



Last updated: 15/09/ 2020, 18/01/21, 8/08/21, 16/12/21

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.

Considerations	Plan taking into consideration local context	Comments
<p>Arrival at school and entry</p> <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 hand washing, 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). ▪ 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. <p>Jan 21</p> <ul style="list-style-type: none"> • All children attending the HUB will enter the front door, wash their hands and go direct to the main hall for registration. • Children will sit at their designated table. • Teaching staff will direct their group to identified classrooms ensuring distance between the other groups. <p>Aug 21 No changes to the guidance above</p> <p>Dec 21 Starting in January, P1-P3 will be required to access the infant yard on arrival, all other guidance remains in place.</p>	

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<p>Breakfast Club</p>	<ul style="list-style-type: none"> ▪ 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. <p>* 20 children came in the official documentation. We have low usage of our BC and will not need to turn children away.</p> <ul style="list-style-type: none"> ▪ Children will wash their hands when they enter their classroom with their class <p>Jan 21</p> <ul style="list-style-type: none"> • Breakfast club will not be functioning during this month <p>Aug 21 Breakfast club will continue on return to school, there are no restrictions in this area.</p> <p>Dec 21 No changes, no further restrictions</p>	
<p>Classroom management</p> <p>Rooms used should children return to full time education:</p> <ul style="list-style-type: none"> ✚ Room 16 (top floor) - (TIG groups) <p>Rooms to be used should we return on a blended model:</p> <ul style="list-style-type: none"> ✚ Room 16 (top floor) - A McFadden (HWB/Nurture) 	<p>Full time and blended learning:</p> <p>Each teacher plans out their teaching spaces to maximise physical distancing. Existing furniture can be used effectively to support this.</p> <ul style="list-style-type: none"> ▪ 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. This should take place on entering and leaving the classroom. <p>EIS Guidance for Primary Members on Recovery: curriculum and pedagogy 20.8.20</p> <ul style="list-style-type: none"> ▪ In some situations where resources require to be shared, pupils 	<p>It may not always be possible to achieve 2 metres. Noting that in other countries physical distancing is not stringently enforced among children.</p> <p>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.</p>

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<p>Jan 21 – HUB classroom</p> <p>P1-P3 group A Miss McHugh room</p> <p>P1-P3 group B Mrs McKay room</p> <p>P4-P7 group A Miss McEnemy room</p> <p>P4-P7 group B Miss Hamilton room</p> <p>EAL group top landing</p>	<p>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.</p> <ul style="list-style-type: none">▪ 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. <p>Jan 21</p> <ul style="list-style-type: none">• Children should still undertake the measures in place as identified above including regular hand washing.• iPads have been distributed to individual children to avoid cross contamination, these will be wiped at the end of the day to enhance hygiene measures.• Children should distance themselves as much as possible and staff should maintain a safe distance where possible• Walkie Talkies have been issued to all staff as a Health and Safety precaution and to avoid too additional people entering rooms	
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	<p>across the school day</p> <p>Aug 21</p> <ul style="list-style-type: none">• The current guidance should remain the same for handwashing and for staggered breaks• The use of 'bubbles' can be discontinued and the restrictions on drama, music, PE and dance can also be removed. School resources can be taken home by children.• There is no requirement for physical distancing between children and young people in primary and secondary schools. Adults should continue to maintain physical distancing of at least 1 m from each other and 2m where this works well and does not negatively impact. <p>Dec 21</p> <ul style="list-style-type: none">• Children should still undertake the measures in place as identified above including regular hand washing.• iPads have been distributed to individual children to avoid cross contamination, these will be wiped at the end of the day to enhance hygiene measures.• Children should distance themselves as much as possible and staff should maintain a safe distance where possible• Classrooms should continue to be well ventilated.• P1/P7 buddy activities will not resume in term 3	
<p>Timing of school day</p>	<p>Full time All children start at 9am</p> <ul style="list-style-type: none">🚦 P1-P2 exit side gate at 2.55am🚦 P3 to exit main gate 2.55pm🚦 P4-P7 exit main gate 3pm <p>Blended Learning Timings are the same for Monday, Tuesday and Thursday, Friday:</p>	

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	<p>P1-2 9.00-3.00pm and P4-7 9.15am-3.15pm</p> <ul style="list-style-type: none">▪ 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. <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> <p>Jan 21</p> <ul style="list-style-type: none">• Children should enter the building no earlier than 8.45am• Break times will follow the school day as usual• Children should be brought to the hall at 2.55pm and escorted to the front gate to meet identified parent/carer <p>Aug 21 Staggered break times will remain the same for term 1</p> <p>Dec 21 No changes, staggered breaks are still in place</p>	
Planning	<p>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.</p> <p>Blended Learning</p> <ul style="list-style-type: none">• 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 <p>blended learning policy.pdf</p> <p>Jan 21</p> <ul style="list-style-type: none">• All teaching staff with identified classes will deliver differentiated	

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	<p>work on Showbie.</p> <ul style="list-style-type: none">• All HUB staff will ensure children in their class can access their class work and support where necessary.• Identified EAL children will work with Mrs Hamilton using iPad's to support• PSA staff will be on rotation to support with children and ASL needs• All HUB staff will remain with their identified groups to avoid cross contamination. <p>Aug 21 No changes to the planning process, all forward plans can be accessed via the staff shared area.</p> <p>Dec 21 No changes</p>	
<p>Movement around the school</p>	<p>Full time and blended learning Some corridors have been designated as one-way and signage placed.</p> <p>Jan 21 Children and staff should adhere to existing measures of one way systems Staff advised to wear face coverings when they cannot stay 2m apart</p> <p>Aug 21 There is no requirement for physical distancing between children and young people in primary and secondary schools. Adults should continue to maintain physical distancing of at least 1 m from each other and 2m where this works well and does not negatively impact.</p> <p>The current signage regarding one-way systems will continue as will staggered breaks</p> <p>Dec 21 As before, please encourage children to utilise the one-way systems.</p>	<p>Scientific advice is that crossing in corridors represents very low risk of transmission.</p>

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<p>Lunchtime</p>	<p>Full time and blended learning</p> <p align="center">ROUTINE</p> <p align="center">Nursery at own tables/ separate cutlery etc. as before</p> <p align="center">Lunch break</p> <p align="center">P1-P3 11.30 – 12.15</p> <p align="center">P4-P7 12.15 – 1.00</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. <p>Jan 21</p> <ul style="list-style-type: none"> • As above • children will sit in their designated groups and tables <p>Aug 21</p> <p>No changes to the guidance above except there is no need to distance</p> <p>Dec 21</p> <p>No changes to the guidance, class labels will be placed onto the tables to ensure classes are not mixing</p>	<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.</p>
<p>Playtimes</p> <p>Full time and blended learning</p> <p>Morning break</p> <p>P1-P3 10.00am – 10.15am</p> <p>P4-P7 10.30am - 10.45am</p>	<ul style="list-style-type: none"> ▪ The infant playground, main playground and back playground will be allocated to each of the bubbles or classes <p align="center">Infant playground P1, P2/P4, P5</p> <p align="center">Middle playground P3/P6</p> <p align="center">Upper playground P7</p>	

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<p>P1 & P2 to use infant playground, P3 to use Middle playground</p> <p>P4 and P5 to use infant playground, P6 to use Middle playground, P7 to use upper playground</p> <p>Class markings (with spots for standing) will be marked on the ground</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>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.</p> <p>EIS reps have taken the proposal of afternoon breaks/ reduced lunch back to staff for consultation:</p> <ul style="list-style-type: none"> 🚦 P1-P3 afternoon break 1.30pm – 1.45pm 🚦 P4-P7 afternoon break 2.00pm – 2.15pm <p>Jan 21 HUB children will follow the P1-P3 break times</p> <p>Aug 21</p> <ul style="list-style-type: none"> • See above for staggered break times and playground areas. New playground equipment has been purchased and installed over the summer break. • P1-P3 should be encouraged to break in the afternoon with teaching staff supervising due to the long period between lunch and home time. • P1 should explore opportunities for play in the afternoon to reinforce learning. <p>Dec 21 No changes</p>	
<p>First Aid</p>	<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. 	<p>Note that current advice for Test, Trace and Isolate states 'where close contact has been for more than 15 minutes'.</p>

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	<ul style="list-style-type: none">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. <p>Jan 21 As above</p> <p>Aug 21 No changes to the guidance above</p> <p>Dec 21 No changes to the guidance above</p>	Therefore, lower risk when contact is less than 15 minutes.
Fire procedure	<ul style="list-style-type: none">Fire Safety Policy has been 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 systemGo to the designated area ensuring social distancing is maintained once thereTeachers bring register as is usual practiceTeachers complete the headcount and indicate to SLT if all children are present <p>Jan 21 As above</p> <p>Aug 21 No changes to the guidance above</p> <p>Dec 21 No changes to the guidance above</p>	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.	Full health and safety advice on Glasgow On-line

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	<ul style="list-style-type: none">▪ Door to be left closed▪ Should the child be distressed and need comforted then first aider should wear apron, gloves and face mask. <p>In the event of a Coronavirus outbreak: All paperwork from health & Safety Folder (HT/DHT) will be completed and sent to appropriate bodies.</p> <p>Jan 21 All staff have been issued with LFT kits, staff should follow the usual guidance if they test positive</p> <p>Aug 21 What will happen when there is a case of COVID-19 (Coronavirus) in school?</p> <ul style="list-style-type: none">• Whole classes will no longer be asked to self-isolate if someone in the class tests positive for COVID-19.• Your child will only be identified as a contact if they have had prolonged close contact with the case – e.g. same household, overnight stays.• There will be no requirement for you or your child to self-isolate unless you are contacted by Test and Protect.• All close contacts of the case who need to take specific actions will be identified, contacted and advised by Test and Protect to follow the latest guidance on self-isolation and testing which was updated from August 9th 2021 for: -<ul style="list-style-type: none">- adults who are fully vaccinated, who do not have symptoms and who have not tested positive; and- children and young people aged under 18 who do not have symptoms and who have not tested positive. <p>You no longer have to inform Public Health if you hear of a case. This will all be dealt with by Test & Protect. It is not our role to police this. We do not need to see evidence of a negative PCR test before a child or adult</p>	
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	<p>who has been identified as a close contact by Test & Protect returns to school. A person (child or adult) who tests positive should still self-isolate for 10 days and return after that time if they feel well enough.</p> <p>Dec 21 What will happen when there is a case of COVID-19 (Coronavirus) in school?</p> <ul style="list-style-type: none">• The same measures apply as before.• Updated guidance requests that household contacts of all cases should now isolate for 10 days. This applies to everyone in the household, irrespective of age, and the self-isolation period cannot be reduced by testing negative or being vaccinated.• Staff should continue to Lateral Flow twice weekly and report positive cases to SLT• As soon as schools are informed of a positive case they should take action to identify low risk contacts so they can issue them with a targeted information letter the same day that sets out the actions those low risk contacts should take.• All those who are identified as high-risk contacts (regardless of age) should isolate for 10 days with no exemptions for vaccination status or a negative PCR test.	
<p>NCCT</p>	<ul style="list-style-type: none">• When staff are changing classes, communal computers and resources should be sprayed down with allocated spray. Staff need to take personal responsibility for their own equipment and if it is necessary to share, manage this by wiping down. <p>Jan 21</p> <ul style="list-style-type: none">• As above, although this does not apply to those at home <p>Aug 21</p> <ul style="list-style-type: none">• No changes to the guidance above.• NCCT will return to 1 hr covered by NCCT staff and the remaining time covered with assemblies.	

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	<p>Dec 21 No changes to current process</p>	
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 concerns then they can wash them again in the class sink. <p>Jan 21 As above</p> <p>Aug 21 No changes to the guidance above</p>	
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. <p>Aug 21 We should be continuing to promote outdoor learning as much as possible. After school clubs and activities can run subject to the appropriate risk assessment and schools can take part in inter-school competitions.</p> <p>Dec 21</p>	<p>Outdoor learning is to be encouraged for all topics. Small areas of the playground can be designated to maximise numbers.</p> <p>We will also be exploring whether additional equipment such as, Ztool would help us extend outdoor learning.</p>

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	No changes to this guidance, outdoor learning can continue	
Communication with parents	<ul style="list-style-type: none">▪ 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. <p><i>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”.</i></p> <p>School recovery planning\Visitors to School.pdf</p> <p>SLT meeting with Parent Council reps 27.8.20 for update on RP and RA</p> <p>Jan 21</p> <ul style="list-style-type: none">• SLT will communicate via groupcall, Twitter and website where necessary.	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.

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	<ul style="list-style-type: none">• SLT will communicate with staff to identify non engagers on Showbie and complete pastoral check in with parents.• Eform evaluations have been sent to parents to gauge their views on home learning and to identify any issues.• If parents are required to enter the building then safety measures have been put into place. <p>Aug 21</p> <ul style="list-style-type: none">• SLT will continue to limit parents in the school building and will encourage the use of face masks if the need arises.• We will continue to utilise groupcall, Twitter and the website where necessary.• Showbie will continue to be used for homework purposes• Monthly newsletters will continue to be used to share important messages with parents• Interpreter services and drop in sessions for EAL families will continue this session <p>Dec 21</p> <ul style="list-style-type: none">• SLT will continue to limit parents in the school building and will encourage the use of face masks if the need arises.• We will continue to utilise groupcall, Twitter and the website where necessary.• Showbie will continue to be used for homework purposes• Monthly newsletters will continue to be used to share important messages with parents	
<p>Staff areas</p>	<p>Full time and blended learning</p> <p>The same social distancing and hand washing hygiene applies to all staff.</p> <ul style="list-style-type: none">▪ ALL STAFF MUST REMAIN SOCIALLY DISTANCED AT ALL TIMES. Gym hall and staffroom are now used as communal areas. Personal responsibility must be taken to try to keep ourselves safe whilst in the building.▪ Gym hall to be used for primary staff and PSA staff to use staff room	

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	<ul style="list-style-type: none">▪ Primary staff to minimise access to staff room▪ 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. <p>Jan 21 As above</p> <p>Aug 21 The original staff area will be used for all staff in order for classes to use the gym hall</p> <ul style="list-style-type: none">▪ 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. <p>Dec 21 No changes to this guidance, Jan guidelines are still applicable</p>	
Allocation of work for teachers/support staff who are shielding	NA	
Allocation of work for teachers/support	NA	

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staff at 'moderate risk'		
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Signed: Headteacher *Joanne Martin*

Date

Signed: Union representative

Date

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