



Rowantree Primary School Covid 19 Contingency Plan

June 2020

Version 6 June 15th 2020

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Rowantree Primary Recovery Plan

The purpose of this plan is to ensure the health and wellbeing of our entire school community when we open for pupils in August. Where possible we have sought the opinions of stakeholders including Robertsons, Education Managers, staff and parents. The plan is framed within the parameters of the guidelines from the Scottish Government and our own Local Authority and should be read alongside these.

It is important to note we must be flexible and prepare for change.



Coronavirus+(COVID
) +re-opening+school:



DCC.pdf

Due to the nature of the situation this must be a fluid document which will be subject to change in line with advice given centrally and locally.

When school returns in August it will not be a normal school day and it will take time for us all to adjust to a 'new norm'. We must support one another as well as our young people and families through the initial stages of our phased return to school. This plan should help answer some questions specific to our setting. It is also important for us to focus on our own setting and not to be distracted by what is happening in other school or local authorities. We are working closely with TRIC to ensure broad general agreement on procedures and practice. Also at a local level we have some broad general messages but ultimately each setting has to develop a plan that suits them.

Guiding Principles

1 GUIDING PRINCIPLES

Scottish Government have set out five key guiding principles that are values-led and place the child at the centre of considerations:

Safe

1. Protects the physical, emotional and mental health and wellbeing of children and young people (this includes indirect harms through societal and economic effects) as well as all staff.

Fair and Ethical

2. Ensuring every child has the same opportunity to succeed through their blend of in-school and in-home learning, with a particular focus on closing the poverty related attainment gap.
3. Ability to prioritise learners at key points and/or with specific needs.

Clear

4. Is easy to interpret and understand, and has the confidence of parents, staff and young people so that they can plan ahead.

Realistic

5. The options are both viable and effective at the level they are applied.

Points to consider for Rowantree Primary

- How to adopt a maximalist approach to opening our school ie as many pupils, as frequently as possible that is consistent with health and wellbeing of staff and pupils
- Classrooms to be set up to ensure as practicable as possible 2m social distancing
- Where practicable minimising mixing of class groups
- Room sizes can accommodate up to 12 children and requisite numbers of adults while maintaining social distancing and providing a meaningful learning environment. This means (current) class groupings do not easily fall into A and B week
- Family groupings – there must be an element of liaison with nursery and cluster secondary
- Staggered start times but ensuring entitlement is met
- Entry and exit to school at start and end of day – possible no bell approach
- Breaks and playground access – zoning and high level of supervision to encourage social distancing. Staggered breaks to avoid mixing of groups
- Marking to prevent parent congregating around the school
- Parents not to enter the school building
- How we deliver blended learning ensuring there is equity for our young people
- Lunch break and meal provision
- RCT provision
- Supporting pupils of Key workers

Safe Operations and Logistics

There will be a Risk Assessment in place for August and it will take account of aspects highlighted in DCC Recovery Plan (currently p 8). This will be available to everyone and will be monitored to ensure it is in place.



Phase 1 Re-opening
Induction Jun 2020 V

(Appendix 1)

There will be a new medical room for those showing symptoms, located in the Conference Room (if this remains the advice). All staff will have an opportunity to read this and any comments will be considered. This will include if appropriate new fire risk assessment, PPE and infection control.

Safeguarding

When we return in August we will continue with our normal Child Protection and Safeguarding procedure including regular Pupil Welfare Meetings. There will move from once every three weeks to once every two weeks while these measures are in place.

In addition, there will be regular check in through phone calls and food drops etc made by SLT and SFDW for those pupils who meet multi agency involvement criteria during their week of home schooling.

It is crucial at this time that MOSAIC records are kept up to date and there will be dedicated time every day to ensure this.

Operational Elements

We will move the school on for next session with a view to restructuring post October and wherever possible staff will also take their classes on. However, for returning in August we will be working in groupings of up to 12 and there will be some composite classes within this.

In line with Scottish Government guidance we will adopt a maximalist approach we will be adopting an A and B week a model. After consultation with staff and Parent Council it has been agreed to follow a 5-day alternate week model. This will start on the second week of term. The first week of term will have group A in on Tuesday and Wednesday and Group B in on Thursday and Friday. Primary one will have 2 morning and afternoons each in the first week. We may continue this format for the first 3 weeks of term for primary 1.

Also, key worker pupils will be allocated a full-time place where required and no other option for childcare is available. This means we could have just over 50% of our pupils at any one time. How places are allocated must be decided at local level but will follow national and local guidance.

Pupils will come to school in family groups and these will be allocated in conjunction with our EYC.



Classrooms/Learning Areas (add new staff)

Year Group	Rm Nos/Area	Staff
1	5 and 6	Mrs Wallace Miss Stewart
2	1 and 2	Mrs Adamson Mrs Peek
3	4 and 3	Mrs Harper Mr Bales
4	9 ,10 and 13	Mr Skelton Miss Wilson
5	13 11	Mr Duffy Miss Doig
6	14 and 12	Miss Carlin NQT (TBC)
7	7 and 8	Mrs Beattie Mrs Munro
Key Worker Hub	TBC	TBC

If staffing falls below 80% in the first instance we will look to SLT to cover this and then follow city sought on how to best achieve this.

All practical entry and exit points will be used. We will be encouraging a staggered start. There will be maximum of 12 children. There will be no bells to help avoid congestion. Pupils will be encouraged to move freely into the school. This will be supported and should be manageable. Older pupils will be access and exit their classroom from the designated and door stair well.

School opening times will be from 8:50 am – 9:20am to allow for a staggered start. Formal learning will begin at 9:30am

P4 and P5 will enter via the door at the old St Vincent's site

P6 will enter via the door at the downstairs toilet

P7 will enter via assembly hall doors

Primary 1 -Primary 3 Pupils will access their classroom from the pods

Any pupils attending our enhanced support areas will enter via the pod from ESA area

There will be a partial one-way system in place. This will be in areas and not throughout the whole school.

These are provisional arrangements which still to be finalised and are subject to change

Signs regarding social distancing and hand washing will be prominently displayed throughout the school

Lunches and breaks will be staggered. Pupils **will not be permitted to go home at lunch time.**

Lunch will be eaten in classrooms or outside when weather permits



Draft - Cold Bagged
Primary & Nursery M

(Appendix 2)

Social distancing measures will be in staff social areas too , breaks and lunches will be staggered so this should be achievable.

Staff can their mobile phones on their person in case they need to contact someone in an emergency (not a yellow card)

Pupils must be 2 metres apart during all teaching activities.

All PE must take place outdoors. If pupils are in teams – teams must remain the same,

Hand sanitising stations will be situated appropriately around the school. Soap dispensers will also be available.

Handwashing must occur regularly throughout the day. Particularly at transition times

Pupils will go to the toilet individually where possible. Only cubicles will be in use. External doors should be wedged open to avoid touching handles.

All internal doors will be wedged open to avoid touching possible contaminated areas

No water fountains will be in use

Consideration, locally and nationally is been given to provision of RCT. More details will follow

Staff meetings will take place on Teams for the foreseeable future

There will be no indoor assemblies or gatherings. However, there may be scope to take groups out into the playground and adhere to social distancing and have some form of assembly.

Handshakes and hugging should be avoided

We will continue to contact parents through our Website, Group call and Twitter feed.

Pupils will not be expected to wear school uniform while these measures are in place

Pupils will have their own individual learning station and learning pack

(please also refer to DCC guidelines currently p 8-11)

Learning and Teaching/Curriculum

The curriculum will need to be altered for our young people on their return. There is likely to be significant trauma, apprehension and worry on their return. Our curriculum, through HWB and pastoral care must reflect this.

There will also be a focus on literacy and numeracy. Our young people have missed a significant amount of learning and many of our young people are already at a disadvantage and we must ensure this gap does not grow when we return.

For Session Term 1 2020/21 we will use much of the planning that was in place for Session 2019/20 Term for 4 and a revision of some term 3 work to give our young people an immediate sense of success in their learning. A key focus will be on Literacy, Numeracy and Health and Wellbeing.* It is crucial we are ready to start core significant learning from 11th August. Some of the time from 15th June until end of term will be used to ensure planning is in place.

*PE must happen outdoors and not include contact sports. If team games being used pupils must remain in the same teams.

Blended Learning

This means a mix of school and home learning. A key element of this will be developing a digital platform. It has been agreed all stages will use Class Dojo and staff will take the two weeks from June 15th to set this up.

All literacy, numeracy, HWB and elements of BGE must be delivered on an electronic platform (most likely power point). Lessons will be planned in a two week cycle. Learning will be delivered one week with significant reinforcement and extension work relating to this sent home for working from week so pupils can make reference to powerpoint for key components.



DOJO PowerPoint for Rowantree Primary Daily Schedule.docx
staff June 20.pptx



School template for P



Well Being and Protection

PPE

This will be provided. This include

- Hand sanitiser
- Box of handkerchiefs in each classroom and in social spaces
- Bottle of water for every child each day – can they bring their own?
- Gloves available - if required
- Aprons available - if required
- Masks available - if required
- Antibacterial wipes for all classrooms and areas
- Focus cleaning on touch surfaces during the school day

Pupils will be encouraged to wipe down own area and resources where practicable.

Handwashing and maintain a 2-metre distance are still the two most key elements of protecting yourself.

Water fountains will not be in use and pupils will be encouraged to bring own water bottles.

People who become symptomatic onsite

All members of the educational establishment including staff and pupils should be continually supported to understand the symptoms to look for and clear advice should be provided on how to respond if symptoms become apparent while on-site.

A ventilated space should be available for pupils/staff who become symptomatic to wait in until they can be collected or safely get home. It may be more appropriate to remove the rest of the class if a space is available.

It is not required to inform the school community if someone does become infected

Adherence to Test and Protect

All schools should familiarise themselves with the Test and Protect (Test, Trace, Isolate and Support) strategy that local health boards and Public Health Scotland are implementing. Test and Protect, as the strategy will be known, has a vital role to play alongside other public health measures such as physical distancing and good hand and respiratory hygiene to enable us together to maintain low levels of community transmission of COVID-19.

Parents, carers and school settings do not need to take children's temperatures every morning.

Stay at home guidance

All staff working in education facilities, along with the children and young people in their care, should be supported to follow up to date health protection advice on isolation if they or someone in their household exhibits COVID-19 symptoms, or if they have been identified by NHS contact tracers as a close contact of someone with the disease.

There is more detailed advice in the Scottish Government Document (page 11) and DCC Guidelines

Appendix 1 –Phased reopening Risk Assessment Induction

Covid-19 Recovery Induction		
Re-opening of Schools for Staff Members		
<p>Schools will operate with strict restrictions on site to ensure social distancing with the aim to limit cross contamination and protect staff, pupils and visitors. There will be directional signage on walls and floor (Style to be confirmed by City Development) which must be followed when travelling through the building, people must also remain two metres apart.</p> <p>This induction is designed to acquaint you to the changes in the school’s operation as part of the Covid-19 recovery program</p> <p>Further details below, please read and sign your initials to confirm understanding</p>		
No.	Description	Initials
1.	<p>I have been informed of the fire escape routes relative to the areas where I am working.</p> <p>There have been no changes to fore escape routes from last session.</p>	
2.	<p>I have been informed that the fire alarm is tested every Tuesday between 6.00pm and 6.30pm.</p>	
3.	<p>I have been made aware of how I raise the fire alarm relative to the areas where I am working.</p> <p>On discovery of a fire: shout FIRE, FIRE, FIRE and activate the nearest ‘break glass’ call point. Call points are located throughout the building.</p>	
4.	<p>I am aware that first aid facilities at located at medical room</p>	
5.	<p>I have been made aware of the restrictions regarding the numbers using welfare facilities, photocopier areas, kitchens etc at any one time.</p> <ul style="list-style-type: none"> • Only 1 person in Photocopier room at a time • Staff room to adhere to Social Distancing – breaks and lunches staggered to accommodate this • 	
6.	<p>I have been informed of the requirement for washing hands on entering and leaving the premises and the requirement to clean work equipment that could be used by others.</p>	
7.	<p>I have been informed of the procedure for entering and leaving the building with respect to the correct procedure for signing in and out of the fire register.</p> <p>Sign in board at front door to be used</p>	
8.	<p>I have been informed of the pedestrian movement routes around the building</p>	

9.	I have been informed of the location of the 'Isolation area' - the Conference Room, for any persons displaying symptoms whilst in the premises and the procedure to be followed, and what to do if I feel unwell.	
10.	I have been informed of the location of the PPE supplies within the building. (Main office)	
11.	I have been made aware to familiarise myself with the latest versions of risk assessments relating to the control of Covid 19 within the school environment These are saved in teams in Covid 19 Folder	
12.	I have been reminded of the need to maintain social distancing of 2m where practicable, if not practicable to follow the controls detailed in the risk assessments.	
	ANY QUESTIONS	
School Department / Area		
Print name		
Signature		
Print name of person handing out induction sheet		
Date		

V1- Jun 2020

Appendix 2 –Cold Packed Lunch Menu

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Cold Primary & Nursery Menu August 2020-21

2020-21	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	<p>Chicken Mayo Sandwich Cheese Roll (V)</p> <p>Salad Crusty Bread</p> <p>Frozen Mousse with Fruit</p>	<p>Tuna Mayo Wrap Tomato Pasta (Ve)</p> <p>Salad Crusty Bread</p> <p>Gingerbread Men with Fruit</p>	<p>Ham Finger Roll Red Pesto & Mozzarella Pasta (V)</p> <p>Salad Crusty Bread</p> <p>Yoghurt</p>	<p>Sweet Chilli Chicken Pasta Egg Mayo Finger Roll (V)</p> <p>Salad Crusty Bread</p> <p>Madeira Cake with Fruit</p>	<p>Ham Sandwich Cheese & Tomato Quiche (V)</p> <p>Salad Crusty Bread</p> <p>Ice-Cream with Fruit</p>
Week 2	<p>Chicken Mayo Sandwich Tomato Pasta (Ve)</p> <p>Salad Crusty Bread</p> <p>Banana Loaf with Fruit</p>	<p>Tuna & Sweetcorn Pasta Cheese Finger Roll (V)</p> <p>Salad Crusty Bread</p> <p>Melon</p>	<p>Ham Finger Roll Egg Mayo Wrap (V)</p> <p>Salad Crusty Bread</p> <p>Cheese & Crackers with Fruit</p>	<p>Chicken Pasta Cheese Sandwich (V)</p> <p>Salad Crusty Bread</p> <p>Yoghurt</p>	<p>Tuna Mayo Wrap Quiche (V)</p> <p>Salad Crusty Bread</p> <p>Ice-Cream with Fruit</p>
Week 3	<p>BBQ Chicken Pasta Cheese Sandwich (V)</p> <p>Salad Crusty Bread</p> <p>Gingerbread Men with Fruit</p>	<p>Ham Finger Roll Quorn Mayo Pasta (V)</p> <p>Salad Crusty Bread</p> <p>Frozen Yoghurt with Fruit</p>	<p>Tuna Mayo Pasta Sliced Egg Roll (V)</p> <p>Peas Crusty Bread</p> <p>Madeira Cake with Fruit</p>	<p>Red Pesto Chicken Pasta Cheese Roll (V)</p> <p>Salad Crusty Bread</p> <p>Yoghurt</p>	<p>Ham Sandwich Cheese & Tomato Pasta (V)</p> <p>Salad Crusty Bread</p> <p>Ice-Cream with Fruit</p>
Week 4	<p>Tuna Mayo Finger Roll Sweet Chilli Quorn Pasta (V)</p> <p>Salad Crusty Bread</p> <p>Banana Loaf with Fruit</p>	<p>Ham Sandwich Egg Mayo Wrap (V)</p> <p>Salad Crusty Bread</p> <p>Yoghurt</p>	<p>Chicken Mayo Finger Roll Quiche (V)</p> <p>Salad Crusty Bread</p> <p>Cheese & Crackers with Fruit</p>	<p>Chicken & Tomato Pasta Cheese Mayo Wrap (V)</p> <p>Salad Crusty Bread</p> <p>Melon</p>	<p>Ham Roll Cheese & Egg Mayo Finger Roll (V)</p> <p>Salad Crusty Bread</p> <p>Ice-Cream with Fruit</p>

- Sandwiches, wraps, rolls, finger rolls – window fronted bags, back-up snap seal bags with label to seal
- Cold Pasta – Lidded pots
- Salad & Fruit - Pots
- Bread – Self seal bags
- Puddings – self contained