



Cassiobury Junior- March 2021 School Operational Plan for Covid- 19

Introduction

This plan is formed from guidance from the Department for Education, Public Health and Hertfordshire County Council. The government has made the decision that it is safe to open schools and continues to review this situation with Public Health. All plans are subject to change if circumstances change. This plan is correct at the time of writing and will be reviewed and monitored. **Please support all staff to work within these expectations. Thank you.**

Area of focus	Procedures to follow	Staff lead
Feeling unwell	Any child or adult showing symptoms of being unwell with Covid-19 or other illnesses should not come into school until they have taken advice. If you are showing signs of a new and persistent cough OR a high temperature OR new lack of taste or smell then you should seek medical advice before coming to school. The staff are asked to enforce this politely and ask that you support us with this too. Please support the staff by following the guidance. When contacting the school staff they are likely to ask more detail about the reasons as we have some very detailed attendance information and codes to adhere to during the pandemic.	All staff and all parents
Risk assessment	The school will update its Covid risk assessment regularly and share this on our website. This risk assessment is written for staff and governors and made available for parents to view.	Miss Sherry and Mr Armstrong
Monitoring	All staff are responsible for following the arrangements and risk assessments but senior leaders and governors will monitor the arrangements over the year.	SLT and Governing body
Avoid parents congregating in groups outside schools.	To support other parents and children with social distancing, please do not drive into Capel Vere Walk. To space out, many children and parents are using the road space. Please do not drop children off and turn around in this space. Thank you for your help to keep everyone safe. Parents are advised to walk or park and ride to spread out in the local area and avoid concentrations of people. Thank you in advance for helping with this. If you feel that there are too many adults around then please spread out and wait. Please do not turn up early and wait.	All staff and all parents
'Bubbles'	<i>The term BUBBLE is used in government guidance to describe a group of staff and children that avoid mixing with other groups in the school to reduce the risk of infection spreading.</i> Schools are expected to 'bubble' children in a group- this group is not expected to mix with other groups and, where possible, staff should avoid mixing between these groups. Where staff need to move between the two groups then they will need to follow guidance for social distancing and may use additional PPE.	Miss Sherry



Cassiobury Junior- March 2021 School Operational Plan for Covid- 19

	The school is divided into 4 bubbles. 1 for each year group. There are two staffrooms available and limits set on the amount of staff who can use it at any one time.	
Social distancing	The government recognises/advises that social distancing is not possible with younger children but that older children can start to understand. We encourage it but will not enforce between children. The greater risks are shown to be adult to adult and all adults are encouraged to maintain at least 1m+ distance.	All staff
PPE	Further information will be included in the risk assessment but the government currently advises against PPE such as masks for primary schools other than for suspected cases, close personal care, close contact care and first aid.	All staff.
Masks	<i>Staff and pupils at Cassiobury Junior are permitted to wear masks if they feel more comfortable working in school.</i> Should they do so they need to follow guidance for removing them hygienically. • Staff working between bubbles may also choose to wear masks. • All staff are asked to wear a mask when doing gate duty or handing over pupils at the classroom doors. • Staff must wear masks when moving through communal areas, this includes when entering and leaving the school. Staff will need to wear a mask until they are in their classroom or until they are outside. • Staff working in a corridor area may remove their mask but should reapply when moving around/passing others. • The school provides masks for staff, it is the responsibility of each member of staff to request more if they have used all of them. Where masks are worn by adults or children then they must be removed and applied following certain guidelines... • Masks should be removed by handling the straps/loops and folded together to avoid touching the area around the mouth and nose. • Masks should be placed in a sealable plastic bag • If they are moist/damp then they should not be re-used until washed (if re-useable) • Hands should be washed or sanitised once the bag is sealed • When reapplying masks, hands should be sanitised once again and after each occasion that the mask is touched or handled. • Hands should be washed before and after applying a mask. • Re-usable masks should be washed at a high temperature and with detergent after each use. • Face coverings should cover the chin, mouth and nose. • All staff are expected to wear a mask when meeting parents at the start or end of the day. • Parents are asked to wear a mask when collecting and dropping off children, especially when coming into contact with other parents during the school run.	



Cassiobury Junior- March 2021 School Operational Plan for Covid- 19

	- Government guidance is that only one adult collects and drops off and we ask that parents adhere to this to reduce the numbers of adults passing through the school. - If an adult needs to enter the school, either through the reception or for an appointment, then they are asked to wear a mask and follow all other infection control measures. - Government guidance is clear that children do not follow distancing approaches. We will remind them but it is accepted that children will be closer than 1m at points in their day.	
Uniform	All children are expected to wear uniform as per the policy. One day per week, pupils will be asked to come to school in PE kit as this will avoid the need to change and in upper juniors, have to find somewhere for the boys and girls to change separately. Year 3- Thursday Year 4- Wednesday Year 5- Tuesday Year 6- Monday As windows must be left open for ventilation children are permitted to wear 'base layers' underneath their uniform. This should be in addition to jumpers etc so they should not be too obvious or brightly coloured. Staff will also need to have some flexibility on wearing warmer clothes for school.	Miss Sherry and all staff
Equipment	Guidance states that equipment shared between bubbles should be cleaned thoroughly or quarantined for 48 hours. Logic suggests that a weekend is 48 hours so some equipment such as chrome books and art equipment may be shared out on a weekly rota to allow the school to have access to resources and not 'waste' time/access/use during the week. As children should avoid too much sharing of equipment, we are asking each child to have their own kit of supplies for school. Within their 'bubble' there may be some sharing of equipment within a lesson such as PE or science equipment. All pupils will need at least one water bottle in school each and every day. If the weather is warm then they may need two. Water fountains are shut off to avoid communal drinking areas and putting used bottles against the taps should be avoided too. Children are to avoid bringing in other items to school other than their bag, lunch, water bottle and pencil case. Please do not bring in toys, footballs, swap cards etc into school during the current restrictions.	All staff
Curriculum arrangements and adjustments	Government guidance states that the curriculum should remain broad and ambitious which means that we will not narrow our curriculum to just Maths and English. All subjects will be slightly restricted by use of equipment but we will aim to keep this within bubbles where possible. The government guidance states that the curriculum may not return to normal until summer '21 (DFE) There are several restrictions to the curriculum-	SLT (Senior Leaders hip team)



Cassiobury Junior- March 2021 School Operational Plan for Covid- 19

	• PE- guidance states that contact sports should not take place currently. Use of equipment is also limited due to the need to clean equipment between bubbles. As a result children will have one PE lesson per week (under current restrictions) and 4 times a week they should take part in the daily run, known as the Cassiobury K! • Music- Practical lessons will be difficult due to restrictions on equipment use, so 'music appreciation' is taught throughout the curriculum • Art – Equipment to be on a rota between bubbles • DT – No food technology currently due to hygiene considerations. Other equipment can be used as long as quarantine guidance is followed. • Catch -up. Our catch up plan is to be shared on the website. • Opportunities for outdoor learning will be developed over the term. • Assessments will happen during March to support the teachers with planning for the summer term.	
Seating arrangements	• Government guidance states that all pupils should sit at a desk facing the front of the classroom with the teacher social distancing, where possible but not if it is needed for an activity. • Staff will be able to look over pupils shoulders and should aim to check books and learning whilst following social distancing where possible. • Teachers should avoid lines of children waiting to have their books checked by asking pupils to remain seated when waiting for feedback.	Miss Sherry
Assemblies and productions	• As bubbles are not to mix and we aim to keep the groups separate, we will not be operating assemblies in the conventional sense. • Assemblies are delivered virtually to classes.	Miss Sherry
Bubbles entering and leaving school and timings	• Guidance advises that bubbles should stagger start/finish times and entrances where possible. • Year 3 will enter via Bellmount Wood Avenue top gate and Year 4 will enter via the bike shed gate in Bellmount Wood Avenue between 8.40 and 9.00 am and go directly to their classroom. • Years 3 and 4 collected from 3.15 to 3.30pm. These children will be collected from the class teacher or adult at the classroom door following the one way system. • Years 5 and 6 will enter the playground via Capel Vere Walk between 8.40 and 9.00 am and go directly to their classroom door. • Years 5 and 6 pupils will be released from class at 3pm, unless you wish to collect them from the teacher at the gate. • Both Capel Vere gates will be open at the end of the day to reduce traffic at the gate. We need permission from parents to release pupils from the classroom at the end of the day. Please make sure that your child knows where they are supposed to meet you if you do not meet them at the school gate. • Pupils in Years 3 and 4 must be collected by one adult every day.	All staff Mr Rutherford



Cassiobury Junior- March 2021 School Operational Plan for Covid- 19

	The government expects that any shortening of the day must be absorbed by using internal breaktimes. Years 5 and 6 will start later and finish earlier but will have shorter breaks during the day. They will not lose any learning time.	
Arriving late and bringing in items	Please note that all pupils arriving late will be redirected to the correct entry gate for their bubble. Any child arriving late must be accompanied by an adult. If your child is late and in Years 5 or 6 then please call the office and they will arrange for the gate to be opened by a member of staff. As we need to operate in this way we hope you can support us by arriving within the arrival times. To reduce traffic through the main reception, parents are reminded not to drop in 'forgotten items' as staff should not be moving around the school unnecessarily to pass on such items.	
Bike shed	If your child brings a bike to school then they will need to park it outside their classroom door during the day. This will minimise movement around the school at the start and end of each day. All bikes and scooters are left in school at your own risk. Adults and pupils must not ride bikes or scooters on school grounds to avoid risk of collision. This is different if part of a planned school activity.	
Handwashing and hygiene	All staff and pupils are to wash/sanitise hands on entry to school and the building and this should continue over the day. The school will teach the 'catch it, kill it, bin it,' approach in school and children will be reminded to follow this. Assembly and discussion time can be used to reinforce this.	All staff
Adults visiting the school	Parents/visitors/governors are asked not to come into the school building unless they have a booked appointment. Supply teachers and any peripatetic staff are permitted to come into school but should adhere to social distancing measures where possible. If you wish to discuss something in confidence, please explain to a member of staff that you need to do so and this can be planned for or done over the phone.	Office staff.
Cleaning	Cleaning materials are provided in class. The school currently has an enhanced cleaning plan agreed with the cleaning company employed by the school.	Mr Armstrong and Mr Rutherford
Lunchtimes and breaktimes	Breaktimes will be managed on a rota system as normal but each bubble will need to create a duty timetable. There is a one way system in place for the dining hall. Lunchtimes will run as normal as possible but years 5 and 6 will eat their lunches outside if the weather is good. (This is normal and we do this each year.) Midday supervisors will be responsible for cleaning key contact points between groups. Sanitiser stations have been purchased for entry to the dining hall. Year 3 and 4 will use the top playground by Bellmount Wood Avenue and can use their classroom toilets during the lunchtime. Year 3 lunch time is 11:50 – 12:50. Year 4 is 12:00 – 13:00 (This is varied slightly on PE days for timetabling reasons.)	Mr Long to work with bubbles on the duty timetables.



Cassiobury Junior- March 2021 School Operational Plan for Covid- 19

	Years 5 and 6 will use the Capel Vere Walk playground and will have lunch between 12.20 and 1pm. They will use the toilets in their building. The catering team are fully prepared for Covid prevention measures- a salad bar will not be available at this time.	Each year group to manage their own timetable for breaktimes.
Wrap around care/ before and after school clubs	CSE to provide after school clubs. We are asking that CSE stick to the bubbles, where possible by maintaining distancing between groups. Due to the costs and staffing issues we cannot currently provide early morning care. We will review this in the summer term to see if this is possible. CSE will have their own risk assessments and procedures and have already trained their staff to work within government guidelines.	Mr Armstrong and Miss Sherry Challenge Sports
School trips	No trips involving public transport or coaches will be planned for this year until we get different guidance. We will encourage use of the local area and outdoors. <i>As an example, we are not going to get the train into London but we might do a traffic survey on the Hempstead Road or a river study in Cassiobury Park.</i>	All staff
SEND	The school recognises (and asks all adults to recognise) that some pupils will not be able to follow social distancing or all hygiene measures. Some children may also find the procedures uncomfortable or unfamiliar. Any children who may require a specific plan for the current Covid-19 procedures will be supported with a specific risk assessment to cover their needs and those of the staff and children working alongside them. We will work with the local authority specialists where we need additional guidance and support.	Mrs Newman
Attendance	The government expects all pupils to be in school (attendance is mandatory) and, as such, the school's attendance policy is fully operational. If a family feels that they still need to isolate or quarantine then we will address this with the support of the school's attendance officer so that we are fair and consistent in our approach.	Miss Sherry
Lateral Flow Tests	Staff are offered twice weekly LF tests to complete at home. If a member of staff tests positive then they are required to go for a Covid PCR test at a test centre. Any member of staff testing positive on tests must immediately isolate at home and seek advice from NHS and follow guidance.	
Suspected and confirmed cases of Covid -19	- If a pupil displays symptoms then you will be contacted immediately to collect your child. - Falsely suspecting- it is almost guaranteed that some/most of these incidents will be false alarms. We ask that you are courteous to staff who will have to ask you to collect your child even if you do not agree. - We reserve the right to send a child home and to refuse entry if we believe a child is still showing symptoms and has not been cleared through testing.	All staff



Cassiobury Junior- March 2021 School Operational Plan for Covid- 19

	- If a child is unwell but not with any recognised symptoms of Covid – 19 then we are likely to send them home and follow the usual guidelines. - Track and trace is normally left to the school to identify close contacts and inform them of the need to isolate following the advice of Public Health and HCC. - Parents are asked to share the results of Covid tests with school. - Further guidance is available on testing https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/	
Remote learning	- The school provides home- learning each week via Google Classroom. If you need to use them they will be there. - Homework is now issued via Google Classroom so that all households should be familiar with accessing if needed.	Mr Long
After schools sports clubs	For the last 3 weeks of term no after school sports clubs will start. Based on advice, it is hoped that clubs can resume in the summer term after the Easter break.	
Wellbeing	Wellbeing is a very broad term and, in this case, covers staff, parents and pupils. - Teachers will have made reasonable attempts to have a phone consultation with parents prior to the return to school for all pupils. - Mrs Fowler continues to liaise with parents if requested or already offering support. - The school has been open throughout the lockdown and all parents are free to contact school prior to the 8th March. - As national restrictions are still in place the school will make Friday afternoons 'Fun Fridays' in the 3 weeks left of the Spring Term. This is to give children some relaxed sociable interaction and give the teachers some time to catch up with pupils before the weekend. - Staff will be asked to 'check in' with the class before leaving each day and staff are encouraged to do the same with each other for support. - Parents can book a birthday cake for their child for the next 3 weeks but as restrictions are due to be lifted in the summer then we will not offer this service. Cakes must be booked at least 3 days in advance. - Please contact the school if you feel you need to speak to someone about support for you or your child. - Financial difficulties. We will be discreet if you need or want to let us know that there has been a change in your circumstances. We may be able to support in some situations.	

Year 3 and 4	Years 5 and 6
Enter school from Bellmount Wood Avenue between 8.40 and 9 am each morning - Year 3 top gate - Year 4 Bike gate	Enter school from Capel Vere Walk between 8.40-9.00 am each morning.



Cassiobury Junior- March 2021 School Operational Plan for Covid- 19

Morning break in year group 15 minutes to be taken on the upper playground at a point over the morning	Cassiobury K and 5 minute break to be taken each morning when possible.
Lunch 11.50-12.50 pm year 3 Lunch 12-1pm year 4	Lunch 12.20-1pm
Children to be collected from the Bellmount Wood Avenue entrance and from the classroom doors between 3.15 and 3.30 pm each afternoon.	Children to finish at 3.00pm each afternoon and exit from the Capel Vere Walk exit. Member of staff to monitor the gate. If your child is booked on to an after-school club then they will stay with an adult until this time. The school will have a rota for this so that staff share out this task.