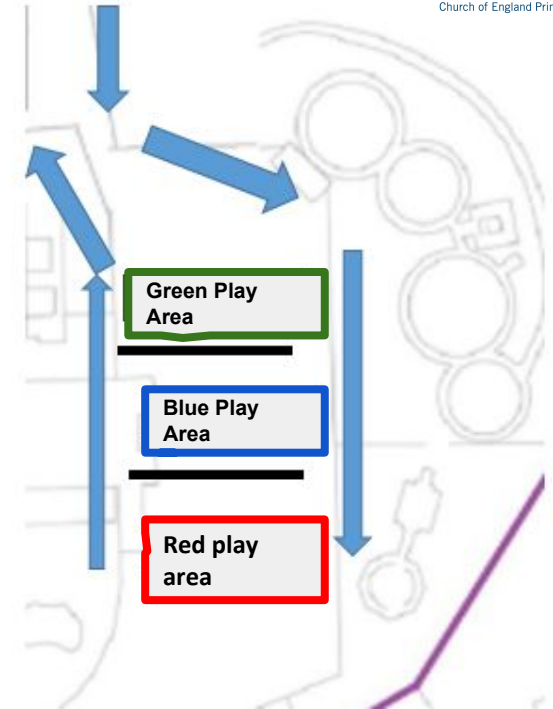
The pastoral team have capacity to support pupils and families during transition back into school;

- virtual meetings will be set up to support those most in need.
- time will be made to support pupils in or out of class to manage the changes of returning to school.
- The pastoral team have been allocated to different key stages, so that the track and trace system is maintained

## September 2020 - Breaktimes and Lunchtimes

**Principle: Each bubble will have one break time and one lunchtime break per day.  
EYFS will continue to work on free flow principles with integral outdoor play**

- The Playground will be divided into clearly marked zones
- Fences in the bubble colours will be used to markate these zones
- Each class bubble will be assigned a playground Zone to minimise contact between bubbles.
- There will be a member of staff per class and staff will ensure children are in the correct zone.
- Any equipment will be kept for that bubble, for that week. This will be changed the following week, ensuring hygiene protocols are followed.
- Guidance re Scrapshed will be shared with staff and children when we have that Update
- As a Forest School, the principles of outdoor learning will be integrated into planning and learning opportunities. This will be coordinated and planned between staff to ensure bubbles do not mix.



## September 2020 - Lunch Time Arrangements

**Principle: Children in Reception and KS1 will continue to have the Universal School Meal offer  
Children in KS2 will have a regular hot meal and grab bag, which will be agreed ready for September.**

3 bubbles from one year group will eat in the main hall with tables in 3 lines.

Each class will sit on one side of the tables only.

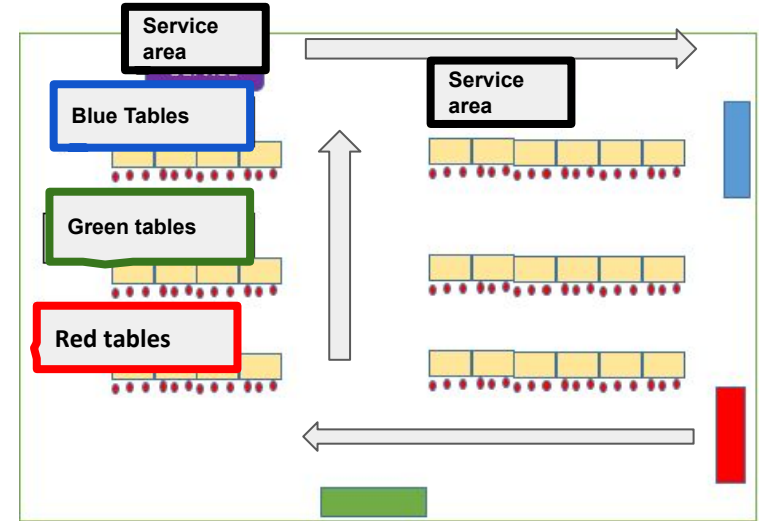
Grab bags will be served at the tables for first few weeks of Autumn

Hot meals will be served, with table service after this.

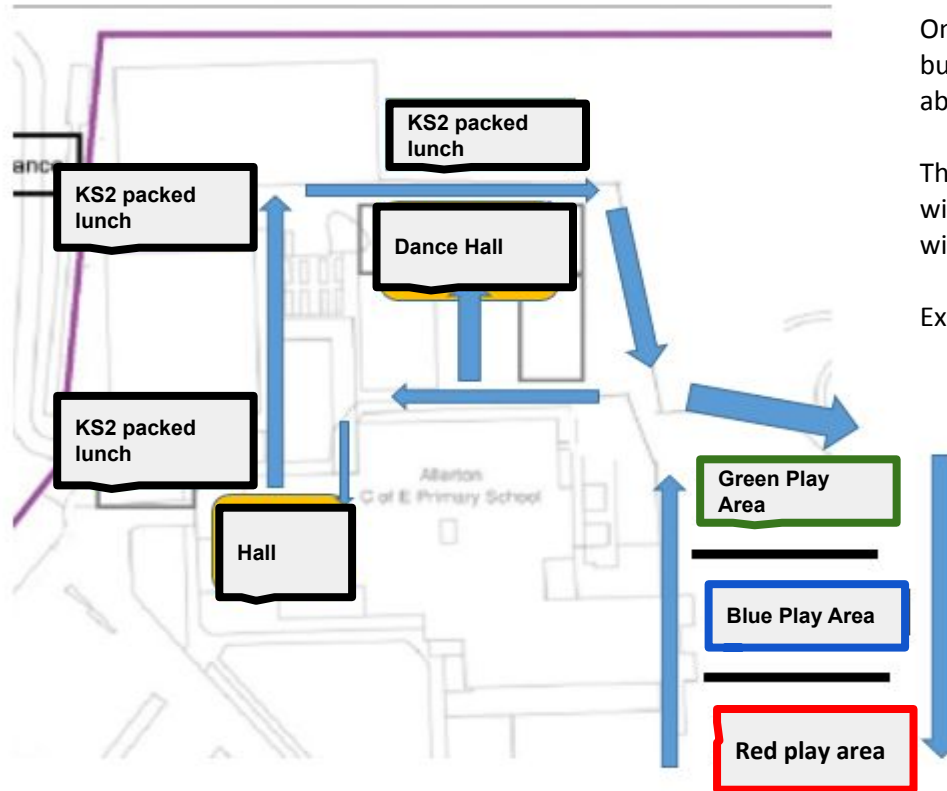
Staff to wear visors in the hall, so that they don't worry about social distancing when serving or helping the children

Entry and exit points will be controlled, to ensure physical distancing is maintained

KS2 pupils will eat their meals in classrooms, the small hall or on picnic tables in the first instance. Our aim is to ensure effective lunchtime systems which maintain bubbles whilst allowing for positive eating environments.



# September 2020 - Dinner Times And Movement Around School



On day one of being back in school, each bubble will be shown where they are able to go on the school site.

There will be a one way system, which will be explained and walked through with the children.

Example diagram

## September 2020 - Special Educational Needs and Disability

**Aim- To ensure that all needs are met for our most vulnerable children.**

**To ensure that children with additional needs understand the changes in school as far as possible, following expectations with prompts where necessary.**

**To make sure that staff are not put at undue risk**

All pupils will return to school full-time from the beginning of the Autumn term. This includes all children who are on our SEND register.

Children with EHCPs and/or high needs top-up funding have individual plans which will be maintained as closely as possible whilst still following restrictions.

Break out areas for children who have SEMH or pragmatic needs will be designated by class teachers, where possible.

Additional individual or group interventions which are set up following initial assessments, will need to be in a designated area of the classroom.

Children who have issues which mean that staff are at a higher risk, will have TAs who wear full PPE whenever necessary.

The psychology team has shared materials on how to support children with additional needs to return to school after a lengthy absence, some of which have already been used. This will be in addition to the class plans that are in place for the whole class.

There will also be additional help for children with complex health needs, and reasonable adjustment will be used to ensure each child has a successful start to the term. Ongoing and good communication between home and school is even more essential at this time, with sharing of key medical documentation/information.

## September 2020 - Staffing Issues

**Aim: to have clear procedures in place if there is a staff shortage due to the collapse of any bubbles or illness**

### **Shielding Staff**

Current guidance is that all staff will be able to return as of the start of term, with Gov Shielding guidance pausing on 1st August.

We understand that staff in that position, still at high risk, may have heightened anxiety whilst reintegrating back into the workplace. For those that have concerns about returning we will forward this to the Occupational Health for review.

### **Individual risk assessments**

We have 37 staff who have completed these details WASPs, supported by our HR lead. All guidance will be shared with staff via the Staff Handbook, with the expectation that staff will contact their medical professionals/specialists for an update to medication, risks and necessary adjustments. These take into account those from BAME backgrounds, pregnant staff and other high risk medical issues.

### **Staff Shortages**

In winter we anticipate that there will be higher absences due to Covid 19, seasonal flu, Norovirus and other illnesses. Due to being hard to differentiate between them, we have to plan for more absence as staff will have to self isolate pending a Covid test.

The DfE have instructed schools that Teaching Assistants are able to cover classes in the short-term.

However if the absence is due to a positive coronavirus test in the bubble then we will have to collapse the bubble and provide online learning instead.

Teachers that are not class teachers, working additionally to these, will be redeployed to cover when needed. Our aim will be to keep this within the phase that they are working in. TAs can provide PPA cover, SLT could also be called upon to provide class cover.

We have three preferred supply agencies in place that have their own risk assessments regarding their supply staff. Accurate record-keeping of who has been on site and when will continue as this is in line with our obligations under “Keeping Children Safe in Education 2020”.



## September 2020: Returning to school - **What Is The Curriculum Offer?**

**Principle: Our curriculum offer is based on three key priorities on return in September (as recommended by the DfE). The next 3 slides identify these priorities and highlights actions input in place to ensure these are met.**

- **Teach an ambitious and broad curriculum in all subjects from the start of the Autumn term, making use of existing flexibilities to create time to cover the most important missed content**  
We will continue to teach from our thematic units. **Autumn 1 MTP has been RAG rated** to allow for the flexibility to cover the most important missed content.
- Staff will be informed by our **key non-negotiables for reading, writing and maths**, ensuring opportunities to consolidate these are built into the flexibility created in A1 through the RAG rating system. Children will be given time to settle back in to school.
- Staff will **capitalise on Parental Partnerships and Homeschool learning links**. Setting homework/ remote learning that plugs key gaps in knowledge or consolidates key skills. This will mirror the provision being delivered in school.
- **Guided reading** will be used as a tool to fill knowledge gaps. Careful consideration will be given to each section and how this supports the coverage of missed curriculum content.
- **Subject leadership to support** staff to design lessons that consolidate learning through quick wins. For example, recommending quality resources which support the consolidation of multiple skills.
- Ensure children have **access to Knowledge Organisers** that can be used to support with backfilling knowledge.

Staff are aware that we will be returning to normal curriculum provision summer 2021 (if not before).

**Principle: Curriculum planning should be informed by an assessment of starting points, addressing the gaps in skills and knowledge and avoiding the introduction of unnecessary tracking systems.**

In order to ensure we are identifying and plugging gaps the staff have been asked to reflect on the following when adapting their planning.

- Using **i track** to see where individual children were before lockdown. (this is our internal tracking system)
- Referring to the completed **transition document**; completed by the current class teacher and discussed in detail with the next class teachers. This will enable accurate awareness of potential regression and important concepts to plug.
- A **Red Amber Green (RAG) rating of the Year group Long Term Plans** from Spring 2 which identifies what key knowledge has been missed and needs to be consolidated over the year. This includes identifying what was NOT taught face to face by the teacher.
- **Subject leaders** have done an immense amount of detailed work and will look at the future implications of learning missed in certain year groups and how this affects the progression of their subjects in the future. Where applicable Subject leaders are to offer guidance on how to consolidate learning and confirm which elements can/ cannot be missed to make room for the consolidation of reading, writing and maths. Our curriculum is well connected, allowing for much of these to be taught in other subjects.
- Ensure the **regular use of low stakes testing and Assessment for Learning** so there is a continued cycle of planning, monitoring and evaluation in teaching and learning across the curriculum.
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- **Feedback and open communication between home and school** regarding children's starting point and progress. In some circumstances SMART target will be set home (along with guidance).

All these systems are currently in place and do not require the introduction of additional tracking systems.

## September 2020 - Curriculum Overview

**Aim: Prioritising children's health and wellbeing, and identifying target children who need additional support both academically and with SEMH (Social, Emotional and Mental Health)**

Our curriculum has PSHE at the core of our planning, taking into account the Social, Emotional and Mental Health needs of our pupils. This puts us in a strong position, to be able to support all our pupils as they return after an extended period of lockdown and time away from school. Recognising that all experiences will have been very different; avoiding making presumptions about what that might have been like for each child is key.

Each class will undergo a 2 week bespoke **Keep calm, Keep safe, we are ACE program** that was piloted with Year 6, 1 and Reception during this term's phased return.

Children were surveyed on the effectiveness of this program and a case study was submitted to the Leeds Health and Wellbeing 'mindmate team' who awarded us with **Champion status**. We believe that this program will help children to settle back into the routine of school and deliver on the DfE expectations that schools should support:

- Rebuilding of friendships and social engagement.
- Address and equip pupils to respond to issues linked to Covid.
- Support pupils with approaches to improve their physical and mental well-being

**A phased approach back into Visible Learning** will begin in Autumn 1 with all children recapping the basics of the four Rs- resilience, resourcefulness, reflectiveness and relationships.

We are **identifying potentially vulnerable children** and ensuring additional support is put in place, in terms of learning intervention and pastoral support. We would welcome any information sharing from parents, to enable staff to be prepared for that when we begin in September.

**Aim: to ensure that all children are able to start from their current level and make accelerated progress to achieve year group objectives following an in depth initial assessment of their readiness to learn and be in school.**

Pupils Attitude to Self and School (GI Assessments) will be used in the first instance to help understand pupils' mindsets as they come back to school, and if they are confident, ready and motivated to learn. This will identify vulnerable children who need additional SEMH interventions.

<https://www.gi-assessment.co.uk/products/pupil-attitudes-to-self-and-school-pass/>

For those children who are identified as needing additional intervention, a repeat of the PASS will take place at the end of this to measure progress.

To start the Autumn term, staff will be making formative assessments to identify where each child is, both in their basic skills and also to highlight actual gaps in their skills and knowledge. These assessments will feed into their end of term summative assessments on track.

Participation in Statutory assessments in summer term 2021 (KS1 and KS2), which we deem to be wholly unhelpful after such a period of lockdown and global disruption, will be reviewed in order to ensure that the curriculum presented to the children is to support the next phase of their education.

Currently staff are doing a gap analysis which will show what content has been missed from this term, and the implications for Autumn 1 starting points.

It is necessary to identify those children who not only have lost previous knowledge and skills, but for those who being at home has been a positive and they have made expected or accelerated progress

Children from Reception, moving into Y1, who have not met the Early Learning Goals, will have areas of provision in the autumn term in order to consolidate previous skills. Observations by staff will then be made to ensure appropriate areas of provision will continue in the Y1 classrooms to support the acquisition of basic skills.

## September 2020 - After School Clubs and Wrap Around Care (OOSC)



**Aim: to provide clarity to parents around our after school provision and our wrap around care offer.**

### **After school clubs**

At ACE, we have always offered an incredible amount of after school clubs, enabling our children to take part in a whole host of clubs, tuition, coaching and competitions.

This will not be on offer for the first half term, whilst we embed our new systems, review any updated Dfe, medical or Local Authority guidance. We want to be able to offer this as soon as we can so will update parents as to any changes.

### **OOSC - wrap around offer**

Our Out of School Club continues to be well attended, with a comprehensive 7.30-6pm offer for all parents.

We have been able to maintain this since March, during the closure period, with a good regular uptake. We are also very pleased to be able to offer this for 4 weeks during the summer holidays.

Staffing has been reviewed and groupings of children will be maintained so that we can ensure effective track and trace systems. This is in case of a positive Covid test result.

Please do contact the [office@allertonprimary.com](mailto:office@allertonprimary.com) if you wish to find out more and also check on the school website for details [www.allertonprimary.com](http://www.allertonprimary.com)