



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



Regina Coeli
Phase 4
Reintegration Strategy

September 2020

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Rationale

The prevalence of coronavirus (COVID-19) has decreased and the NHS Test and Trace system is up and running. The Government have now asked schools to prepare for Phase 4.

The Government Guidance for full opening of schools sets out the plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The government guidance is in 5 sections. The first section sets out the actions school leaders should take to minimise the risk of transmission of coronavirus (COVID-19) in their school. This is public health advice, endorsed by Public Health England (PHE). The rest of the guidance is focused on how the Department for Education (DfE) expects schools to operate in this new context. This includes:

- school operations
- curriculum, behaviour and pastoral support
- assessment and accountability
- contingency planning to provide continuity of education in the case of a local outbreak

Phase 4 Reopening September 2020

The Regina Coeli Phase 4 Strategy takes this guidance and further guidance provided by Croydon Local Authority into account. It has included a review of the RC phase 3 strategy, an audit of staff well-being including discussions around the adaptations to the school for those members of staff who are yet to return, an audit of classroom resources and additional stock ordering. Supporting documents include:

- Suite of Risk Assessments
- Updated Safeguarding and Child Protection Policy
- Updated Positive Behaviour Policy
- Individual class reintegration strategies
- Letters to parents

Strategy Overview

There were overarching principles which were essential for the successful re-integration of pupils during Phases 1, 2 & 3. These strategies have been updated in light of the changes for Phase 4. An individual strategy for each returning cohort has been created.

Pupil 'Bubbles'

- Returning pupils will be split into class bubbles of no more than 30 pupils in each classroom.
- Two members of staff will be allocated to each of the bubbles. Where necessary, if a child with an EHCP is in attendance, a learning support assistant will be allocated.
- Both staff and pupils will remain in each bubble and 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. Midday supervisors will be on duty to supervise the children and support the bubble adults in taking their breaks.
- Maximising distancing between adults through the provision of the second staffroom and minimise potential for contamination so far as is reasonably practicable through the introduction of forward facing desks (years 2-6) and the use of screening for some teachers and intervention groups.
- Where cover for teachers is provided this will be blocked to avoid adults moving between more than one 'bubble' in each day.
- Pupils in KS1 will be encouraged to take up the UFSM offer. Those children who request to bring a packed lunch will be required to use disposable containers.
- Two Year groups to have their lunch delivered to their classrooms- these meals will be delivered in disposable containers.

- Pupils may only bring a water bottle in to school- the use of school bags will be reviewed in autumn.
- PE kits will remain in school and only go home when they require washing.
- PPE will be added to the personal first aid kits for each bubble group.
- PPE will be provided for staff when physically marking work in books.
- Senior leaders may be required to cover classes.

Classrooms & Outdoor Spaces

- Classrooms have been adapted to allow for forward facing pupils.
- Staff have removed non-essential, high-contact and high-risk items.
- Physical resources will be used sparingly and often only by school staff.
- Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- Outdoor spaces have been zoned for use only by designated bubbles and at designated times
- The early years will share their outside area but NOT continue with 'free-flow' in the classrooms.
- If Climbing frames are used they need to be cleaned between each bubble. Bubbles will be allocated a small selection of wipeable equipment to play with during break and lunchtimes. This will be cleaned after use by the staff members allocated to each bubble.

Staffing

- From August 1st all staff should be able to return to work.
- The welfare call from SBM will determine any staff that may be anxious about their return and they will be supported by the leadership team.
- Each day staff will be required to complete an electronic registration to support hygiene control in the school.
- All visitors will be asked to use the sanitiser on entry before signing in.
- Guidance suggests that peripatetic teachers and therapists can move between schools. Those visitors who may be working with children will be offered the additional screening to support intervention.
- Where cover staff are used they will be encouraged to maintain the 2m social distancing rule and teach (where practicable) from the teacher designated area.

Curriculum & Pastoral Support

- Pupils who require additional emotional support will be supported by our ELSA Support Assistant. The Inclusion Leader and ELSA Support Assistant will work alongside teaching and support staff to ensure that all pupils' wellbeing is considered and support put in place when identified as appropriate.
- Adaptations to the curriculum will be made to ensure that pupils' emotional and wellbeing needs are met and gaps in pupils' learning as a result of school closure are addressed, maximising their time spent in school.
- Catch-up funding will be used to provide resources for early reading and additional interventions for foundation core skills.
- Long-term and medium term plans will be adapted by subject coordinators in conjunction with the DHT curriculum and Assessment
- Early Morning work will focus on the development of writing skills

- Educational visits will be encouraged but teachers and leaders will need to ensure they adhere to our Covid 19 strategy and strict social distancing should apply with members of the public.

Cleaning and Personal Hygiene

- Staff working patterns have been adapted to accommodate a lunch-time cleaner who 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 on Friday afternoons 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 and exit 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 will also be 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 bubble groups. 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. Each bubble will also have an emergency PPE kit, which will be stored in their classroom, to be used in the event of pupil sickness. Class First aid kits will include PPE.

Timetables and Site Entrance and Egress

- School will be open to pupils Monday to Thursday. On Fridays, school will be closed to pupils from 1pm to allow for the site to be deep-cleaned and for teachers to plan the curriculum.
- 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.

We will use three entrances: Kendra Hall Road, Pampisford Road Pedestrian and Pampisford Road Vehicle gates. Staff will NOT be able to use the carpark during entrance and exit times.

- If a pupil misses their drop off window, they will be asked to use the office entry to avoid crossing with other bubbles.

When registers close those pupils not in school will receive a call from the school. Each Croydon school has a nominated Attendance Improvement Officer and school will access this support with any cases where attendance becomes a problem.

- Pupils who are not collected on time at the end of the school day will be taken to the school office and their parents called.
- 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

- *It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour.*

- The school will stringently adhere 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 pose a high risk to staff and pupils- an individual pupil risk assessment will be completed where necessary and controls considered may be increased engagement with services or a phased return to school with a reduced timetable.
- Senior leaders will consider carefully any sanctions where pupils who intentionally and maliciously breach personal hygiene or social distancing rules.
- 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.

Attendance

The school will expect that all pupils will return to school in September and only those pupils following advice from their medical professional will continue to shield at home.

- The schools' responsibilities to record attendance and follow up absence returns from September.
- The school will engage with the Croydon Attendance Improvement Team to ensure those pupils who are reluctant or anxious are able to return to school as quickly as possible.
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct also returns but at Regina Coeli this is always considered as a last resort.

Transport

- Families will be encouraged to walk to school wherever possible. Scooters and bicycles will not be permitted on the school grounds in September.
- If families must use public transport they will be advised to avoid peak times (our staggered start and finish times should help this)
- If a pupil has symptoms of Covid-19 and travels with a group of other pupils on public transport school to contact Transport Service at passenger.transport@croydon.gov.uk
- School to consider sharing this information with parents who may use the same transport (information should only be shared to suggest increased vigilance- not pupil details)

Principles 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, and don't congregate in shared spaces, especially if they are small rooms.
- Make sure you've read the school's updated behaviour policy.

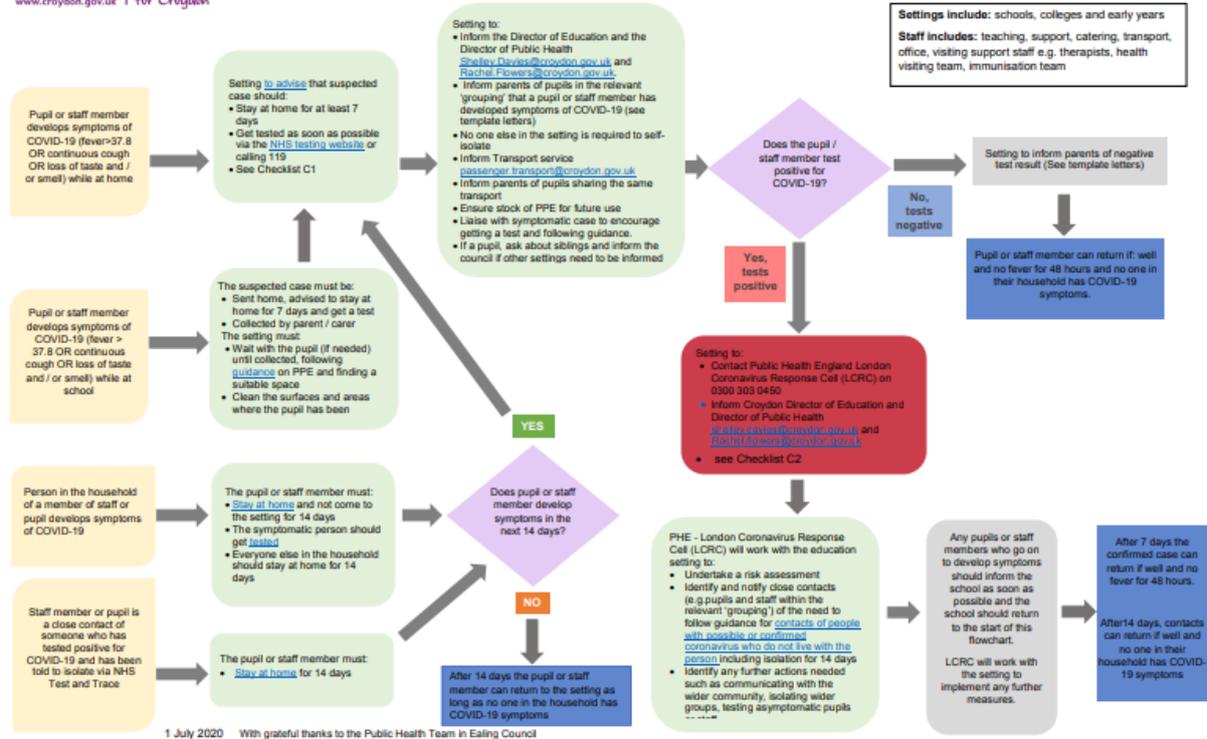
Transmission Control

- If any member of a bubble develops symptoms of Covid-19 they must inform the school immediately.
- That individual will be isolated and sent home from school. (When the home testing kits become available we can issue these to staff) they will be asked to book a test.
- Areas used by the bubble will be deep-cleaned and any waste generated disposed of in-line with PHE guidance.
- If the test is returned negative the individual may return to school.
- If the test is positive, the entire bubble will isolate and follow the advice from the London Corona virus Response Team (LCRC)
- The school will contact the Croydon Director of Education and the Croydon Director of Public Health.
- School will liaise with the above mentioned groups and act upon the advice given.

Transmission Control Flow Chart

What to do if there is a suspected or confirmed case of COVID-19 in education setting (early years, schools or colleges)

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- Checklist C1 – SUSPECTED CASE**
1. Inform the Director of Education and the Director of Public Health Shelley.Davies@croydon.gov.uk and Rachel.Flowers@croydon.gov.uk.
 2. If suspected case is a pupil, isolate them in a safe space until taken home by parent or carer. If they cannot be collected by parent/carer, ask their transport provider to collect them
 3. If suspected case is a member of staff, send them home immediately, minimizing contacts and surfaces touched while still on the premises
 4. Adults who accompany or care for a suspected case in isolation and coming within 2 m distance of them should wear gloves, aprons and masks
 5. Clean the surfaces touched by the suspected case according to [guidance](#).
 6. If a pupil is off sick, and a parent has not been in contact, the education setting should contact the parents to find out if the pupil has COVID-19 symptoms
 7. If there are many pupils off sick with symptoms of COVID-19 (but where no tests have been done or results are available) contact the LCRC (0300 303 0450). LCRC will provide a reference number for the incident.
 8. Contact suspected case (or their parent/carer) to:
 - Encourage them to follow [guidance](#): suspected case to stay at home for 7 days; suspected case to request a test; household members to stay at home for 14 days.
 - Ask parent/carer to inform other education settings if siblings attend other settings
 - Encourage parents/carers to let contacts know to be very diligent in handwashing and social distancing
 9. Inform transport provider passenger.transport@croydon.gov.uk, specialist support staff, social care, LAC team as appropriate
 10. Inform members of the same school grouping as the suspected case that they should be very diligent in handwashing and social distancing. This may be those in the "bubble" or another appropriate group of pupils and staff. (See template letters)
 11. No other pupils need to self isolate
 12. If the suspected case is a passenger on school transport, inform the parents of other children who travel with the suspected case to be more diligent in handwashing and social distancing
 13. Follow up parent/carer after 24 hours to see if they have requested a test
 14. Ensure stock of PPE in the event of further suspected cases

- Checklist C2 - CONFIRMED CASE**
1. Inform the Director of Education and the Director of Public Health of the positive test, providing LCRC reference number if available Shelley.Davies@croydon.gov.uk and Rachel.Flowers@croydon.gov.uk.
 2. Contact the LCRC (0300 303 0450) to inform them of the positive case (they may already have been in touch) and discuss next actions. LCRC will provide a reference number for the incident.
 3. Send home members of the same school grouping as the confirmed case to self-isolate for 14 days. This may be the "bubble" or a different group of pupils and staff – the decision as to who should self-isolate at home will be made with the support of the LCRC
 4. Contact confirmed case (or their parent/carer) to:
 - a. Offer support
 - b. Ask for an update on other members of the household especially those who are at other educational settings
 - c. Ask parents to inform other settings
 - d. Check that the rest of household are self-isolating
 5. Inform transport provider, specialist support staff, social care, LAC team as appropriate
 6. Send letter to identified contacts (and their parents/carers) using template provided by the LCRC. This letter does not identify individuals
 7. Review the implementation of prevention and control measures within the setting