



# PRINCE'S MEAD

29<sup>th</sup> May 2020

## PLAN FOR PHASED RETURN OF PRINCE'S MEAD PUPILS (1<sup>st</sup> JUNE – 31<sup>st</sup> JULY)

### OUR AIMS

1. On **Monday 1<sup>st</sup> June**, in line with the directions set by the Government, to deliver the first phase of the reintroduction of pupils onsite at Prince's Mead School whilst continuing to deliver remote learning to remaining year groups and those pupils who are or live with someone who is clinically extremely vulnerable.
2. To continue our commitment wherever possible to children of key workers.
3. To be prepared to increase our on-site provision to all year groups before the formal end of term.
4. Where requested by parents, to continue our onsite support to pupils for an extended period of time until **Friday 31<sup>st</sup> July**.
5. Launch the Prince's Mead Nursery on **Monday 1<sup>st</sup> June**.

### OUTLINE PLAN

Our plan is based on the premise that the five key tests set by the Government will have been met and justify the changes at the time, including that the rate of infection is decreasing. Our plan will be achieved through 6 phases; the first 4 of which will run concurrently:

**Phase 1:** The reintroduction of pupils from Reception, Year 1 and Year 6 to the School site;

**Phase 2:** Our opening of our Nursery;

**Phase 3:** Continuing our commitment to children of key workers wherever possible;

**Phase 4:** Continuing the delivery of remote learning to Years 2 – 5;

**Phase 5:** Anticipating a full return of all pupils before the end of term;

**Phase 6:** Delivering a sustainable model for staff for an extended term.

## **PHASE 1 - REINTRODUCTION OF PUPILS FROM RECEPTION, YEAR 1 AND YEAR 6**

Phase 1 will be achieved now that the following conditions have been met:

1. Detailed planning has been undertaken by the Senior Leadership Team and the Health and Safety Committee that follows Government guidance as a minimum, and this has been signed off by the Governing Board.
2. The school site has been thoroughly prepared with health and safety checks of all school buildings, cleaning and hygiene requirements, movement around the school, and site examination.
3. Matron continues to be available to consult with all members of the School community on all medical-related enquiries.
4. The School timetable has been rewritten to deliver provision for on-site teaching, remote teaching and support to children of key workers.
5. Appropriate staff are in place and redeployed where necessary to ensure effective and safe provision for our pupils, both at home and at school.
6. Staff training and familiarisation has been undertaken before pupils' return.
7. Our Reception classrooms relocate to their new location in The Coach House over the half-term period.

## **PHASE 2 - OPENING OF THE PRINCE'S MEAD NURSERY**

1. The Nursery will be opened concurrently with Phase 1 and Phases 3 – 4 on **Monday 1<sup>st</sup> June**.
2. Final preparatory work on the Nursery has been completed.
3. Mrs Charlotte McMillan, our third Nursery assistant, has now been formally appointed and joins Miss Maddy Jordan, our Nursery Leader, and Miss Rebecca Brewer.

4. Nursery staff have now been redeployed from their support of our children of key workers to their Nursery roles. (Our children of key workers are being adequately supported through the return of other staff).
5. Miss Maddy will communicate further Nursery-specific pastoral arrangements separately to our new Nursery parents.

### **PHASE 3 - CONTINUED SUPPORT TO (AN INCREASED NUMBER OF) CHILDREN OF KEY WORKERS**

1. We are proud to have provided support to pupils of our key workers from the very start of the crisis; including throughout the Easter and half-term holiday as part of the national effort.
2. Mrs Thacker and Miss Stares look forward to specifically supporting children of key workers from Monday 1<sup>st</sup> June.
3. We have considered how to best integrate those children from these priority groups who are not in any of those year groups who are returning on **Monday 1<sup>st</sup> June**.
4. With the requirement to limit all returning children to a maximum group size of 15 from 1<sup>st</sup> June, in line with government guidance, and our obligation to support all year groups returning, we have much more limited resources to continue with the larger volume of pupils we have been supporting over the last eight weeks.
5. Children of Key Workers will be supported by staff in a separate bubble of up to 15 pupils.
6. Regrettably, we are unable to take more than this number and government restrictions mean that different pupils cannot mix or rotate inside this bubble beyond the 15 pupils identified. Therefore, we can no longer guarantee we are able to support your child if they are in Years 2 – 5 but, if this is the case, we will inform you as soon as we are able to ensure you can make alternate childcare arrangements.
7. In order to ensure all our key staff workers are able to return to support pupils, we are aware that some of the settings their children attend are not reopening yet, and so we need to ensure we cater for these staff where we are able.

8. Key worker parents whose children's Year Groups are not yet returning are requested to continue with bookings through our dedicated line ([covidsupport@princesmeadschool.org.uk](mailto:covidsupport@princesmeadschool.org.uk)).
9. Key workers whose children are in Reception, Year 1 and Year 6 are expected to return to our on-site provision.

#### PHASE 4 - CONTINUING THE DELIVERY OF REMOTE LEARNING

1. Remote learning will resume on **Monday 1<sup>st</sup> June** and will focus on four areas:
  - a. Years 2 – 5 who remain at home;
  - b. Staff teaching pupils on-site but who cannot enter their bubble group and therefore need to deliver this remotely from home or a neighbouring classroom.
  - c. For pupils remaining at home because they, or a family member in their home, is classed as clinically extremely vulnerable due to pre-existing medical conditions who have been advised to shield.
  - d. Whilst the staffing requirement to deliver both remotely and on-site to smaller groups means teachers are extremely stretched at this time, we are mindful of delivering appropriate focus to Year 5 in preparation for their senior school entry examinations in January.
2. As on-site teaching provision resumes on **Monday 1<sup>st</sup> June**, remote learning will discontinue for all pupils in Year R, Year 1 and Year 6 with the exception of pupils who are, or living with family members who are, classed as clinically extremely vulnerable. Unfortunately, we are unable to deliver provision for both on-site and remote teaching due to resourcing new government measures at this time.
3. The Technical Support Team ([techsupport@princesmeadschool.org.uk](mailto:techsupport@princesmeadschool.org.uk)) will continue their remote support to families until remote learning stops or until a time when it cannot be resourced effectively.
4. A full revised timetable for remote and on-site learning can be found here.

## **PHASE 5 - ANTICIPATING A FULL RETURN OF ALL PUPILS BEFORE THE END OF TERM**

1. The Government's ambition is to bring all primary year groups back to school before the summer holidays, for a month if feasible. There is of course no guarantee that this will happen as it will depend on the medical advice.
2. We have not received any indications as to what the government's plans will be in respect of the next phase of the reopening but we anticipate new arrangements will need to be made to ensure we can accommodate any new guidance as much as we are able with the resources available to us.

## **PHASE 6 - DELIVER A SUSTAINABLE MODEL FOR STAFF FOR AN EXTENDED TERM**

1. We are mindful of the extraordinary commitment of staff, many of whom have sacrificed their Easter and half-term holidays to ensure we deliver on our commitment to our pupils and families whilst also offering their support to an extended term.
2. We have identified the following principles to support the wellbeing of our staff in light of our planning to keep the school open until **Friday 31<sup>st</sup> July**:
  - a. Planning will be based on the demand for this provision from our families, so as to reduce operational demands where this is not required;
  - b. Ensuring we do not deviate from government guidance;
  - c. Giving staff the opportunity to work this extended period on a voluntary basis wherever possible;
  - d. Recognising pre-booked staff holidays, mindful that we anticipate a further easing of restrictions on travel;
  - e. Circulating staff on a rotation basis;
  - f. Ensuring staff have an opportunity to rest from the challenges of working throughout the Covid-19 lockdown period;

## COORDINATING ARRANGEMENTS

### 1. Drop Off & Collection Times & Locations

If families are arriving with siblings, we ask that you drop off and collect only at the specific times below. The car park is reserved for these families and for parents of Nursery children only. With the exception of Nursery children, we request that you drive to the specific location below, rather than allow your child to walk across from the car park. It is really important the children do not come into contact with other children who are not in their bubble.

Bubble Group	Drop-off Time	Drop-off Location	Pick-up Time	Pick-up Location
<b>Key Workers</b>	8.00am	Portico	4.00pm	Portico
<b>RO</b>	8.15am	Netball Court	3.45pm	Netball Court
<b>RL</b>	8.15am	Portico	3.45pm	Portico
<b>6 - Pioneers</b>	8.15am	Lower Field	4.00pm	Lower Field
<b>6 - Explorers</b>	8.15am	Lower Field	4.00pm	Lower Field
<b>6 - Adventurers</b>	8.15am	Lower Field	4.00pm	Lower Field
<b>N</b>	8.30am	Car Park	3.30pm	Nursery Door
<b>1H</b>	8.45am	Netball Court	4.00pm	Netball Court
<b>1W</b>	8.45am	Portico	4.00pm	Portico

### CLASSES

- Your child will be allocated to a group of children in their class or year group (a 'bubble') of no more than 15 pupils.
- At least one teacher will be allocated to each bubble and support staff will be there to support or lead groups where necessary, under the direction of a teacher. If there are any teachers absent at any time, Teaching Assistants will be allocated to lead a group, working under the direction of a teacher.
- Wherever possible, pupils and staff within a bubble will not come any closer than 2m to those in any other bubble during the day.
- The Government has stated that it will review advice on class sizes as and when the science indicates it is safe to invite more children back. We will only consider future changes if we are confident we can deliver them safely to the whole community.

1. **Site Security.** Parents are asked not to access any school building and we ask that you leave your car only if your child needs assistance with exiting the vehicle. We ask that you do not approach staff and return to your vehicle straight away, exiting the site immediately after drop-off and collection. Whilst we would love to stop and chat, we know that you will understand that the health and safety of the school community determines that we are not able to return to our usual warm welcome just yet.
2. **Transport.** In line with government guidance, our transport service will not be in operation for this first phase of return. However, you will spot the cheery smiles of the drivers as they manage on-site traffic under our new arrangements. We are encouraging parents and children to walk or cycle to school where possible. For those pupils cycling to school, bicycles can be left in the minibus parking area during the day or, if your child is in Year 6, their drop-off point in the lower field.

## **PUPILS**

3. **Handwashing.** We ask that pupils wash their hands at home just before leaving for School each day. All pupils will be asked by their bubble leader to wash their hands when they have arrived at school, enter any building from outside and at other regular times, including lunch. Hand moisturiser will be available for children. Hands must be sanitised before leaving the building to go home.
4. **Safeguarding.** Our Safeguarding and Child Protection Policy has been updated to reflect Covid-19 and the unique circumstances we have and continue to work under.<sup>1</sup> This is available on our website.
5. **Uniform & Equipment.**
  - a. Uniform is preferable but not essential; the priority is that they come in to school each day in clean clothes.
  - b. School bags are not required.
  - c. Your child's water bottle should be brought in daily (cleaned, washed and filled please)

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- d. They should also bring in a clearly labelled waterproof jacket.
- e. Reading book – your child should bring in a book on their first day that will then remain in school as a school reading book.
- f. We ask that your child’s stationery is placed into a named, re-sealable sandwich bag that will remain in school. They should contain:
  - i. Reception: colouring pencils, felt tips, glue stick, rubber and a sharpener (a writing pencil will be provided by school.)
  - ii. Year 1: Stabilo writing pencil (as described on the school stationery list) colouring pencils, felt tips, glue stick, rubber and a sharpener.
  - iii. Year 6: a fountain pen with spare cartridges, two pencils, sharpener, rubber, ruler and colouring pencils.

As ever, please also ensure that each item is clearly named.

**6. Lunch.** We are delighted to be reopening our kitchen from **Monday 1<sup>st</sup> June**.

Different arrangements are in place to prioritise the safety and welfare of children and staff including staggered lunch times, reduced numbers of pupils on each table, social distancing between bubbles and different entry and exit points for different year groups.

**7. Year 6 Bubble Groups**

	Pioneers (Room 27)	Explorers (Room 26)	Adventurers (Science Room)
1	Amina Ahmed	George Atkinson	Thea Astur
2	Eloise Beardmore-Gray	Chloe Davis	Maddie Burgess
3	Anna Dale-Smith	Jonathan Elliot	Ruby Funnell
4	Otto Levy	Will Tarmey	Rosie Lachlan
5	Oliver Lynn	Ben Batistich	Nell Priddle
6	Daisy Hill	Amelia Karoly	Daisy Waring
7	Jonah Watson	Anthony Shambrook	Martha Barber
8	Felicia Perella	Reuben Tucker	Ela Ozgen
9	Peter Mayes	Stanley Vaughan	Maisie Griffith
10	Cecilia Fletcher	Ellena Murphy	Jesse Watkins
11	Clara Boyd	Elsa Richardson	Afi Norgbey
12	Ava Tarry	Noah Lea	-
13	Theo Vincent	Tom Griffey	-
14	-	Jacob Watson	-

## STAFF

### 1. Staffing of pupil groups.

Each bubble will be supervised by the following staff:

Bubble	Staff	Location
<b>N</b>	Miss Maddy	Nursery
	Miss Brewer	
	Mrs McMillan	
<b>RO</b>	Mrs O'Siochain	RO Classroom (Coach House)
	Mrs Edmunds	
<b>RL</b>	Mrs Leonard	RL Classroom (Coach House)
	Mrs Boylin	
<b>1H</b>	Miss Hodson	1H Classroom
	Mrs Stevenson	
	Miss Wooster	
<b>1W</b>	Mrs Watts,	1W Classroom
	Mrs Little (Monday)	
	Mrs Baines	
<b>Key Worker children</b>	Mrs Thacker	Room 9
	Miss Stares	

	<b>Year 6 Pioneers</b>		<b>Year 6 Explorers</b>		<b>Year 6 Adventurers</b>	
	8.15am – 12.45pm	12.45 - 4.00pm	8.15am – 12.45pm	12.45 - 4.00pm	8.15am – 12.45pm	12.45 - 4.00pm
Mon	Mlle Martin	Mrs Wilkinson	Mrs Thomas	Mrs Jones	Mrs Lancaster	Mrs Small
Tue	Mlle Martin	Mrs Wilkinson	Mrs Thomas	Mrs Jones	Mrs Lancaster	Mrs Small
Wed	Mr Greenaway	Mrs Little	Ian Thomas	Mrs Arkley	Mrs Small	Mrs Mant
Thu	Mrs Wright	Mr Greenaway	Jan Lyon	Mr Thomas	Miss Williams	Mrs Small
Fri	Mr Greenaway	Mrs Little	Mr Thomas	Mrs Arkley	Miss Williams	Mrs Mant

2. **Health.** A few members of staff are not able to return onsite at Prince's Mead on Monday 1<sup>st</sup> June due to certain requirements to self-distance at home.  
Thank you for your understanding on these confidential matters.
3. **Dress code.** You will notice that staff have a more relaxed dress code, not just to put children at ease on their return but in line with our increased hygiene arrangements for staff.

## **HEALTH & SAFETY**

1. **Social distancing.** The Government advice recognises that children cannot be expected to remain 2 metres apart from each other and staff. However, we will be doing all we can to keep bubbles apart during the day. Within bubbles, desks in classrooms will be spaced as far apart as possible and all outside recreation areas for each bubble will be at least 2m apart from other bubbles
2. **Movement around the school.** There are a number of changes to movement in and around the school:
  - a. **Year 6.** Year 6 bubbles will have specific routes to/ from the School from the lower field (drop off/ collection point). Pupils will be guided through this by staff next week, once bubble leaders have gathered their bubble groups in separate locations at drop-off.
  - b. **Classrooms.** Classrooms will be accessed by their bubble groups directly from outside wherever possible. Some of the specialist classrooms in Worthy Park House (Digital Learning, MFL, Learning Support, Peripatetic Music rooms) will not be in use for the first phased return of pupils. However, where appropriate, these lessons will be beamed into bubble classrooms.
  - c. **Loos.** We have dedicated locations for each year group for loos.
  - d. We have considered a one-way system around the corridors of Prince's Mead but we have judged this is not suitable and will potentially increase any risk of transmission by encouraging footfall to areas of the School that do not require it. We are also blessed with plenty of space in and around the school at this point in time.

3. **Risk Assessments.** Our risk assessments directly address those risks associated with coronavirus, to ensure that sensible measures are in place to control those risks for children and staff.

#### 4. **Medical**

a. The following measures have been implemented:

- i. avoiding contact with anyone with symptoms (any pupils displaying a new continuous cough, high temperature, or loss of, or change in, normal sense of taste or smell), to be achieved by self-isolating any pupil as set out below;
- ii. frequent hand cleaning;
- iii. minimising contact and mixing. We will achieve this and reduce transmission risk by:
  - ensuring children, and staff where possible, only mix in a small, consistent group (a ‘bubble’) including on subsequent days;
  - ensuring each bubble stays away from other people and groups;
  - ensuring that each Year group is allocated their own loos wherever possible and, where this is not possible, to only use loos at times when children from other bubbles are not using them:
    - Year 6: Sports Hall changing rooms
    - Reception, Year 1: Coach House
    - Key Worker Children: Tunnels
    - Nursery: Nursery loos
  - ensuring that wherever possible pupils use the same classroom or areas throughout the day, with a thorough cleaning of the rooms at the end of the day;
  - Spacing classroom desks as far apart as possible;
  - Keeping bubbles at least 2m away from other people and groups, although the Government determine that “brief, transitory, contact such as passing in a corridor is low risk”;

- Staggering lunch times;
- Staggering drop-off and collection times;
- Ensuring strict protocols relating to drop-off and pick-up that minimise adult to adult contact;
- Ensuring that multiple bubbles do not use play areas simultaneously;
- removing unnecessary items from classrooms where there is space to store it elsewhere;
- removing or restricting access to soft furnishings, soft toys and toys that are hard to clean;
- Extra signage displaying Government advice present around school.
- Doors labelled to identified specific entry/ exit points to the Dining Hall for each year group.
- A self-declaration form will be completed by all pupils and members of staff before they return on Monday 1<sup>st</sup> June.
- Daily briefing for pupils by bubble teacher to include hygiene methods.

**b. Response to a pupil or member of staff displaying symptoms.**

If a child or staff member is displaying symptoms they will be sent home immediately:

- i. Any pupil or member of staff who falls ill within the school day will leave the site as quickly as possible.
- ii. When awaiting collection, they will be moved into our self-isolation room, with appropriate supervision from Matron if required.
- iii. If they need to go to the loo while waiting to be collected, they will use a separate facility at the top of Worthy Park House if possible.
- iv. The area will be cleaned and disinfected using standard cleaning products before being used by anyone else.

- v. PPE will be worn by Matron while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child). Please be reassured that such an event will be managed with the upmost sensitivity and reassurance to the child.
- vi. In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.
- vii. If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They will be advised to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The area will be cleaned with normal household disinfectant after someone with symptoms has left in order to reduce the risk of passing the infection on to other pupils and staff.

5. **Testing.** Staff and pupils will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. The secure employer referral portal allows us to refer staff who are self-isolating either because they or member(s) of their household have coronavirus symptoms, for testing. If referred through this portal, staff will receive a text message with a unique invitation code to book a test for themselves (if symptomatic) or their symptomatic household member(s) at a regional testing site. A negative test will enable pupils to get back to PMS. A positive test will ensure rapid action to protect their classmates and staff in their bubble by isolating them for the recommended time. Whilst always respecting medical confidentiality of pupils, we will naturally inform parents if there has been a child displaying symptoms or who has received test results in your child's bubble so you can make an informed choice.

- a. **Clinical vulnerabilities.** Matron has been available for members of the school community to discuss guidance around clinical vulnerabilities.
  - i. Clinically vulnerable. For pupils living with someone who is clinically vulnerable (but not clinically extremely vulnerable),

including those who are pregnant, they can attend Prince's Mead.

- ii. Clinically extremely vulnerable. Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions are expected to shield and we do not expect people in this category to be attending PMS. If a child lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, it is advised they only attend if our stringent social distancing can be adhered to and if they are able to understand and follow those instructions. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

b. **Protective Measures.** The following protective measures have been put in place by the Estates Team:

- i. Cleaning is carried out daily following Public Health England guidelines;
- ii. Particular focus is placed daily on disinfecting commonly touched areas such as door handles, hand rails and loos;
- iii. Where required, outside equipment will be sanitised daily using backpack sprayers;
- iv. Cleaning wipes will be available to all classroom for teaching staff to use throughout the day;
- v. The Estates Team have a reactive cleaning team during the school day, to deep clean and disinfect any classroom where necessary;
- vi. The whole school has been deep cleaned over Easter and half-term

**PPE.** The Government guidance is clear that PPE is not needed in School. However, we hold sufficient PPE supplies if needed for the purposes of caring for a child should they display coronavirus symptoms.

## **FURTHER READING**

1. Coronavirus (COVID-19): getting tested
2. Stay at home: guidance for households with possible coronavirus (COVID-19) infection