



School Reopening Plan

June 2020

1st June to 5th June

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Introduction

This provides a level of operational detail in formulating reopening plans.

While the government does not expect all pupils to return to our school at this stage, they have stated that special schools should work towards a phased return of more pupils and young people without a specific focus on year groups from 1st June. This will be informed by the internal risk assessment.

Net capacity and organisation of teaching spaces

In order to limit class sizes to a maximum of 5 pupils, pupils attending will be split according to phase and special educational need.

Class	Location
Cedar	Room 46
Rowan	Room 49
Cherry	Room 44
Oak	Room 42
Hazel	Room 41
Chestnut	Room 38
Woodpecker	Room 60
Hawk	Room 65
Owl	Room 70
LINK19	SMILE Centre

- In addition, the SMILE Centre will be used by learners who are vulnerable or children of critical key workers of LINK19 College. No other pupils of school age will be allowed to use the SMILE Centre.

Arrival to and departure from school

To reduce crowding on entering

- Pupils arriving by taxi and mini-bus should arrive at 8.45 am and be escorted to the main reception doors.
- Pupils brought by parents or carers should arrive at 9.15am. We would ask parents not to arrive more than 10 minutes before drop off.
- Pupils from early years foundation stage and key stage 1 (Years R, 1 and 2) who are

transported by parents, should go to the main reception area for drop off.

- Pupils from key stages 2 and 3 (years 3 to 9) who are transported by parents, should go to the doors next to the car park area used for drop off and pick up.
- Students from key stages 4 and 5 (Years 10, 11 and sixth form) who are transported by parents should go to the entrance at the rear of the building.
- Parents/carers and personnel from KCC transport must adhere to social distancing guidelines displayed around the school and leave the school premises as quickly as possible.
- All adults and pupils entering the school building must use the hand sanitiser provided.
- Except for under exceptional circumstances, parents/carers should handover their child or young person at the three entrance doors.

At the end of the school day,

Pupils will be asked to use the hand sanitiser before leaving their final lesson.

To reduce crowding on leaving:

- Pupils collected by taxi and minibus will leave at 3.30 pm and be escorted to the main reception doors by staff.
- Pupils brought by parents or carers will be collected from school at 3.15 pm. We would ask parents not to arrive more than 10 minutes before collection.
- Pupils from early years foundation stage and key stage 1, who are transported by parents, should go to the main reception area for collection when called.
- Pupils from key stages 2 and 3 (years 3 to 9), who are transported by parents, should go to the doors next to the car park for collection when called.
- Students from key stages 4 and 5 (Years 10, 11 and sixth form), who are transported by parents, will be collected at entrance at the rear of the building when called.
- Parents/carers and personnel from KCC transport must adhere to social distancing guidelines displayed around the school and leave the school premises as quickly as possible.
- All adults and pupils leaving the school building must use the hand sanitiser provided.
- Except under exceptional circumstances, parents/carers should collect their child or young person at the three entrance doors and not enter the school building.

Movement around school

- All non-essential movement around school should be avoided.
- Staff should remain with the group they are timetabled to support throughout the day, except when taking breaks and having lunch.
- Staff should not visit pupils or staff in other classrooms unless essential to their role e.g. SLIC, OT, swimming, PE. These staff must ensure that they use the hand sanitiser when leaving one classroom and before entering another room. Any shared resources should be cleaned with antibacterial wipes.
- Pupils should be escorted to subject specialist classrooms/outdoor by the timetabled class team to restrict the movement of the subject specialist teacher.
- The subject specialist teachers must ensure that they use hand sanitiser between each class group attending lessons. Any shared resources should be cleaned with anti-bacterial wipes.
- Corridors will remain two-way due the layout of the building, but pupils and staff will be required to walk on the left-hand side of all corridors. Markings on the floor will help to remind pupils.
- If groups of pupils are moving during lessons staff should supervise and ensure that they use the shortest route possible.
- No staff or pupils should congregate in the corridors during the school day.
- At the start and end of the school day, staff should remain 2 metres from each other where at all possible.

Learning plan

- Each group will have their own timetable.
- There is now a focus on pupils' learning rather than the function of care. Therefore, pupils will access the national curriculum taught through schemes of work and the cornerstones curriculum. Curriculum planning will resume as far as possible for form or mixed groups.
- Pupils will be grouped as per the guidance below:

Class	Number of pupils (Maximum 5)	Number of staff required
Cedar	4	4
Rowan	4	5
Cherry	4	3
Oak	5	3
Hazel	5	4

Chestnut	4	4
Woodpecker	4	4
Hawk	5	3
Owl	4	4
LINK19	1	2

- For classes which are taught in form classes, the rota above will ensure class sizes do not exceed 5.
- For classes taught in key stages (because numbers are small), the rota will ensure that class sizes do not exceed 5.
- Pupils will remain at a safe distance from one another when doing daily exercise such as the early morning workout and the daily mile. During the daily mile, pupils and staff must walk with their timetabled groups and not mix with others.
- Music will be taught in the music room. The use of musical instruments will be restricted to those that can be sanitised between use.
- Swimming lessons will continue in the hydrotherapy pool. Pupils should be kept at a safe distance from one another while changing. Pupils must not share equipment such as hats, goggles and towels. This is because chlorine is seen to be an effective disinfectant.
- PE lessons will be outside wherever possible. When this is not possible, PE lessons will be conducted in the sports hall. Pupils should be kept at a safe distance from one another while changing. PE lessons must practise social distancing. No activities should be undertaken that require touching another pupil, such as balancing or team games that could result in contact.

No PE equipment should be used, such as balls, bean bags and any other shared item. Pupils must not share water bottles/ cups during physical activity or at any other time.

- Pupils will remain in their designated groups for other subjects.
- There will be no assemblies, sports, drama, or after school clubs in the hall.
- The food technology room, Rainbow Room and Ifield Life will remain closed.
- The Soft Space will not be available to use at this stage.
- The Sensory Room and Sensory Circuit Room can continue to be used. However, any equipment of surfaces that are used must be cleaned before exiting the room. Disinfectant spray will be available.
- Pupils not attending school will continue to be able to access learning on the school's website and be based on the learning that pupils access in school.

Classroom environments

- Classroom environments must be stripped of unnecessary furnishing to enable more space between pupils to be achieved.
- Soft furnishing, such as cushions and chairs should be removed and stored. Staff office chairs can remain but must be for the sole use of staff.
- Play items, such as dressing up clothes and soft toys, such as bears and puppets should be removed. This is because the virus remains for greater periods on these surfaces and they cannot be easily cleaned between use. If these can be stored in the classroom cupboard, then please do so.
- Secondary aged pupils' desks should be spaced apart with named places.
- Primary seating should be spaced apart to maximise space between pupils.
- Pupils must sit on the same named seat which is placed on the desk at the end of the day. Unused chairs should be stacked.
- Pupils should be provided with basic equipment such as a pencil, coloured pencil, rubber and pen in a named poly pocket where this is appropriate to the pupil.
- Weather permitting, windows should be open to improve ventilation. All windows and doors must be closed at the end of the school day.
- Class teams will wipe down equipment used by pupils at the end of the day.
- Any use of small items, such as lego and plastic coins should be restricted and only used if they can be washed after each use.
- The site team will clean the tables, chairs and floor.
- Staff teams should alert the site team if any additional cleaning is required.
- Door handles will be wiped with disinfectant throughout the school day.
- Touch screens should be wiped down before and after every use.

Staff

- Safeguarding pupils remains our priority.
- Staff must follow guidance given to them by senior leaders.
- Staff must remain vigilant at all times and report concerns to leaders. Staff must follow all existing school policies.
- Staff must sign in and out of the school building at all times.
- Teaching staff must keep in regular contact with parents of their form groups throughout term 6.
- Staff must use hand sanitiser/soap and water when entering and leaving the building and at regular intervals throughout the day. Hand sanitiser/soap and water must be used following

personal care and physical contact with a pupil.

- Staff must observe social distances as far as possible at all times.
- Staff must alert the senior leadership team if they are/become symptomatic immediately whether working in school or when they are working from home. Thermometers are available for staff to regularly check their temperature.
- Staff must inform the senior leadership team if they have had a COVID 19 Test on the day of that test. Following this, they must report the results to senior leaders. These two measures are to enable leaders to offer support to the individual and to make preparation for pupils.
- Staff supporting in the classroom must maintain social distancing from the pupils they support when possible.
- When supporting learning, staff should sit adjacent to pupils rather than facing pupils wherever possible.
- When escorting pupils around the school, physical contact should be kept to that which is necessary e.g. refrain from holding a pupil's hand if they can walk unaided.
- Pupils requiring medication should wait in the school hall recess if the medical room is occupied.
- If social distancing is not possible in the classroom, staff should be allocated to the pupil requiring intensive support to minimise the number of staff engaging with the pupil.
- If a pupil requires close medical or intimate care, PPE must be worn at these times. Staff must wear PPE for personal care.
- PPE is available for staff to use and can be collected from the EHTs office.
- Staff must not congregate with staff from other groups in confined spaces.
- Staff must keep a safe distance during breaks and lunchtime in the staff room and outside on the terrace.
- Staff must not sit in adjacent chairs in the staff room and must clean all personal crockery thoroughly before exiting.

Break time plan

- Pupils will have staggered break times.
- Pupils will be escorted by staff teams to the playground and kept at a distance from other groups while in transition.
- Pupils will go outside for breaks and maintain social distancing where possible.
- Pupils are not permitted to be in the building during break time except when the weather makes internal breaks necessary.

- Handles of playground equipment will be wiped down with disinfectant twice daily.
- No fabric based equipment should be used, such as a parachute.

Lunch time plan

- Food will be ready to collect from the school hall from 12 noon for secondary pupils and at 12.30 pm for primary pupils.
- Priority eaters meals should be collected first by staff at the allocated time.
- Staff will continue to collect food for pupils and queue in compliance with social distancing guidance.
- Pupils will be asked to wash hands or use hand sanitizer, before and after having lunch.
- Staff will supervise pupils in their classrooms.
- Other than when eating, pupils will be supervised outside when playing.
- Pupils eligible for free school meals will be provide with a meal on the school premises or vouchers if they are at home. The school will continue to use the government voucher scheme.
- Staff will be provided with a school dinner when requested.

Catering staff

- Whilst preparing food, catering staff will maintain social distancing as much as possible. They will wear the normal catering garments. A separate bin should be used to discard these items.
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- When serving food, catering staff will need to maintain social distancing as much as possible and wear PPE provided to them.
- To avoid supply issues, the stocking and storage of high consumption items should be maximised.

Cleaning

- Members of the site team, and additionally deployed staff, will be in school at all

times.

- Disinfection spray, cloths and gloves have been provided to staff working in classrooms to wipe surfaces, including hoists, internal windows and doors throughout the school day when necessary.
- Cleaners will disinfect and wipe down all surfaces that have been used.
- Toilets will be cleaned twice daily. Staff must inform the site team if an additional clean is required.
- Ramp railings, handles and glass on fire doors will be wiped regularly throughout the day.
- Entrance to classrooms, including both door handles at break, lunch time and at the end of the day.
- A roll of paper is provided in each personal care suite for use. These must be disposed of alongside hand towels.
- Cleaners should wear recommended PPE at all times.
- If a pupil or member of staff becomes symptomatic or is confirmed as having Covid-19, a thorough clean of the learning area will be undertaken of all surfaces and equipment.

Toilets

- During registration time and lessons, pupils must use the nearest toilet.
- When giving permission during lesson time, teachers should indicate which toilet should be used.
- During break and lunch times, pupils must use their designated toilet.

Group	Toilets
Cedar	Cedar/Cherry class toilets
Rowan	Rowan class toilets
Cherry	Cedar/Cherry class toilets
Oak	KS2 toilets
Hazel	KS2 toilets
Chestnut	KS2 toilets
Woodpecker	KS3 toilets and personal care suites
Hawk	KS4 toilets and personal care suites
Owl	KS4 toilets and personal care suites
LINK19	Smile Centre

Staff rooms and offices

- Staff should only use offices or staffrooms if they are able to socially distance

themselves from each other.

- Staffrooms must not be used for meetings unless social distancing is possible.
- If sharing of PCs is unavoidable (for example in the staff work room), staff should wipe down the keyboard and mouse before and after using
- Staff should use a hand sanitiser/soap and water when entering and leaving the staff room and/or office/or PPA room.

Fire Procedures

- Staff and pupils should continue to follow the school's fire procedure during an evacuation.
- Pupils will stand at socially distanced allocated points on the fire evacuation site following the plan outlined below.

KCC Transport

- Still awaiting Kent's revised transport protocol.

Staff are to support pupils to:

- Arrive to school and leave to go home at the designated time.
- Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day.
- Avoid physical contact at all times. No hugs, shaking hands etc. with other pupils or members of staff.
- In the classroom, sit in the same place at all times when able to do so. Do not move the table or chair.
- Maintain a safe distance from others between and during lessons where possible.
- At break and lunchtimes, go outside (if weather is good) or the classroom if the weather is poor.
- Do not share belongings (stationery, food etc) with others.
- Use the toilet designated for their group only and enter when a cubicle is free.

Actions if a pupil or staff member shows COVID-19 symptoms following government advice with effect from 1 June 2020.



Pupil or staff member displays COVID-19 symptoms.



Send home and advise to self-isolate for 7 days.
Household members should self-isolate for 14 days.
Encourage to get tested.



If test is negative, return to school and household ends self-isolation.
If test is positive, move to 'confirmed case' scenario.

Actions if there is a confirmed case of COVID-19 in a school



Pupil or staff member tests positive for COVID-19.



Individual receives medical advice and/or treatment.
Class or group sent home and told to self-isolate for 14 days.



If other cases are detected within the school, report to PHE who will investigate and advise.