

## **THE OPENING OF SCHOOL - PLANNING AND DECISION-MAKING TEMPLATE 2021 2022**

Headteachers and Chairs of Governors are responsible for making decisions relating to the full opening of school in September 2020. The decisions made by school leaders take account of many local factors and recommendations and guidance issued by the DfE, the local authority and trusts.

This document aims to provide a simple, high-level review mapped against the DfE's Actions guidance <sup>1</sup>. It can usefully be undertaken with reference to KCC's Return Guidance<sup>2</sup>

### **Using this tool**

- Section 1: RAG your readiness for wider opening against the DfE's recommended actions in the first column. The statements in the RAG columns are starting points only. You may want to amend, remove or add descriptors so that they apply to your context.
- Section 2: In relation to the areas where you assess readiness to be Red or Amber record possible mitigation strategies and next steps
- Use this tool regularly as the circumstances and guidance change

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## Overview

The government continues to manage the risk of serious illness from the spread of the virus.

Step 4 marked a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

This document references the controls that Hartlip School will place in September 2021 to prioritise the maximum possible opportunity for children to receive face to face, high quality education to all pupils.

In the light of the current data, with cases, hospitalisations and deaths rising, the school intends to move cautiously. This acknowledges the fact that an outbreak at school for any individual testing positive, enforces a ten-day absence for any member of the school community. Ten days is a considerable period of lost learning. It could also leave the school short staffed. We must also bear in mind that not all staff are fully vaccinated. Recent data also reveals that fully vaccinated adults are testing positive and therefore a ten-day period of absence is enforced.

Hartlip School is passionate and driven to keep school open and accessible to all learners. We believe that the intended management measures will facilitate this to the best of our ability.

## Attendance

Government Operational Guidance	Hartlip School Measures		
	Red	Amber	Green
School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.			<ul style="list-style-type: none"> <li>We expect all children to return for the new academic year</li> <li>We aspire to the target of 97% attendance and above for each child and staff member</li> <li>Children are not expected to take a holiday in term time</li> <li>Registers are taken twice daily.</li> <li>A child is marked late if they arrive after the register closes at 9.05am</li> <li>Parents should notify school of their child's absence by 10am if they are not attending school</li> <li>School will call parents to determine the reason for absence if we have not been notified by this time</li> </ul>
Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus).			<ul style="list-style-type: none"> <li>Self isolation absences are authorised</li> <li>If a family member has tested positive for covid, adults <b>do not</b> need to isolate if they have been fully vaccinated. They are advised to take a PCR test and lateral flow regularly thereafter</li> <li>Children under the age of 16, <b>do not</b> need to isolate if a family member tests positive. They may attend school as usual.</li> </ul>
Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).			<ul style="list-style-type: none"> <li>When a child tests positive for Covid 19, their full ten days absence is authorised.</li> </ul>
Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.			<ul style="list-style-type: none"> <li>Parents should advise school if their child is fit to receive remote education</li> <li>Where the child is deemed fit to receive remote education, they will be invited to enjoy any daily sessions that can be zoomed live from the school, such as worship and any appropriate classroom lessons</li> <li>The class team will upload work to the virtual school learning platform</li> <li>Work can be completed and returned for marking</li> <li>Resources will not be sent home, if there is a positive case in the household</li> <li>Resources will not be received in to school if there is a positive case in the household</li> </ul>

	<ul style="list-style-type: none"> <li>• If a staff member has tested positive, but is well enough to undertake school duties, appropriate tasks will be assigned.</li> </ul>
The remote education provided should be equivalent in length to the core teaching pupils would receive in school.	<ul style="list-style-type: none"> <li>• School will ensure that the child is provided with 3/4 hours as appropriate for the age of the child</li> <li>• If staff are well enough to execute their duties, they will be required to work their daily hours</li> </ul>
You should work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.	<ul style="list-style-type: none"> <li>• School will work closely with isolating children</li> <li>• School will ensure that the needs of all learners are met and supported.</li> </ul>
If a family member tests positive, close contacts will be offered a PCR test. We would welcome children in this situation having this test. It is also recommended that moving forward, family members lateral flow test daily. Children may still come to school if they have no symptoms and if they continue to test negative.	<ul style="list-style-type: none"> <li>• Children can attend school daily even if a member of their household has tested positive</li> <li>• School welcome the child having an offered PCR test</li> <li>• School welcome the child lateral flow testing thereafter to ensure that they remain negative.</li> </ul>

### Mixing and Bubbles

<b>Government Operational Guidance</b>	<b>Hartlip School Measures</b>		
	<b>Red</b>	<b>Amber</b>	<b>Green</b>
We no longer recommend that it is necessary to keep children in consistent groups ('bubbles')	<p>The staggered start times will remain as follows:  <b>Breakfast Club:</b> 7.30am / 8am  <b>Eagles and younger siblings:</b> 8.30am  <b>Peacocks and younger siblings:</b> 8.40am  <b>Blackbirds and younger children:</b> 8.50am  <b>Robins:</b> 9am</p> <p>The staggered collection times will remain as follows:  <b>Robins:</b> 3pm</p>		

	<p><b>Blackbirds and younger children:</b> 3.10pm  <b>Peacocks and younger siblings:</b> 3.20pm  <b>Eagles and younger siblings:</b> 3.30pm  <b>After school care:</b> 4.45pm/5.45pm  <b>Extra-curricular clubs:</b> 4.30pm</p> <p>There will be a staff member on the gate from 8.30am-9am</p> <ul style="list-style-type: none"> <li>• children will remain in <b>class bubbles</b> for the majority of the day.</li> <li>• children will be forward facing, but can work together for short periods of time in small groups</li> <li>• staff will be able to move from class to class to cover shortages and PPA</li> <li>• Playtimes are staggered. All children with the exception of Robins will use the main playground</li> <li>• Lunchtimes are staggered</li> <li>• Children will mix for a short period of time, outside on the playground at lunchtime.</li> <li>• Contingency plans (called outbreak management plans) cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.</li> </ul>
<p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p>	<ul style="list-style-type: none"> <li>• There will be <b>whole school</b> worship every morning at 9.15am on the playground: Monday, Tuesday and Wednesday. If the weather is inclement, we will meet on zoom</li> <li>• On Thursday, we will meet on zoom for our celebration worship. Family invited</li> <li>• On Friday, we will meet in church and sit in our designated bubble areas.</li> </ul>

### School Meals

<p><b>Government Operational Guidance</b></p>	<p><b>Hartlip School Measures</b></p>		
<p>You should continue to provide free school meal support to any pupils who are eligible for</p>	<p><b>Red</b></p>	<p><b>Amber</b></p>	<p><b>Green</b></p> <ul style="list-style-type: none"> <li>• The school kitchen is open</li> <li>• All children in EYFS and KS1 are entitled to a universal free school meal</li> <li>• Children entitled to a FSM will be provided with this</li> </ul>

benefits-related free school meals and who are learning at home during term time	<ul style="list-style-type: none"> <li>• Parents should select and book their child's meal on line</li> <li>• If a child is isolating and entitled to a free school meal, school will arrange vouchers to provide this</li> <li>• School will be led by Government directives regarding the provision of FSM in term breaks</li> </ul>
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### Wrap around care

Government Operational Guidance	Hartlip School Measures		
	Red	Amber	Green
Out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend.	<ul style="list-style-type: none"> <li>• There are two breakfast club arrival slots: 7.30am or 8am.</li> <li>• There are two after school collection slots: 4.45pm or 5.45pm</li> <li>• At breakfast club, children will sit with children in their class bubble, eat their breakfast and engage in table top activities</li> <li>• Parents should drop off and collect from the hall door.</li> <li>• At the after-school club, children will have an outside play together. They will engage in a number of activities together in a well-ventilated environment.</li> <li>• Children attending the after school club, will have automatic membership and attendance to any extra curricular club of their choosing.</li> </ul>		

### Face Coverings

Government Operational Guidance	Hartlip School Measures		
	Red	Amber	Green
Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.	<ul style="list-style-type: none"> <li>• Staff have been requested to wear face masks in communal areas</li> <li>• Parents are requested to wear face masks on site</li> <li>• Visitors to the school will be restricted to contractors and the specialist teaching service</li> <li>• Staff have two 'break out' areas and breaks are staggered</li> <li>• The one way system remains in place.</li> </ul>		
The government has removed the requirement to wear face coverings in law but expects and	<ul style="list-style-type: none"> <li>• Staff have been requested to wear masks when outside their own class bubble.</li> <li>• Staff have been requested to wear face masks when entering other class bubbles</li> </ul>		

recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.	<ul style="list-style-type: none"> <li>• Staff have been requested to wear face masks to church</li> <li>• Staff have been requested to wear face masks when travelling on transport to trips.</li> </ul>
Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.	<ul style="list-style-type: none"> <li>• Staff are requested to use a clean face covering each day</li> <li>• There is a supply of disposable masks in school for all to access</li> <li>• Staff continue to lateral flow test twice weekly</li> </ul>

**Control Measures**

Government Operational Guidance	Hartlip School Measures		
	Red	Amber	Green
<b>Ensure good hygiene for everyone</b>	<ul style="list-style-type: none"> <li>• The measures below are in place to ensure good hygiene for everyone</li> </ul>		
Frequent and thorough hand cleaning is regular practice. Pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.	<ul style="list-style-type: none"> <li>• Children wash their hands-on entry and exit to every classroom</li> <li>• There are handwashing facilities in every classroom</li> <li>• There is soap in every classroom</li> <li>• There is a hand sanitising station in every classroom</li> </ul>		
The 'catch it, bin it, kill it' approach continues to be very important.	<ul style="list-style-type: none"> <li>• Children are encouraged to blow their nose, bin their tissue and wash and sanitise their hands</li> </ul>		
Most staff in education, childcare and children's social care settings will not require PPE in response to COVID-19 beyond what they would normally need for their work.  If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.	<ul style="list-style-type: none"> <li>• The school has a stock of PPE that can be accessed from the central sanitising station</li> <li>• Staff are advised to wear gloves and a face covering when dealing with a first aid incident.</li> <li>• Staff are advised to wear full PPE when dealing with a child who requires intimate care.</li> </ul>		

Depending on how close you need be to an individual with COVID-19 symptoms you may need the following PPE:

- fluid-resistant surgical face masks (also known as Type IIR)
- disposable gloves
- disposable plastic aprons
- eye protection (for example, a face visor or goggles)

Maintain appropriate cleaning regimes, using standard products such as detergents

Keep occupied areas well ventilated

Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).

You should balance the need for increased ventilation while maintaining a comfortable temperature.

- If a child/adult presents with symptoms, they should be isolated and cared for in a room by themselves
- The caring adult should wear:
  - fluid-resistant surgical face masks (also known as Type IIR)
  - disposable gloves
  - disposable plastic aprons
  - eye protection (for example, a face visor or goggles)

The school keeps a stock of PPE equipment in the shared sanitisation area.

- The school has been deep cleaned during the summer break
- The school is thoroughly cleaned in every area each day
- Staff will wipe down tables after every session
- Resources and equipment are sanitised as appropriate
- Resources are circulated and left untouched as appropriate for 72 hours

- Windows will be open in every room
- Internal doors are left open as appropriate
- CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. School awaits this delivery

- School will ensure that the all members of the school community are kept comfortable.



**When an individual develops covid 19 symptoms or has a positive test**

Government Operational Guidance	Hartlip School Measures		
	Red	Amber	Green
<p>Pupils, staff and other adults should not come in to school and self isolate straight away, getting a PCR test ( a test that is sent to the lab) as soon as possible if they have any of these symptoms: 1) a high temperature, 2) a new, continuous cough, 3) loss of the sense of smell or taste (children will often show this in loss of appetite or being nauseous, even vomiting or having diarrhoea.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>If a family member tests positive, close contacts will be offered a PCR test. We would welcome children in this situation having this test. It is also recommended that moving forward, family members lateral flow test daily. Children may still come to school if they have no symptoms and if they continue to test negative.</p>	<ul style="list-style-type: none"> <li>• Staff lateral flow test twice a week</li> <li>• If the lateral flow test is positive, staff will be told to isolate immediately and get a PCR test</li> <li>• Should they become symptomatic, they will be told to isolate immediately and get a PCR test, even if they test negative on a lateral flow test.</li> <li>• If children are symptomatic, school will direct them to have a PCR test.</li> <li>• If parents do not want to undertake a PCR test, the child will be told to isolate for 10 days and not return to school</li> <li>• If any member of the school community is unwell, with any of the presenting symptoms that have been associated with covid, they will be asked to have a PCR test. Such symptoms <b>could be:</b> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhoea</li> </ul> </li> </ul> <p>People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:</p>		

<p>Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p>	<ul style="list-style-type: none"> <li>• Parents and staff should follow the absence procedures, notifying school of the reason for their absence.</li> <li>• Staff will be required to complete and submit an isolation note</li> <li>• The absence of children is notified to the Department for Education.</li> <li>• Parents should avoid administering medication before school, that could mask covid symptoms.</li> </ul>
<p>If anyone in your school develops <a href="#">COVID-19 symptoms</a>, however mild, you should send them home and they should follow public health advice.</p>	<ul style="list-style-type: none"> <li>• If a member of the school develops any of the listed and known covid symptoms, however mild, they will be sent home</li> <li>• The individual will be asked to take a PCR test</li> </ul>
<p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.</p>	<ul style="list-style-type: none"> <li>• The individual will be isolated and cared for by an adult in full PPE</li> <li>• A window will be opened</li> <li>• The room will not be used until it has been thoroughly cleaned after the individual has left.</li> </ul>
<p>If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.</p>	<ul style="list-style-type: none"> <li>• If children are symptomatic, school will direct them to have a PCR test.</li> <li>• If parents do not want to undertake a PCR test, the child will be told to isolate for 10 days and not return to school</li> </ul>

## Supporting well being

Government Operational Guidance	Hartlip School Measures		
Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood.	Red	Amber	Green
	<ul style="list-style-type: none"><li>• Parents with concerns are invited to speak in confidence to staff</li><li>• Meetings will be held virtually, there will be no face to face meetings</li><li>• The school will work sensitively with the family to plan and support accordingly</li><li>• Referrals to external agencies will be made as appropriate</li><li>• Intervention within school will be placed as appropriate</li></ul>		

## 2. READINESS SUMMARY

Where you have rated any of the sections above as Red or Amber, use the table below to explore and record:

- possible mitigation steps,
- the current solution and its rationale
- next steps that you plan to take in order to work towards the recommended practice

If you need support with any areas of the planning, you can:

- consult with LA or trust advisers
- refer your queries to your **Area Task Group** who can support in providing information, recommending strategies, sharing approaches taken by other schools

### SUMMARY OF CURRENT EXPANSION APPROACH

Based on the analysis above,

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| <ul style="list-style-type: none"><li>• We are in a position to be able open school for the new academic year 2021 2022 for students on Monday 6<sup>th</sup> September 2021.</li><li>• With the above measures placed, it is our hope that we will be able to provide the maximum opportunity to deliver high quality teaching and learning to all pupils</li></ul> |
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