

Culverhill School



OPERATIONAL PLAN

March 2021

**To be read in conjunction with Enable Trust Operation
Plan & Risk Assessment**



This plan should be read in conjunction with Enable Trust Operational Plan and Risk Assessment. It has been produced to support parents, carers and staff for a full reopening in March 2021.

Aspects of its content may be subject to change as government guidance and the operation of the school develops over time.

Important notice

Should you or another member of your family/household develop potential COVID-19 symptoms, you must self-isolate immediately and please ensure that you inform the school as soon as possible, regardless of when you are next due to attend. This is so we can undertake additional risk assessments and put in place any further precautionary measures that may be needed. All children and staff who are attending school, and their families, will be eligible for COVID-19 testing should they develop symptoms.

Infection Control measures (see Trust Risk Assessment and Safeguarding Policy Annex)

This is the set of actions education settings 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 the setting.
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 (supporting pupils with self-care/intimate care, first aid and when waiting with a pupil with COVID-19 symptoms), wear appropriate PPE.

Response to any infection:

1. Engage with the NHS Test and Trace process.
2. Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.
3. Contain any outbreak by following local PHE health protection team advice.

March Summary

- Bubble approach to ensure all pupils access school 5 days a week.
- Smaller bubbles – Classes will be taught in their own classrooms all day. Bubbles will comprise of Key Stages.
- School sectioned into three areas to limit cross infection and maintain access to separate Fire Exits and toilets.
- Key stage 2 (yellow), 3 (Green) and 4 (Blue). Pupils will remain in these areas for toileting and movement breaks.
- Staggered lunch and break times. Wendy to liaise with kitchen staff to arrange delivery of hot lunches to classrooms. SMSA's to deliver hot meals.
- Pupils will have designated areas to exercise and have outdoor movement breaks (as used in Phase 2 reopening). Key stages designated times.
- Move to primary model of curriculum and timings. Teachers and children remain in the same classrooms all day. (Maximum level of staff, two agency TA's required to staff safely)
- All staff to wear face coverings in communal areas (outside if you wish). Staff may wear face coverings in classrooms if you wish. Pupils in Y7 and above to wear face coverings in communal areas unless parents have requested that they don't (exempt or causing anxiety).
- Social distancing will be encouraged at all times and where practical – particularly between staff (as per government guidance).
- Infection control measures to continue (see Trust Risk Assessment and Safeguarding Policy Annex).
- Isolation rooms available for children who become ill. PPE must be worn by staff supporting a child in isolation (mask, apron, gloves). All surfaces to be wiped down once child has gone home.
- The caretaker will monitor the cleaning of pupil toilets but staff will need to continue to clean after a pupil has used them.
- Staff toilets will continue to be cleaned by staff after use.

TIMETABLE EXAMPLE

	Key stage 2 (Yellow)	Key stage 3 (Green)	Key stage 4 (Blue)
Entry	8:45am – 9:15am	8:45am – 9:15am	8:45am – 9:15am
Morning	9:15am – 10:00am	9:15am – 10:30am	9:15am – 11:00am
Break	10:00am -10:30am Play area up to astro	10:30am – 11:00am	11-11:30
Mid-Morning	10:30am – 11:50am	11:00am – 12:20am	11:30am – 12:50am
Lunch eating Classroom	12:00am – 12:20pm	12:30Pm – 1:00Pm	12:30Pm – 1:10Pm
Lunch Play	12:20pm – 1:00Pm Play area up to astro	12:50 – 1:30Pm Play area up to astro	12:50 Pm– 1:30Pm KS4 area up to astro
Afternoon	1:00Pm – 3:00Pm	1:30Pm – 3:00Pm	1:30Pm – 3:00Pm
Tutor Time	2:45PM – 3:00Pm	2:45PM – 3:00Pm	2:45PM – 3:00Pm
Exit - Home transport	3:00Pm – 3:45Pm	3:00Pm – 3:45Pm	3:00Pm – 3:45Pm

Full reopening

Transport - Mini bus

- School transport to be contacted by admin team with list of pupils needing transport in March.
- Arrival: Pupils arrive on transport between 8:45am and 9:15. SLT member radios through to the classroom to confirm arrival. Pupils are then escorted from the bus to their classroom by a teaching assistant. Infection control is continued in the classroom.
- Exit: Students should be ready to exit in their classrooms during tutor time (from 3.00pm). Bus arrives and is radioed through by SLT member. Teaching assistants bring the children to the exit ready to be transported.

Transport - Parents

- Arrival: **Please arrive between 9.15 and 9.30.** Parents to park their cars and walk their children to the gates or join the bus queue. SLT member to radio the class and the

- teaching assistant to pick up to escort the child to the classroom. Infection control continued in the classroom (temperature check, Hand washing, use of hand sanitiser).
- Exit: Parents arrive at the gates. SLT radio to the class team to bring the child to the gate for collection.

Arrival and Exit

Class-Based Staff

- Please take your temperature in your classroom when you arrive.
- There is a sheet on each classroom wall for recording your temperatures
- Temperatures will need to be taken on arrival, at lunch and at the end of the day.

Admin Staff/Cleaning Team/SMSA's/HT & DHT:

- Please take your temperature in the classroom when you arrive.
- Record temperatures on the sheet provided
- Temperatures will need to be taken on arrival, at lunch and at the end of the day.

Children:

- We have adopted a 'supermarket' type approach for children arriving and leaving the school premises. In dry weather children will line up outside the main doors at 2 metres apart (lines have been marked). A member of SLT will oversee children getting off transport and radio through to the class team for collection. They will then direct them inside the building one at a time.
- Key stage 2 and 3 will enter through the main doors and be met by teaching assistant of the pupil's class. The class team will then meet them and take them to their designated classroom for temperature check and hand washing.
- Key stage 4 will enter via the gates to the terrapin buildings. They will enter the school via the KS4 door and be met by the class team who will then meet them and take them to their designated classroom for their temperature check and hand washing.
- Any child who has a temperature of 37.8 or above will be taken to a separate room for isolation (either the meeting room or mentoring room). Staff waiting with the child will wear PPE (face mask, apron, gloves and wipe down surfaces after the child has left). Parents/carers will be called and asked to collect them as soon as possible.
- In wet weather we are asking that children remain inside their transport until a member of SLT invites them off and a teaching assistant collects them.

Staff and Pupils further information

Infection Control

Strict infection control procedures and protocols will be in place for all children and adults: (These can also be found on the school's website in the Safeguarding Policy Annex - Safeguarding-Coronavirus)

- Temperature checks for children and adults on arrival, at lunchtime and on leaving the school.
- Regular and frequent hand washing and use of hand sanitiser throughout the school day.
- Tissues or the crook of the arm must be used to catch coughs and sneezes. Used tissues must be put straight in the bin and hands must be washed thoroughly for at least 20 seconds.
- Latest government guidance states that it is not necessary to wear PPE in schools. However our Trust Risk Assessment states that PPE must be worn if you are helping a child with personal care, attending to first aid or escorting a child/adult who needs to be isolated because they are displaying suspected COVID-19 symptoms. PPE is available to all staff.
- Class staff must wipe down tables, chairs, door handles and resources used by children frequently throughout the school day.
- Children will access toilets one at a time. They must wash their hands for at least 20 seconds after each visit to the toilet and use hand sanitiser.
- The cleaning team will carry out a thorough clean of all areas of the school each morning and evening.
- Toilet facilities will be cleaned every two hours by the caretaker.
- Children are not allowed to bring in to school toys, books, pencil cases, technology devices or sports equipment from home. All resources needed for activities will be provided by school. The aim is that each child will have their own set of pens, pencils, rubbers, rulers, scissors and glue.
- Children to wear school uniform, as this will help them to feel school is open again. It also allows parents/carers to separate uniform worn in school from home clothes, helping to minimise any possible spread of infection. Please ensure they come to school in clean uniform daily.
- Staff should wear different clothes each day.
- Should a child or adult show symptoms on arrival at school or during the day they will be taken to a designated room where they will safe and away from others. Parents/carers will be contacted to come and collect your child as soon as possible. The bubble will be closed for 10 days to all pupils and staff and a deep clean will be carried out.

Face coverings

Government guidance, including for special school settings, states that for secondary aged pupils and the adults working with them, it is recommended that face coverings should be worn when moving around the premises outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils or students when outdoors on the premises.

It is also recommended that face coverings should be worn in classrooms/during activities unless social distancing can be maintained. This does not apply in situations where wearing

a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. This is an additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter and the Government will review it after then.

For primary aged pupils, face coverings should be worn by staff in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.

Face visors or shields should not be worn as an alternative to face coverings.

Schools will have a small contingency supply available for people who:

- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
- have forgotten their face covering

Enable Trust's suggestions to staff and families

We accept that it is a recommendation for staff and secondary aged pupils to wear a face covering in the circumstances outlined above. However, we also understand that we need to take a sensible, caring and understanding view on the complexity of this recommendation for our pupils and staff.

Every child is unique and may respond differently to wearing a face covering. Face coverings are only effective if they are clean, are safely worn and safely removed.

We take the position of encouraging each class to risk assess the needs around wearing face coverings for staff and pupils and to agree with parents and carers a sensible solution for pupils.

If any member of staff wishes to wear a face covering, or parent / carer wishes their child to wear one, they may do so.

Safe wearing of face coverings requires the:

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff, pupils and students may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

The wearer is required to:

- not touch the front of their face covering during use or when removing it
- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)
- place reusable face coverings in a plastic bag they can take home with them
- wash their hands again before heading to their classroom

Staff and pupil voluntary home testing

In terms of reassuring parents and carers, as an additional measure of safety, all staff are offered the option of voluntary twice weekly home testing.

We have also been lobbying for home testing to be an option for families. This is voluntary and parents and carers (and where appropriate, your young person) will be able to decide whether or not it is feasible, sensible, and reasonable for your child. This is an option for secondary aged pupils only.

You may have read about testing in schools prior to home testing in mainstream schools. The DFE has given specialist settings flexibility to be able to work with pupils and their families to agree the most appropriate way of them participating in twice-weekly testing. We will not be conducting testing in school.

You can find out about what the home testing swabbing process involves [here](#):

We will be in touch next week to give you more information with regard voluntary home testing for secondary aged pupils and how results will need to be communicated to school office staff, and to ask for confirmation about whether or not you wish to test your child so we can order the kits.

There is no expectation for pupils to be tested – it is voluntary and each family's decision. Children who do not have tests will be able to attend school.

Home testing will not be starting before school fully reopens.

Vaccination

Special school staff were prioritised for vaccination. Our data now confirms that at Culverhill school 97% staff have been vaccinated so far, and at NSS 89% have received the vaccination so far. This adds an additional layer of safety to our school community.

Parents/carers who are in receipt of carers' allowance or who are registered with their GP as a carer are eligible to book vaccines now in group 6. This is the link:

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/?fbclid=IwAR1APVsvrz1XULIJ9FGXu-2CQxE091XQ-Bct4FZTgFP3xP9-XCnLRkgLqI>

Parent carers who are with South Glos. Parent Carer organisation are booking vaccines now. It would be great to ensure as many of our wider school community as possible are vaccinated as another way of keeping pupils and staff as safe as possible.

Registering

- Pupils will continue to be registered through SIMS. Lunches will now be monitored through a new booking system called "school money". Parents will be informed, and training for staff will be advised by the admin team.

Social Distancing

- Latest government guidance states that social distancing is difficult for children to understand or maintain in schools however we recognise the need to socially distance where possible, as much as possible. Children will be kept in the same bubbles/classrooms (in Key Stages at Culverhill). The government recognises that children cannot be socially distant on school transport although Transport will have their own system of controls/Risk Assessments in place to keep pupils and their staff safe. Adults should remain socially distant in school where possible. However, we will keep bubbles of children apart.
- Social distancing for children is a huge challenge, particularly the younger they are. However, we are able to introduce sensible measures to minimise social contact. Whilst the measures are positive for supporting containment of any potential infection, they will unfortunately mean that social contact is significantly reduced for our pupils. Children will be shown how to socially distance and reminded frequently of this throughout the day.
 - Hand hygiene posters are displayed in classrooms, toilets and around the school.
- For coughs and sneezes we encourage the use of tissues/crook of the arm (“Catch it, Bin it, Kill it”) and hand washing afterwards. The use of hand sanitiser where pupils and staff are unable to use a tissue.

Classrooms

- Class groups will remain in the same classroom for learning activities and eating lunch.
- Bubble groups: There will be a designated outside area for each bubble group.
- A bubble group will access outdoor learning and break times together and will not mix with other bubble groups.
- Please keep windows and doors open at all times so there is a flow of fresh air.

Corridors, Hall & Play Areas

- Movement around school will be kept to a minimum and only during designated times to avoid contact with other groups.
- An area of the playground/field will be cordoned off for each bubble group.
- Due to the ‘Bubble’ system in place, some areas of the school will not be accessible to pupils during this phase of opening for safety and infection control reasons.

Lunchtimes & Break times

- Outside play areas will be cordoned off in sections for each bubble group and each group will have to remain in the same area.
- Play resources will unfortunately not be in use until further notice in order to help minimise the risk of infection transmission. Children will inevitably try to use the play equipment. Please encourage them to come off calmly and call for support from SLT if needed.

- The school kitchen team will be round in the morning to confirm dinners and the menu.
- Each class will have their school dinner delivered from the school kitchen via SMSA's or kitchen staff, or collected by the staff team and eaten within the classroom. Packed lunches should keep their lunchboxes in the classrooms.
- **Staff:** Please bring your own mugs, water bottles, cutlery and crockery and wash them yourself. Please do not use the dishwasher.
- Please wipe down the kettle, taps and microwave in the staffroom after you have used them.

Staff break and lunch

- Break time is 15 minutes in which teachers will monitor (Please organise timetable within your teams)
- Lunch time will be a rota based system as usual within the same bubbles. (Please organise timetable in your teams).
- The staff room is only accessible for using the staff toilets, making tea and coffee and heating food in the microwave. If you have these facilities in your classroom please use them instead of the staff room. Please eat your lunch in your classroom so we don't have people congregating in the staffroom. Please bring your own lunch.
- Due to the small number of SMSA's TA's will be on duty as usual and then have a break.

Illness/Sickness Absence

- If you are unable to work please inform the school office in the usual way. Please leave a message on the school answerphone as early as possible so that cover arrangements can be made.

Education Health and Care Plans

- All EHCP meetings will be held via Microsoft Teams until further notice. Parents will need to download the app or phone in.
- Margarita Steer is leading the new EHCP team that is a Trust-wide team being put in place to reduce teacher workload across the trust. Please do liaise with her.
- Liaise with Phil Lapham and Margarita in terms of transitioning information to the new team.
- Liaise with Jess Hobbs and Sue Taylor who are coordinating EHCPs meetings.

Care Plans & School Health Nurse

- The School Health Nurse Team will continue to update care plans.
- Session, Referrals and Request for new Care Plans – Please complete the Request for Support form (held in the school office).

Therapy Teams

- Speech & Language Therapists, Occupational Therapist and Physiotherapist will be working on the school site from March 8th using PPE. They will follow the school's and their own service's infection control measures.
- Referrals to therapy teams including the EP should be made in the usual way. Please speak with Liz Hosken if you have any questions about referrals to the Physio.
- Class teams who have input from the VI team or HI team should continue to access advice from them in the usual way.

Curriculum

We plan to move back into our formal curriculum for all pupils immediately on the 8th of March. If pupils require additional emotional intervention above your tutor role please refer to Margaret Allen and Sally Clark.

Key stage 4 will maintain a primary model, as will Key Stage 2 and 3, where teachers teach their class a 100% of the time unless specified. Specialist teachers may want to plan for all classes to save workload. This will be reviewed for term 5.

The principles behind our **recovery curriculum** that we introduced in September, will also remain for those who need it. Whilst many pupils will want to get stuck in to an academic curriculum rapidly, some will need time, space and support to re-engage, reconnect with peers, routines and the environment. Our skilled team will continue to adapt the curriculum to meet pupils' needs through personalised approaches. Teachers will be keen to hear parent/carer views on specific aspects of learning or loss that they would like focussed time spent on.

Teachers will spend a considerable amount of time assessing pupil's knowledge during the end of term 4. This will then inform teaching for pupils learning recovery. Culverhill School will be moving towards an assessment tool called "Evidence for Learning" to show progress over time towards EHCPs.

