

**Cornhill School Return Plan – August 2020 (v2 17/8/20)**

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**Section 1 - Key principles**

The Local Delivery Phasing Plan (LDPP) that was emailed to parents previously, 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 Return Plan for Cornhill School, which will act as part of the School Improvement Plan for the coming session.

The School Return 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
* 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 and has been shared with parents.

There is now no requirement for children in ELC settings to socially distance from each other although adults in the setting will adhere to the 2m social distancing guidance where possible. Different nursery classes within Cornhill School will be kept separate whenever possible to reduce the risk of transmission. Time has been incorporated to ensure strict hygiene practices are maintained in line with government guidance. Resources have been carefully selected to make sure they can be easily cleaned or each individual nursery class has its own set of resources.

We will continue to adhere to ELC guidance as it is updated.

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

Whilst there is not now a requirement for children in primary school to socially distance, we still have a number of measures in place to reduce interactions between adults and children and between groups of children to reduce risk.

It is proposed that all year groups in primary school return full time from Monday 17th August 2020.

Movement through the school will be limited and most children will spend most of their time in the one classroom.

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

No use of fixed outdoor equipment will be permitted at this time. A limited supply of playground equipment will be available and will be sanitised after each play session and risk assessed appropriately. It is possible that 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.

Lunchtimes (and breaktimes if necessary) will be staggered to reduce the number of children accessing shared spaces at one time with the clear message to pupils that they should only be interacting and playing with children in their own class for the time being.

**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, staff keeping at least two metres from pupils where possible.

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. The symptomatic pupil will be given a mask to wear for their journey home. Scottish Government Test and Protect procedures will be followed. 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. Water fountains will not be available to use but taps in classrooms can be used and sanitised afterwards.

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 and ‘let-dry’ sanitiser spray 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 made available to individual pupils for their sole personal use. Once finished the books will be ‘quarantined’ for 72 hours in line with national library guidance before being re-issued.

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. Stocks will be checked every day and replenished as required. The Janitor will manage the stock of sanitiser and liaise with the school’s PPE Co-ordinator.

Pupils can use the hand sanitiser or wash their hands in the classroom sink immediately upon entry to the class.

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, after going to the toilet, when changing classroom and prior to entering school transport. 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, as well as in every classroom, 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. There is a bin in every room for the safe disposal of used tissues.

**Access to Toilets**

The relaxation of physical distancing guidance for primary school children enable pupil toilets to be managed more easily although pupil numbers will be limited with pupils from different classes discouraged from using the toilets at the same 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 reduce the likelihood of infection in our school**

**How will we increase separation?**

All corridors are to be kept clear to allow safe distancing whilst staff and pupils are walking through the school. 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 it will require to be intensively cleaned after being used by any symptomatic individuals.

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. Peg areas will be spaced out (including the use of Room 14) to reduce pupil interaction from different classes. The bringing of personal belongings including pencil cases and toys is discouraged and the school will provide pupils with the resources they need. 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. We aim to make daily use of these areas to promote outdoor learning across all areas of the curriculum. This will include nurturing activities and Physical Education (PE). The wearing of school uniform is encouraged and children should wear a fresh set of clothes each day to reduce the risks of transmission. In anticipation of being outdoors more frequently, children should come to school with an appropriate jacket, footwear etc. Children will not be expected to change their shoes when entering the school for the time being. On the days that children have PE (class teachers will inform pupils of this), they should come appropriately dressed for an outdoor PE session.

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. Enquiries should be made either by phone or email.

**How will we decrease interaction?**

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

Start and finish times remain at 9am and 3pm but now 5 entrances/exits will be used:

|  |  |
| --- | --- |
| **Class** | **Entrance/Exit Door** |
| P1s and P1/2 | Entrance nearest Nursery playground in infant playground |
| P2 and P2/3 | Other entrance in infant playground (nearer senior playground) |
| P7s | Gym Hall door |
| P3s and P4s | Entrance near climbing frame in senior playground |
| P5s and P6s | Field entrance door |

Parents and carers are prohibited from entering the school grounds including the car park. The only exceptions being for parents/carers taking their child to nursery, parents of new children to the school to have an initial outdoor meeting and, with prior arrangement, parents of pupils with additional support needs. The school will adopt an agreed protocol for drop off and pick up.

Parents and carers should make use of locations nearby that can be used to support a Park and Stride approach to limit traffic near the school. As mentioned, 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 or email – 01224 483234 or [cornhillprimary@aberdeencity.gov.uk](mailto:cornhillprimary@aberdeencity.gov.uk) . Signage on the front door of the school will indicate this.

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.

Groups of primary children will be taught by a limited number of staff and staff (including service providers) will only be able to work at one school to reduce the risk of transmission.

In some circumstances (including where the staff/pupil 2m rule will be difficult to apply or when adults are working closely with a pupil for more than 10 minutes) a risk mitigation approach will be followed in keeping with Scottish Government guidance including the use of PPE where necessary. 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.

Large group activities, for example assemblies, will not take place as we limit the size of groups in one space at this time. Singing, any activity that promotes voice projection and the playing of wind or brass instruments is not allowed. National guidance on sport and SERC guidance will be followed.

**Dining arrangements**

All children will be asked to bring a packed lunch for their re-introduction day (week beginning 10th August). For the weeks beginning 17th and 24th August initially, children should have a packed lunch. Those pupils in P1 to P3 and those in receipt of Free School Meals will have a packed lunch provided for them by the school kitchen should they require it. Children will be asked to take any uneaten food / waste wrappers etc home with them, to help reduce the risk of infection spread.

Children will eat lunch in their classrooms initially for the first 3 weeks of term, 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.

**Evacuation procedures**

Evacuation routes remain the same although muster points have been spaced further apart to reduce the interaction between groups.

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. All children will be advised of arrangements prior to their return and arrangements will be discussed/demonstrated in depth during the pupils’ re-introduction day.

**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.

**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. Where parents require to contact a teacher, they should make contact initially by email or phone, and by booking an appointment (if necessary) in advance.

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.