



Wilburton CE Primary School Principles and Control Measures for Full Opening, September 2020

These principles follow the UK Government [guidance on the full opening of schools](#) this autumn (or [see a shorter summary here](#)).

School's View

With ongoing monitoring of the infection rate of Covid-19 in East Cambridgeshire and the control measures to protect children and staff which are implemented in school, the balance of risk is now overwhelmingly in favour of children returning to school.

Principles of Return

We will offer a broad and balanced curriculum to all year groups – restrictions will not prevent this. Wellbeing, love and excellence will be the pillars of daily life at the school. As always, teachers will continue to consider how all subjects can contribute to the filling of gaps in core knowledge, including an emphasis on number fluency, vocabulary, phonics, handwriting and reading.

We will concentrate heavily on teaching metacognitive skills, or learning skills, so that children remember and re-learn how to be effective learners. Our values progression will be the basis for this.

Children will have time for transition at the beginning of term to re-acquaint themselves with school and for their teacher to meet classes in small groups.

The new subject (academic) programme of study for the school, created and finalised by staff over recent months, will be taught to Years 1-6. Core knowledge and skills for each unit will be taught in manageable chunks so it is both accessible and ambitious for all. These will be shared online to support parents and in the event that further periods of home learning are required.

The new school behaviour policy will be implemented in full from the start of term, to support pupils in understanding and following the school's expectations to help them and their peers achieve their full potential.

The school will engage with parents to support them in feeling confident to return their child to school. Whilst we expect parents to send their child to school, for the autumn term penalty notices will not be issued to any parent who is concerned about their child's safety and their attendance is below the expected level, whilst the school works with them to support their child's education. (This does not apply to penalty notices issued for unauthorised holidays during term-time.)

Control Measures

These follow the set of nine actions schools must take in the guidance. The measures will be regularly reviewed (at least every 3 weeks for the autumn term), and may be amended or added to based on these reviews.

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.

Staff and parents will be made aware of this so that the school follows this process. Anyone who develops symptoms during the school day will be sent home and advised to self-isolate, follow the guidance and arrange to have a test. PPE must be worn by staff caring for the child while waiting (in isolation) to be collected. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves or they are requested to do so by NHS Test and Trace. Everyone must wash their hands after any contact with someone who is unwell and the area around the person with symptoms must be cleaned after they have left. Parents of children in that child's bubble group will

be informed by email of a suspected case of coronavirus by someone in their child's group (the person will not be named). The school will request parents do not allow their child to attend school if they are unwell with any symptoms of coronavirus, even if their child's attendance is falling below the usual expected level, or where otherwise they might expect sanctions to be applied.

2. Clean hands thoroughly more often than usual.

The school will ensure pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. All children will be regularly taught and reminded how to wash their hands, and younger children will be supervised to do this. Handwashing will be part of the timetable for each class. Indoor and outdoor hand washing stations (moved to the playground) will be in place. Hand driers will be switched off to reduce aerosol transfer and paper towel dispensers installed next to sinks.

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

Each classroom will have enough tissues and bins available to support pupils and staff to follow this routine. Children will be helped to get this right and understand it is now part of how school operates. Staff working closer to pupils, or with pupils with complex needs, will be provided with visors if they wish to wear them. Face coverings will not be able to be worn by pupils or staff in normal teaching roles.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

Classroom routines and pupil responsibilities will include tidying and cleaning (using cloths on surfaces sprayed by an adult) of frequently touched surfaces such as tables, light switches and door handles. A member of staff will clean communal frequently touched surfaces twice during the day (including taps, toilet flush handles, door key pads and photocopier screens, hand rails, cupboard and door handles, fridge/dishwasher openings). Cleaners will clean all these surfaces, Hoover floors and empty bins at the end of each day. Sprayers of detergents and cloths will be available in each room. Children in each key stage will use their own sets of toilets, but not in large groups.

5. Minimise contact between individuals and maintain social distancing wherever possible.

To minimise contact between individuals, our main emphasis will be on separating groups from each other as much as practically possible by creating 'bubbles' within the school. Within these bubble groups, children will not be expected to keep distant from each other. However, teachers will be asked to make small adaptations to reduce lengthy face-to-face working between children where this does not impede learning. In some classes this will include seating pupils side by side and facing forwards, or time-limiting larger group work within bubbles. Paired learning discussions will always be allowed.

Within school, children and staff in Class 1 and Class 2 will have some cross-over, but they will be in a separate bubble from KS2. Contacts within KS2 will be minimised, but the organisation of the timetable, resources, pupils and teaching staff, particularly at lunchtimes and in the afternoons, and the proximity of school layout, will mean that some flexibility between the Year 3/4 group and the Year 5/6 group will be needed and it will be allowed.

Each key stage will be given a 15 minute window to arrive at school:

- KS2: 8:40-8:55am
- Reception and KS1: 8:55-9:10am

Families with children in both KS1 and KS2 will be asked to aim for a time roughly in the middle. As children arrive, they will walk in through the pedestrian gate and line up (distanced) along the path to the right. KS1 children can (if needed) be brought onto site by a parent/carer – adult should say goodbye on the grass, send their child onto the path and leave through the car park gate. KS2 children should say goodbye to their adult at the gate; there is no need for their parent/carer to come onto the site unless with prior arrangement. As children arrive they will stream into their classroom by the most direct route to wash their hands.

At the end of each day, the egress of pupils from the school will also be staggered:

- 3:00pm: Pedestrian gate opened for parents who can come onto the site and wait on grass on in car park, maintaining social distancing from other parents.
- 3:05pm: Class 1 exit via fire door and led round onto pathway. Children go to parents waiting for them and out through pedestrian gate. Class TA will stay with any children not ready and bring them when they are.
- 3:10pm Class 2 exit via playground and led round onto pathway. Children go to parents waiting for them and out through pedestrian gate.
- 3:15pm: Year 3/4 exit via fire door and led round onto pathway. Children go to parents waiting for them and out through pedestrian gate.
- 3:20pm: Year 5/6 exit via mobile door and led round onto pathway. Children go to parents or walk home, out through pedestrian gate.

At lunchtimes, Class 2 will eat in the dining hall from 11:45-12:15, and return to class until 12:45. They will have playtime from 12:45-1:15. Class 1 will eat in the dining hall from 12:15-12:45 and play (with Class 2) from 12:45-1:15pm. KS2 will play outside from 12:15-12:45, then children will eat lunch between 12:45-1:15 – those having a school lunch in the small hall, those having a packed lunch in a classroom. A one-way system will be introduced to avoid busy corridors over lunchtimes as follows:

Fieldmice Class: Classroom until 12:15pm at the latest → through school → dining hall → 12:45pm fire exit → along field, around hall and across playground → cloakroom → playground or field → 1:15pm classroom

Squirrels Class: Classroom until 11:45am → through school → dining hall → 12:15pm fire exit → along field → in through fire exit of classroom → wait until KS2 have entered for lunch before exiting onto playground or field at 12:45pm → 1:15pm classroom

Foxes Class: Classroom until 12:15pm at the earliest → cloakroom → playground or field via school or classroom fire exit (tbc) → 12:45pm wash hands (packed lunches use playground sinks, school lunches use cloakroom sinks) → main hall (packs) / small hall (school lunches) until 1:15pm → class

Owls Class: Classroom until 12:15pm at the earliest → cloakroom → playground or field via school or classroom fire exit (tbc) → 12:45pm wash hands (packed lunches use playground sinks, school lunches use cloakroom sinks) → main hall (packs) or through school to small hall (school lunches) until 1:15pm → mobile classroom via hall fire exits (and field).

Hedgehogs Class: Classroom until 12:15pm → playground or field → 12:45pm wash hands in mobile classroom → main hall (packs) or through school to small hall (school lunches) until 1:15pm → mobile classroom via hall fire exits (and field).

Collective worship and assemblies will take place in classes or key stages at the end of every school day. Weekly Celebration Assembly will be streamed between every classroom simultaneously on Fridays. Breaktimes will be staggered for each key stage: Year 3/4: 10:10-10:30am; Year 5/6: 10:15-10:35; KS1 10:40-11:00am. Both field and playground will be used to separate groups for as long as possible.

Classroom based resources will be able to be used and shared. Children should have their own individual equipment for frequent use such as pencil, ruler, pen – these are provided by school. Resources can be used by another group provided they have been cleaned or left unused for 48 hours (72 hours for plastics). Pupils and teachers will be able to take books and other shared resources home. Pupils will be asked to limit the amount of equipment they bring into school each day to essentials (coat/gloves/hat etc. if needed, PE kit unless worn, reading book and reading record). Fixed outdoor play equipment in school (e.g. the trim trail) may be used.

At the end of each session, children should stand behind their chair or sit on the carpet in silence until instructed to leave. Teachers will have given an order for leaving. Groups should walk around the corridors with spacing between individuals. The corridor floors are taped as a guide. Everyone must walk around the school quietly, and should be silent when passing classrooms and work areas.

We will allow supply teachers, third-party teachers/coaches etc., specialist teachers and other temporary staff into school provided they follow our control measures, minimise contact and maintain as much distance as possible from other staff. Educational day trips are allowed, but not overnight residential trips at this time.

Adults should try to maintain social distancing with other adults, and with children when circumstances allow, taking into account the age and development of children in each group. However, pupils' educational and care support should be provided as normal. Teaching staff will be able to work across groups if it is necessary, provided they can keep 2m apart from that group. The photocopier will be moved to the central part of school to make it more accessible. The staff room will only be allowed to be used by staff from one key stage at a time, and within the staff room, individuals must keep 2m apart. Physical meetings for large groups of staff across the school will not take place in school – these will be done online.

If the fire alarm sounds, Reception and KS1 classes will assemble at the central part of the playground; KS2 classes will line up in the south end of the playground.

Parents will be encouraged to communicate with school via phone or email, and requested to make an appointment to see a member of staff so that an appropriate time (preferable outside of school hours) and location can be arranged. A record will be kept of all visitors by office staff. Wherever possible, parental appointments, staff and governor meetings will take place on Zoom.

All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19. All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.

Any member of staff or pupil that is within the clinically extremely vulnerable group will have a risk assessment undertaken that determines whether it is safe for them to return to work and if so, how social distancing will be maintained in a Covid-19 safe workplace.

Staff/pupils that meet the criteria as clinically vulnerable people e.g. diabetics, those who are pregnant, will have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.

6. Where necessary, wear appropriate personal protective equipment.

Under current guidance, the majority of staff will not require PPE. PPE is stored in a labelled cupboard in the staffroom and consists of gloves, aprons, face coverings and visors. Instructions of how to don and doff PPE is displayed on the front of the cupboard and an instruction video will be shared with staff. PPE should be worn where an individual child becomes ill with coronavirus symptoms whilst at school and if a distance of 2m cannot be maintained. PPE may also be worn where a child has routine intimate care needs. Staff may choose to wear a face visor where close proximity working with children is required for more than 15 minutes and/or the staff member has increased vulnerability. PPE will be used and disposed of according to the instructions provided by the local authority Public Health Team.

7. Engage with the NHS Test and Trace Process

The school will publicise to staff and parents/carers that they need to be ready and willing to:

- book a test if they or their children are displaying symptoms; staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school;
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace;
- self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus.

Parents and staff must inform the school immediately of the results of a test by emailing head@wilburton.cambs.sch.uk and office@wilburton.cambs.sch.uk or telephoning the Headteacher or the school (they must speak to someone and not just leave an answerphone message).

If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. Other members of their household can stop self-isolating.

If someone tests positive, they should follow the stay at home guidance for households with possible or confirmed coronavirus infection.

8. Manage confirmed cases of coronavirus amongst the school community

If we become aware that someone who has attended has tested positive for coronavirus, we will call the Health Protection Team of Public Health England on 0300 303 8537 (option 9). This team will also contact the school directly if they become aware that someone who has tested positive attended the school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The school will work with the health protection team to determine what actions are needed. Based on their advice, the school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 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

The health protection team will provide definitive advice on who must be sent home and the school will communicate that to relevant parents. In line with government guidance, we will not request evidence of negative test results before admitting children back or welcoming them back after a period of self-isolation.

The Health & Safety Executive have recently updated [the Reporting of Injuries, Diseases and Dangerous Occurrences regulations \(RIDDOR\)](#) to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. If this is the case, the school will do this.

9. Contain any outbreak by following local health protection team advice

If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, we will continue to work with the local health protection team who will advise us if additional action is required. This may involve a recommendation that a larger number of other pupils self-isolate at home as a precautionary measure.

Appendix: School Operations

The school will revise our child protection policy to reflect the return of more pupils, with regard to the statutory safeguarding guidance. Safeguarding will be included on staff training for the beginning of the autumn term, including references to materials specifically published to manage returning to school (such as ‘See, Hear, Respond’ by Barnardo’s).

Our usual school uniform policy will apply from September. This will be re-communicated with parents before the start of term, and includes allowance for children to wear PE kit on days they have PE to avoid congested changing areas.

The new school behaviour policy will be shared with parents before the start of term, and will be explained to pupils in a planned whole-school approach over the first few weeks of the autumn term.

Using the experience from this term, remote education will be integrated into school curriculum planning. This will include the publication of curriculum overviews on the school website, and uploading of key objectives onto the school website, and activities on Google Classroom (for KS2) and See Saw (for Reception and KS1) whenever groups are self-isolating. When an individual or small number of children are self-isolating the teachers will ensure that they can continue their learning by providing learning activities in the most appropriate way (e.g. email, work packs, internet content).

Contact sports should be avoided in PE, and sports equipment cleaned between each use by different groups.

In most lessons, teacher input should be limited to 20 minutes, concentrating on ensuring children can focus and learn the key knowledge or skill chosen for that lesson:

- probing of prior knowledge (key questions, quiz, open questions, vocabulary definitions, recap, checking required prior knowledge) – 5 minutes
- instruction of key knowledge to understand or modelling of mini-skill to develop – 10 minutes
- guided recap of key knowledge or processes required for skill (creating a visual scaffold) – 5 minutes

This will be followed by an explanation of a task that demands the pupils recall or use the key knowledge, or practise the key skill.

Staff Bubble Teams

Staff Group	EYFS and KS1	KS2
Safeguarding Leads	Angie Sykes	David Aston
Leadership Team	Angie Sykes	Clare Sadler
Teachers	James Lennon Kate Shepherd Rowena Winn Angie Sykes Toni Rogers (Forest School)	Clare Sadler Jacqui Williamson Kirsty Smith David Aston
Teaching Assistants	(Jo Thorby) Hannah Reynolds Clare Meikle Sandra Sims Laura Galbraith Liz Taberner	Georgina Clark Patricia Fleming Stephanie Farooki
Midday Supervisors		Charmaine Mans