

Plan for Expanding Provision – June 2021

Final version

Rationale and purpose

In the context of the Government's roadmap to move to 'normality' and the low number of cases of COVID-19 in South Somerset, which is way below the national average, we are looking to expand and develop our provision for the last half-term of the academic year to provide both children and staff with a greater sense of normality by implementing the following from Monday 7th June 2021:

- Children rather than staff moving around the school from lesson-to-lesson.
- All specialist teaching to take place in specialist classrooms
 - Art to return to the Art room
 - Science to be taught in science labs
- Current Year 5 children to adapt to the secondary approach before the new school year.

The decision to expand our provision mirrors the easing of lockdown restrictions from 17th May and 21st June mirrors the Government's policy to ease lockdown restrictions.

Risks

- The Indian variant of COVID-19 is leading to increased cases and a higher risk of transmission in certain parts of the country; however, the South West and South Somerset appear not to be affected by this at the moment; however, the situation we will maintain a watching brief on the situation.

Mitigating risks

If any of the following situations occur, we will re-implement the measures introduced in September 2020 (revised March 2021):

- There is a confirmed case in the school
- The number of cases/rate of transmission significantly increases in South Somerset
- Government policy changes.

Benefits

- All children have access to specialist teaching across the curriculum
- Staff can re-establish a designated teaching space and will not need to move resources around the site.

Potential disadvantages

- It will be harder to maintain social distancing. Children will inevitably mix more, which could make the track and trace process more difficult to manage if there is a reported positive case of COVID-19.

Mitigating factors

- Staff and key stage 3 students would be encouraged to test twice weekly using LFDs, reporting results via the NGHS website.
- The one-way system would remain in place in the main block to ease congestion.
- Preventative measures will remain in place, especially good hygiene and an effective cleaning regime around the site.

MINIMISING COVID-19 RISKS

We will continue to comply with health and safety law and ensure the appropriate risks are assessed and that proportionate control measures are in place. The key risk assessment will be reviewed and revised and then published on the Academy website: www.maidenbeech.net.

The school will introduce a system of controls to help minimise the risks of Covid-19 which can be grouped into two key areas: 'prevention' and 'response to infection'.

PREVENTION

No one is to come into school if they have Covid-19 symptoms and must follow the Government guidance set out below about when to self-isolate. Staff should refer to the following document, which contains a clear flow line of actions: *Management of COVID-19 in educational settings – Actions for staff*. The school will adhere to this guidance without exception and all staff are expected to comply.

In the event of more than one reported case, the school will liaise with the CEO and COO at the BTCT and an action plan will be agreed on how to manage the situation

When to self-isolate

The medical advice is clear: you must self-isolate if you have coronavirus symptoms or live in the same household as somebody who does. The main symptoms of coronavirus are:

- ***high temperature*** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- ***new, continuous cough*** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- ***loss or change to your sense of smell or taste*** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

For more information, read the further [guidance on symptoms](#).

If you have one or more of these symptoms, you must self-isolate straight away for 10 days – or longer if you still have symptoms other than cough or loss of sense of smell/taste and arrange a test ASAP.

If you live in the same household as someone with coronavirus symptoms, you must self-isolate straight away for 10 days.

If anyone in school develops symptoms they will be sent home immediately and parents will need to ensure they are able to pick their son or daughter up at short notice. Parents must then follow the government 'stay at home' guidance and arrange to have a test. **If the test is positive, then parents must inform the school immediately.**

Whilst waiting to be collected, children will be isolated from the rest of the school in the Curriculum Office, which has been adapted for this purpose, and staff attending to the child will wear PPE. The layout of the office allows us to meet all government guidance on isolation including being behind a closed door, in a ventilated room, visible to staff with the use of a separate toilet (disabled toilet adjacent to this room). Once the child has been collected, the room will undergo a deep clean.

Any member of staff who has helped someone with symptoms or has been in close contact with them does not need to go home to self-isolate unless they develop symptoms themselves.

The following advice and guidance is useful from the Health Protection Team is helpful and will be applied to any decisions made:

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

It is essential that all staff keep appropriate distance in the classroom and do all they possibly can to limit 'Close contact'.

Everyone must wash their hands thoroughly for twenty seconds and the areas of the room where the person was isolated needs to be cleaned with household bleach.

Cleaning hands thoroughly more often than usual

We will do everything that is reasonably possible to keep high use areas and equipment clean and will have an enhanced cleaning programme facilitated with additional cleaning hours. However, we believe that keeping the children and adults clean is key to preventing the spread of the virus. Everyone will be expected to clean their hands on entry and exit to every room either by using appropriate hand sanitiser. We have purchased enough hand sanitiser to allow for this, and we have increased the number of hand basins around the school site, including the installation of external hand washing facilities outside the science lab (this is now in place).

Respiratory hygiene

Children will be reminded each morning of the importance of the 'catch it, bin it, kill it' approach and we have ensured we have an adequate supply of tissues and bins available. Every member of staff who regularly interacts with the children will have hand sanitiser and tissues readily available in order to ensure the consistency of these important messages.

Posters have been displayed throughout the school site in all key areas re-enforcing this message. If for any reason we feel any child may struggle with this due to their own individual needs, then we will carry out an individual risk assessment.

Responses to an infection

Everyone must ensure that they understand the NHS Test and Trace process and everyone must be prepared to:

- Book a test and to self-isolate if they are displaying symptoms
- Provide details of anyone they have been in close contact with if the test positive or are asked to by NHS Test and Trace
- Self-isolate if they have been in close contact* with someone who develops symptoms or who tests positive

*Close contact means:

- Direct close contact – face to face with an infected individual (less than 1m) including being coughed on face to face
- Proximity contacts – extended close contact (within 1-2m for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

In the event of a positive test the school will contact the health protection team who will provide definitive advice on who should be sent home.

Household members of those who have been sent home do not need to self-isolate.

If we have two or more confirmed cases of Covid-19 within 14 days or if there is an overall rise in sickness where Covid-19 is suspected, then we will work with the health protection team to determine whether larger numbers of people need to self-isolate as a precautionary measure

The MBA day from 7th June 2021

7:30 – 8:45 AM – Childcare in the canteen for parents who have booked this provision.

8:45 – Children go straight to tutor groups and wash hands if there are handwashing facilities. Tutors to be in room by 8:45 to meet, greet and help organise. Unless travelling on school transport or attending prearranged childcare, children should not arrive to the school site until 8:45 AM.

9:00: Lesson 1 – children will move to Lesson 2

10:00: Lesson 2 – children will return to their tutor base for break time.

10:55: Break – see arrangements and guidance below, which remain unchanged.

11:15: Bell 1 – KS 3 children leave playground and return to tutor room.

Bell 2 – KS 2 children go outside to playgrounds

11:40: Bell 3 – end of break and start of Lesson 3

12:30: **All LSAs have lunch to enable them to be on duty during the children's lunch break.**

12:30: Lesson 4- reduced to 45 minutes

1:15: **Lunch break for all year groups.** Staff timetabled to teach the group take the class back to their tutor base where they supervise them until 1:30 PM. Children with a packed lunch will eat this in their tutor base.

1:15: children in Year 5 needing to purchase food from the canteen are sent to the canteen. When they have purchased their food, they will sit in the hall on benches.

1:25: Year 6 children needing to purchase food from the canteen are sent to the canteen. When they have purchased their food, they can eat outside. If it is a wet lunch break, they will return to their tutor room to have lunch.

1:30: Children will leave tutor bases and go outside where they will be supervised by the LSA team and members of SLT.

1:30: Year 7 and 8 children purchasing food from the canteen will go to the canteen. When they have purchased their food, they can eat outside. If it is a wet lunch break, they will return to their tutor room to have lunch.

Playground arrangements:

Large playground: Years 5, 6 and 7

Top playground: Year 8 only

If the weather is fine, years 5, 6 and 7 will go to the field. Year 8 will have the option to use the field or their designated playground.

2:15: End of lunch – registration for all year groups

2:30: Lesson 5

End of school arrangements

In order to limit the mass movement of children at the end of the school day, we will continue a staggered exit from the school site:

Year 5: 3:15 PM

Year 6: 3:20 PM

Year 7: 3:25 PM

Year 8: 3:30 PM

Children travelling by bus will leave at the same time as their year group and will go to the hall to wait for their bus to arrive. Children in different year groups should socially distance from one another whilst in the hall, and school transport have issued guidance to bus operators to actively encourage social distancing on school transport based on year groups.

At break time, it is essential that staff continue to use the bells as a cue for the next course of action and not to rely on the timings provided, which are for guidance only.

Movement around the school site

From Monday 7th June 2021, children will once again be permitted to walk around the school site to their timetabled lessons. They will no longer be escorted and supervised by members of staff during the transition.

- **Music** will be in the music room, which is not used as a tutor base.
- **Drama** will take place in the LRC
- **PE/Games** will be based in the hall. *Children will be permitted to wear PE/Games kit to school on the days that they have either PE or Games timetabled to avoid the need to use the changing room facilities.*
- **Design Technology:** The DT workshop/ Food Tech room will be available for Design Technology lessons. A risk assessment has already been completed for cookery. Children in 5JF will be based in Room 8.
- **Computing:** Lessons will take place in the Tech Suite.
- **Science:** Lessons will take place in the Science labs
- **Art:** Lessons will take place in the Art room.

The one-way system will be remain in place in the main building with appropriate signage. This will reduce the potential for contact in the busiest area of the school.

Bubbles

Children will no longer be part of social bubbles. In order to support the Track and Trace process we will:

- Have fixed seating plans in every lesson produced by the tutor
- Ask children to consider who they are playing with at break and lunch time

Assemblies

There will be no whole school and year group assemblies. We will continue to plan and deliver assemblies through Microsoft Teams and/or pre-recorded assemblies via video, which can be shown across the school during tutorial time.

Classrooms

- Because of the increase to 16 tutor groups, rooming is at an optimum and there will be little or no alternative classroom space to use.
- From Monday June 7th classrooms no longer need to be arranged with tables in rows and children facing the front. Instead, children can sit in groups once again following the seating plan decided by the tutor. Following a risk assessment, it has been decided that Lab 1 will not be used as a tutor base because the desks are fixed and forward facing; however, the room will be used for timetabled science lessons. The Drama room will remain as the tutor based for 5LG
- The teacher should remain at the front where possible and try and maintain 2m social distancing. If this is not possible then the amount of time where this is not adhered to should be kept to a minimum. Staff should avoid being within 1m or less of any child and should wear a mask as recommended.
- Learning support staff can circulate, but should try and keep some distance where possible and avoid face to face support.
- Teachers and learning support staff should try and maintain 2m social distancing from each other as should all staff at all times.
- All classroom will have a clearly marked entrance/exit point. Staff and children should avoid walking through Rooms 1, 2, 3, 4, 5, 5a and should use the main corridor or outside routes instead.

Toilet Facilities

Year groups will continue to use their allocated toilets during the day, including break and lunchtime.

Year 5: Changing room toilets

Year 6: Toilets in the main corridor

Year 7: Changing room toilets

Year 8: Toilets in the main corridor.

Social spaces

Inside:

Children will use their tutor room as their main social space, including wet break and lunch times.

Outside:

Key Stage 2 (Years 5 & 6)

From Monday 7th June, both year groups will be able to mix socially. Playgrounds will be used for specific activities:

Large playground: Ball games

Top playground: using play equipment – skipping ropes etc.

Children in years 5 and 7 will continue to use the changing room toilets

Breaktime: 10:55 – 11:40 AM

Break will be staggered to reduce the number of children around the school site.

10:55– 11:15 AM: Year 5 and 6 eat their snack in their classroom or go to the canteen to purchase food.

Year 7 and 8 will go straight out to the playground space or remain in their tutor base if it is raining. During this time, key stage 3 children should use the allocated toilets.

11:15: Bell 1 rung: Year 7 and 8 leave the playground and go to their tutor rooms

Bell 2 rung (approx. 11:20) Year 5 and 6 will go outside and Year 7 and 8 will go either to the canteen/hall or back to their tutor room to have their snack. During this time, Key Stage 2 children should use the toilets.

Bell 3 rung (approx. 11:40) End of break – Year 5 and 6 return to their tutor rooms for Lesson 3

Teaching staff and support staff will be allocated a 20 min duty as normal.

Key Stage 3 (Years 7 & 8)

From Monday 7th June, both year groups will be able to mix socially. However, they will continue to have an allocated playground.

Large playground: Year 7

Top playground: Year 8

Children in years 6 and 8 will continue to use the toilets in the main corridor.

The canteen and food on site

Children will be encouraged to bring in food from home; however, sandwiches and easy to eat food will be available from the canteen. Children entitled to free school meals will be able to purchase food from the canteen and the system

will remain cashless to reduce risk. Children will eat food purchased from the canteen in the hall; however, key stage 3 children will be allowed to eat outside, weather permitting.

The proposed timings are:

1:15: Lunch break for all year groups. Staff timetabled to teach the group take the class back to their tutor base where they supervise them until 1:30 PM. Children with a packed lunch will eat this in their tutor base.

1:15: children in Year 5 needing to purchase food from the canteen are sent to the canteen. When they have purchased their food, they will sit in the hall on benches.

1:25: Year 6 children needing to purchase food from the canteen are sent to the canteen. When they have purchased their food, they can eat outside. If it is a wet lunch break, they will return to their tutor room to have lunch.

1:30: Children will leave tutor bases and go outside where they will be supervised by the LSA team and members of SLT.

1:30: Year 7 and 8 children purchasing food from the canteen will go to the canteen. When they have purchased their food, they can eat outside. If it is a wet lunch break, they will return to their tutor room to have lunch.

Staffing:

- Classroom based support staff and student support staff will take their lunch 12:30 to 1:15 PM
- Teaching staff will have their lunch break from 1:30 to 2:15 PM
- From 1:30 to 2:15 PM, children will be supervised by members of the leadership team, support staff and MDSAs outside or inside if it is deemed a wet break.

Behaviour expectations

These will not change; however, we need to plan for Covid-19 related behaviours such as deliberately coughing at someone, which will have serious consequences. From the 1st September 2020, the DfE has introduced a new category/exclusion code, which will be used if:

- A child deliberately and maliciously behaves in a way that poses as a risk to others
- Attends school when displaying COVID-19 symptoms, refusing to follow the published advice and guidance and, therefore, putting other members of the school community at risk.