



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



Regina Coeli Reintegration Strategy

Updated for March 2021

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Rationale

This updated strategy refers to the government guidance which states that all pupils, in all year groups, will return to school full-time on the 8th March 2021.

The school continues to adhere to the government guidance with regard to school operations during the Covid-19 pandemic.

The updated government guidance sets out the actions school leaders should take to minimise the risk of transmission of coronavirus (COVID-19) in their school. This includes public health advice, endorsed by Public Health England (PHE). The guidance is focused on how the Department for Education (DfE) expects schools to operate in this new context. The updated guidance is not significantly different to previous guidance and therefore the basis of our strategy remains the same. This covers:

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

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 since March 2020. These principles have been kept in constant review in light of the government's guidance and most recently following the announcement that all pupils will return to school on the 8th March 2021. Implementing the system of controls creates a safer environment for pupils and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants.

Pupil ‘Bubbles’

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible.

- **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 the morning break. Midday supervisors will be on duty to supervise the children at lunchtime to ensure the bubble adults are able to take their lunch break.**
- **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**

containers that can be easily cleaned e.g. Tupperware boxes, lunchboxes made of plastic.

- 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.
- PE kits will be worn to school on the child's designated PE day- see table
- 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.

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.
- Natural ventilation - to ensure the school is well ventilated and a comfortable teaching environment is maintained – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
- For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.

- 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.
- If taking a group that is not within their bubble classroom, staff will use screens and regularly wash their hands. They will make sure children wash their hands before and after the session. Surfaces will be wiped down between groups.

Staffing

- Those staff with a shielding letter to remain working from home until March 31st.
- Welfare calls from the SBM will continue and determine any staff that may be anxious about their return and they will be supported by the leadership team.
- During periods of national or local lockdown, staff members who may be clinically or psychologically vulnerable may have their duties amended or authorised to work from home.
- We strongly encourage all staff members and visitors to the school site to participate in the NHS COVID-19 Track and Trace app system.
- All staff have been issued with the Lateral Flow testing kits and while this is not mandatory staff are encouraged to participate in this testing arrangement every 3-4 days.
- Each day staff will be required to complete an electronic registration to support hygiene control in the school.
- All visitors will be asked to read the visitors strategy and 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

- During the first term, emphasis was placed on RE, PSHE and Wellbeing to ensure the school addressed pupils' lived experiences during the period of school closures.
- Adaptations to the curriculum have been 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.
- Gap analysis has informed curriculum planning moving forward. Class teachers are very mindful of the school's strategy of creating a balance of academic catch up and ensuring positive pupil well-being.
- Pupils who require additional emotional support will be supported by our ELSA Support Assistant. The DHT/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.
- Catch-up funding will continue to be used to provide resources for early reading and additional interventions for foundation core skills.
- Long-term and medium term plans have been adapted by subject coordinators in conjunction with the DHT curriculum and Assessment
- Early Morning work will focus on the development of foundation skills in reading, writing and maths.
- Educational visits are considered each term and will return when the government advice allows.

- School maintains a 'Plan B' strategy and a Remote Learning Policy to ensure it is able to provide continuity of learning for pupils, should the school experience partial or full local closures in the coming term.

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.
- 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 Friday. On Fridays the school will continue to close from 1pm 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. If the school cannot establish the whereabouts of the pupil a home visit may be undertaken by the SLT.

- 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.
- If parents urgently require a conversation with the class teacher or teaching assistant, they must keep a 2 metre distance (outdoors) and wear a face covering.
- 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.
- 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

- It is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development. Therefore, the school expects all pupils to attend from the 8th March 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 March.
- 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 develops symptoms of Covid-19 and uses public transport they will be asked to either walk home or organise alternative transport.

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 do not congregate in shared spaces, especially if they are small rooms.
 - Make sure you have read the school's updated behaviour and safeguarding policies.
- The school is promoting and engaging in asymptomatic testing through the use of the Lateral Flow Device (LFD) test kits, made available for ALL staff. Staff will take the test every 3-4 days.
- All staff have been provided with training on the use of the LFD and understand the lines of reporting.
- Staff understand that in the event of a positive test they do not attend school and isolate for 10 days.
- The school recommends the use of face coverings in the building for adults. Staff moving around the building are advised to wear face coverings. In shared areas, i.e. going to and from the staffroom, office, reprographics areas.
- Staff will sanitise hands before using the photocopier and keep the lid down in between use.
- All staff to clean frequently touched surfaces often using standard products, such as detergents and bleach- each classroom/ shared area has been allocated cleaning materials for this. If the materials are missing/depleted please inform the site manager for them to be replenished.

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. 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 for 10 days and follow the advice from the London Corona Virus Response Cell (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.**
- **The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.**
- **Close contact means: - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person.**
- **The school will communicate any positive cases within the community with parents via letter or email correspondence. The bubble isolating will receive necessary information, including their return date. The rest of the school community will be informed accordingly.**

- The school is engaged with the NHS Track and Trace process and has a QR code. More information can be found in the Regina Coeli strategy for visitors.

Assessment and Accountability

- As part of steps taken in response to the coronavirus (COVID-19) pandemic, the government announced that all statutory key stage 1 and 2 assessments, due to take place in schools in England in spring and summer 2021 would not go ahead as planned.

Contingency Planning

- Remote education plans are in place for individuals or groups who may need to self-isolate or who have been advised to shield. The details of this are in our Plan B strategy document.

Transmission Control Flow Chart

**THIS SPACE WILL INCLUDE THE UPDATED FLOW-CHART
PROVIDED BY PUBLIC HEALTH CROYDON**