



Haygrove School

Operational Plan for the potential expansion of our offer as of 15th June 2020

The aim of this document is to:

- Secure a working environment for children and adults which is safe and clean
- Identify the relevant risks and mitigate against them
- Ensure the implementation of processes which meet government advice and enable the safe operation of the school
- Ensure the appropriate availability of resources – staffing, cleaning resources and learning materials
- Involve parents, staff and governors, so that all have a voice and are well informed about the planning
- Reduce exposure to infection
- Manage staff workload
- Plan for ongoing monitoring and review
- Do everything reasonable and practicable in order to keep children and staff safe, healthy and happy

The plan will be monitored on a weekly basis and reviewed after three weeks. It is a 'live' document and will be amended in line with monitoring outcomes.

| Area or Procedure | Compulsory Strategies | Monitoring notes |
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| Prior to expansion | <ul style="list-style-type: none">• Parents to be informed of the school offer and details relating to the school day, timings, arrival, departures, staffing, groupings and routines – parent decisions to be returned by Friday 12th June• Attach signage around the site – no entry, one way, hygiene reminders, social distancing, posters, floor markings and parental guidance• Identify numbers of children that each room can accommodate in order to maintain safe social distancing• Identify numbers of children that can be on site at any given time to accommodate social distancing• Identify appropriate classrooms in one manageable part of the school site that can be easily cleaned by our staff on a daily basis• Identify groups of children to form bubbles | N/A |

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| | <ul style="list-style-type: none"> • Send out a child wellbeing survey to all parents • Allocated classroom desks cleared by staff in advance. • Deep clean all allocated classrooms, staff room, toilets • Place markers along one- way system 2m apart • 2 metre rule to be illustrated in each classroom • Adjust policies relating to safeguarding, behaviour, staff code of conduct, health and safety including fire policy • Tape over water fountain • Tape off areas that will be out of bounds • Remove chairs from reception area • Make appropriate adjustments to the staffing required both in and out of school • Contact school transport and agree arrangements for those who require this • Staff not to sit on fabric chair in either classroom or staffroom • Staff to access appropriate training to deliver live learning lessons in advance. • Sanitiser placed in every classroom to be used in advance • Bells on to ensure transition between groups • Spare pens/ pencils/ paper in classrooms not to be collected back in • Wellbeing lessons planned for first sessions back in school | |
| Area or Procedure | Compulsory Strategies | |
| Beginning of the school day Tuesday to Friday | <ul style="list-style-type: none"> • All doors and windows to be opened in each allocated room. • Allocated staff to arrive by 08:30 and sign in in reception • Staff briefing at 08:30 to 08:40 in Hall • Students arrive at school and entre through allocated entrance by 08:55 and to go straight to allocated classroom and designated seat. • Gates to be locked promptly at 08:55 | |

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| | <ul style="list-style-type: none"> • Attendance information shared with HOY and wellbeing checks carried out • Students and staff to follow one-way system at all times 2m apart • No parent to enter the school building unless by arrangement – any communication to be made by email or phone when necessary • All classrooms to be accessed via closest entrance • All students will be allocated a work area in the classroom that they will only be able to use | |
| Area or Procedure | Compulsory Strategies | |
| End of the school day | <ul style="list-style-type: none"> • Staff not to bring home student work • Gates to be opened at 12:15 • Students to leave site at 12:20 through allocated gates at staggered times up to 12:25 • Gates to be locked at 12:25 • Students and staff to follow one-way system at all times 2m apart • 10 minute staff briefing at 12.30pm in Hall, so that cleaning can start | |
| Break time | <ul style="list-style-type: none"> • Each class to take its break in classroom • Teacher to work in partnership with teacher next door/ TA to use toilet • Teacher/TA to supervise and implement 2 metre rule • Extra TA support for toilet visits and handwashing • Hands to be washed before and after breaktimes – before eating snacks | |
| Area or Procedure | Compulsory Strategies | |
| Classrooms/lesson time | <ul style="list-style-type: none"> • Staff not to sit on fabric chairs • Children to sit at separate desks at least 2 metres apart • Movement around room restricted as much as is reasonable and with permission • Each child to have a pen, pencil, ruler, calculator and compasses. • No resources to be shared • Water bottles to be clearly labelled and taken home to be washed on a daily basis. | |

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| | <ul style="list-style-type: none"> • Regular opportunities for handwashing • Cleaning of teacher keyboards, mouse, desks and surfaces to take place between sessions | |
| Mobile devices and computers | <ul style="list-style-type: none"> • Mobile phones not be used unless essential- children and staff to wash/gel hands before and after use • Computer to be used only by staff – keyboard and mouse to be cleaned regularly during the day | |
| Area or Procedure | Compulsory Strategies | |
| Toilets and sinks | <ul style="list-style-type: none"> • Staggered use of toilets • Each class uses allocated toilet and use the one-way system to return to class • Each toilet to have soap and dryer/handtowels – gel/sanitiser outside toilet • Only one child to use sink at any one time • Markings on floors for guiding children in social distancing | |
| Staff Room | <ul style="list-style-type: none"> • Maximum one member of staff working in staff room, unless another is passing through to use the toilet • Staff not to use fabric chairs • One- way system to be observed to access staff room • All crockery and cutlery to go through a full dishwasher cycle • Flasks and drinking bottles to be brought in if possible • Wipes, gel and posters provided in all areas | |
| Office/ resources | <ul style="list-style-type: none"> • All computer keyboards, desks and phones to be cleaned at start, during and end of the day • Do not enter office unless 2m apart. Ensure doors are kept open. • Support from resources should be sought first before using a photocopier • Teachers and TAs to use photocopier before or after school – use wipes to clean after use • Only one person in photocopier area at any one time | |
| PE | <ul style="list-style-type: none"> • All PE will be supported through home learning. | |
| Area or Procedure | • Compulsory Strategies | |
| Visitors to school | <ul style="list-style-type: none"> • Visitors limited to essential services contractors | |

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| | <ul style="list-style-type: none"> • All visitors to use hand sanitisers / gel before entry and to be briefed on social distancing guidelines • No signing in, but ID requested and log kept by receptionist | |
| Cleaning | <ul style="list-style-type: none"> • Routines developed during school closure in accordance with government guidelines and the requirements in this document • Daily log to be signed by site staff evidencing all cleaning undertaken and checks • Deep cleaning of every classroom used, staff room, toilets on a daily basis • Priority given to frequently touched surfaces, door handles, tables, chairs and toilet areas • All bins emptied every day • All classrooms and toilets to be provided with a bin • PPE to be provided for all cleaners • Cleaners to observe social distancing at all times • All classrooms to be provided with anti - bacterial wipes • Site staff/ office manager to monitor and replenish stocks of PPE and cleaning resources | |
| Assemblies | <ul style="list-style-type: none"> • No whole school assemblies • Assemblies videoed and share with children each week | |
| Clubs | <ul style="list-style-type: none"> • Initially there would be no after school/lunchtime clubs | |
| Children who are ill | <ul style="list-style-type: none"> • Any child who has a temperature or a continuous cough will be sent home and must self-isolate for 14 days (as well as siblings) • For children with COVID 19 symptoms, while waiting collection, they will be isolated in the front interview room, with window and door open. PPE to be worn by staff dealing with ill children, if social distancing is not possible • Children with other symptoms will be asked to go to the medical room. • PPE training for first aiders to be delivered on 15 June • Front interview room to be deep cleaned and disinfected. PPE to be worn by cleaners • Toilet by medical room to be allocated for ill children and disinfected after use | |
| Area or Procedure | Compulsory Strategies | |

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| <p>General</p> | <ul style="list-style-type: none"> • Windows to be open whenever possible to ensure good ventilation of all rooms • All appropriate doors left open to aid access and egress • Insist on immediate washing of hands after coughing and sneezing • Reinforce 'Catch It, Bin It, Kill It' • Children to be reminded at the start of each day of key messages relating to hygiene and social distancing • If any child breaks the rules, they should be warned and appropriate sanctions put into place. If they persist in breaking the rules, risk assessments may need to be completed and sanctions imposed. Behaviour policy to adjusted accordingly • Children will need sessions on Emotional Health and Wellbeing and the reasons for the new measures – picking up on any worries or anxieties • Reward respectful, kind and protective behaviour – we want the children to be happy! • Parents to be contacted by the teachers in keeping with current pastoral support • If a member of staff is ill, please contact Lorraine – there is no expectation to come in. We shall seek to cover sessions and will keep parents informed | |
| <p>Staff wellbeing</p> | <ul style="list-style-type: none"> • No marking or written feedback expected. Verbal feedback only • Weekly feedback to Headteacher regarding personal wellbeing and impact of measures on wellbeing of children and staff | |
| <p>Wellbeing of children</p> | <ul style="list-style-type: none"> • Wellbeing survey to be sent to families prior to 16th June and then on a weekly basis – SLT to prepare • Pastoral team to liaise with families regarding welfare of children | |
| <p>Home learning</p> | <ul style="list-style-type: none"> • Options to be supported through home learning on Mondays for year 10 students. • All students including key stage 3 students will continue to receive home learning support when not at school using the home learning timetable. | |