**St Francis Primary & Nursery Class**

**Recovery planning guidance for full time and blended learning**

Please note the recovery plan should be used in conjunction with the risk assessment for Primary.

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| **Considerations** | **Plan taking into consideration local context** | **Comments** |
| **Arrival at school and entry**   * P1- P3 Infant yard * P4 & P5 middle yard * P6 & 7 front yard | * 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** * All children will enter the main gate from 8.45am and walk to their respective playgrounds (see info in left column). 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. |  |
| **Breakfast Club** | * Breakfast club available from 8.00am. 20\* places available. Children wash their hands on entry. They sit apart in Fuel Zone area. Breakfast is delivered ready made on a tray.   ***\* 20 children came in the official documentation. We have low usage of our BC and will not need to turn children away.***   * Children will wash their hands when they enter their classroom with their class |  |
| **Classroom management**  Rooms used should children return to full time education:   * Room 16 (top floor) - A Booth and A McFadden (HWB/Nurture)   **Rooms to be used should we return on a blended model:**   * Room 16 (top floor) - A Booth and A McFadden (HWB/Nurture) * Gym hall - | **Full time and blended learning:**  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 avoid sharing * Children and teacher should agree the hand washing routine for the day for their group.   ***EIS Guidance for Primary Members on Recovery: curriculum and pedagogy 20.8.20***   * In some situations where resources require to be shared, pupils should be able to clean those that they have touched after use. Teachers should demonstrate from their teaching spaces/ zones, how this should be done. * With restrictions upon access to the wider classroom space, teachers will wish to encourage pupils to take responsibility for organising any resources that they will use- getting these out and putting them away after use. Such approaches are in common use in many schools and will be familiar to teachers and pupils alike. Where children need to move about within the classroom to access a shared resource, this should be organised to minimise congregation around the point of access to the shared resource. * In the early stages of primary where a play based approach is being adopted, careful consideration should be given to the toys and equipment in use. Resources should be used which are easy to clean and cleaning arrangements in place to ensure that they are cleaned on a daily basis or if in a communal play area, when groups of children change. Timetabling for access to communal play areas will have to reflect the cleaning schedule in place. * As far as possible, children and young people should be encouraged not to raise their voices when in the classroom or indoor space in order that the teacher or anyone else who is speaking to the class is audible without having to raise their voice. This is to minimise the number of airborne particles and droplets within the space. Using ‘partner’ or controlled ‘classroom’ voices will also help in creating and maintaining a calm atmosphere in the room. | 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 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** | **Full time**  All children start at 9am   * P1-P2 exit side gate at 2.50am * P3 to exit main gate 2.50pm * P4-P7 exit main gate 3pm   **Blended Learning**  Timings are the same 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 building * Wet breaks – children will be directed to remain in class bases * Staggered breaks and lunch for stages.   Wednesday is NCCT and preparation of enhanced homework via Showbie using a grid learning format. Teachers can decide where to do this preparation. |  |
| **Planning** | **Full time**  All staff will plan in the same way as before using the GCC trackers and planners. Staff will continue to take part in quality assurance procedures with social distancing measures in place.  **Blended Learning**   * Family groupings have been kept on the same days where children will come to school on a Mon/Tues or Thurs/Frid * The key focus will be on core areas and IDL |  |
| **Movement around the school** | **Full time and blended learning**  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** | **Full time and blended learning**  **ROUTINE**  Nursery at own tables/ separate cutlery etc. as before  P1, P2 and P3 - 11.30-12.15pm  P1-P3 Staff lunch 11.30am – 12.15pm  **Cleaning of tables**  12.15pm-1pm P4-7 (SLT to bring lines in from outside)  P4-P7 staff lunch 12.15 – 1pm   * 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. | 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. |
| **Playtimes**  **Full time and blended learning**  P1-P3 morning break 10.00am – 10.15am (15min for line up and return to class)  ***P1 & P2 to use infant playground, P3 to use Middle playground***  P4-P7 morning break 10.30am – 10.45am  ***P4 and 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  **Blended learning (add in a**  P1-P3 afternoon break 1.30pm – 1.45pm  P4-P7 afternoon break 2.00pm – 2.15pm | * The infant playground, main playground and back playground will be allocated to each of the bubbles or classes   **Infant playground P1, P2/P4, P5**  **Middle playground P3/P6**  **Upper playground P7**   * 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).   **Blended Learning**  Should we move to a blended model of learning, lunch time will be reduced to 45min and a 3rd break in the afternoon.  EIS reps have taken the proposal of afternoon breaks/ reduced lunch back to staff for consultation:   * P1-P3 afternoon break 1.30pm – 1.45pm * P4-P7 afternoon break 2.00pm – 2.15pm |  |
| **First Aid** | * 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** | * 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** | * 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** | * 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 concerns then they can wash them again in the class sink. |  |
| **Outdoor learning** | * 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** | * We will be promoting on-going, regular communication regarding key messages. * Coronavirus recovery planning page on website with information on changes * Pupil illness and Covid parent leaflet on website * 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.   ***The Scottish Government education briefing advice to schools states;***  ***“Adult visitors to schools should be strictly limited only to those that are necessary to support children and young people or the running of the school, and arrangements should be communicated clearly to staff and the wider school community”.***  [School recovery planning\Visitors to School.pdf](School%20recovery%20planning/Visitors%20to%20School.pdf)  ***SLT meeting with Parent Council reps 27.8.20 for update on RP and RA*** | 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** | **Full time and blended learning**  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** | NA |  |
| **Allocation of work for teachers/support staff at ‘moderate risk’** | NA |  |

**Signed: Headteacher ……………………………………………………. Date …………………………………..**

**Signed: Union representative …………………………………………. Date ………………………………….**