

How we plan to re-organise things, from 1st September 2021 in 'Step 4'

As school returns in September 2021, we hope to be able to safely reshape some of our practice from the last four terms, learning from our shared experience. Much of the daily routines, established during 2020 / 2021 will stay in place, much will revert to what it was before the first 'lockdown' and some will take a slightly new shape.

I would like to be sure we will not need to implement any further change, but we will have to be prepared, just in case.

We have asked children, parents, staff and Governors for their input on how to redraw our provision, and on what to prioritise. Those views have affected how we plan to move ahead.

The position on isolation, contacts and testing is driven entirely by the Government's guidance.

These changes are from 1st September 2021

Start of the day - relaxed in class, but a bell at 08:45 to start, parents to be informed, gates closed at 08:55

- Gates – Year 3 to use the Tapton field gate. Years 4, 5 and 6 all use the top gate (Manchester Road).
- Both pupil entrance gates will open at 08:35 and stay open until 08:55 – only pupils who are coming to a before-school activity or who are late (after the gates are closed) should use the Shore Lane gate.
- End of the school day – all teachers will be walking out with their class at the end of the day, as they do now – Year 3 from the same side gate, Year 4, 5 and 6 from the top gate. We will open the gates at 15:10. Any children left with us still at 15:30 will be taken back into school.
- Isolating
 - The theme of Step 4 is to move from isolation for bubbles, to testing. The first response will not be to send home a class / bubble. The ill person is sent home or does not come to school, and Test and Trace manages the process of identifying 'contacts'
 - Symptomatic? Isolate and go get a PCR test. Isolate until the result says 'negative' or the isolation period has passed
 - Informed by Test n Trace that you are a 'contact'? Isolate, and go get a PCR test, then follow the instructions.
 - Inform school – we need to know the numbers who may be isolating at any one time in case we have to engage in outbreak management
- Contacts
 - Children identified as a 'contact' by the positive case will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. Please inform the School Office of this PCR result.
 - Schools have the authority to exclude pupils on Health and Safety grounds if we think attendance puts others at risk
- Mixing – lunchtime will return to 55 minutes, and there will be a 25-minute overlap each day when all four year groups will be out of class. Pupils will, therefore, be able to mix easier. We do,

however, think it is safer to separate and manage pupils' movements a little, hence the rota (see below) for playground use

- Bubbles – are gone (see mixing and isolation). At play and lunch time the children in each year group will be able to mix freely. We will be able to organise teaching and other activities across appropriate groups. Club participation will be less restricted
- Staggered lunch – we are returning to a single stagger (as in 2019/2020), not four as now.
 - We will have a 30 minutes gap. 11:45 to 12:40, and 12:25 to 13:20. This should reduce queueing.
 - We are also going to keep fewer tables in use in the hall; to reduce noise, and mess on the floor.
 - Year 3 with Year 4 first from 11:45, Year 5 with Year 6 second from 12:15.
 - Year 3 can sit a class to a table (if Year 3 goes first), but Year 4 (and subsequently Years 5 and 6) then need to fill in gaps – this will be new for Year 4 pupils.
 - Year 5 & 6 to fill in gaps as well. Year 5 pupils only did this for half a year, and may have forgotten how!
 - Midday Supervisory Staff will be in two teams, to cover the two staggered starts, and wrap-around before and after the relevant session. This has given better relationships, continuity and knowledge
 - Some children will need a quieter place to eat – this is usually agreed with Senior MDSA / SENCO
 - Play equipment will come out at lunchtime but be carefully limited for safety reasons
 - Play / game / activity rota may be needed for the lower playground (reviewed daily)
- Breaks (number) – we are still going to have two playtimes each morning and afternoon, but each of 15 minutes only. We have observed that this led to fewer accidents and more physical activity opportunity. We will remove the cones dividing the playgrounds so children can play freely with the entire year group at both morning and afternoon playtime. We intend to allocate year groups to playgrounds (for a rota period of a week or a half term), as we have done this year. All pupils on the playground can access equipment around the playground at each playtime.
- Breaks (directing placing) – Week and week about, or half term by half term placement. Putting both Y3 and Y4 on top playground at lunchtime will allow Y5 or Y6 to have outdoor PE until 12:15. Splitting them at playtimes gives the spread of numbers as now. We are looking at a system of 4-way playtimes and 2-way lunchtimes, like so:

Top	Y3	Y5	Y3 & Y4	Y3	Y5
Lower	Y4	Y6	Y5 & Y6	Y4	Y6
	Play 1	Play 2	Lunchtime	Play 1	Play 2
	Morning			Afternoon	

- Cleaning – DfE guidance suggests ‘maintaining’ the cleaning levels in place now, so we will look to keeping enhanced cleaning capacity in place permanently. We increased our premises staffing to provide two hours per day extra cleaning, and we will look to establish this level of staffing permanently.
- Hand washing – we will keep all our handwashing facilities in place, and sanitiser gel dispensers. We will ask children (and staff / visitors) to wash their hands after every playtime / lunchtime and before eating (i.e. just about as often)

- Ventilation – the guidance for schools is to establish and maintain a balance of ventilation and comfort; so we will have background ventilation rather than every window and door open, or forced air systems that deliver fresh air only (as in the main building).
- All out-of-school hours activities (sports, cultural, co-curricular) can resume, as soon as providers can restart, or once we identify new providers. Some activities may have limited numbers attending (up to risk-assessed limits). We will try to share opportunities across the year groups.
- Remote Learning – sadly, there will almost certainly be some children who have to isolate from time to time. Schools are required to provide remote learning when this happens. We will do all we can (while we teach the rest of the class who will still be in school, as whole classes and staff are very unlikely to have to isolate due to one ‘case’).
- Assemblies – we will reinstate physical assembly for larger groups as soon as possible, for unity, community and belonging. However, the time taken to get 240 children into the Hall is significant; we can gain valuable teaching and learning time by delivering some online. We will, therefore, provide a mix each week.
- Parent Evenings – one online evening, one in person, or choice of both at both. Both methods of meeting are popular, and we will offer both in school in person, and online (where the local Risk Assessment allows).
- The ban on pupils’ own pencil cases, toys, fiddle stuff, pens, etc. A year ago, we made sure that we provided at school all the equipment each child needed. We will continue to do that, and so we will benefit from clearer table tops, no lost or mislaid personal items, and far fewer distractions. If we haven’t asked or directly sanctioned something being brought into school then it should stay at home, please.
- With a continued focus on ventilation, some rooms will still be difficult to use with a full class / large group. These will be marked and staff will be informed.
- Room capacities - to be reviewed or removed, meaning we can, where appropriate and effective, have larger groups for intervention / booster / focus work.
- PE kit on PE day – PE changing rooms have proved unneeded. We will continue asking parents to send children in (school uniform) PE kit on PE days, please. (We are looking at converting one of the Changing Rooms (off the Hall) into a music practice room, particularly for use in peripatetic instrument lessons.)
- Team Points – the google sheet works well so continue this format
- Pupil movement / calling at the Office – has cut down on movement / lost ‘in the lesson time’ – maintain all actions that made this happen (e.g. first aid at class)
- Playtimes and lunchtimes revert to 15/55/15 (e.g. actual start of school time / at the end of the day & gate)
- LFD tests – the theme is to move is from isolation to testing, so tests will be available when we return, as they are now. Staff are encouraged to undertake twice weekly testing across September (when there will be a review)
- ‘Bubble’ isolation – ‘bubbles’ will be gone, so whole classes will not isolate. Test & Trace will, instead, directly contact ‘contacts’ who have been identified by working with the ‘positive case’.

[DfE guidance \(07/07/2021\) here](#)

[‘The Science’ behind the decisions about schools at Step 4 here](#)