**Measures in School and Contingency Planning**  **September 2021**

**The Dove Federation (Parker’s and Caston Academies)**

**Reception Year 1/2 Year 3/4**  **Year 5/6**

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|  | **Initial measures in Sept 2021** | **If some minor measures are required…** | **If more measures are required…** | **If significant measures are required…** |
| **SUMMARY** | **Initial measures will be in place at the start of the Autumn Term 2021 and will be reviewed regularly.**  **These measures will have some impact upon how the school operates but will have very little impact upon parents and the wider community.** | **In the event of a rise in cases within school, and with 5 or more or 10% of the schools community confirmed cases in a short period of time, the following measures will be introduced. These will be discussed with NOMC before measures are implemented.** | **In the event of a continued rise in cases within school and despite the measures in the previous section mentioned being implemented the following measures will be introduced. These will be discussed with NOMC before measures are implemented.** | **In the event of a rise in cases within school, and with 5 or more confirmed cases in a short period of time and despite the measures in the previous section mentioned being implemented, the following measures will be introduced. These are very similar to those in place in school during the Summer Term 2021.** |
| **Group bubbles** | * All bubbles to be removed and return to normal classes/groups | * Operate as two bubbles in school for pupils (EYFS and KS1 bubbles and KS2 bubble) | * Where two classes form one bubble, if there is a case, we will split the bubble back to class bubbles. | * Return to four individual class bubbles, as before during the academic year 2020-2021 |
| **Social distancing** | * Social distancing expectations to be relaxed within school. Some measure may still be in place for visitors in school. | * Staff where possible will remain in bubbles. Where this is not possible staff members will be encouraged to stay 2m apart from other staff members and pupils. * To be encouraged initially between staffing bubbles and with parents at drop off and pick up. * Minimal mixing between pupil bubbles in communal areas of the school | * Staff where possible will remain in bubbles. Where this is not possible staff members will be encouraged to stay 2m apart from other staff members and pupils. * To be encouraged initially between staffing bubbles and with parents at drop off and pick up. * Minimal mixing between pupil bubbles in communal areas of the school | * Return to social distancing measures at the beginning and end of day for parents, as well as for adults in school. * Staggered drop off and pick up times to be reimplemented. * Parents and carers to contact the school office if they need to communicate with staff members and vice versa. * Social distancing to be encouraged between staff and parents etc. * Minimal mixing between pupil bubbles in communal areas of the school |
| **Face coverings** | * No face coverings required but personal choice for any staff, parents or visitors. | * Not required for children * Not required outdoors for parents and staff * Encouraged for adults, in busy times, when visiting the school in communal areas e.g corridors, confined areas and whilst ‘on the move’. * Not required in classrooms and in more open/ventilated spaces | * Not required for children * Not required outdoors for parents and staff * Encouraged for adults, in busy times, when visiting the school in communal areas e.g corridors, confined areas and whilst ‘on the move’. * Required in classrooms when staff cannot socially distance. * Required when providing intimate care and 1st aid. | * Face coverings to return for all adults, including parents at beginning and end of day * Staff to wear a face covering when moving around school and when working/entering a bubble which is not where they usually work. |
| **Ventilation** | * Classrooms and communal spaces will continue to adopt good ventilation. | * Classrooms and communal spaces will continue to adopt good ventilation. * Increased monitoring of the ventilation in schools. | * Classrooms and communal spaces will continue to adopt good ventilation. * Increased monitoring of the ventilation in schools. | * Classes and communal spaces will continue to adopt good ventilation, ensuring doors and windows are open for the majority of the day and outside space is utilised where appropriate * Increased monitoring of the ventilation in schools. |
| **Attendance** | * Attendance is compulsory unless the staff member or pupil has tested positive. * Members of family no longer require a period of isolation but strongly encouraged to get a PCR test especially if the person who has tested positive is not able to isolate from the rest of the household. | * Attendance is compulsory unless the staff member or pupil has tested positive. * Members of family no longer require a period of isolation but strongly encouraged to get a PCR test especially if the person who has tested positive is not able to isolate from the rest of the household. | * Attendance is compulsory unless the staff member or pupil has tested positive. * Members of family no longer require a period of isolation but strongly encouraged to get a PCR test especially if the person who has tested positive is not able to isolate from the rest of the household. | * Bubble closures if advised by Public Health England, Local Authority or for unforeseen circumstances * Remote learning policy adopted |
| **Lunchtime meal arrangements** | * Usual meal options are available to order online on School Money or lunch can be brought into school. | * Usual meal options are available to order online on School Money or lunch can be brought into school. | * Usual meal options are available to order online on School Money or lunch can be brought into school. | * Meal vouchers for pupils working remotely will be provided through Edenred. * Usual meal options are available to order online on School Money or lunch can be brought into school for those pupils on site. |
| **Drop-off arrangements** | * Children can arrive to school between 8:50a.m. and 9:00a.m. At Parker’s pupils will line up in their year groups and at Caston pupils will go straight to the classroom. * Staff will be on duty from 8:50am. * No specific arrangements – All classes to use their normal entry and exit point. | * Children can arrive to school between 8:50a.m. and 9:00a.m. At Parker’s pupils will line up in their year groups and at Caston pupils will go straight to the classroom. * Staff will be on duty from 8:50am. * Classes will exit and enter through their classroom doors. | * Children can arrive to school between 8:50a.m. and 9:00a.m. At Parker’s pupils will line up in their year groups and at Caston pupils will go straight to the classroom. * Staff will be on duty from 8:50am. * Classes will exit and enter through their classroom doors. | * Staggered drop off and pick up times. Class 1 drop off 8:45, class 2 drop off 8:50, class 3 drop off 8:55 and class 4 9:00. * Staff will be on duty from 8:45am. * Classes will exit and enter through their classroom doors. |
| **Pick-up arrangements** | * 3:15pm for all children from the playground. | * 3:15pm for all children from the playground. * Different entrance and exit gates will be used. | * 3:15pm for all children from the playground. * Different entrance and exit gates will be used. * Parents encouraged to use the whole playground to wait. * Encouraged to leave promptly * Parents/carers who are clinically vulnerable/clinically extremely vulnerable will be invited to use the front main doors at drop off and pick up including drive by drop off is needed. | * Different entrance and exit gates will be used. * Parents encouraged to use the whole playground to wait. * Encouraged to leave promptly * Parents/carers who are clinically vulnerable/clinically extremely vulnerable will be invited to use the front main doors at drop off and pick up including drive by drop off is needed * Class 1 pick up 3:00, class 2 3:05, class 2 3:05, class 3 pick up 3:10 and class 4 pick up 3:15. |
| **School transport** | * Children to be dropped off and collected from the main reception door. | * Children to be dropped off and collected from the main reception door. | * Children to be dropped off and collected from the main reception door. * Face coverings will be required by staff members. | * Children to be dropped off and collected from the main reception door. * Face coverings will be required by staff members. * encouraged for all and increased cleaning and sanitising in place. |
| **Break and lunchtimes** | * As normal – all children eating in hall at 12:00pm and on either playground or field from 12:25pm. * All children outside at break time. | * Break and lunches to be in two separate bubbles * Break time – bubbles to use their given zone * Lunch time – staggered lunch for two separate bubbles – 12:00 and 12:30pm * Rotas for using the trim trail | * Lunches will be in the classrooms for each bubble. * Each bubble will have their own designated area of the school playing field for breaktimes and lunchtimes. * One class each week is on a rota to use the trim trail. * Each class to have their own resources for breaktimes. * Each class to have their own 1st aid kit for breaks. | * Lunches will be in the classrooms for each bubble. * Each bubble will have their own designated area of the school playing field for breaktimes and lunchtimes. * One class each week is on a rota to use the trim trail. * Each class to have their own resources for breaktimes. * Each class to have their own 1st aid kit for breaks. |
| **Collective worship** | * As normal – all children and staff in hall at 2:55pm | * Collective Worship delivered in bubbles in hall and classes for those not in hall. * Consider different times | * Return to class collective worship for each bubble and online worships. * Where possible collective worship will take place outside where all children can worship safely together. | * Return to class collective worship for each bubble and online worships. |
| **Washing hands/sanitiser** | * Handwashing plan is followed where all children and staff are expected to wash their hands regularly e.g. start of day, before and after breaks, before and after eating and at the end of the day. | * Handwashing plan is followed where all children and staff are expected to wash their hands regularly e.g. start of day, before and after breaks, before and after eating and at the end of the day. | * Handwashing plan is followed where all children and staff are expected to wash their hands regularly e.g. start of day, before and after breaks, before and after eating and at the end of the day. | * Handwashing plan is followed where all children and staff are expected to wash their hands regularly e.g. start of day, before and after breaks, before and after eating and at the end of the day. |
| **Cleaning** | * To continue additional cleaning in classrooms as per the cleaning schedule. | * To continue additional cleaning in classrooms as per the cleaning schedule. | * To continue additional cleaning in classrooms as per the cleaning schedule. | * To continue additional cleaning in classrooms as per the cleaning schedule. * Shared resources cleaned |
| **Communal spaces** | * No specific measures r.e. social distancing and face coverings – personal choice on behalf of the adult. * Meetings between staff or adults will be in larger, well-ventilated rooms. | * Hall returns to normal use but by each bubble * Staff are encouraged to use the staffroom, nurture rooms and libraries as staff rooms. | * Hall returns to normal use but by each bubble * Staff are encouraged to use the staffroom, nurture rooms and libraries as staff rooms. They are asked to socially distance and maintain 1m apart, Staff rooms are limited to 5 people at any one time. | * Hall returns to normal use but by each bubble * Staff are encouraged to use the staffroom, nurture rooms and libraries as staff rooms. They are asked to socially distance and maintain 1m apart, Staff rooms are limited to 5 people at any one time. * Virtual meetings encouraged. * Face coverings for adults and social distancing adopted. |
| **Toilets** | * No restrictions in place but encouragement of good hygiene practice. | * Different bubbles use different toilets. | * Different bubbles use different toilets. | * Open to all classes for coats/bags but will use the area assigned to their class. |
| **Cloakrooms** | * Open to all classes for coats/bags but will use the area assigned to their class. | * Open to all classes for coats/bags but will use the area assigned to their class. | * Open to all classes for coats/bags but will use the area assigned to their class. | * Open to all classes for coats/bags but will use the area assigned to their class. |
| **Temperature checking** | * No longer daily testing * Only to be used if a child presents as being unwell. | * No longer daily testing * Only to be used if a child presents as being unwell. | * No longer daily testing * Only to be used if a child presents as being unwell. | * No longer daily testing * Only to be used if a child presents as being unwell. |
| **Uniform** | * As normal – expectations shared with staff and parents. | * As normal – expectations shared with staff and parents. | * As normal – expectations shared with staff and parents. | * As normal – expectations shared with staff and parents. |
| **Breakfast/after school Club** | * No restrictions in place | * Seating/tables by bubbles | * Seating/tables by bubbles and where possible takes place outside. | * Open to those who’s needs are essential and tables allocated for all four bubbles and mainly outside. |
| **Events in school** | * No restrictions on events in school but outdoor and in hall events preferred. * Whole school events, such as church services, to return to normal. | * Events in school by bubbles * Parents from bubbles can attend * Encourage outdoor or well ventilated hall | * No public/parent events * Events will be recorded/filmed for parents and shared with relevant consent provided. | * No public/parent events * Events will be recorded/filmed for parents and shared with relevant consent provided. |
| **Trips** | * All trips will continue as normal * Risk assessments will factor in measures at different sites | * Trips will be risk assessed at the time and will be for individual bubbles only. * The office will communicate with parents/carers if these need to be cancelled. | * Trips will be risk assessed at the time and will be for individual bubbles only. * The office will communicate with parents/carers if these need to be cancelled. | * Trips will be risk assessed at the time and will be for individual bubbles only. * The office will communicate with parents/carers if these need to be cancelled. |
| **Visitors in school** | * All visitors allowed back in school * Meetings to be held in school but continue to be held in well ventilated rooms. * Visitors will be encouraged to sign into track and trace using the QR code. * All visitors will be required to sign in as per the schools usual procedures. | * Visitors allowed in school but within bubbles or in separate areas defined in the school * Meetings to be held in school but continue to be held in well ventilated rooms. * Visitors will be encouraged to sign into track and trace using the QR code. * All visitors will be required to sign in as per the schools usual procedures. | * No visitors in school, unless essential. * Contractors encouraged after school hours. * Visitors will be encouraged to sign into track and trace using the QR code. * All visitors will be required to sign in as per the schools usual procedures. * Meetings to be held over Zoom/Teams unless necessary to be in school. If in school face masks will be worn and social distancing will take place. | * No visitors in school, unless essential. * Contractors encouraged after school hours. * Visitors will be encouraged to sign into track and trace using the QR code. * All visitors will be required to sign in as per the schools usual procedures. * Meetings to be held over Zoom/Teams unless necessary to be in school. If in school face masks will be worn and social distancing will take place. |
| **Curriculum** | * As normal | * As normal | * As normal | * No singing in music lessons unless outdoor. * Remote learning plan may need to be used. Curriculum will be blocked and high quality online resources may be used. * Long term plans may need to be adapted if learning is remote. |
| **P.E.** | * As normal with children changing at school. | * As normal with children changing at school. * Hall can be used but well ventilated | * As normal with children changing at school. * Hall can be used but well ventilated | * Outdoor lessons predominately and in bubbles only. * Hall can be used but must be well ventilated. |
| **Staff room** | * Staff room to be used as normal | * Staff are encouraged to use the staffroom, nurture rooms and libraries as staff rooms. | * Staff are encouraged to use the staffroom, nurture rooms and libraries as staff rooms. They are asked to socially distance and maintain 1m apart, Staff rooms are limited to 5 people at any one time. | * Staff are encouraged to use the staffroom, nurture rooms and libraries as staff rooms. They are asked to socially distance and maintain 1m apart, Staff rooms are limited to 5 people at any one time. |
| **PPE in school** | * Staff to be encouraged to use PPE for personal care of pupils and when working up close. * In class, staff can use their own judgement as to when it is appropriate to use. | * Staff to be encouraged to use PPE for personal care of pupils and when working up close. * In class, staff can use their own judgement as to when it is appropriate to use. | * PPE strongly encouraged for all staff working closely with pupils * Staff to use PPE for personal care of pupils and when working up close. | * PPE strongly encouraged for all staff working closely with pupils * Side by side working and PPE encourages when working 1:1. * Staff to use PPE for personal care of pupils and when working up close. |
| **Testing for staff** | * As per Government advice at the time – likely to continue at twice weekly | * As per Government advice at the time – likely to continue at twice weekly | * As per Government advice at the time – likely to continue at twice weekly * Staff are asked to test if they know they have come into close contact with pupils. | * To be increased for all staff – daily or alternate days at a minimum. * Parents actively encouraged |
| **Quarantine periods for shared resources** | * Not to be adopted * Good hygiene precautions such as sanitising before/after to be encouraged. * House point tokens and reading book arrangements to return to normal. | * Not to be adopted * Good hygiene precautions such as sanitising before/after to be encouraged. * House point tokens and reading book arrangements to return to normal. | * Not to be adopted * Good hygiene precautions such as sanitising before/after to be encouraged. * House point tokens and reading book arrangements to return to normal but will be left for 48 hours before being reused. | * Quarantine periods of 48 hours to be reinstated . * Resources predominately used in bubbles to avoid resources being shared across school. * House point tokens and reading book arrangements to return to normal but will be left for 48 hours before being reused. |
| **Safeguarding** | * Usual safeguarding procedures in school to take place. | * Usual safeguarding procedures in school to take place. | * Usual safeguarding procedures in school to take place. | * Remote safeguarding procedures may need to be introduced- regular welfare calls for vulnerable pupils who are not on site. * Vulnerable pupils are invited to attend school. School counsellor to contact pupils they usually work with. |