

**Cornhill School Contingency Plan – August 2020 Return**

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**Section 1 - Key principles**

The Local Delivery Phasing Plan (LDPP) incorporates the principles and expectations set out in national guidance and details a direction of travel for schools in order to realise equity and constancy wherever possible. The approaches agreed in the LDPP has guided the development of this School Contingency Plan for Cornhill School, which will act as part of the School Improvement Plan for the coming session.

The School Contingency Plan will reflect the key principles as set out in the LDPP and in national guidance:

* Implementation will take full account of scientific and medical advice that it is safe to proceed
* The wellbeing of all pupils and staff will be carefully considered when determining the approach to reopening school buildings
* Risk assessments will be used to support planning and ensure that health and safety legislation and guidance is fully adhered to
* Public health measures will be taken fully into account
* Careful consideration will be given to the balance of in-school and at home remote learning to provide maximum benefit to children and young people
* Planning will build on the experience of delivering Hub and Emergency Childcare provision
* Planning will enable movement up and down the phases of the Route map
* Clear and effective communication with all stakeholders will be paramount

**What will this mean for Early Learning and Childcare (ELC)?**

The use of outdoor space will play a key part in how we deliver ELC in Cornhill School’s Nursery and P1.

Children will enter the Early Learning and Childcare setting directly and not through another part of the school. The organisation of drop off and pick up will need to be carefully coordinated to maintain social distancing when parents are on site. This will be arranged at setting level to take account of individual circumstances.

It is acknowledged that maintaining social distancing with children aged 5 and under is extremely difficult. Children will therefore be arranged in small groups, along with the appropriate number of adults to supervise that group. The membership of the groups (including the adults) will remain the same at all times until restrictions on social distancing in schools are lifted. Whilst members of each group will not be required to remain distances from each other, staff will need to ensure that each group of children maintains a distance of at least 2m from other groups at all times.

Early Learning and Childcare guidance has just been published and we will finalise plans when we have fully considered the guidance.

**What will this mean for primary schools?**

Whilst keeping primary aged children 2m apart is very difficult, altering the number of pupils in a class and changing the setup of the classroom will support social distancing.

It is proposed that all year groups in primary school return, but in reduced groups with a regular rota system in place so that parents and children have a consistent routine. Classes will be divided into groups with children attending in blocks of days. In most cases classes will be split into three groups, some of which may be of different sizes so that additional supports and staffing can be allocated to some groups.

Movement through the school will be limited and most children will spend their time in the one classroom. Where possible children will directly enter through an external classroom door to limit interactions with others whilst moving through school.

We will increase ‘in school’ contact for up 25 pupils daily using a class space, 2 GP Rooms and our Gym Hall.

Local Authorities have been asked to prioritise childcare provision for key workers. It is unlikely that standard breakfast and afterschool provision will be available for all families whilst this expectation is in place.

**Avoiding physical / social contact within the playground**

The playground has space to accommodate all pupils whilst maintaining social distancing rules. No use of fixed outdoor equipment will be permitted at this time. A limited supply of playground equipment (which allows for social distancing) should be sanitised after each play session and risk assessed appropriately. The playground can be accessed by the general public but the current protocols in place to prevent this during times that children are using it will continue to be adhered to.

Breaks and lunchtimes will be staggered to reduce the number of children accessing shared spaces at one time to ensure numbers remain within safe limits and consider wet weather alternatives.

**Ventilation in buildings and the use of outdoor space**

Staff will be asked to ensure good ventilation by keeping windows open and where possible not closing the doors of small rooms (unless these are fire doors). Children, young people and staff will spend more time outdoors, with weather appropriate clothing, keeping at least two metres from others.

Effective outdoor learning will be delivered across subject areas using our playground, school garden and field. Care will be taken to ensure that outdoor contexts for learning are fully accessible.

**Management of symptomatic building occupants**

If a child or young person attends the setting with symptoms of cough and/or high temperature, they should go home immediately. If a child / young person is waiting to be collected by their parent or carer, they should be isolated in a private well ventilated room/area (our Support for Learning Room) and avoid touching surfaces. This Isolation Room will be cleaned after use in keeping with national guidance.

The manager will then contact Facilities and ensure appropriate cleaning takes place. Please keep up to date with current guidelines: [https://www.hps.scot.nhs.uk/web-resources-container/COVID-19-guidance-for-non-healthcare-settings/](https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/)

**Section 2 – Hygiene and health and safety practice**

**Cleaning routine**

Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings). Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day.

All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.

Particular consideration will be required when children and young people will require access to sensory spaces to ensure that an appropriate cleaning routine is in place between uses. Cleaning arrangements will be considered on a school by school basis as part of the risk assessment process.

It may not be possible to ensure adequate cleaning of some facilities / areas of the school, in which case these facilities will be put out of use. Pupils will be asked to bring their own filled water bottle to school and fountains will **only** be used for refilling if required. This will be supervised by an adult.

Sanitising wipes will be provided to school staff to clean telephones, laptops/desktop computers and associated peripherals and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses.

Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.

The Isolation Room and Infant First Aid Room (beside P1 door) will require special attention for cleaning (see Section 3 below for more information on isolation spaces).

**Use of Learning Resources**

School staff will be given sanitising wipes for school staff to undertake cleaning of resources, toys and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. Some resources, such as fabric resources which cannot be easily cleaned between uses, will not be used for in school learning. Resources which are not being used will be removed from class bases to aid this process. Staff will be guided to carefully consider an appropriate provision of resources for ‘in school’ learning.

Books and related resources within class libraries will be put out of use, unless they are to be made available to individual pupils for their sole personal use.

Resources will be wiped/cleaned on an ongoing basis by the staff in each room.

**Hand washing**

Health Protection Scotland advise that soap and water should be used for hand washing where this is available. Alcohol based hand gels / sanitiser will be used where there is no access to soap and water. Stocks of soap will be checked, and replenished, before the start of every day by facilities staff.

Hand sanitiser will be available at each usable entrance point to the building, unless there is immediate access to soap and water in these areas. Stocks will be checked every day and replenished as required.

Children, young people and staff will be reminded to wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser, when entering the building, before eating or handling food, after blowing their nose, sneezing or coughing, and after going to the toilet. Children, young people and staff will be reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands. Several posters have been displayed around the school to remind everyone of the need for regular handwashing and the correct way to do this.

Children, young people and staff will be reminded to cover their nose and mouth when coughing or sneezing with disposable tissues and dispose of them in the nearest waste bin after use and wash hands. Tissues will be available in each classroom, and pupils should be reminded to use the crook of their elbow if no tissue is immediately available.

Hand sanitiser will be available at all entrances to the school building. Stocks will be kept in the locked cleaner’s store beside the Janitor’s Office. The Janitor will manage the stock of sanitiser and liaise with the school’s PPE Co-ordinator. There is a bin in every room for the safe disposal of used tissues.

**Access to Toilets**

Pupils’ access to toilets will require to be carefully managed in order to maintain social distancing within the toilet areas. This will be managed with a ‘socially distanced’ queue when necessary supervised by a PSA. Staggering break/lunch times will assist with this. A maximum of 2 pupils will be allowed to access a toilet area at any one time. There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised by a PSA for younger children. The maximum number in each toilet area is determined by the floor space with clear signage indicating the number of users at any one time.

It is recognised that staff toilets can be limited in some school buildings. The small staff toilets in the infant and senior corridors will be limited to single user only, using a visual mechanism to show when the toilet area is occupied. The larger staff toilet area beside the staffroom will be limited to 3 users at any one time.

**Section 3 – Practical measures to support social distancing in our school**

**How will we increase separation?**

The agreed metric of 5 sq.m has been used to help determine the maximum capacity of all spaces in school to help determine which spaces may be most suitable for the provision of ‘in school’ learning. This metric allows for circulation space in addition to the need to adhere to the 2m social distancing rules.

The spaces used for ‘in school’ learning will be prepared to clarify boundaries. This may include closing off some areas. It will be important to ensure that all staff and pupils are aware of the any changes in the use of the building. Staff spaces such as school staffrooms, kitchens and break out spaces will also be subject to social distancing arrangements.

Groups of pupils (bubbles) have been planned and membership of groups will be static. This will help restrict the number of different interactions each pupil has. After assessing the capacity of the school, and adhering to the 2m social distancing guidance, each class has been split into 3 bubbles. The bubbles have been formed with the consultation of teaching staff to ensure the best possible opportunities for in-school learning. The bubbles will be allocated a teacher, a room and times to be in the school building and grounds. These times will be staggered to restrict the number of interactions between pupils. It has been planned for siblings to attend school on the same days. The planned fortnightly pattern is:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Day | M | T | W | Th | F | M | T | W | Th | F |
| Bubble | A | A | A | B | B | B | C | C | C | Digital |

Cohort A has 134 pupils, Cohort B has 131 pupils and Cohort C has 134 pupils.

This will allow the following percentage of pupils to attend ‘in-school’ learning whilst still giving capacity to provide digital learning as part of a blended approach to learning as outlined by the Scottish Government:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Week 1 and 2 will be induction weeks | % of children in school Week 1 | 33 | 33 | 33 | 33 | 33 |
| % of children in school Week 2 | 33 | 33 | 33 | 33 | 0 |
| Pattern going forward following the 2 week cycle described above | % of children in school Week 3  | 40 | 40 | 40 | 40 | 40 |
| % of children in school Week 4 | 40 | 40 | 40 | 40 | 0 |

All classrooms and the gym will be used for learning and teaching, as well as outdoor spaces. Additional provision for vulnerable pupils and a childcare hub is possible dependent on demand and final staffing levels in August.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Room | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | Gym | ELR | Blue |
| Average no.of pupils daily | 7 | 7 | 8 | 9 | 8 | 10 | 10 | 10 | 10 | 10 | 10 | VulnerablePupil Hub | 9 | 9 | 9 | 9 | Vul. Pupils/ HWB Daily | Vul. Pupils | Vul.Pupils |

All corridors are to be kept clear to allow safe distancing whilst walking through the school. Reconfiguration of furniture in these spaces has been required to support this. Spaces have been identified (Community Centre and senior peg area) for the storage of excess furniture and resources from classrooms. As mentioned above, the SfL Room near the office has been identified as an Isolation Room for any pupils or staff who develop symptoms, whilst they wait to return home. The Isolation Room will be well ventilated at all times and will not be used for any other purpose, as they will require to be intensively cleaned after being used by any symptomatic individuals. For example, the school’s first aid room should not be used as an isolation space, unless first aid provision is to be moved elsewhere.

The sharing of resources between children and young people during a learning activity will be avoided in order to limit the potential for transmission with each child keeping all their resources in a separate tray. Personal belongings will be kept by their desk to avoid the use of peg areas and taken home at the end of any ‘in school’ learning. Only resources and equipment that can be easily cleaned will be used, with other resources removed from classes and stored.

At Cornhill, we are fortunate to have a good availability of outdoor space, including our playground, garden and field. Daily use of these areas will be made to promote outdoor learning across all areas of the curriculum. This will include nurturing activities and Physical Education. Children and staff will be advised to wear appropriate clothing in anticipation of being outdoors.

Our school office is small and can only accommodate one member of staff daily. Our main entrance vestibule has a limit of one person at this time. During Phases 1-3, parents/carers will be unable to access this area unless by prior arrangement and will be informed of this.

To fully assess how many children can be accommodated in nursery, we await full details of pupil numbers following the Early Years Team parental questionnaire but numbers will be in accordance with Government guidance.

**How will we decrease interaction?**

A ‘keep left’ rule will be maintained for pupils and staff moving around the school to ensure physical distancing.

Groups of children arriving and departing at the same time will be avoided and year groups and classes will have staggered start and finish times to reduce the number of children and young people together at one time. There will be 3 separate start and finish times and 5 entrances/exits used – details for each bubble have been agreed between the Head Teacher and the school Quality Improvement Manager and shared with parents.

|  |  |  |  |
| --- | --- | --- | --- |
| Start time:  | 8.45am | 9.00am | 9.15am |
| Classes: | Rm3 P1 (P1 door)Rm6 P2 (P2 door)Rm18 P7 (hall door)Rm13 P4 (toilet door)Rm10 P5 (field door) | Rm4 P1 (P1 door)Rm7P2/3 (P2 door)Rm17 P7 (hall door)Rm12 P4 (toilet door)Rm9 P6 (field door) | Rm5 P1/2 (P1 door)Rm15 P3 (P2 door)Rm16 P3 (hall door)Rm11 P5 (toilet door)Rm8 P6 (field door) |
| Break time: | 10.10-10.25am | 10.30-10.45am | 10.50-11.05am |
| 20 minute lunch indoors: | 12.00 | 12.20 | 12.40 |
| 20 minute lunch play: | 12.20 | 12.40 | 1.00 |
| Finish: | 2.45pm | 3.00pm | 3.15pm |

The school will adopt an agreed protocol for drop off and pick up. Parents and carers will refrain from entering school playground to further reduce numbers. Parents and carers will make use of locations nearby that can be used to support a Park and Stride approach to limit traffic near the school. Restrictions will be put on entering the school car park with only parents of children with additional support needs who had previous arrangements will be permitted access to ensure that groups do not congregate. The school reception area will not be accessible to parents and carers during Phases 1-3 of the return with all enquires made either by phone, e-mail, Google or Microsoft Teams – this will be explained clearly to parents.

Playgrounds will only be accessed by children for the purpose of attending in-school learning and only an emergency will trigger a need for anyone else to be on site so that carefully calculated capacities can be maintained. Access to the building will be strictly controlled. Every bubble will have a designated entrance/exit door and this information, along with the start/finish times will be shared with parents prior to the return in August.

Groups of primary children will be taught by a limited number of staff.

Where possible, furniture will be laid out to guide effective social distancing with surplus furniture cleaned and stored in any spaces not being used. Clear signage will indicate any items of furniture which will not be used where full removal is not possible. Staff personal resources and school resources not easily cleaned will be removed from classrooms.

In some circumstances (including where the 2m rule will be difficult to apply) a risk mitigation approach will be followed in keeping with Scottish Government guidance including the use of PPE where necessary. In these circumstances, a group or ‘bubble’ of set members will be established. This may apply for some very young groups of learners, for some with additional support needs and in some practical subjects subject to risk assessment.

Where children attend childcare within school, movement between areas and groups will be risk assessed and managed to limit contact as much as possible.

**Dining arrangements**

All children will be asked to bring a packed lunch and the provision of free school meal vouchers will continue. Children will be asked to take any uneaten food / waste wrappers etc home with them, to help reduce the risk of infection spread.

In most cases, and to reduce the requirement for cleaning between sittings, children will eat lunch in their classrooms. This reduces groups of children mixing. Lunch breaks will be staggered for different classes which will enable smaller groups to access the playground at one time and smaller numbers of staff to access staffrooms as well.

All pupils must remain on site for lunch in order to limit their contact with others out with the school. These arrangements will be reviewed as restrictions are reviewed.

Early Years dining will be within the setting area to ensure that children can remain within the space. It is expected that due to the reduced numbers of children attending, the organisation of space will accommodate a rolling snack. The social distance practice within the kitchens will also need to be considered. Specific risk assessment on kitchens will be required, which vary considerably in size.

**Evacuation procedures**

Evacuation routes remain the same although muster points have been spaced further apart to allow for social distancing.

Evacuation arrangements for children with complex needs or disabilities have been reviewed with refreshed Personal Evacuation Plans in place.

**Orientation**

The Senior Leadership Team will brief staff on circulation patterns and revised school layouts to ensure that all staff are aware of new restrictions. A map will be displayed and signage used as appropriate to act as an aide memoir. All children will be advised of arrangements prior to their return, through virtual tours and Google Meets, with health and safety a key focus when groups first join ‘in school’ learning in August.

**School transport**

Children will be encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so. Where walking is not appropriate and where parents/carers transport by private car, careful consideration should be given to travel plans to maximise ‘Park and Stride’ to minimise the vehicular activity around the school gates.

Transport providers will be required to adhere to Transport Scotland’s Guidance for Transport Operators. Children will be advised to follow safer travel guidance, which would include the wearing of face coverings, where deemed appropriate, except for very young children or those with particular conditions.

In situations where children become symptomatic of COVID-19 ‘in-school’, parents/carers will be required to provide transport home. Transport providers will not be able to transport symptomatic children.

Bike racks will be out of use in order to limit contact and to maintain social distancing protocols. For children coming to school on bikes or scooters, these must be left with parents before entering the school grounds.

**Managing Visitors / Managing Reception**

External visitors to the school building will generally not be permitted. The only exceptions to this will be for:

* Local authority officers required to visit the school to provide essential support to pupils or staff (by pre-arranged appointment only)
* Contractors required to access the main building or grounds to undertake essential planned maintenance or repairs (by pre-arranged appointment only)
* Contractors working on a closed construction site within the school building or grounds, where appropriate measures have been taken to entirely separate the construction site and contractor personnel from the rest of the school, and the work has been approved to go ahead by Corporate Landlord officers
* Any other visitors required to enter the building for emergency purposes, including emergency repairs

Parents will not be permitted to visit school to speak to teachers about their children. This will be communicated clearly to all parents. Where parents require to contact a teacher, they should be asked to make contact initially by email, and by booking an appointment (if necessary) in advance.

Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and will provide a telephone number for visitors to contact an appropriate member of staff within the building, should they wish to speak with someone or if they have an appointment to attend the school.

If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying any COVID-19 symptoms. Those displaying symptoms will not be permitted access.

Where possible visitors permitted access, will remain within the reception area of the school and speak with the relevant member(s) of staff via the Reception desk window / hatch.

The name and contact telephone numbers of all visitors entering the building will be recorded, along with the date and times of their attendance, in order to support the national Test and Protect Strategy. The School Office will maintain a diary of appointments for parents speaking to staff.