



## **Coates Lane Primary School**

### **COVID Contingency Plan September 2021**

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#### **Section A**

Introduction In order to prepare for the return of the children in September 2021, this outbreak management plan has been prepared, alongside Governors and staff, in case school need to place additional measures based on ongoing risk assessments and government/NHS/DfE guidance in regard to Covid-19. This plan sits alongside the existing risk assessments and should also be read alongside any updated Government, NHS, and DfE guidance. In order to keep continuity and structure to school life, if the need to adapt school arrangements is required, the plan is designed in the same format that school has operated between March 2020 and July 2021. This will allow everyone to feel confident and familiar in our systems should we need to implement them and also ensure that we can adapt school within a clear structure in the future if required. This plan is only in place should it be needed. School has been running successfully through the entire pandemic; leading remote learning during two school closures, ensuring provision for children of critical workers, reopening to Reception, Year 1 and Year 6 in summer 2020 and then reopening to the whole school in September 2021. Staff in school are now experienced in running systems and procedures to ensure education continues during restrictions due to Covid-19. In the event of any future government measures, school is confident, experienced and prepared to meet the needs of all children.

2 However, should there be any concerns or issues not raised within our planning please do not hesitate to contact Mrs White to share them so they can be addressed - [bursar@coateslane.lancs.sch.uk](mailto:bursar@coateslane.lancs.sch.uk) This plan will be reviewed regularly and alterations may be made depending on our ongoing evaluations or further government guidance. Please refer to the COVID page on our website for information and updates.



## **Section B**

In the event of a Covid-19 outbreak we may be asked to implement further control measures to support reduction in the virus spreading. In this case, we would continue to run school with the measures outlined in this section. It may be that only one measure needs to be implemented or could be decided that all is required. As with every aspect of school this would be reviewed in light of government/NHS/DfE guidance.

### **Class organisation**

We will revert back to whole class groups staying in one bubble. Whilst each class will consist of the same children, staff can move between classes to support them in different ways. However, the re-organised school day will ensure that mixing between groups of children is limited to their own classes only. Classes may be organised in rows with less furniture around the room except for Reception where a different lay out to allow for continuous provision is organised.

### **Drop off and collection of children**

We have already kept the staggered start times but reintroduce the staggered collection times to ease congestion at the end of the school day.

### **Breaktimes and lunchtimes**

Breaktimes have remained in the staff bubbles but we would reintroduce staggered time at break and lunchtimes, with classes remaining in an allocated areas of the playground. Children will not cross into other classes as zones will be clearly identified to play in. There will be a weekly rota of playground zones so that children have the opportunity to experience different areas and environments. Staff will stay with the bubble they work with when at all possible. Lunchtimes may need to revert back to children from Years 2-6 eating in their classrooms. Reception and Year 1 children will eat lunch in the school hall. There will be a timetable of staggered lunches so that bubbles do not mix and so tables can be cleaned. Each class has been allocated a named welfare assistant and this person will stay with the bubble during lunch and whilst playing outside.

### **Curriculum**

Teachers will continue to deliver a full, broad and balanced curriculum. Adaptations will be made following daily assessments of children's needs and responses to periods of remote learning. This may involve having an increased focus on an identified area eg reading , and adapting the delivery of another eg reducing the amount of time from 2 hours per week to 1 hr 45 mins. If children are isolating from school, but are well enough to work, remote learning will be delivered as previously during these periods.



## Risk Control and Procedures

Whilst not exhaustive, below are the key control measures that apply from previous government guidance and current school control measures. Many of these have been in place since the start of the pandemic. These measures will be reviewed and refreshed depending on Government guidance.

Key Government Advice on control measure	Key school control measures
<b>1.Ensure good hygiene for everyone</b>	
<p><b>Hand hygiene</b></p> <p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p>	<p>All children to clean hands on entry to school and at key points during the day including break times and lunch times by washing with soap and water or using hand sanitiser.</p> <p>School ensures adequate supplies of soap and hand sanitiser are available.</p> <p>Hygiene rules to be discussed with children regularly and posters displayed around school.</p>
<p><b>Respiratory Hygiene</b></p> <p>The ‘catch it, bin it, kill it’ approach continues to be very important.</p>	<p>The ‘catch it, bin it, kill it’ approach is promoted in school and discussed with children.</p> <p>Tissues are available and all children are briefed on procedures for blowing noses and disposal of waste. Lidded bins are provided in each area for waste disposal.</p> <p>Children are briefed on the importance of behaviour and school rules are revisited with all classes. School rules have been refreshed to reflect COVID – 19 and are discussed with all children daily and are evident around school. See behaviour policy.</p>
<p><b>Use of personal protective equipment (PPE)</b></p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of <a href="#">PPE in education, childcare and children’s social care settings provides</a> more information on the use of PPE for COVID-19.</p>	<p>All staff in school have access to PPE as required and will use in line with government guidance.</p>
<b>2. Maintain appropriate cleaning regimes, using standard products such as detergents</b>	



<p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p><a href="#">PHE has published guidance on the cleaning of non-healthcare settings.</a></p>	<p>Each classroom has its own cleaning materials. All surfaces are cleaned at the start of each day, during the day, after each lesson and at the end of each day.</p> <p>Cleaning procedures are in place and monitored at start and end of the day and a daily evaluation of cleaning is carried out by the Site Supervisor. Cleaning procedures include regular cleaning of touch points.</p> <p>Deep cleaning planned during school breaks and before wider reopening.</p>
<p><b>3. Keep occupied spaces well ventilated</b></p>	
<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Refer to <a href="#">Simple steps to Good Ventilation</a> and the <a href="#">Ventilation Checklist</a></p>	<p>All rooms in the school have windows which are opened to create air flow and ventilation. Where possible windows will be left open during lessons, if this is not practical, windows will be fully opened when unoccupied to fully purge the air.</p> <p>At key points in the day ventilation is also improved through opening doors. At these times, increased consideration will be given to security of the building. All doors and windows will be closed at the end of the day. Any areas of school where there is poor ventilation will be identified and concerns addressed with the building surveyor.</p>
<p><b>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b></p>	
<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p>	<p>School will continue to work within Government guidance regarding Covid-19. In particular the following procedures are in place.</p> <ul style="list-style-type: none"> <li>• Regular asymptomatic staff testing, to be reviewed at the end of September</li> <li>• Isolation and testing of symptomatic members of the school community</li> <li>• Regular updates and reminders to parents of Covid-19 symptoms and school and government procedures</li> <li>• children do not attend school with Covid-19 symptoms</li> </ul>

**Parent Key Guidance**

Below are key points which may support parents in understanding of the return to school system.



School staff are now incredibly experienced at working in these circumstances so reverting to these procedures would be seamless for the children.

Attendance at school is statutory.

Staff are very aware of how children can feel with school disruption. Emotional wellbeing and feelings will be a key priority. Teachers will plan activities and necessary interventions to support wellbeing and mental health.

Any concerns can be communicated via email to the school and will be responded to.

If teachers have concerns about a child's wellbeing, attendance, progress they will contact parents.

Additional guidance and parental support will be published as necessary.

## **Section C**

### **School Closure**

In the event of school closure due to Covid-19, school will continue the education of all children in line with our remote learning policy. This can be accessed on the school website.

When possible and if required, school will work within Government guidance to continue to provide care for vulnerable children and children of critical workers as during previous school closure periods. Parents will be sent details of the criteria for these places upon the event of school closure.

This plan was last updated: September 2021

Reviews and updates will be made on a regular basis and when DfE , NHS guidance is received