



The Federation of St Elphege's  
and Regina Coeli Catholic Schools



# Covid-19 Plan B Strategy

September 2020

Regina Coeli Primary  
School

## Rationale

The Department for Education have stipulated that schools should maintain a 'Plan B' (Phase 4 - September 2020) to ensure the continuity of education for pupils in the event of full or partial school closures. The strategy adopted for Regina Coeli will be similar to Phases I, II and III. Part of the strategy will include the anticipation that schools will be required to remain open for the children of key workers, whilst returning to online / distance education for the majority of pupils. The school will offer places to children of key workers based on their previously collected data at the start of Phase I.

## Strategy Overview

### Children of Key Workers

#### **Pupil 'Bubbles'**

- Returning pupils will be split into bubbles of no more than 15 pupils in KS1 and KS2 and no more than 10 pupils in EYFS.
- Two members of staff will be allocated to each of the bubbles. Where a child with an EHCP is in attendance, a learning support assistant will also be allocated.
- Both staff and pupils will remain in each bubble will not mix during the school day; there will be no movement of individuals between bubbles.
- Each bubble will be allocated a room in the school for learning.
- Each bubble will be allocated a designated zone for break and lunchtimes
- Allocated staff will accompany their children at all times, including during break and lunchtimes. Staff will rota supervision between them within in bubble to allow for break and lunchtimes.
- Pupils will only be allowed to bring a water bottle to school each day - no book bag, reading book, PE kit or any other non-essential item.
- Those entitled to Free School Meals (which includes all of KS1) will be required to take up the offer. Those who opt to have packed lunch will be required to bring their lunch in disposable containers.

#### **Classrooms & Outdoor Spaces**

- Classrooms have been adapted to allow for maximum social distancing.
- Staff have removed non-essential, high-contact and high-risk items.
- Physical resources will be used sparingly and often only by school staff.
- Outdoor spaces have been zoned for use only by designated bubbles and at designated times
- Climbing frames and most PE equipment will not be used. Bubbles will be allocated a ball to play with during break and lunchtimes. This will be cleaned after use by the staff members allocated to each bubble.

#### **Extra-Curricular Provision**

- Provision of breakfast club and after school club will be needs assessed. Places will only be offered if the school has the staffing capacity to ensure pupil and staff safety, whilst maintaining the integrity of pupil bubbles.

# Staffing

- All staff who are safely able to return to school will be required to. This requirement will take into account individuals' wellbeing and vulnerabilities.
- Those who are able to attend school will do so on a rota basis, maximising time between away from school.
- Those staff members who are not in school will be responsible for planning and delivering the online curriculum.

# Cleaning and Personal Hygiene

- Staff working patterns have been adapted to accommodate extra cleaning of all the toilets and additional hours have been added to the cleaning schedule from the contract cleaners and they will be responsible for continuous cleaning of high-contact areas of the school. Existing cleaning staff will continue to clean thoroughly at the end of each school day. School will be closed early on Fridays where the school will be deep cleaned.
- All pupils and staff will use hand sanitiser on entry to the school. They will be required to remove and safely store or dispose of any PPE used when travelling to school.
- Sanitation stations will be posted around the school and pupils and staff will be required to use them regularly. Pupils in EYFS will only use hand sanitiser on entry to the school; they will use soap and water throughout the rest of the day.
- All pupils and staff will be required to wash their hands regularly and required to before and after each transition point during the school day.
- "Catch it, Bin it, Kill it" approach, will be revisited regularly across the school.
- Individual hand sanitiser bottles will be issued to all staff. Each bubble will have a supply of cleaning products to enable them to clean their classrooms and other high-contact surfaces regularly.
- PPE will be supplied for first aiders and those responsible for providing intimate care for pupils.

# Timetables and Site Entrance and Egress

- School will be open to pupils, Monday to Friday.
- Pupils will attend school according to their parents working patterns.
- Each bubble will be given a designated window of time and specified entrance / exit to the school site. This will be staggered across bubbles to support social distancing.
- If a pupil misses their drop off window, they will not be able to attend school that day.
- Whilst in school, pupils will complete the online / hardcopy curriculum offer for their year group.
- Pupils must be collected on time each day.
- Parents will not be permitted inside the school grounds or buildings.
- Lunch and break times will be staggered and zoned for specific bubbles to prevent mixing between bubbles and maintain social distance.

# Behaviour

- The school will stringently adhere to the Positive Behaviour Policy and return to the Addendum to the Positive Behaviour Policy.
- The school will not have the capacity to manage internal exclusions or ‘timeout’ periods and still maintain the required social distancing.
- Any instances where positive handling is required as a result of poor or dangerous behaviour will result in an intolerable risk and pupils involved will no longer be permitted to attend school during closures.
- For this reason, persistent disruption or serious misdemeanour will result in pupils no longer being permitted to attend school during closures.
- Pupils who intentionally and maliciously breach personal hygiene or social distancing rules will no longer be permitted to attend school during closures.
- Pupils who are distressed and cannot be consoled through limited social contact will be sent home. Those who are distressed coming into school and are reluctant to separate from their parent or carer must be consoled by the parent or carer. If this is not possible, the child must not attend school that day.

# Principals for Staff

- Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
- Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Use the ‘catch it, bin it, kill it’ approach.
- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces often using standard products, such as detergents and bleach.
- Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- Help your class to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc. including by updating your classrooms displays with posters.
- Prevent your class from sharing equipment and resources (like stationery).
- Keep your classroom door and windows open if possible for air flow.
- Limit the number of children from your class using the toilet at any one time.
- Limit your contact with other staff members, stick to the designated staffroom for your key stage and don’t congregate in shared spaces, especially if they are small rooms.
- Make sure you’ve read the school’s updated behaviour policy.

# Transport

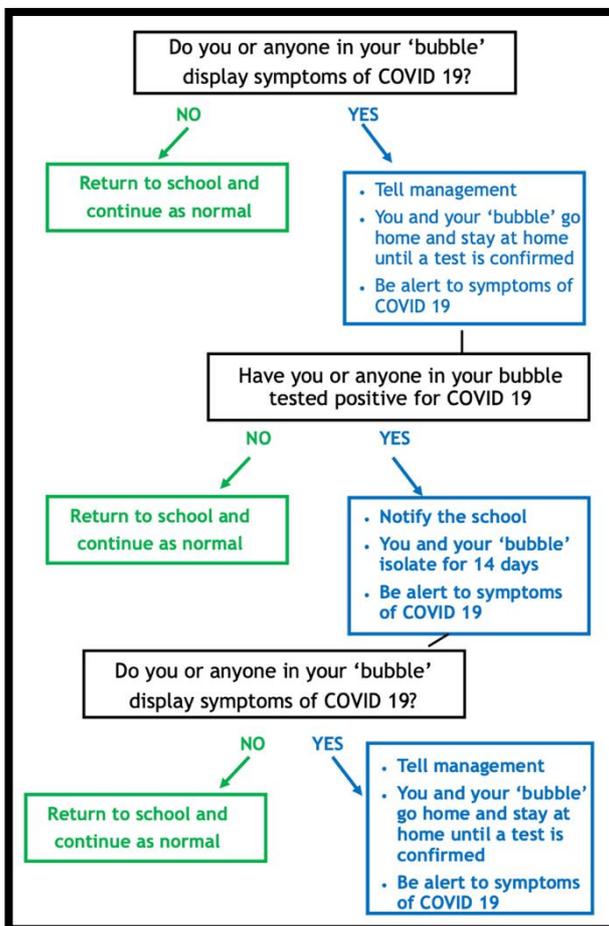
- Parents and pupils will be encouraged not to take public transport to school, where appropriate. Families will be encouraged to walk to school, wherever possible.
- Staggered start and end times will help to alleviate pressure on the public transport network.

# Transmission Control

Whilst current guidance regarding how schools manage cases of Covid-19 within their setting have changed for September 2020, it is assumed that in the case of local partial or full closures, schools will revert to their most cautious procedures. The schools' previous procedure through phases I-III was to send the symptomatic individual home, along with the rest of their bubble, as a precautionary measure. Only once a negative test result was obtained could the individual and the rest of their bubble return to the setting. Details of this procedures are listed below as a starting point, should the schools' experience a full or partial closure. However, the schools accept that there will likely be more updated guidance and advice from PHE in the event of local full or partial school closures during Phase IV.

- If any member of a bubble develops symptoms of Covid-19 they must inform the school immediately.
- That individual and the rest of their bubble will be isolated and sent home from school.
- Areas used by the bubble will be deep-cleaned and any waste generated disposed of in-line with PHE guidance.
- The school will remotely support the symptomatic individual in accessing a test.
- If the test is returned negative, the bubble and the individual may return to school. If the test is positive, the entire bubble will isolate for 14 days and only return to school if they have remained symptom free.
- School will liaise with and act upon Public Health England's advice.

## Transmission Control Flow Chart



## **Online / Distance Learning**

In the event that a child or member of staff contracts Covid-19 or local school closures, the school anticipates that it may be required to offer continuity of education for individuals, classes, phases or all pupils.

Following Phases 1-3 of school closures, staff are very adept at using Google Classroom. Phases 1-3 demonstrated the staff skillset in providing a broad and balanced curriculum through an online platform. The curriculum content and engagement of activities were widely praised by children, parents and other schools.

Should Regina Coeli face full or partial closures, pupils will return to online learning. The curriculum delivered will follow the curriculum for their year group at any given time. School staff will also supplement the curriculum offer with other, publicly available resources which have been evaluated to consider their quality and appropriateness, such as Oak Academy.

All year groups have prepared two weeks' work which is linked to the curriculum for their year group. This will be provided to pupils who may be shielding or who may not be able to access online learning. There may also be some instances where this is the most appropriate curriculum schedule for pupils, such as if a class is required to isolate for 14 days.

Where pupils may not have access to devices to access online learning the school will provide hard-copy resources to families for collection.

## **Safeguarding**

In the event of full or partial school closures, the school will return to the addendum to the Safeguarding and Child Protection Policy for all pupils or those not attending school. This will enable the school to ensure the safety and wellbeing of pupils whilst they are not attending school and fulfil its statutory duties.

Safeguarding arrangements for children will also consider the potential long-lasting impact of Covid-19 and the time it may take for parents or children who have contracted the virus to be fully rehabilitated. Further, it will pay due regard to the lived experience of children and their families during the pandemic and the ongoing impact it may have on their mental health and emotional wellbeing.

## **Staff Mental Health & Wellbeing**

During the period of school closures, a number of lessons were learnt through feedback from staff. The leadership team will be mindful of the following:

- Staff time spent administering online learning platforms when working from home.
- Tailored support for staff wellbeing and mental health on return to school.
- Consideration of pastoral support work during school closures and ongoing crisis and better communication of restrictions in place and why they are necessary.
- Consideration for flexible working patterns, utilising technology where appropriate.
- Consideration of safe working practices when using technology for extended periods of time.
- Consideration for the potential long-lasting impact of Covid-19 and the time it may take for staff members who have contracted the virus to be fully rehabilitated.