

**Trinity Academy Eppleby Forcett – Preschool and Reception
and Trinity Academy Middleton Tyas – Years 1-6
(Split sites)**

KEY TESTS FOR REOPENING OUR SCHOOLS SAFELY – September 2020

This document is presented in the same format as the one devised and distributed for the wider reopening of schools in June, however, for the reopening of Trust schools in September there are six tests. Additional notes can be found at the end of the document.

Please complete the template by populating the boxes beneath each Key Test question with your evidence; bullet points are acceptable or you might wish to 'cut and paste' from your own planning document, alternatively cross reference this document with your own plan. You will be asked to submit this document and any other plan you reference, together with your Risk Assessment, to representatives of the Trust Board ahead of a meeting with them to discuss the reopening of your school. The date and time of this meeting will be confirmed shortly.

- | |
|---|
| 1. In light of the Government announcement on 2 nd July 2020 that we are now in a position to reopen to all pupils in all year groups from September 2020, do you feel that the plan you have developed for your school is fit for purpose and meets the Health and Safety and educational requirements laid out in the guidance or do you need additional time to adjust it? ¹ |
|---|

I am confident that our plan is fit for purpose and in line with current guidance for September.
--

2. What plans have you put in place to allow for the safe return of all pupils? Please include:

- Minimising contact and mixing across year groups
- Social distancing during social times and start and end of the day
- Hand washing and cleaning
- Induction period for September of all year groups

Minimising contact and mixing across year groups

We have a fixed number of class bubbles (8):

Preschool 28 children on the books – 22 places available per session

Reception 21

Year 1 24

Year 2 27

Year 3 19

Year 4 29

Year 5 21

Year 6 29

Each bubble has their own designated room, where their learning will take place.

However, at lunchtime at Middleton Tyas, 2 bubbles will use the large hall – one at either end with all children from each bubble facing the same direction towards either end of the hall - as follows on a rota basis (Note: We will need to use some additional tables):

11.45-12.15pm Year 1 and Year 2 = 51

12.15 – 12.45pm Year 3 and Year 4 = 48

12.45 – 1.15pm Year 5 and Year 6 = 50

Each class will come in individually. Children on packed lunches will sit down straight away. Children on school dinners will collect their lunch from the hatch and then sit down.

We will also have Out Of School Clubs which take place at Eppleby Forcett in pre-school:

- a Breakfast Club Bubble from 8am – Numbers TBC but usually no more than 10
- an After School Club Bubble to 5.30pm – Numbers TBC but usually no more than 10

We will also have Out of School Clubs which take place at Middleton Tyas in the hall (Private provider – This is their only business):

- a Breakfast Club Bubble from 7.30pm – Numbers TBC but usually no more than 10-15
- an After School Club Bubble to 6pm – Numbers TBC but usually no more than 10-15

We also have 1 Bus bubble accompanied by the same TA,
(She will need to wear a face covering):

EF Bus (MT R) - 8

MT Bus (EF Yrs 1-6) - 36. There is a seating plan and children will sit in their Year group bubbles. North Yorkshire transport are responsible and have their own risk assessment. Although there are different groups and pick-ups, all of the children are classed as 1 Bus bubble. We will wipe down touch surfaces and door handles between journeys.

There will inevitably be some overlap of the bubbles, as some children are members of class, bus and out of school club bubbles and there are siblings in different bubbles too.

Social distancing during social times and start and end of the day

Each bubble has their own designated room and outdoor area, break time, lunchtime and start/finish time.

Outdoor spaces for break and lunch:

EF PS/R Own completely separate areas

MT 3 zones:

Y1&2 – Playground area near KS1

Y3&4 – Playground area near KS2

Y5&6 - MUGA

Drop off times

Eppleby Forcett

PS Own door so normal time – from 9am

R Own door so normal time – from 8.50am

Middleton Tyas

One-way system for parents to drop off from 8.35am for an 8.45am start

New R - Parents go round to the front of the school to wait for the bus near the hall

Yrs 1-6 Drop and go at own classroom doors

Collection times - Various

Eppleby Forcett – Social distancing spots still in place.

PS Own door so normal time 3.30pm

R Own door so normal time 3pm

Middleton Tyas – Social distancing spots still in place.

Gates open for parents to come on to the playground

R KS1 door

Y1 Own door 3.10pm

Y2 KS1 door 3.10pm

Y3 KS1 door 3.30 (Teachers to add a mid-afternoon break as usual hours extended)

Y4 Own door 3.20pm

Y5 Annexe door 3.20pm

Y6 Own door 3.30 (Teachers to add a mid-afternoon break as usual hours extended)

We would allow siblings in different classes to be dropped off and picked up at the same time to avoid parents congregating on the playground!

Hand washing and cleaning

As a minimum, all children wash their hands on arrival, before and after lunch and at the end of the day. There are sinks available in every classroom and each class also has their own designated toilet provision.

Classrooms are cleaned regularly throughout the day – Gloves and cloths provided.

Induction period for September of all year groups

Teachers have been supported to include wellbeing activities and Class Dojo is already used to support behavior. Some particularly vulnerable pupils will initially attend on a part time basis – Risk assessments in place and agreed with parents.

3. What plans have you put in place to allow for the safe return of staff? Please include:

- Minimising contact and mixing across year groups
- Appropriate social distancing from colleagues
- Induction
- Teaching capacity to meet timetabled requirements

Minimising contact and mixing across year groups

Wherever possible, each member of staff is allocated to one bubble.

There is a small amount of cross over in terms of Breakfast Club and After School Club at Eppleby and the bus bubbles.

Mrs McLean works across 2 classes on an afternoon, but knows to socially distance herself from the children.

Our Preschool TA, Mrs Owens, also works at Richmond (afternoons).

Our HLTA, Mrs Brown, also works at Richmond (1 day).

Staff guidance highlights that staff working across bubbles must be extra vigilant.

Appropriate social distancing from colleagues

Staff are fully aware that they need to maintain 2m social distance wherever possible, but it is recognised that this is not possible in Early Years.

Induction

Staff have already attended staff meetings, on Teams, to discuss provision for September. They attended a staff meeting on Thursday 16th July (after sign-off) and received updated staff guidance and the new risk assessment 7th September.

Teaching capacity to meet timetabled requirements

We currently have capacity to meet staffing requirements, but this will change in the event of any staff absence and bubbles would probably have to close.

4. What have you done to ensure your buildings are safe on day one of opening in September?

Please include:

- Risk assessments for a full student and staff cohort
- Re-opening checks (H&S requirements)
- Additional procurement of PPE required
- Procedures for visitors to the academy
- Cleaning after classroom use

Updated risk assessments in place.

All H&S checks complete.

All PPE in place and top ups ordered.

Visitors must book in advance, so contact details for track and trace in place, and have been minimised. All visitors will sign in and out using existing procedures. Clear guidance signage in place. Classrooms are cleaned regularly throughout the day – Gloves and cloths provided and bin bags tied off after lunch. NYCC County cleaning service will continue to provide the cleaning service every morning and evening.

5. What additional considerations/actions have been taken to support transition to your academy for new starters (Nursery / Reception / Year 7)?

Children in all year groups have had a comprehensive programme of online transition, via Tapestry or Class Dojo, including videos from their new teachers.
Application packs have been sent out to the new Reception families and children are completing transition tasks.

6. Are you confident your plan is sustainable and flexible should there be further national or local lockdowns?

Yes – although we would have to close the relevant bubbles, if a member of staff or a child were to become ill.
We have a comprehensive approach to online learning in place and plan to utilize the Robinhood Learning Projects, Oak National Academy and BBC Bitesize for any children who need to work at home e.g. Self-isolating. A working party of Trust primary headteachers met with Simon Sloan, on Wednesday 15th July, to create a blended learning protocol to cover partial or whole school lockdown.

Notes:

1. We have a contingency plan to reconsider plans in mid-August in the event of more time being needed or in light of any changes to Government guidance published in early August. Further details will be shared before the end of term.