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June 2020

Recovery planning guidance

This should be used to complement your risk assessment

St Francis Primary & Nursery Class

Considerations	Plan taking into consideration local context	Comments
Arrival at school and entry <ul style="list-style-type: none">↳ P1- P3 Infant yard↳ P4 & P5 middle yard↳ P6 & 7 front yard	<ul style="list-style-type: none">▪ Parents are not to come into the playground. Child enters the playground from the gate (Main gate). Temporary signage on gate. Parents advised not to wait.▪ Children line up in their small groups in designated areas before being brought into school. They wash hands as soon as they enter the classroom. Suggested routine for handwashing, children approach sink and take soap, they then join the end of the line and spend time rubbing soap in hands and then rinse.▪ Children not to come into playground before 8.45am▪ We will be using staggered start times, P1-3 9.00am and P4-7 9.15am, with three different playgrounds in order to ensure social distancing. Signage will be in place to ensure children are in bubbles and spaced out appropriately.▪ SLT will support the arrival of children at the gate on a 'drop and go' basis to ensure there is no congestion at the gate.	We will review this regularly – as alternative approach could be: Children are welcomed into the playground by a member of staff from 8.45 and proceed to wash their hands before going to classroom. Parents handover child from a distance and then leave the playground. Only one parent per family.
Breakfast Club	<ul style="list-style-type: none">▪ Breakfast club available from 8.00. 20 places available. Children wash their hands on entry. They sit apart in Fuel Zone area. Breakfast is delivered ready made on a tray.▪ Children wash their hands before making their way outside▪ 20 children came in the official documentation. We have low usage of our BC and will not need to turn children away.	Parents complete an application form in June for breakfast club. Places allocated and confirmed before August start. Regularly review the usage of Breakfast club.
Classroom management <ul style="list-style-type: none">↳ Room 16 to be used by A Kerlin and A McFadden↳ Room 15 to be used for Joe and Angela	<ul style="list-style-type: none">▪ Each teacher plans out their teaching spaces to maximise physical distancing. Existing furniture can be used effectively to support this.▪ Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink.▪ Box of tissues in each class.▪ Classrooms to be kept well-ventilated.▪ Resources to be placed in labelled individual pupil wallets to	It may not always be possible to achieve 2 metres. Noting that in other countries physical distancing is not stringently enforced among children. Resources will need to be wiped down between at the end of Tuesday and end

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• Gym hall to be used by Andrea and Mat Cover	<ul style="list-style-type: none">avoid sharingChildren and teacher should agree the hand washing routine for the day for their group.	of Friday – support staff and teachers. This is a good exercise for the group to engage with. It will reinforce the importance of handwashing if children are part of the decision-making.
Timing of school day	<ul style="list-style-type: none">Same timings for Monday, Tuesday and Thursday, Friday: P1-2 9.00-3.00pm and P4-7 9.15am-3.15pm.22 teaching groups have been created for each half of the school.SLT will control entry to the buildingWet breaks – children will be directed to remain in class basesStaggered breaks and lunch for stages. <p>Wednesday is NCCT and preparation of enhanced homework via Showbie using a grid learning format. Teachers can decide where to do this preparation.</p>	
Planning	<ul style="list-style-type: none">Family groupings have been kept on the same days.Focus on core areas and IDL	
Movement around the school	<ul style="list-style-type: none">Some corridors have been designated as one-way and signage placed.	Scientific advice is that crossing in corridors represents very low risk of transmission.
Lunchtime	<p>ROUTINE</p> <p>Nursery at own tables/ separate cutlery etc. as before P1, P2 and P3 - 11.45am</p> <p>P1-P3 Staff lunch 12pm – 12.30pm</p> <p>Cleaning of tables</p>	Timing for lunch will be reviewed in light of experience and made longer, if necessary. This may impact on the end of the school day.

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	<p>12.30pm P4-7 (SLT to bring lines in from outside)</p> <p>P4-P7 staff lunch 12.30 – 1pm</p> <ul style="list-style-type: none">▪ Before lunch, children should wash their hands.▪ Children with packed lunches should be encouraged to eat outside.▪ Stages will be seated following social distancing. Tables to be wiped down after each stage leaves to go out to play in their respective playgrounds.▪ Children should wash their hands on return to class.	
Playtimes P1-P3 morning break 10.00am – 10.15am (15min for line up and return to class) P1 to use MUGA, P2 to use infant playground, P3 to use Middle playground P4-P7 morning break 10.30am – 10.45am P4 to use MUGA, P5 to use infant playground, P6 to use Middle playground, P7 to use upper playground Class markings (with spots for standing) will be marked on the ground P1-P3 afternoon break 1.30pm –	<ul style="list-style-type: none">▪ The infant playground, main playground and back playground will be allocated to each of the bubbles. <p>MUGA P1/P4 Infant playground P2/P5 Middle playground P3/P6 Upper playground P7</p> <ul style="list-style-type: none">▪ The Pitch can be allocated on rotation.▪ The timing is designed to reduce movement in the corridors.▪ Children should be encouraged to remain in their respective playgrounds and bubbles (classes). <p>EIS reps have taken the proposal of afternoon breaks/ reduced lunch back to staff for consultation:</p> <p>P1-P3 afternoon break 1.30pm – 1.45pm</p> <p>P4-P7 afternoon break 2.00pm – 2.15pm</p>	

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1.45pm P4-P7 afternoon break 2.00pm – 2.15pm		
First Aid	<ul style="list-style-type: none">▪ Procedure for minor accidents; contact should be for as short a time as possible applying any First Aid. First Aid Kit includes gloves and aprons for this purpose.▪ Should any accident or emergency require prolonged close contact the First Aider will wear gloves, apron and a face mask. School has been provided with a small supply of masks.	Note that current advice for Test, Trace and Isolate states 'where close contact has been for more than 15 minutes'. Therefore, lower risk when contact is less than 15 minutes.
Fire procedure	<ul style="list-style-type: none">▪ Fire Safety Policy to be reviewed with new Muster Points established between pitch and main playground. This will be shared with staff at August Inset Day.▪ Proceed to the nearest exit – do not use one-way system▪ Go to the designated area ensuring social distancing is maintained once there▪ Teachers bring register as is usual practice▪ Teachers complete the headcount and indicate to SLT if all children are present	A practice fire drill will be held for each group in the first two weeks of term.
Protocol for child/member of staff displaying symptoms of COVID-19	<ul style="list-style-type: none">▪ Child should be asked to wait in the Learning Hub with shutter open to view child and office informed. Office staff contact parent.▪ Window should be opened to allow for good ventilation.▪ Door to be left closed▪ Should the child be distressed and need comforted then first aider should wear apron, gloves and face mask.	Full health and safety advice on Glasgow On-line
Toilets	<ul style="list-style-type: none">▪ Should children require the toilet during teaching time they go following the agreed process, 1 at a time where possible. Each teaching area has designated toilets.▪ Posters regarding good hand washing and hygiene will be in place.▪ Children should wash their hands before returning to class. Any	

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	concerns then they can wash them again in the class sink.	
Outdoor learning	<ul style="list-style-type: none">▪ Teachers will be planning for outdoor learning as much as possible. This should be integrated into children's learning.▪ Teachers wishing to take their group outside should plan for this in partnership with SLT who will maintain an overview to ensure that not too many are outside.▪ All equipment required for recording, drawing, writing or whatever whilst outdoors should be taken out by children individually e.g. each child could have their own plastic pocket/bag containing what they need. Water bottles should be taken outside to avoid unnecessary trips in and out of the school building. On leaving and entering the school building children should wash hands.	Outdoor learning is to be encouraged for all topics. Small areas of the playground can be designated to maximise numbers. We will also be exploring whether additional equipment such as, Ztool would help us extend outdoor learning.
Communication with parents	<ul style="list-style-type: none">▪ We will be promoting on-going, regular communication regarding key messages.▪ We will use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact.▪ If a meeting is required then we will ensure that social distancing is adhered to alongside Public Health Guidance.▪ SLT meeting with Parent Council reps w/b 15th June	SLT will meet with parents, only if necessary. The need for parents' evenings will be reviewed to take account of up to date guidance from government.
Staff areas	<ul style="list-style-type: none">▪ The same social distancing and hand washing hygiene applies to all staff.▪ Breaks are staggered as per children's breaks to avoid congestion/contact.▪ Staff should ensure that they use their own eating and drinking utensils.▪ All areas and surfaces should be kept as clear and clean; all dishes should be washed, dried and tidied away for good hygiene.▪ Safe, hygienic and labelled food storage is necessary for shared fridges by staff.▪ Universal signage should continue into any staff areas/bases and offices.	
Allocation of work for teachers/support staff who are shielding	Two staff members in this category. SLT will direct working from home.	

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Allocation of work for teachers/support staff at 'moderate risk'	Two staff members in this category. SLT to complete a separate enhanced RA in consultation with members.	
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Signed: Headteacher **Date**

Signed: Union representative **Date**

Updated on **Initials of headteacher and union rep:**

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