

**UPDATED 10.03.2021**

## **Sparsholt Primary School Risk Assessment and Plan for Full reopening from 8th March 2021.**



This risk assessment and plan is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"From the 8<sup>th</sup> March, all pupils should attend school."

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools must thoroughly review their health and safety risk assessments and plans for the return in March that address the risks identified using the [system of controls](#). These are an adapted form of the system of protective measures that will be familiar from the Autumn term.

**The following risk assessment outlines relevant detail from the government's guidance with further detail about how Sparsholt Primary School will adopt measures and ensure compliance to the statutory elements within. The aim of this is to minimise the risks, whilst acknowledging that we can't negate them entirely.**

*All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstance. The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.*

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how Sparsholt Primary School has made them appropriate to our specific context and circumstance.

### **"System of controls"**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

### **Prevention**

#### **Schools must always:**

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

**In specific circumstances:**

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

**Response to any infection****Schools must always:**

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

Numbers 9-11 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Documents used to inform our planning:

- **School coronavirus (Covid-19) operational guidance – February 2021**  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)
- **Stay at home guidance for households with possible Covid -19 - Updated 15<sup>th</sup> February 2021**  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- **Safe working in education, childcare and children's social care – Updated 1<sup>st</sup> March 2021**  
<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>
- **COVID 19- cleaning in non-healthcare settings – Updated 16<sup>th</sup> October 2020**  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **Guidance for the management of outdoor playgrounds – Updated 28th January 2021**  
<https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>
- **HIAS document: Discussion tool: Strategic planning to support the recovery of schools – COVID-19 pandemic. Primary- Published 12<sup>th</sup> May 2020**
- **Remote Education Good Practice – Updated 27<sup>th</sup> October 2020**  
<https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice>

# Risks and prevention methods:

## Section 1: public health advice to minimise coronavirus (Covid-19) risks.

Risk:	<ul style="list-style-type: none"> <li>Contact with someone suffering from coronavirus</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Systems of control	Action	Notes:
<p><b>Prevention</b></p> <p><b>1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.</b></p>	<p><b><u>Protocol for dealing with a pupil/ staff member with symptoms of Covid 19 Illness /Household members exhibiting Coronavirus symptoms/Positive test result within the household.</u></b></p> <ul style="list-style-type: none"> <li>Children and staff must <b>NOT</b> attend school if they or a member of their household has symptoms of coronavirus, or have received a positive coronavirus test result. Pupils and staff must also not attend school if they are required to quarantine having returned recently from countries outside the Common Travel Area or have been instructed to self-isolate by NHS Track and Trace..</li> <li>If children arrive at school with symptoms they will be immediately sent home.</li> <li>Parents have been advised to be vigilant about symptoms to minimise the spread of the virus in the school.</li> <li>If a child develops symptoms whilst at school, they will be taken to the entrance foyer. Doors will be opened to allow sufficient air flow.</li> <li>The member of staff who is treating the child will put on PPE to ensure they are protected.</li> <li>Parents will be telephoned and asked to collect their child immediately.</li> <li>Anyone who has come into contact with the child will be advised to follow good hygiene rules and items the child has used and the area they have been working in will be thoroughly disinfected.</li> <li>In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult. If contact with the child or young person is necessary or a distance of 2m cannot be adhered to, then disposable gloves, a disposable apron, a fluid-resistant surgical face mask and visor should be worn by the supervising adult. Packs containing all of these items are stored in the entrance foyer along with other first aid equipment. Additional PPE stock is stored at the top of the stairs by staff room.</li> <li>The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</li> <li>If a child falls ill and needs the toilet, they will be directed to use the toilet in Willow class. They will enter Willow class through the door at the front side of the school to negate the need to go through the classroom. Once the child is collected, both rooms (entrance hall and toilet if used) will be thoroughly cleaned by a member of staff wearing full PPE and using disinfectant. These areas will be re-cleaned by the school cleaner.</li> </ul>	

- The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough.

**What happens if there is a confirmed case of coronavirus in school?**

- When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home, advised to get tested and told to self-isolate for 10 days or until they receive a negative test result.
- Their fellow household members should also self-isolate whilst awaiting the result of this Covid test and if positive remain in isolation for the 10 days unless they themselves subsequently develop symptoms at which point they should restart their 10-day isolation period from that point.
- All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.
- Where the child or staff member tests positive, the health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
- The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, 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:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
  - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
  - been within 1 metre for 1 minute or longer without face-to-face contact
  - sexual contacts
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane
- The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups
- The other household members of that wider bubble do not need to self-isolate unless the child, or staff member they live with in that group subsequently develops symptoms.

This is why it is so important to not mix with other children and adults outside of a bubble – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.

	<p><b>If there is a case of COVID-19 the school will contact</b> the DfE's helpline and who will then direct the school to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases.</p> <p>This service can be reached by calling <b>Department for Education coronavirus (COVID-19) helpline on 0800 046 8687 and selecting option 1</b>. This option will take the school through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with the school to identify close contacts, and will inform the school what action is needed based on the latest public health advice. Advisors will be responsible for referring more complex cases to the PHE regional health protection team, as necessary, following a triaging of the schools circumstances during the call</p>	
<b>Risk:</b>	<ul style="list-style-type: none"> <li>• Airborne Transmission</li> </ul>	Notes
<b>Prevention</b>  <b>2. Ensure face coverings are used in recommended circumstances.</b>	<ul style="list-style-type: none"> <li>• Currently, the Government is not advising the wearing of face masks for primary school age children.</li> <li>• At Sparsholt, staff have been asked to wear face coverings when moving about the school especially where social distancing is not easily possible and have been given the option to wear a face covering in the classroom especially when working with small groups or 1:1 where they are in particularly close contact.</li> </ul>	
<b>Risk:</b>	<ul style="list-style-type: none"> <li>• Inadequate Hand Washing/Personal Hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• Notes</li> </ul>
<b>Prevention</b>  <b>3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.</b>	<ul style="list-style-type: none"> <li>• Adults and children are to wash their hands on the following occasions:</li> <li>• Entry to school</li> <li>• Before/after break times</li> <li>• Before lunch</li> <li>• After lunch</li> <li>• Before leaving school</li> <li>• Anytime that they visit the toilet or cough/sneeze in to their hands</li> <li>• And any additional times as directed by the teacher.</li> <li>• Additional hand sanitisers are available in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene as a 'pinch point' in the school. It is the senior admin officer's responsibility to make sure that adequate supplies of hand sanitiser are purchased and to check the hand sanitisers in each room each night.</li> <li>• All staff have been provided with bottles of hand sanitiser which attach to their lanyards to enable them to sanitise their hands when touching surfaces, doors, keypads etc.</li> <li>• Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands. Children may also use moisturiser supplied from home when required.</li> </ul>	

	<ul style="list-style-type: none"> <li>Hand hygiene protocols are to be re-visited regularly when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.</li> </ul>	
<b>Prevention</b>  <b>4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</b>	<ul style="list-style-type: none"> <li>Children will be reminded of the posters around school that encourage them to catch it, bin it and kill it.</li> <li>Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown into the lidded bins in each classroom or toilets and hands must be cleaned afterwards.</li> <li>Where pupils have complex needs that mean they struggle to maintain as good respiratory hygiene as their peers (spitting etc.) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks.</li> </ul>	<i>All classrooms have lidded bins for the disposal of tissues etc.</i>
<b>Risk:</b>	<ul style="list-style-type: none"> <li>Inadequate Cleaning/Sanitising</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Prevention</b>  <b>5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b>	<ul style="list-style-type: none"> <li>At regular points throughout the school day, adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment. It will be stored appropriately within the classrooms. The senior admin officer is responsible for checking each of these every night to ensure that they are adequately stocked however class teachers should inform the Senior Admin officer if they are running low.</li> <li>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly. This is particularly important due to the limited number of toilets on site.</li> <li>The school's cleaner will be employed for an additional hour in the school day to undertake enhanced cleaning of toilets, sinks, touch points etc.</li> <li>If we are required to clean an area after a positive case of coronavirus has been identified, we will follow the guidelines (<a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</li> </ul>	

<b>Risk</b>	<ul style="list-style-type: none"> <li>• Shared Resources</li> <li>• Staffing &amp; Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors</li> <li>• Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed</li> <li>• Social Distancing Measures Not Followed During Travel to and from School</li> <li>• Inadequate Cleaning/Sanitising</li> </ul>	
<b>Prevention</b>  <b>6. Minimise contact between individuals and maintain social distancing wherever possible.</b>	<ul style="list-style-type: none"> <li>• The purpose of ‘bubbles’ is to minimise contacts and mixing between people, reducing the transmission of coronavirus. Sparsholt Primary School will do everything we can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible.</li> </ul> <p><b><u>Grouping the Children</u></b></p> <ul style="list-style-type: none"> <li>• There has been recognition from the DfE that younger children cannot easily distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.</li> </ul> <p>The DfE guidance reads as follows:</p> <p><i>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining the distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> <li>• <i>pupil’s ability to distance</i></li> <li>• <i>the layout of the school</i></li> <li>• <i>the feasibility of keeping distinct groups separate while offering a broad curriculum.</i></li> </ul> <p><i>Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</i></p> <ul style="list-style-type: none"> <li>• In order for school to offer the full range of curriculum subjects, including the early year foundation stage curriculum, our bubbles will be whole class bubbles:</li> <li>• Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. The guidance also advises that siblings</li> </ul>	



may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.

- The guidance permits teachers and other staff to operate across different classes and year groups in order to facilitate the delivery of the curriculum but has advised that these staff should follow good hygiene protocols and try to maintain a distance of 2ms whenever possible. The guidance does recognise that this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.

### **The arrangements are as follows and are designed to limit contact between individuals:**

#### **School day:**

- The school will be open from 8.40 to 3.30pm from Monday to Friday and will provide after school care from 3.30pm to 5.30pm Monday to Thursday.
- All teaching staff are by law required to receive PPA release time per week which equates to 10% of their teaching time. This will be covered by a designated member of staff (sports coach / HLTA etc.) The guidance now permits staff to move between bubbles if needed so PPA will be provided in the normal way pre Covid19 although measures have been introduced to try to limit the introduction of new adults into bubbles where possible.
- Large gatherings will need to be avoided such as whole school Worships – Worship will be class based.
- Children should not sing during worship or during other curriculum subjects unless following advice regarding adequate ventilation and social distancing.

#### **After School Club / Clubs**

- The school will start to offer After school clubs but will try to reduce the number of pupils mixing between bubbles to limit transmission.
- After School Care
  - Whilst numbers permit, the children will remain in one room but will be expected to remain in their class bubbles. When numbers increase, the school will divide the children into two groups, one made up of three of our class bubbles, and the other made up of the remaining two. Which bubbles go in which group will be dependent on numbers. Groups will be in separate rooms when indoors.
  - In each group, the children will be expected to remain with the children from their class bubble and not mix in close proximity with children from other bubbles. This is essential to ensure the integrity of our day to day class bubbles.
  - Whilst the weather allows, the majority of activity will be based around outdoor play. When the children are indoors, the room they are in will be divided into sections for each bubble and activities provided. Children will need to remain in their zone.

- Clubs run by outsider providers will run but only after they have produced a risk assessment showing how they can be safely run whilst adhering to social distancing and in line with our bubble approach (this could include zoning areas to try to limit bubbles mixing).

### **Transport to school**

- Per Government advice, parents have been informed to avoid the use of public transport including coaches, buses etc. Hampshire Transport will be offering eligible parents the opportunity to use the school coach if needed. Children will be advised to sit in class bubbles on the transport and distance if possible. Children over 11 years old will be advised to wear a face covering on the bus.

### **Bubbles**

The school will have 5 bubbles – one for each class as follows:

<b>Year Group/Class</b>	<b>Numbers</b>		<b>Main Staffing</b>	<b>Location</b>
Year R/1 Willow	24	am	Mrs Wollam/Mrs Wall + Mrs Williams	Willow
		pm	Mrs Wollam/Mrs Wall + Mrs Williams	Willow
Year 1 / 2 Beech	29	am	Miss Barber + Miss Thompson/Mrs Leitzel	Beech
		pm	Miss Barber + Miss Thompson/Mrs Leitzel	Beech
Year 3 Maple	19	am	Miss Burbridge + Mrs Stagg/Mrs Moody	Maple
		pm	Miss Burbridge + Mrs Moody	Maple
Year 4/5 Rowan	30	am	Mr McGettigan + Miss Archer + Mrs Clark	Rowan
		pm	Mr McGettigan + Miss Archer	Rowan
Year 5/ 6 Oak	32	am	Mrs Gwilliam + Miss Bell	Oak
		pm	Mrs Gwilliam + Miss Bell	Oak

### **Pick up and drop off**

**Staggered pick up and drop off by group.**

<b>Group</b>		
	<b>Drop off between</b>	<b>Collection</b>
KS1 – Willow and Beech	8.50am and 9.00am	3.10pm
KS2 – Maple, Rowan and Oak	8.40 and 8.50am	3.30pm

**Drop off: (Only Pupils will be allowed on site)**

- Willow class to enter through the front gate for drop off and go straight into class through Willow class side door.
- Beech class to enter through the back gate at drop off and go straight into class through Beech class back door.
- Maple class to enter through the front gate at drop off and go down the main corridor straight into class.
- Rowan class to enter through the back gate at drop off and go straight into class through Rowan class back door.
- Oak class to enter through the back gate at drop off and go straight into class through Oak class back door
- A member of staff will be on each gate to ensure children get safely from the gate into their classrooms.
- Children and Parents have been advised not to mix with children from other bubbles when waiting and they should ensure they maintain social distancing protocols.
- Parents must wear a face covering at drop off.

**Collection:**

- Children in Willow class to be collected from the front gate.
- All other teachers to bring their bubbles to the field at allocated times for collection by parents
- Parents to wait in socially distanced manner on the field
- Parents must wear a face covering at pick up
- Parents to leave as soon as children have been collected
- Parents must keep their children with them at all times and not allow them to mix with other children.

**Parents/Visitors on site:**

- No parents will be allowed on site
- If parents need to speak to the Office or teaching staff they will need to do this by telephone or email or outside of the front gate whilst maintaining social distancing.
- Visitors will be kept to a minimum. If it is essential to have visitors on site then social distancing and hygiene protocols must be followed and if possible meetings should be scheduled to happen outside of school hours. Educational professionals will be permitted in school hours.
- Any visitors must be made aware of school procedures and they must adhere to them. The school office team will be responsible for ensuring that all visitors to the school are aware of these procedures.
- A record of all visitors must be kept by the admin team to support NHS Test and Trace.
- Once the status of Covid 19 has been assessed, if safe to do so volunteers can come into school but must remain with the same bubble and remain 2m apart from the children and other staff.

**Arrangements for break and lunchtime – 2 groups – staggered break times and lunchtimes****Playtimes:**

Some bubbles will share a joint playtime and lunchtime slot.

The playground and field will be divided and each section used by a different bubble.

Staff from the bubbles will use a rota to supervise (but not interact with) groups whilst others have a short break.

*Rotas have been provided for break and lunchtime supervision and allocations of space.*

**Lunchtimes:**

- Lunches will be available from the school kitchen and these will be brought into the school building by members of staff.
- All groups will eat lunch in classrooms.
- To enable staff to have a break the same arrangements as for break supervision will be used.

**Movement around the school premises.**

- Once children enter the building with their class teacher, movement will be limited. Children will only be able to leave the classroom unaccompanied to use the toilets. This will be monitored to ensure groups of no more than 2 use the toilets at one time.
- Appropriate signage is in place to clarify social distancing.
- Pinch points and bottle necks have been identified and managed accordingly.
- Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round.
- Transitions are staggered to avoid overcrowding (see arrangements for drop off, pick-ups, lunch, break time.)
- Pupils will be regularly briefed regarding observing social distancing guidance.

**Measures within the classroom**

- Adults will encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another.
- Children with additional needs will continue to receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.
- Classrooms have been adapted to support distancing where possible. If tables are used, they will, where possible, be organised so that children sit in small consistent groups and children will sit side-by-side. This approach will ensure that we can continue to offer access to continuous provision e.g. child initiated activities, when needed, support children's learning effectively in the primary classroom and ensure staff can safely support children whilst being able to move easily and safely around the classroom. All staff have been asked to consider the safest layout of their classroom whilst still enabling them to provide age appropriate provision and support.
- Staff will try to ensure that their classrooms only contain resources that they use for teaching and learning. Unnecessary soft toys and soft furnishings will not be returned to the classrooms until safe to do so.

**Willow Class - Foundation Stage:**

- Classroom staff will:
- Limit the furniture within the classroom to allow a good flow of children and adults around the setting.

- Limit the resources that children can access independently in order that regular and systematic cleaning can take place.
- Ensure all resources are returned to the correct place after each use to ensure systematic cleaning
- Ensure all challenge table surfaces can be wiped down throughout the day.
- Ensure children understand routines and expectations for the use of resources, as well as hand washing routines.
- Display visual resources for adults and children to explain the routines and procedures needed.
- Consider carefully which resources to place in the outside area – those selected should be easily disinfected and all staff and children must ensure that all resources are tidied away correctly at the end of each outdoor session so they can be cleaned.
- In organising the furniture ensure that the sink is readily available for children to use before they go out and when they come in, with the soap and paper towels being arranged to facilitate this.
- Willow class will not have formal work stations as this approach is not suitable for early years provision.
- They will adhere to strict hygiene measures for pupils, staff and resources to try and limit risk.

#### **Beech, Maple, Rowan and Oak:**

Classroom staff will:

- Each classroom has been set up to enable some social distancing and free movement around the classroom for staff.
- Staff should try and maintain distance from children where possible
- Staff should avoid face to face contact
- The tables will be set up to enable suitable educational provision.
- Children will remain in small consistent groups within the classroom where possible.
- Younger children will need to be supported to maintain distance and not touch staff where possible.
- Sitting on the carpet will be avoided to ensure children are not in close contact with each other. Where children do sit on the carpet, this will be for short periods of time and there will be space between them.
- Where practical, children will store all their equipment including lunch boxes, at their station to limit need for movement around the classroom and into shared areas.
- Children will come into school on the days they have PE dressed in their PE kits to alleviate the need for changing and bringing PE kits in from home.
- Classroom based equipment can be shared within a class bubble but must be cleaned regularly.
- In organising the furniture, teachers will ensure that the sink is readily available for children to use before they go out and when they come in, with the soap and paper towels being arranged to facilitate this.

### **Resources**

- Sharing of resources in school will be clearly planned to ensure they can be disinfected between uses.
- Sports / art /science equipment should be cleaned frequently and meticulously between bubble use OR must be left unused and out of reach for 72 hours.
- String bags are available so that items can be stored and washed easily between uses.
- Cleaning fluids that are safe for children are available so that items can be cleaned by staff in between uses
- Each child will be provided with a plastic wallet containing items of stationery that will be for their use only.
- Laptops and iPads will be wiped down using antibacterial wipes in-between uses.
- Each area has been looked at and unnecessary equipment removed and stored which could be a transmission points e.g. soft furnishings etc.
- Where practical, children will store all their equipment including lunch boxes at their station.
- Children will be told that they need to ask the teacher/LSA to access materials rather than children to access these independently.
- Classroom based equipment can be shared within a class bubble but must be cleaned regularly.
- Visual resources will be displayed for adults and children to explain the routines and procedures needed.
- Children's access to other resources will be limited and they will only use those that can be readily cleaned

### **Reading / library Books**

Children will be able to take reading books and library books home but to limit the risk of spread of the virus the following protocols will be adhered to:

- **EYFS / KS1:**
  - Staff will allocate suitable reading books for each child
  - These books will be placed in a plastic wallet before going home. Staff members who touch these books will ensure they have thoroughly washed their hands before placing books into the wallets.
  - Once the books are returned they will be placed in an allocated 'quarantine' box and left for 72 hours before being returned to the shelves / library.
- **KS2:**
  - Children will be able to use the online 'Librosoft software' with support of the class teachers and librarians to choose suitable reading books from the library selection.
  - These books will be placed in a plastic wallet by the librarian who will ensure they have thoroughly washed their hands prior to handling these books.
  - On return, these books will be placed in an allocated 'quarantine' box and left for 72 hours before being returned to the shelves / library.

**CHILDREN WILL NOT BE ABLE TO USE THE LIBRARY.**

**NO BOOKS MUST BE LEFT LYING AROUND IN THE LIBRARY.**

**All classes:**

- Wherever possible, staff should maintain a distance from the children and avoid face to face contact at child height
- Classroom staff should alert the Senior Admin Officer if supplies are running low and the Senior Admin Officer will ensure that all stocks in the school are kept high.

**Measures elsewhere**

- **Whole school gatherings:**

- There will be no whole-school events where children and adults are required to congregate.

- **Signage:**

- Signage has been produced and is displayed both inside and outside the school to encourage social distancing, remind parents and visitors as well as pupils.

- **Staff room and offices:**

- No members of staff will be allowed into the upstairs section of the office except SLT.
  - Only 1 member of staff should use the photocopier at any one time and it should be wiped down regularly using antibacterial wipes. Staff should not queue in that area.
  - Children will not be allowed in the office or photocopier room for any reason.
  - Children's movements around the school should be limited.
  - Clear Protocols have been written for the use of the staffroom by staff including only a maximum of 4 staff in the space at one time. Protocols have been clearly displayed

**Other considerations****Items from home**

- Children should not bring in items from home except their packed lunches and water bottles.
- Library books can be taken home but must be quarantined on return.
- Homework will be set on the VLE/Tapestry and can be sent back in virtually to avoid the need for homework books coming back and forth between school
- Children will come dressed in their PE Kits on the days they do PE to limit the need for PE Kits to travel between home and school.
- Coats will be kept with the child in their work space or where space does not allow – stored on specific pegs where children will be sent out in small groups to collect their items to limit close interaction.

**Teachers**

- Teachers can take books home (and return them freely) to assess or use to support planning etc. This is also true of library books. Staff should however ensure good hand hygiene when touching books.

**Play equipment**

- Use of outdoor play equipment will need to be limited due to a limited ability to ensure it will be able to be properly cleaned in-between groups.

**Use of outside areas**

- Field will be divided into sections to allow Bubbles to use the field space safely
- Playground will be used by a maximum of two bubbles at a time to allow suitable space.

**Pupils with SEND**

- Some pupils with SEND will need specific help dealing with the necessary changes to routine. The school have prepared various resources including social stories which will be used to meet these needs.



Risk	<ul style="list-style-type: none"> <li>Inadequate ventilation</li> </ul>	Notes
<p><i>Prevention</i></p> <p><b>7. Keeping occupied spaces well ventilated</b></p>	<ul style="list-style-type: none"> <li>Teachers will ensure that windows and doors are opened to ensure classrooms are well ventilated.</li> <li>In cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.</li> <li>Parents have been advised that children can wear additional clothing to ensure that they remain warm enough with this additional ventilation</li> </ul>	
Risk	<ul style="list-style-type: none"> <li>Inadequate Personal Protection &amp; PPE</li> </ul>	
<p><i>Prevention</i></p> <p><b>8. Where necessary, wear appropriate personal protective equipment (PPE).</b></p>	<p>PPE should only be used;</p> <ul style="list-style-type: none"> <li>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained</li> <li>when performing aerosol generating procedures (AGPs)</li> <li>where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used               <ul style="list-style-type: none"> <li>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:                   <ul style="list-style-type: none"> <li>Face masks</li> <li>Aprons</li> <li>Gloves</li> <li>Face shields (limited quantities)</li> </ul> </li> </ul> </li> <li>Children need to know that some adults might be wearing PPE and that it is 'ok'</li> </ul>	
<p><i>Prevention</i></p> <p><b>9. Promote and engage in asymptomatic</b></p>	<ul style="list-style-type: none"> <li>All staff at Sparsholt primary school have been provided with Lateral flow testing devices which they will be using on a twice weekly basis to try to limit the spread of the virus when asymptomatic.</li> </ul>	

testing where available.		
<b>Risk:</b>	<i>Inadequate response to infections</i>	
<b>Response to any infection</b>  <b>10. Promote and engage with NHS Test and Trace.</b>	<ul style="list-style-type: none"> <li>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</li> <li>They will be required to book a test if they or their child are displaying symptoms and provide details of anyone that they have been in close contact with if they were to test positive for coronavirus or be asked to do so by NHS Test and Trace</li> <li>Self-isolate if they have been in contact with anyone who has tested positive or if any of their household develops symptoms. They should follow the 'stay at home' guidance.</li> <li>Anyone who displays symptoms of coronavirus can and should get a test.</li> <li>If school thinks that the family of the symptomatic child/adult is unlikely to book a test appropriately or is unable to easily access one, we will provide a home testing kit. These are stored in the Head teacher's office. These kits will only be issued to families when authorised to do so by the head teacher or deputy head teacher.</li> <li>Contact with the symptomatic family will be maintained so that the school can respond appropriately to either a positive or a negative result.</li> <li>If the test result is negative, the child or staff member can return to school assuming they are well enough to do so.</li> <li>If the test result is positive, the child and family need to follow the 'stay at home' guidelines and must continue to isolate for at least 10 days from the onset of their symptoms and then only return to school if they don't not have symptoms other than a cough or loss of sense of smell/taste as these can last several weeks after the infection is gone. Other members of their household should also self-isolate for the full 10 days.</li> </ul>	
<b>Response to any infection</b>  <b>11. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</b>	<p><b>If there is a case of COVID-19 the school will contact</b> the DfE's helpline and who will then direct the school to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases.</p> <p>This service can be reached by calling <b>Department for Education coronavirus (COVID-19) helpline on 0800 046 8687 and selecting option 1.</b> This option will take the school through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with the school to identify close contacts, and will inform the school what action is needed based on the latest public health advice. Advisors will be responsible for referring more complex cases to the PHE regional health protection team, as necessary, following a triaging of the school's circumstances during the call.</p>	

	<ul style="list-style-type: none"> <li>• School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.</li> <li>• The admin team will prepare a report that shows the contact details of each member of the class bubbles to support the contact tracers.</li> <li>• School will inform parents of the infection but will not reveal the name of the infected child/adult.</li> <li>• Sparsholt Primary School will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.</li> </ul>	
<b><i>Response to any infection</i></b>  <b>12. Contain any outbreak by following local health protection team advice.</b>	<p>Keep in contact with the health protection team.</p> <p>If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a class bubble lockdown, a school closure or/and a mobile testing station being established in school.</p> <p>Testing will focus on the affected classes, and then the remainder of school if required.</p>	

## Section 2: School operations

Aspect of school	Action
<p><b>Transport</b></p> <p>There is a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> <li>by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only</li> <li>by public transport services, we mean routes which are also used by the general public</li> </ul>	<p><b>Wider public transport</b></p> <p>Sparsholt Primary School bus:</p> <ul style="list-style-type: none"> <li>Hampshire Transport provide the school bus for families in Crawley and Littleton.</li> <li>As this is dedicated school transport, children will be able to use the bus</li> <li>On entry to the bus, children sanitise their hands.</li> <li>Children will sit in their class bubbles when on the bus.</li> <li>The coach has clear signage as to where children from each class should sit</li> <li>At the current time, Face masks are not required for children under 11. Any pupils who are over 11 have been advised to wear a face mask on the bus.</li> <li>Children are registered in their bubble groups and enter the bus in those groups to avoid mixing.</li> </ul> <p><i>Senior Admin Officer telephoned 'Mervyn's coaches' to discuss seating arrangements for children on the bus so that they could (as much as is possible) remain in their class bubbles. Mervyn's have placed signs on the coach indicating where each bubble should sit.</i></p>
<p><b>Attendance</b></p> <p>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.</p>	<p><b><u>Attendance expectations</u></b></p> <ul style="list-style-type: none"> <li>The school will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support.</li> <li>The school will re-establish attendance routines as before i.e. will continue to record and monitor attendance as happened pre-Covid and any absence will be followed up.</li> <li>Where appropriate, the school will engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the local authority's code of conduct).</li> </ul>

<p>School attendance has therefore been made mandatory again from the 8<sup>th</sup> March 2021.</p>	<p><b><u>Clinically extremely vulnerable children and staff / Children shielding or self-isolating.</u></b></p> <ul style="list-style-type: none"> <li>• As the Government's knowledge of COVID-19 has grown, they now know that very few children and young people are at highest risk of severe illness due to the virus.</li> <li>• Doctors have therefore been reviewing all children and young people who were initially identified as clinically extremely vulnerable to confirm whether they are still thought to be at highest risk.</li> <li>• If parents have already discussed this with their child's doctors and they have confirmed the child is still considered clinically extremely vulnerable, the child should follow shielding advice.</li> <li>• Under the current national lockdown, children will learn remotely until 8 March, except for vulnerable children and the children of critical workers who may still attend school.</li> <li>• Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high. The school will make appropriate arrangements for your child to be able to continue their education at home.</li> <li>• Where a pupil is unable to attend school because they are complying with clinical or public health advice, we will immediately offer them access to remote education.</li> <li>• Where children are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.</li> </ul> <p><b><u>Children and families who are anxious about return to school</u></b></p> <ul style="list-style-type: none"> <li>• If parents/carers of children with significant risk factors are concerned, then school will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance.</li> </ul>	
<p><b><i>School Workforce</i></b></p>	<p><b><u>Staff who are clinically vulnerable or extremely clinically vulnerable</u></b></p> <ul style="list-style-type: none"> <li>• Sparsholt Primary School has planned to follow the full measures within the guidance, therefore most staff should return to the workplace as normal</li> <li>• Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past. Staff should talk to their employers about how they will be supported, including to work from home where possible, during the period of national restrictions.</li> <li>• All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.</li> <li>• Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend early years and childcare settings in line with current guidance.</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also.</li> </ul>	

**Supporting Staff**

- The HT and DHT ensure that staff have the opportunity to express any worries and concerns as part of staff meetings and informally.
- Regular training and reference to the importance of health and wellbeing is provided including displays up around the school as reminders.
- Staff have been signposted to the Education Support Partnership for additional needs.
- DHT is attending the Mind ED Training and is cascading this down to staff.

**Deploying support staff and accommodating visiting specialists**

- As per government guidance, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, teacher. This will become an important measure to reduce the necessity of bringing in agency staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason. However, the school will ensure this is not to the detriment of children with SEND.

**Supply teachers**

- Supply teachers will be used as a last resort to cover classes, however if required they will need to follow the school's system of controls for managing and minimising risk.

**Peripatetic teachers**

- The school do employ some peripatetic teachers. Those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.

**Staff taking leave**

- The government has set a requirement that people returning from some countries will be required to quarantine for 10 days.
- Where staff knowingly visit a country that requires them to quarantine after returning from holidays, they need to understand that any period of absence is not authorised given that they are knowingly becoming absent from work. No home-working role is available to those adults therefore staff would be determined as being absent without leave.
- Where a member of staff is already on holiday when quarantine restrictions change, they will not be penalised.

<b><i>Safeguarding</i></b>	<ul style="list-style-type: none"> <li>• All existing pre-covid safeguarding measures are in place as normal; the HT and DHT (both who are DSLs) will make contact with those children of families requiring additional pastoral support as a result of prolonged absence from school.</li> <li>• The timetable of ELSAs will be continually reviewed to see what support is needed at that point.</li> </ul>	
<b><i>Catering</i></b>	<ul style="list-style-type: none"> <li>• The school kitchen will be fully open.</li> <li>• Whilst policy and practices continue to embed, the kitchen will serve hot finger food. This will continue to be reviewed and eventually extend to full hot meals.</li> <li>• The needs of children with allergies will still be met by HC3S</li> </ul>	
<b><i>Lunch and break times</i></b>	See above	
<b><i>Estates</i></b>	<ul style="list-style-type: none"> <li>• The site manager will ensure that all building checks e.g. legionella, site security, are continue to be checked regularly.</li> <li>• All staff need to ensure that classrooms have good ventilation (open windows and doors whilst ensuring safeguarding is still adhered to (e.g. not propping open fire doors etc.).</li> </ul>	
<b><i>Fire Evacuation</i></b>	<ul style="list-style-type: none"> <li>• Fire Evacuation plan has been revised to take into account Social distancing issues with the previous muster points</li> <li>• Muster points are now on the field</li> </ul>	
<b><i>First Aid / Medical Room</i></b>	<ul style="list-style-type: none"> <li>• The entrance foyer will be used to administer first aid and to keep any person with a suspected case of coronavirus until they can be collected.</li> <li>• All soft furnishings have been removed and replaced with easily wipe-able surfaces</li> <li>• The entrance foyer allows good ventilation and can be shut off from the rest of the school</li> </ul>	
<b><i>Educational Visits</i></b>	<ul style="list-style-type: none"> <li>• The Government have advised against all education al visits at this time. This advice will be kept under review.</li> </ul>	
<b><i>After school provision</i></b>	<p><b><u>After School Club / Clubs – See Section 6</u></b></p> <ul style="list-style-type: none"> <li>• Clubs run by outside providers will run from the beginning of the Summer term but only after they have produced a risk assessment showing how they can be safely run whilst adhering to social distancing and in line with our bubble approach (this could include zoning areas to try to limit bubbles mixing)</li> </ul>	

### Section 3: Curriculum, behaviour and pastoral support

Aspect of school	Action
<p><b><i>Curriculum expectations</i></b></p> <p>The key principles that underpin government advice on curriculum planning are:</p> <p>Education is not optional: all pupils receive a high-quality education that promotes their development and equips them with the knowledge and cultural capital they need to succeed in life.</p> <p>The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p> <p>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.</p>	<p><b><u>CURRICULUM:</u></b></p> <ul style="list-style-type: none"> <li>• The school will continue to undertake a recovery curriculum having assessed the needs of the children to ensure knowledge and skills gaps are filled.</li> <li>• The staff have developed outlines for catch-up programmes in areas such as maths, reading and phonics where knowledge gaps, if not filled will cause issues with the teaching of the next year's objectives.</li> <li>• The school will continue to teach a broad and balanced curriculum to include all subject areas although priority will be given to areas where significant gaps have been identified.</li> <li>• Teachers will be using both formative and summative assessments to ascertain where children are and what the gaps are in their knowledge so that lessons can be planned and individualised interventions can be put in place for those children who require it.</li> <li>• Lesson planning will take into account the possibility of further lockdowns and will encompass remote learning approaches that will enable the continuation of new learning at home if schools are shut. This could include directing parents/children to online resources such as the OAK academy. BBC bitesize etc.</li> <li>• The school has developed a Remote Learning Contingency plan along with a Remote Learning policy to support children who cannot attend school due Covid 19 related issues.</li> <li>• <b>PE:</b> <ul style="list-style-type: none"> <li>○ Contact sports should be avoided.</li> <li>○ PE must take place in consistent groups</li> <li>○ All equipment must be thoroughly cleaned</li> <li>○ PE activities must allow for social distancing</li> </ul> </li> </ul>



<p><b><i>Specific points for early years foundation stage (EYFS) to key stage 3</i></b></p>	<ul style="list-style-type: none"> <li>For children in Reception, teachers will focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. Teachers will also assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary.</li> <li>For children in key stage 1 and 2, the school will prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so children read widely, and develop their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, music and the arts, physical education/sport, religious education, Key stage 2 languages and relationships and health education.</li> </ul>	
<p><b><i>Music</i></b></p>	<p>The school will follow the following DFE Guidance:</p> <p><b>Music teaching in schools and colleges, including singing, and playing wind and brass instruments in groups</b></p> <p>When planning music provision , schools should consider additional specific safety measures. There is some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Measures to take follow in the next sections.</p> <p><b>Playing outdoors</b></p> <p>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</p> <p><b>Playing indoors</b></p> <p>If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p> <p><b>Singing, wind and brass playing</b></p> <p>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation as described below can be maintained.</p> <p><b>Social distancing</b></p>	<p><i>The school is seeking further advice as to what if any instruments/activities could be taught on a whole class basis to limit the risk of the spread of the virus</i></p>

In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.

#### **Seating positions**

Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.

#### **Microphones**

Use microphones where possible or encourage singing quietly.

#### **Handling equipment and instruments**

Measures to take when handling equipment, including instruments, include the following.

#### **Handwashing**

Requiring increased handwashing before and after handling equipment, especially if being used by more than one person.

#### **Avoiding sharing instruments**

Avoid and equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets.

If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users, following government guidance on cleaning and handling equipment available at [working safely during Coronavirus](#).

Instruments should be cleaned by the pupils playing them, where possible.

#### **Handling scores, parts and scripts**

Limit handling of music scores, parts and scripts to the individual using them.

#### **Suppliers**

Consider limiting the number of suppliers when hiring instruments and equipment. Schools should agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument.

#### **Pick up and drop off points**

Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand.

#### **Individual Lessons:**

Social distancing will be maintained wherever possible, meaning teachers will not provide physical correction.

<b><i>Physical activity in schools</i></b>	<ul style="list-style-type: none"> <li>• PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease should be reduced in the outdoors however when they do take place indoors adequate spacing and ventilation will be provided.</li> <li>• The systems of control will still need to be applied during these sessions.</li> <li>• Children will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups.</li> <li>• Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result.</li> <li>• Hands must be washed thoroughly after completing a PE session.</li> </ul>	
<b><i>Pastoral support for staff and pupils wellbeing</i></b>	<p><b>Pupils</b></p> <ul style="list-style-type: none"> <li>• Teachers will continue to use SCARF materials and other resources to support children's well-being. Each class will have regular PSHE lessons using these resources to cover both the statutory curriculum and respond to concerns of individual children.</li> <li>• Staff will identify pupils who may require ELSA</li> <li>• The school have a KS1 and KS2 ELSA who have protected time to undertake ELSA sessions.</li> <li>• They may be offering support to different class bubbles but will maintain a social distance from the children they are working with, work in a well ventilated room, sit side by side rather than opposite and clean the furniture and resources before working with each child.</li> <li>• The school will signpost parents to additional support if needed including bereavement counselling services.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• HT to be proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff meetings will continue to include content on wellbeing.</li> <li>• Staff will continue to be signposted to resources that can assist with mental health and wellbeing.</li> </ul>	
<b><i>Behaviour expectations</i></b>	<ul style="list-style-type: none"> <li>• Classroom staff will ensure they teach children the rules for washing hands and create clear classroom routines, which must be followed at all times.</li> <li>• Children should also be taught to walk in quiet, straight lines when going to the field and must not touch surfaces.</li> <li>• When walking around the site (first thing in the morning or for playtime/lunchtime) the class must walk one behind the other, not touching surfaces as they move from one area to the other.</li> </ul>	

	<ul style="list-style-type: none"> <li>• When going to the toilet, children should walk directly to the toilet and not touch any unnecessary surfaces.</li> <li>• School staff should ensure all children know how to flush the toilet, turn taps on and off, access paper towels, and leave the toilets clean and tidy.</li> <li>• All children need to know they must stay in their bubble zone (classroom / outside area), unless accompanied by an adult</li> <li>• The school has shared again with parents and children the behaviour addendum written in response to Covid 19 to ensure the expectations are clear and supported by parents.</li> </ul>	
<b><i>Catch Up Support</i></b>	<ul style="list-style-type: none"> <li>• The school have received funding from the Government to support pupils in catching up with the learning lost during partial school closures. Details of the money received and how it will be spent can be found on the school's website. <a href="https://www.sparsholt.hants.sch.uk/web/covid-19_catch-up_funding_report">https://www.sparsholt.hants.sch.uk/web/covid-19_catch-up_funding_report</a></li> </ul>	
<b><i>Education, Health and Care Plans</i></b>	<ul style="list-style-type: none"> <li>• The school will work with the local authority, health partners and families to coproduce arrangements for delivering all therapies and support that would normally be in place for any of our children with EHC Plans where at all possible.</li> </ul>	

#### Section 4: Assessment and accountability

Aspect of school	Action	
<b>Primary Assessment</b>	<ul style="list-style-type: none"> <li>• The Government have cancelled the statutory Key Stage 1 and Key Stage 2 tests and key teacher assessments planned for summer 2021, including the Key Stage 2 tests in reading and mathematics.</li> <li>• The school will continue to use assessment during the summer term, using past test papers if deemed appropriate. This will inform teaching, enable the school to give information to parents on their child's attainment in their annual report, and support transition to secondary school.</li> </ul>	
<b>Governance</b>	<ul style="list-style-type: none"> <li>• The governing body will continue to meet regularly via online platforms and in person when it becomes appropriate.</li> <li>• The governing body agendas will continue to be structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• The Headteacher's report to governors will continue to include content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>• Regular dialogue with the Chair of Governors and those governors with designated responsibilities will continue to be in place.</li> <li>• Minutes of governing body meetings will be reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</li> </ul>	
<b>Finance</b>	<ul style="list-style-type: none"> <li>• With support from Governors, close monitoring of additional costs will continue to ensure that the schools budget is being suitably allocated to enable the school to continue to teach a broad and balanced curriculum whilst adhering to Government guidance linked to Covid 19.</li> </ul>	

## Section 5: Contingency planning for outbreaks

Aspect of school	Action
<b>A local outbreak</b>	<p>If school is made aware of a positive case or local outbreak, the PHE health protection team or the local authority may advise school to close or bubbles within school to be asked to self-isolate. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p>
<b>Remote education support</b>	<p>Sparsholt Primary School needs to be in the position to offer immediate remote education if there is a positive case in school or a local outbreak and subsequent lockdown.</p> <p>The school have created a Remote Education Contingency plan outlining what the school will do in the event of children having to self-isolate whilst waiting for test results for themselves or family members and what the school will do in the event of a bubble having to self-isolate or a local or national lock down. This can be found on the school website <a href="https://www.sparsholt.hants.sch.uk/web/policies">https://www.sparsholt.hants.sch.uk/web/policies</a></p> <p>In the event of a bubble being asked to self-isolate or whole school closure our immediate response will be the following:</p> <ul style="list-style-type: none"> <li>➤ Staff will share lessons via the VLE/Tapestry and will include reference to other resources including online lessons provided by the Oak academy, BBC bite size/White Rose etc. to enable national curriculum objectives to continue to be taught at home and new learning to carry on from where children had got to in the classroom.</li> <li>➤ Children will be asked to scan / take photos of their learning and upload to the VLE/Tapestry platform so that teachers can monitor progress and offer supportive feedback if appropriate.</li> </ul> <p>Where children can't access the internet, children will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household.</p> <p>The principles for delivery will be as follows:</p> <ul style="list-style-type: none"> <li>➤ Children will receive learning opportunities for a range of subjects each day</li> <li>➤ Learning will be sequenced as per our current curriculum model</li> <li>➤ High quality explanations will be made by the teacher using resources such as PowerPoints or through curriculum resources such as Oak National.</li> <li>➤ Work will be checked through uploads to the VLE/Tapestry</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Teachers will be available via email (and telephone if in school) and Headteacher and Deputy Head via telephone/email so that they can offer further support to children and their families, particularly those with SEND. The school now have class email addresses which parents will be able to use in the event of a bubble, local or national lockdown where schools are closed to communicate with the teacher directly during the school day. These can also be used if virtual meetings or provision is deemed necessary through eSchools. This should then ensure that children communicate through the VLE, with parents communicating through the class email address in the event of bubble, local or national lockdown</li> <li>➤ Staff will provide regular check in sessions for pupils via MS Teams</li> </ul>	
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