



St Francis of Assisi School Opening Plan (SOP) - September 2020

Purpose of this document

The purpose of this document is to give accessible guidance to staff on COVID-19 related procedures affecting pupils, staff and Governors from September 2020 onwards. This document is additional to the school risk assessment and policies modified in light of COVID-19. It is the duty of all staff to study those documents, including any updates made to them during 2020-21.

Section A: Pupil Specific Procedures

Attendance	The usual rules on attendance now apply – school is mandatory again from the autumn term and the Office will code accordingly.
Start of day procedures	<p>R – Through the Reception playground. No stay and Play for the foreseeable future. Apart from Reception, all children can come into school from 8:40 and go straight to their classrooms through the designated doors. Parents will say goodbye to their child at the school gates and not enter the playground. Gates will close at 9am.</p> <p>1P – through the outside Y1 door near the toilets.</p> <p>1L & Y2 – through their outside classroom doors.</p> <p>Y3 & Y4 – through the Hall fire doors.</p> <p>Y5 & Y6 – Enter through the Christchurch Road entrance and playground gate; 6S in through rear playground door (old DT Room); 6R in through basketball hoop door and upstairs; 6A, 5M & 5F through Workroom door entrance.</p>
End of day procedures	<p>KS1 Children will be collected at 3:15 from the following playground areas, where parents will wait:</p> <p>1P: The stepped amphitheatre area in the main playground.</p> <p>1L: In the Year 1 playground near the blue fish climbing wall (not congregating near to 1L’s door as this will impede the free flow of other parents into and out of the main playground).</p> <p>2H: In the main playground near the ‘Buddy Bench’ which will be moved to near the Prayer Garden.</p> <p>2J: In the Quiet Square outside 2J’s classroom.</p> <p>KS2 children will leave school at 3:25 as normal:</p> <p>Years 3 & 4: From the front Staff car park.</p> <p>Year 5 & 6: From the Christchurch Road playground gate.</p> <p>Parents of children in Year 4 and above may wish that their child leaves school alone, either to meet parents in a different place (perhaps whilst picking up a younger sibling) or to make their own way home. A permission note must be sent to the class teacher to authorise this arrangement.</p>
Breaks	<p>Breaks will be staggered to allow for social distancing:</p> <p>R – As appropriate; Reception playground.</p> <p>Y1, 2 & 3 - 10:15 – 10:30.</p> <p>Y1 Playground. Y2 & Y3 split Main playground.</p> <p>Y4. 5 & 6; 11 – 11:15.</p>

	<p>Y4 Main playground. Y5 & 6 split field (unless muddy, when main playground needs to be split 3 ways by staff with cones)</p> <p>Year groups will continue to have access to their own set of play equipment (footballs, skipping ropes etc.).</p>
Lunch	<p>Packed lunch will be eaten outside for as long as the weather remains fine. When it is too cold or wet to eat outside, packed lunches will be eaten in the classrooms, possibly with monitors in place to ensure tidiness.</p> <p>The field and playgrounds have been divided into separate spaces. These play areas will be designated for each Year group: R – 11:45; Reception Playground. Y1 & 2– 12:00 – 1:10pm Main Playground</p> <p>Y3, 4, 5 & 6 12:30 – 1:25pm Field (with trainers when the weather begins to deteriorate. The field is split into 4 sections)</p>
Breakfast and ASC	<p>Schools can run breakfast and after-school clubs, although they may need additional time to get these back up and running. St Francis will begin to run clubs from Monday 7th September. The DfE has stated that ideally schools would keep to the bubbles used during the school day, but recognised this might not be possible. It has stated that "if it is not possible to maintain bubbles being used during the school day, then schools should use small, consistent groups."</p> <p>Equipment and/or activities will be rotated and records of daily bubbles kept for 21 days.</p>
Bubbles	<p>Bubbles will consist of one year group. Bubbles should not mix with pupils from other bubbles during the normal working day.</p>
Social distancing	<p>DfE guidance specifically states "we recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group... For children old enough, they should also be supported to maintain distance and not touch staff where possible."</p>
Assemblies	<p>There should be no large gatherings bringing different groups together, e.g. whole-school assemblies. The Monday Gospel assembly will take place in the Hall with one year group attending but will be Zoomed into other classes simultaneously.</p>
Singing	<p>Group singing cannot take place until further notice.</p>
Toilets	<p>Girls' toilets: Years 2 and 3 to use the right-side cubicles; Years 4, 5 and 6 to use the left-side ones. Boys' toilets to be used as normal.</p>
Personal equipment	<p>Pupils have been asked to come to school with pencil cases so as to lessen the need for shared equipment. Years 1 and 2 will bring empty clear cases which will need filling with school stock. Any child who needs a pencil, pen etc. shall be provided with their own from school supplies. Pencil cases must not go home at the end of the day. Apart from a water bottle, snack, possibly a packed lunch, reading and homework books and diaries, no other equipment should be brought in from home.</p>
Shared equipment	<p>Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different bubbles .</p>

	Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources
Hygiene	Pupils will be reminded to wash their hands at frequent, designated times using the classroom sinks (leaving the toilet sinks free for classes 4HS and 5M who have no sinks in their rooms). Pupils will be reminded to use the hand sanitizing stations on re-entry to the classroom.
Timetables	For the first few weeks of the Autumn Term, the emphasis will be on re-integrating all pupils back into school, re-establishing behaviours for learning, and prioritising emotional wellbeing (see below). As such, there should be flexibility within the timetable to incorporate daily activities and tasks that promote this. At the end of September, once pupils have had a chance to settle back into school, diagnostic testing or assessments to find gaps and identify starting points can take place. It is important that these do not take place in the first few weeks. Teachers will be able to make effective use of regular formative assessment (for example, quizzes, retrieval activities, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work) to ascertain individual needs.
Curriculum	The SJB CMAT Curriculum 2020 Strategy outlines the importance of maintaining <i>'sufficient breadth and balance, to ensure that the curriculum offer provides the necessary knowledge for study at the next key stage and beyond school leaving.'</i> Additionally, the DfE states a key principle that "the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects" . Therefore, all subject areas should be taught as normal, with some adjustments as necessary (see below). The CMAT recognises the importance of children being given sufficient time to acquire and practice curriculum content in order to have a secure grasp of knowledge and skills; there is no expectation that missed teaching should be rushed through in order to 'catch up' – targets and expectations, although remaining aspirational, will take this into consideration.
Adjustments	Teachers may need to make adjustments to the curriculum based on their assessments of pupils' learning and progress as they return to school. This is likely to involve considering which key concepts missed from the summer term now need to be covered. Subject Leaders will need to monitor potential gaps in knowledge across all year groups so as to prioritise essential components.
Wellbeing	In line with the SJB CMAT Curriculum 2020 Strategy, we are committed to <i>'Prioritising social and emotional health and wellbeing and readiness to learn. Children will not be able to assimilate their learning if primary needs and learning behaviours aren't there.'</i> To facilitate and support this, a Wellness Pack will be provided for each class which will include guidance and activity ideas, plus additional support ideas. The Wellness Team – particularly those who have undertaken additional mental and emotional wellbeing training during lockdown - will also be available to support pupils and adults.
Behaviour	Pupils will be reminded that we now have a 'no touching' approach in school in order to minimise the risk of contagion. An addendum to the Behaviour Policy also supports measures put in place to prevent the spread of the coronavirus. All staff must read the policy and the addendum. Our school Aims, Values and Curriculum Driver words have been encapsulated into 3 simple, memorable and consistent school rules: Be Kind, Be Brave, Be Involved. During the initial weeks of the Autumn Term, when the focus will be on reintegrating all pupils back into routines for behaviour and learning, these rules should be explored in some depth during PSHE sessions.

Classroom environment	Within the first couple of days, teachers will need to share with their pupils the importance of keeping the classroom additionally clean and tidy in order to help stop the spread of germs and also to help the school cleaners who are taking on additional duties at this time. Pupils should be shown where resources are kept and understand why tables, desks, floors and cupboard and shelf surfaces must be left clear at the end of each day. Teachers may want to appoint monitors to assist with this. Regular Health and Safety checks will be undertaken in each classroom in order to comply with the school's COVID-19 Risk Assessment .
Waste bins.	All classrooms have a lidded bin which is for tissues etc. which have come into contact with bodily fluids. These will be emptied daily by cleaners wearing protective gloves and who will wash hands immediately after.
Pupil movement within the classroom	This should be kept to a minimum, with appropriate distancing whenever possible. Particular vigilance should take place around queuing situations – for coats/bags, or for handwashing. Pupils should be given the opportunity to discuss and practice the issues around free movement within the class during the first day of the Autumn term, and regularly thereafter.
Pupil movement around the school	Likewise, pupils will need to understand and practice maintaining social distancing when moving around school and why they must not to stop in the corridors. The DfE has stated that pupils passing each other briefly in a corridor or playground (e.g. walking past each other) is a relatively 'low risk', but that schools should try to avoid large groups of pupils mixing together in these spaces at the same time.
PE	On PE days, pupils should come into school wearing school PE kit and trainers. Outdoor sports should be prioritised where possible and the Hall used where it is not, maximizing social distancing between pupils and paying attention to cleaning and hygiene. Sports equipment should be thoroughly cleaned between each use by different bubbles. Large PE equipment – e.g. ropes, vaults etc. – not to be used until further notice.
Swimming	Swimming will continue as normal for Years 3 and 4 as long as we have been advised it is safe to do so.
Trips and visits	Domestic day trips (not overnight) are permitted to resume in the autumn term, subject to protective measures being taken
First Aid	First Aid Pod bags and signs have been replenished by CMc . CPD to be booked (KB). The First Aid Policy has been reviewed to include consideration of the risk of COVID-19.
Vulnerable pupils	Any pupil within the Clinically Extremely Vulnerable group will have a risk assessment which includes how social distancing and control measures will be maintained. All adults working with these pupils will be aware of measures put in place. Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and SENCo should plan to meet these needs, for example using social stories.
Pupils with COVID-19 symptoms	Any pupil who displays symptoms in the course of the school day is to be sent to the COVID isolation pod with a designated adult wearing PPE and the Office informed immediately, so parents can be contacted. Teachers and classmates of the pupil do not need to go home or self-isolate unless they too develop symptoms or at told to do so by the school or NHS Test and Trace. A separate toilet will be made available for the isolating child. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the

	<p>person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>
PPE for pupils	<p>Pupils may arrive at school wearing face masks, for example if they use public transport. We will ask pupils to remove face masks when they arrive / whilst they are on site, as Government guidance advises against the wearing of face masks in school settings. Pupils are to follow NCC guidance on removing and storing face masks: they</p> <ul style="list-style-type: none"> ● must not touch the front of their face when removing the face covering. ● must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. ● must perform hand hygiene on arrival at the setting and after removing their face covering.

Section B: All Staff

Arriving and departing from the school	<p>Parking in the rear (Christchurch Road) car park only. Parking in front car park for cars displaying a disabled badge, Office Staff and HT & AHT until entry and exit by Years 3 & 4 is no longer through the Hall Fire doors.</p> <p>One way pupil traffic through external doors, supervised by adults at key times.</p> <p>Designated external doors to be propped open morning and afternoon by caretakers.</p>
Awareness of policies and procedures	<p>Ensure that relevant guidance documents have been read.</p> <p>All staff must also read the COVID-19 Risk Assessment and employ the control measures specified within it. The risk assessment is likely to be updated throughout the year, and staff will be notified of changes to it.</p>
Prevention through own hygiene, handwashing and social distancing	<p>Staff should continue to promote and practice Catch It, Kill It, Bin It as well as the latest Government guidance.</p> <p>Ideally, adults should maintain two-metre distance from each other and children. This is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow, it will help. In particular, they should avoid close face-to-face contact and minimise time spent within one metre of anyone. Similarly, it will not be possible when working with any pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p>
Adults in the classroom	<p>The teaching approach should be modified to keep a distance from children in the class as much as possible, particularly close face to face support (noting that it is understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).</p> <p>Where close contact is needed this should be conducted side by side rather than face to face.</p>
Adults moving between Bubbles	<p>The DfE has said that teachers are permitted to move between bubbles. While it is advisable to minimise movement if and where possible, the reality is that this will not always be possible. This also means that PPA teachers can teach across different groups</p>
PPE	<p>Face coverings are still not currently required in schools. PPE guidance remains largely the same as previously</p>

Vulnerable staff	HR guidance (EPM) advises that for someone who is clinically vulnerable or lives with someone who is clinically vulnerable: <i>‘these employees can return to work, as is currently the case. It clarifies, however, that they should be especially careful and diligent about social distancing and hand hygiene. It confirms that employees who live with those who are clinically vulnerable can attend their workplace. Schools will need to assess on a case-by-case basis whether such employees can return (where they haven’t already) and it will be dependent upon settings and job roles. Where social distancing isn’t possible, an individual risk assessment would need to be undertaken to establish whether a safe return can be managed.’</i>
Staff with COVID-19 symptoms	Should you experience symptoms outside of school hours, please call the HT or AHT. You will then need to follow Government advice, for example on self-isolating and arranging to be tested. The school can provide a direct testing route but ask for guidance if you are unsure about what to do. Keep us informed as to testing arrangements and outcomes. Should you or a colleague develop symptoms during the school day, it is essential that you let Felicity, Claire or Kelly know at once. Support staff must then go home immediately and follow Government guidance. Teaching staff will be relieved by another member of staff to ensure that pupils are not left unsupervised, before going home immediately and following Government guidance. We will expect all staff to comply with the Government Test and Trace procedures. Any adult within the Clinically Extremely Vulnerable group will have a risk assessment which includes how social distancing and control measures will be maintained.
Modelling behaviours and procedures to pupils	All staff, regardless of their role, are role models for pupils. Specifically, we must model behaviours and procedures associated with COVID-19 mitigation, for example: <ul style="list-style-type: none"> ● Reminding pupils to clean their hands regularly. ● Maintaining social distancing wherever possible. ● Keeping our own belongings and equipment tidied away. ● Adhering to any systems, such as one-way routes, which are put into place. We must ensure that we avoid ‘turning a blind eye’ where procedures are not being adhered to.
Importance of Safeguarding	All staff need to continue to prioritise Safeguarding and record any concerns on CPOMs immediately. Please be aware that there is an increased likelihood of disclosures being made following the prolonged period of lockdown and all staff need to refer to their Safeguarding training. If you have any doubts, please speak to one of the school DSLs.
Duties	As increased supervision is needed during break-times, with particular reference to our ‘no touching’ approach, staff are reminded about the importance of being punctual for duties, constantly vigilant about pupil interaction and not to socialise with other adults on duty. Staff need to be aware of their duty commitments and to inform the AHT if they will be absent for any duty. Class teachers need to ensure that they enable any classroom assistants to leave the room promptly for their break supervisions.
Meetings with colleagues	Meetings to be conducted via Zoom or Teams whenever possible. Where physical meetings take place, groups should be kept as small as possible, with no direct facing, or raised voices and additional handwashing.
Use of staff toilets	The men’s toilets will continue to be used as supplementary women’s toilets
Use of shared spaces	Intervention spaces, the IT suite, Hall, and other shared spaces should be cleaned between uses by adults before leaving. The PE coach or teacher should wipe light switches, music systems, IT keyboards, door handles etc. on the way out.

	<p>The Library will be timetabled for use by 1 bubble each Monday and Friday, allowing the recommended 72 hours between each use.</p> <p>Seating and tables in the Staffroom will encourage distancing but staff need to be mindful of social distancing guidance when using shared spaces. Everyone needs to share responsibility for keeping shared spaces clutter-free and easy for cleaners to clean.</p>
Use of self-catering and refreshment facilities	<p>Self-catering facilities can be used by staff, however maintaining their cleanliness and hygiene is essential. Therefore:</p> <p>Mugs are not to be shared between staff or with visitors. Mugs must be washed daily and not left lying around in shared spaces.</p> <p>Water bottles are to be brought into school, rather than using school glasses or disposable cups.</p> <p>We encourage staff to avoid using shared plates and cutlery, instead bringing food into school in containers which can be eaten out of, along with cutlery from home. Any school-based plates and cutlery used must be washed and put away immediately after use. It is imperative that every adult is responsible for washing up and putting away any plates, cups etc. that they have personally used. Because of the increased risk of contamination, it is not acceptable to expect other people to clear away or wash items.</p> <p>Self-catering surfaces must be sanitised by staff after each use.</p>
Visitors	<p>Records of visitors maintained for contact tracing requirements using the Reception iPad. All visitors will be given a symptoms check. There is restricted access for parents. All external doors are now fitted with a SALTO lock.</p>
Staff Training	<p>On-site twilight sessions (Teach Meets): can continue to be attended in-person by staff and trainees, in a room selected to enable social distancing. However, sessions may be recorded and shared in order that any staff who cannot / do not wish to attend in-person can access the training.</p>
Fire Safety	<p>Fire Policy to be read. Fire practice during first full week in September.</p>
Concerns about procedures	<p>In COVID-19, we are dealing with an unprecedented, complex and changing situation. Procedures will need to be adhered to by all staff, but will also need to improve and evolve with time. Additionally, as ever, mistakes made are inevitable and we must collectively learn from rather than shy away from these.</p> <p>Should you have a concern about a procedure (the procedure itself or staff / pupil adherence to it) please speak to Felicity, Claire or Kelly</p>
In the event of partial or full school closure	<p>In the event of a local outbreak, the PHE health protection team may advise that the school closes – either partially or fully - temporarily to help control transmission. In this case a Contingency Plan (Plan B) will come into effect.</p>

Section C: Support Staff Specific Procedures

Peripatetic teachers	<p>Peripatetic teachers, therapists and other specialists are permitted to move between schools. These teachers are advised to ensure they minimise contact and maintain as much distance as possible from other staff.</p>
Staff delivering small group or 1 to 1.	<p>Be aware of distancing, particularly between adults and children, not sitting face on and the use of shared resources.</p>

Lunch supervision	Weather-permitting, packed lunches will be eaten outside. If the weather is poor, then they are to be eaten in the classroom. All areas used for eating (dining room/studio) must be thoroughly cleaned between year groups, including chairs and tables by adults on duty.
Additional cleaning	Cleaning staff to use cleaning guidelines provided and adhere to schedules discussed in the Summer Term 2020.
COVID cleaning	If someone has tested positive for COVID, then any area or room they have accessed should be secured for 72 hours then undergo a deep clean. Ensure that the COSHH risk assessment for cleaning/caretaker activities is being followed.

Section D: Teaching Staff Specific Procedures

Start of day	Teachers need to ensure that classrooms are ready to welcome children from 8:40am. The teacher should always be in the room as children arrive.
End of day	Teachers need to ensure that sufficient time has been left at the end of the day to allow pupils to tidy the classroom and gather belongings in an orderly and spaced way, before finishing with the end-of -day prayer and exiting the school together through the designated door (apart from ASC pupils). Teachers in all Year groups need to accompany their class to the point of contact with parents (See Section A)
Room ventilation	Teachers to be responsible for ensuring air-flow in their rooms at all times – e.g. doors and windows open where safe to do so, fire doors open.
Classroom sanitizing	Teachers to manage a sanitising system within their rooms – e.g. ensuring that children wipe down their own tables and backs of chairs at the end of the day; pupils or staff wash or sanitize appropriate equipment.
Classroom environment	Teachers to develop and manage a system for ensuring that the classroom environment is kept as clean and tidy as possible to aid cleaning staff. Surfaces, including adult desks, should be kept clear. Pupils should be encouraged to help maintain an easily cleanable environment, for example clearing the floor at the end of the day. Chairs will not be stacked, instead they will be put up onto desks once the cleaner has wiped the tables, prior to hoovering.
Classroom layout	The DfE has accepted that pupils will need to sit close to each other in most classrooms. They recommend that pupils sit side-by-side and do not face each other if this is possible.
Use of Whiteboard	Use of pen rather than fingers to be used on IWB, with pen being sanitised at the end of each session.
Meetings with parents	Whenever possible, these should be held via Zoom. If that is not possible, then usual procedures for visitors should be followed, including meeting in well-ventilated rooms with social distancing procedures in place.

Section E: Governor Specific Procedures

Governor Meetings	In line with the general guidance on meetings, these should be held remotely via Zoom until further notice.
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Governor Visits	Visits to school for monitoring purposes which involve moving from class to class are suspended until further guidance becomes available. Visits for specific purposes eg. Safeguarding Record keeping, can be arranged after consultation with the Headteacher and Chair of Governors.
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Guidance referenced in this Document

- [DfE Guidance on the Reopening of Schools](#)
- [NCC COVID-19 Compliance Code](#)
- [Governor and Trustee Update](#)
- [St Francis Risk Assessment](#)
- [Information for Parents](#)
- SJB CMAT Curriculum 2020 Strategy
- [Behaviour Policy](#): First Aid Policy: Fire Policy