



24<sup>th</sup> July 2020

### Risk Assessment Overview

#### 1) What social distancing measures are you putting in place?

To minimise the risk of transmission, pupils will remain in their classes for the first couple of weeks to aid a smooth transition back into school. After that, we plan for the pupils to be kept within year group bubbles. Bubbles will be segregated upon arrival at school, during lessons, at break/lunch times and when departing from school.

At the beginning and end of the day we have staggered start/finish times and allocated different entrances/exits into and from school.

#### 2) How are you implementing hand hygiene?

On arrival at school and throughout the day, the children will be supervised washing their hands. Hand sanitiser points are available around the school and pupils will be encouraged to use them. If you'd like your child to bring in hand sanitiser for their own use (and they are in Year 2 or above), then this is absolutely fine. Please make sure it is in a clearly labelled bottle. This can be kept on your child's desk throughout the day.

#### 3) Will pupils be expected to wear full school uniform?

Normal Willows' school uniform rules apply, including full PE kit. Windows will be open in the classrooms to allow good ventilation, so it might be a good idea to wear a warm base layer during times when the weather is cold. On the days when children have their PE lesson, they should come into school wearing their PE kit. We request that school uniforms are washed as frequently as possible, and to minimise transmission pupils should change out of their uniform as soon as they get home.

#### 4) What is the school policy on face coverings/masks?

Current DfE guidance suggests that face coverings should not be worn by pupils in school. As with all of the guidance, we will review this again in late August.

#### 5) What classroom safety measures are in place?

All classrooms are equipped with sanitiser sprays, paper towels and bins with lids. Windows will be kept open and doors will be kept ajar to allow good ventilation. Where possible, teachers will maintain social distancing measures from the pupils in their class.



# The Willows

Greatbatch Avenue, Penkhull, Stoke-on-Trent ST4 7JY



## Primary School

Explore - Dream - Discover

Web: [www.willowsprimary.com](http://www.willowsprimary.com)

Email: [office@willowsprimary.com](mailto:office@willowsprimary.com)

Tel: (01782) 233280 Fax: (01782) 233282

Head Teacher: Mrs S Thursfield

Deputy Head: Mrs C Beltran

Assistant Head: Mrs A Ball

Desks in Years 2 – 6 will be forward facing, and two children will share an allocated desk which they'll be expected to work at throughout the day. We will ensure the children get lots of opportunities to physically move eg Jump Start Jonny, The Willows Mile, as we realise the restrictions of sitting at a desk all day are not appropriate for primary aged pupils.

Due to the children's Reception year being cut short, children in Year 1 will be allocated a space on a desk but desks will be arranged in a group to make a large 'table'. Activities which will enable the children to interact with others on their table will be rotated around the classroom with equipment cleaned before moving to a new table.

In Nursery and Reception, we accept that children of this age will not be able to socially distance from each other and so their classrooms will be set out as normal with soft furnishings and shared resources such as play dough removed. Frequent cleaning and disinfecting of the play equipment will take place throughout the day.

### 6) How will pupils cope with not sharing resources?

For children in Year 1 and above, they will be provided with their own set of resources which will contain their own whiteboard, pen and rubber; a pencil or pen and a ruler.

The water drinking fountains will not be in use and therefore we are asking children to bring to school a clearly labelled water bottle so they can drink throughout the day. For children in Years 2 – 6 the bottle will remain on their desk throughout the day. For the younger children the class teacher will keep the bottles on a tray.

### 7) How will pupils be kept safe at break and lunch time?

Nursery children will have their lunch in the small hall; Reception children will have their lunch in the main dinner hall (initially, when in class bubbles, there will be staggered timings to allow cleaning to take place between each class using this area) and pupils in Years 1- 6 will be served their lunch in their classroom. This applies for packed lunches as well as a school dinner.

All school meals will be prepared in our school kitchen to the highest hygiene standards and boxed or wrapped before service. Cutlery and packaging will be single use and biodegradable.

### 8) Will pupils be doing PE?

Where possible lessons will be held outdoors. Pupils will attend school in their PE kit on the days when they have PE lessons.

### 9) How will pupils be kept safe entering and departing from school?

We have a staggered start and finish timetable (see below). To enable this to work, it will be essential that everyone is punctual (this includes not being too early as well as being late). We have tried to keep these times relatively close together so as not to inconvenience you. We will continue with the morning drop off on the roundabout, but this will only work if you arrive at your child's allocated time.



# The Willows

Greatbatch Avenue, Penkhull, Stoke-on-Trent ST4 7JY



## Primary School

Explore - Dream - Discover

Web: [www.willowsprimary.com](http://www.willowsprimary.com)

Email: [office@willowsprimary.com](mailto:office@willowsprimary.com)

Tel: (01782) 233280 Fax: (01782) 233282

Head Teacher: Mrs S Thursfield

Deputy Head: Mrs C Beltran

Assistant Head: Mrs A Ball

We will monitor its effectiveness during the first week in school, and if necessary we may need to modify or stop this arrangement. At the end of the school day, we would appreciate swift exits off the school site. Members of staff will be available to help guide you through these parts of the school day and become familiar with our one way system: enter school via the pedestrian entrance with the intercom system and leave via the KS1 playground.

### Start and finish times

	8.45am – 2.50pm	8.50am – 2.55pm	8.55am – 3.00pm	9.00am – 3.05pm	9.05am – 3.10pm
Nursery yard/wooden gate	Nursery 1		Nursery 2		
Reception Playground	RJT		RSC		RKM
KS1 playground door	1ES		1JR		1WG
KS2 playground door	4PB	4BB		2LD	2AA
Woodland door	3TC		4AJ		
6RW playground	5KB		5RW		
Mobiles	6HR		6CF		
Y5/Canopy door	6JH	2SS	5LT		
Pavement opposite outdoor gym equipment		3EB		3HP	



# The Willows

Greatbatch Avenue, Penkull, Stoke-on-Trent ST4 7JY



## Primary School

Explore - Dream - Discover

Web: [www.willowsprimary.com](http://www.willowsprimary.com)

Email: [office@willowsprimary.com](mailto:office@willowsprimary.com)

Tel: (01782) 233280 Fax: (01782) 233282

Head Teacher: Mrs S Thursfield

Deputy Head: Mrs C Beltran

Assistant Head: Mrs A Ball

### 10) What happens if a child falls ill at school?

If your child falls ill during the school day they will be assessed for symptoms of coronavirus by a first aider. If coronavirus is suspected, your child will be asked to wait in a segregated first aid room until they can be collected from school. The room will be sterilised after use.

Any pupil or member of staff with suspected coronavirus will be required to take a coronavirus test (<https://www.nhs.uk/conditions/coronavirus-covid-10/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>)

If your child shows any symptoms of coronavirus (<https://www.nhs.uk/conditions/coronavirus-covid-19/>) they must be kept off school and tested for coronavirus. Please ensure you follow the normal absence procedures and inform the school reception of your child's absence by 9am. If your child tests positive for covid-19, then please contact school immediately to inform us about this.

Pupils will be expected to isolate for 14 days if they are contacted by the government's test and trace scheme, or if you are aware they have been in direct contact with someone with a confirmed case of coronavirus. Please inform the school office if your child is isolating. If a pupil is absent, they will be set work by the class teacher (on Seesaw for those children in Key Stage 2). If they are too unwell to complete work, then please inform school by phoning the office. Our intention is to continue to educate pupils at home that are well and able to complete work, but we are not putting any unwell pupils under any pressure to complete work.

Please do not speculate or comment about an individual's illness or suspected illness on social media.

### 11) What is the procedure if there is a confirmed case of coronavirus?

If we are informed that a pupil or a member of staff has tested positive for coronavirus, we will enforce the requirement to self-isolate. The school will follow the government guidelines which state that schools should act swiftly and contact the local health protection team. The local health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to isolate. 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 contact with the person who was infectious.



# The Willows

Greatbatch Avenue, Penkhull, Stoke-on-Trent ST4 7JY



## Primary School

Explore - Dream - Discover

Web: [www.willowsprimary.com](http://www.willowsprimary.com)

Email: [office@willowsprimary.com](mailto:office@willowsprimary.com)

Tel: (01782) 233280 Fax: (01782) 233282

Head Teacher: Mrs S Thursfield

Deputy Head: Mrs C Beltran

Assistant Head: Mrs A Ball

### 12) Is attendance compulsory in September?

On 2<sup>nd</sup> July 2020, the government announced that schools are to open fully in September 2020 to all children and all children must attend school. This means that the legal duty on you as a parent/carer to send your child to school will apply. Guidance for those currently shielding can be found in Section 2 of the following:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

### 13) What behaviour is expected from our pupils?

Keeping everyone safe will require an outstanding standard of behaviour from pupils. Whilst our usual high expectations and the behaviour policy still apply, we have produced an addendum to the full policy to provide some additional clarity at this time.

We also expect all pupils (Year 2 and above) and parents/carers (of all pupils) to sign the Covid-19 addendum to our home school agreement which includes additional statements relating to Covid-19. An electronic signature can be added, and the document e-mailed to your child's class teacher.

### 14) Can I come into school to speak to members of staff?

We are not allowing visitors to the school site without prior appointment, and in most cases will seek to meet via phone or virtually using Microsoft Teams. Please phone 01782 233280 or e-mail [office@willowsprimary.com](mailto:office@willowsprimary.com) if you wish to contact a member of staff or speak to someone in the office. We anticipate that most parental meetings (including our parental consultations) will take place using the Microsoft Teams App.

### 15) Homework and reading

Alongside this information a separate letter will detail how we will approach home reading/reading diaries and our reading champion scheme.

Key Stage 2 pupils to be set homework using SeeSaw.

Early Years and Key Stage 1 Brainbuilders will be sent home on a fortnightly basis. Differentiated maths and English will be sent out at the same time. During week 1 the children can choose to quarantine the homework for 72 hours before completing it and returning the following Wednesday (week 2). It can then be quarantined for 72 hours in school before being marked and new maths and English homework in week 3, and so on.



# The Willows

Greatbatch Avenue, Penkhull, Stoke-on-Trent ST4 7JY



## Primary School

Explore - Dream - Discover

Web: [www.willowsprimary.com](http://www.willowsprimary.com)

Email: [office@willowsprimary.com](mailto:office@willowsprimary.com)

Tel: (01782) 233280 Fax: (01782) 233282

Head Teacher: Mrs S Thursfield

Deputy Head: Mrs C Beltran

Assistant Head: Mrs A Ball

### 16) Golden Time

Children will continue to benefit from class golden time as a reward for demonstrating good behaviour in school, but they will **not** be able to bring in toys from home. We will offer alternative activities for this time eg outdoor play, using wet playtime toys, playing a class game etc.

### 17) Assemblies

Until it is safe to do so, children will not gather outside their 'bubble'. Therefore, when we move to 'year group bubbles' children will be allowed to assemble in the main hall - with each class being apart from the others - for celebrations such as Star of the Week.

Other activities, such as inviting in visitors to speak to children in their bubbles would also be acceptable as long as the visitors are Covid symptom free and they abide by social distancing measures from other adults and children in school.

Events such as Dance Days, class assemblies and nativities can still take place as long as children remain within their bubble. A video can be taken so that these events can be shared with parents.

