

Kingsford School



Contingency Plan

August 2020

Section 1 - Key principles

The Local Delivery Phasing Plan (LDPP) incorporates the principles and expectations set out in national guidance and details a direction of travel for schools in order to realise equity and constancy wherever possible. The approaches agreed in the LDPP has guided the development of Kingsford School's individual School Recovery Plan, which will act as the School Improvement Plan for the coming session.

The Kingsford School Recovery Plan will reflect the key principles as set out in the LDPP and in national guidance:

- Implementation will take full account of scientific and medical advice that it is safe to proceed
- The wellbeing of all pupils and staff will be carefully considered when determining the approach to reopening school buildings
- Risk assessments will be used to support planning and ensure that health and safety legislation and guidance is fully adhered to
- Public health measures will be taken fully into account
- Careful consideration will be given to the balance of in-school and at home remote learning to provide maximum benefit to children and young people
- Planning will build on the experience of delivering Hub and Emergency Childcare provision
- Planning will enable movement up and down the phases of the Route map
- Clear and effective communication with all stakeholders will be paramount

What will this mean for Early Learning and Childcare at Kingsford Nursery?

Following the release of the Scottish Government's guidance on the safe reopening of ELC settings on the 15th June 2020 Kingsford is aspiring to deliver 600 hours of ELC for the August 20/21 session by offering 5 morning or 5 afternoon sessions. 3 hours 10 minutes x 5 days (Monday-Friday) x 38 weeks = 600 hours. Children will enter the Nursery setting by the secure nursery outdoor garden directly and not through another part of the school to support social distancing and pupil safety.

	M	T	W	TH	F
A = morning session 8.30am - 11.40am	A	A	A	A	A
Change over = 11.40am - 12.40pm					
B = afternoon session 12.40pm - 3.50pm	B	B	B	B	B

It is acknowledged that maintaining social distancing with children aged 5 and under is extremely difficult. Children will therefore be arranged in small groups, along with the appropriate number of adults to supervise that group. The membership of the groups (including the adults) will remain the same at all times until restrictions on social distancing in schools are lifted. Members of each group will not be required to social distance from each other. Staff will need to ensure that each group of children maintains a distance of at least 2m from other groups at all times. Staff must also social distance from other staff members. Outdoor space will be used as much as possible at Kingsford Nursery to deliver high quality, challenging learning experiences to children in a safe and nurturing environment, facilitated by highly trained practitioners.

Strict hygiene protocols will be adopted in relation to cleaning, infection control and personal hygiene (frequent handwashing; appropriate use of PPE, risk assessments).

What will this mean for Kingsford Primary School?

Kingsford Primary School comprises 14 classrooms of various sizes, a library area/support for learning room, an ICT suite, a stage area which is used as a GP area, a gym hall and a main hall/dining area. Whilst keeping primary aged children 2m apart is very difficult, altering the number of pupils in each class and changing the setup of our classrooms will support social distancing.

After considering the capacity figures for each area and aiming to get as many of our children back to in school learning as possible we are proposing that all of our primary stages return on 11th August but in reduced groups (maximum size allowed in each class area) with a regular rota system in place so that children and parents benefit from a consistent routine. See below;

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
Group	A	A	A	B	B	B	C	C	C	Digital Learning

Our children will enter the playground by an identified gate and we will use 4 main gates to support this. Our children will then enter the school building by 5 identified doors. The children will be met by an identified adult and be escorted directly to their teaching area. Start times will also be staggered to support social distancing.

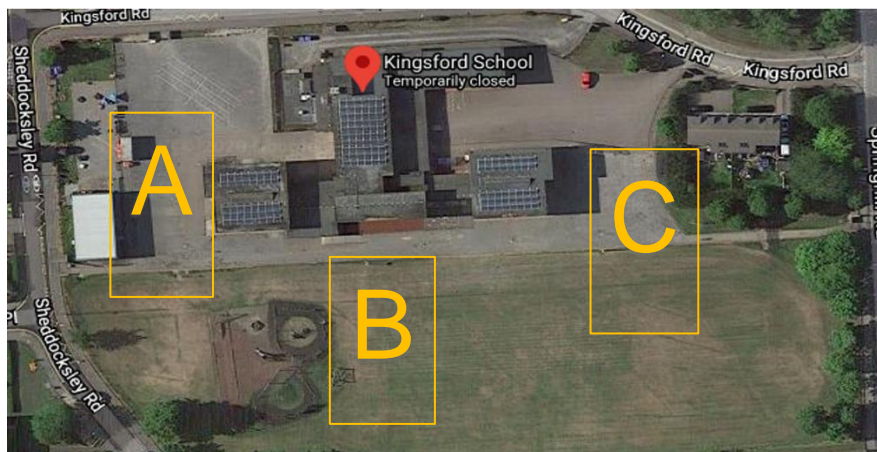
Movement through the school will be limited and all children will spend their time in one classroom and outdoors whenever possible.

Local Authorities have been asked to prioritise childcare provision for keyworkers and we plan to support this by having identified an area within the main hall with an independent entry/exit door, access to nearby toilet facilities and a smartboard facility where a hub could be situated.

Avoiding physical / social contact within Kingsford School's playground

Due to the size of our playground it will be able to be used safely by 6 groups of children at a time whilst maintaining social distancing rules. Therefore we have planned staggered break times and lunch times to support this with the children being supervised by support staff at these times in an identified third of the playground and having access to safe toilet facilities. As part of their learning children will be introduced to games that they can play at a social distance and without equipment and they will be supported by support staff to play these games during break and lunch times. In instances of wet weather children will remain in their class areas supported by support staff.

Section of playground	A	B	C
Class	P1 (when in whole days) , P2, P3	P4, P5	P6, P7



Ventilation in Kingsford School and the use of outdoor space

Kingsford staff will be asked to ensure good ventilation by keeping windows open and keeping the doors to class areas open. Children and staff will be encouraged to spend more time outdoors with weather appropriate clothing, keeping at least two metres from others. Effective outdoor learning will be delivered across HWB, literacy and numeracy initially at all stages.

Management of symptomatic building occupants at Kingsford School

If a child attends Kingsford School with symptoms of cough and/or high temperature, they will go to the isolation room immediately and wait until they can be collected by their parent or carer. The isolation space identified is the DHT (Mr Bain) room which can be well ventilated. 1.5/2 child will be supervised by an appropriately trained First Aider and will be reminded to avoid touching surfaces.

In the same way, if a member of staff develops symptoms they will also go straight to the isolation room until arrangements for them to go home safely can be made. The Head Teacher will then contact facilities and ensure appropriate cleaning takes place in keeping with national guidance. It will be important for the HT and school to keep up to date with current guidelines <https://www.hps.scot.nhs.uk/web-resources-container/COVID-19-guidance-for-non-healthcare-settings/>

Section 2 – Hygiene and health and safety practice

Cleaning routine

In Kingsford Nursery/School toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings). Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day.

All other areas in Kingsford Nursery/School will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day. Special attention will be given to the medical room and isolation room (situated in our DHT Mr Bain's room).

If it is not possible to ensure adequate cleaning of some facilities / areas of the school, these facilities will be put out of use immediately. The gym hall and changing rooms will not be used during phase 1-3 of the recovery plan. Pupils will be asked to bring their own filled water bottle to school and refilling, if required, will be done at the cold water tap in the classroom. This will be supervised by an adult and the taps wiped down afterwards.

Sanitising wipes will be provided to school staff to clean telephones, laptops/desktop computers and associated peripherals and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. However, where possible all learners will have their own individual set of resources. Learners may also be required to wipe down devices or items where multiple use is essential.

Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.

Use of Learning Resources

School staff will be given sanitising wipes for school staff to undertake cleaning of resources, toys and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. Resources will be wiped/cleaned on an ongoing basis by the staff in each class base.

Some resources, such as fabric resources which cannot be easily cleaned between uses, will not be used for in school learning. Resources which are not being used will be removed from class bases to aid this process. Staff will be guided to carefully consider an appropriate provision of resources for 'in school' learning.

Our library space will be used to provide additional general teaching and staff preparation space with staff and children using only their identified work station. Books and related resources within libraries will be put out of use.

Hand washing

Health Protection Scotland advise that soap and water should be used for hand washing where this is available. Alcohol based hand gels / sanitiser will be used where there is no access to soap and water. Only one class area based in the ICT suite does not have a sink within the room, but a hand sanitising station will be available. Stocks of soap will be checked, and replenished, before the start of every day by facilities staff.

Hand sanitiser will be available at each usable entrance point to the building – Nursery door, P1 door, Junior door (wooden), junior door (red), senior door and our main entrance door. Stocks will be checked every day by an identified PSA to ensure they have been checked and replenished by facilities staff. Our stock of hand sanitiser will be kept in the janitor's room.

Children and staff will be reminded to wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser, when entering the building at the sanitising station just inside each entry door. They will also be reminded to wash their hands before eating or handling food, after blowing their nose, sneezing or coughing, and after going to the toilet. Children and staff will be reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands. Posters have been displayed around the school in every class area, in every toilet area and at every sanitising station to remind everyone of the need for regular handwashing.

Children and staff will be reminded to cover their nose and mouth when coughing or sneezing with disposable tissues and dispose of them in the nearest waste bin after use and wash hands. Tissues will be available in each class base, and pupils will be reminded to use the crook of their elbow if no tissue is immediately available. Posters have been displayed around the school to remind everyone of the need to follow hygiene guidelines related to coughing or sneezing. Every class base has a waste bin available for the disposal of tissues.

Access to Toilets

Pupils' access to toilets will be carefully managed in order to maintain social distancing within the toilet areas. This will be managed by PSAs being appointed to monitor each toilet area (junior and senior) throughout the school day on a rota basis. Our break times and lunch times will be staggered to assist with this. A limit has been placed on the number of pupils accessing a toilet at any one time, depending on the size of the toilet area as follows.

- Our P1 children will use the toilets located in the P1 class base area. There will be a designated route to the toilet area to help maintain social distancing.
- At the junior toilet area 3 boys / 3 girls will be able to access the respective toilet areas at one time and a cubicle and sink will be labelled with a sign for each stage to use - P2, P3, P4ZC
- At the senior toilet area 4 girls / 2 boys will be able to access the respective toilet areas at one time and a cubicle and sink will be labelled with a sign for each stage to use girls' toilet area P4JR, P5, P6, P7 , boys' toilet area P4JR +P5, P6 + P7

During class time staff will ensure that only one child leaves the class to go to the toilet at any one time to help maintain social distancing.

Outside the toilet areas markers 2m apart on the floor will support social distancing.

There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children by the PSA on duty.

Our staff toilet for female staff will be limited to single user only. On entering the toilet the light comes on indicating that someone is within the toilet area and when they leave the light goes out. Female staff will be aware that they can only enter the toilet when there is no light on. A sign detailing these arrangements will be displayed on the main entrance to the female staff toilet area. There are hand washing facilities within the female staff toilet area.

The male toilet area is spacious enough to cope adequately with the male staff on site.

Section 3 – Practical measures to support social distancing in our school

How will we increase separation?

The agreed metric of 5 sq.m has been used to help determine the maximum capacity of all spaces in Kingsford Nursery/School to help determine which spaces may be most suitable for the provision of 'in school' learning. This metric allows for circulation space in addition to the need to adhere to the 2m social distancing rules.

The spaces used for 'in school' learning at Kingsford have been prepared to clarify boundaries related to 2m social distancing rules. This has necessitated the moving of one P7 class to be based in the ICT suite and the P5 classes swapping classrooms. Reconfiguration of furniture in class bases has also been carried out to support this.

Furniture in our staff room has been set out to maintain social distancing and staggered break times and lunch times will assist with this.

Prior to the summer break and again in August we will spend time on orientation for pupils and staff to reinforce any changes in the use of the building that have been put in place.

Groups of pupils within each class have been planned and membership of groups will be static. This will help restrict the number of different interactions each pupil has. To comply with the capacity figures for teaching spaces our classes at every stage have been divided into 3 groups taking into account wherever possible family groupings, social friendship supports and ability. We have succeeded in ensuring that family groups will attend school on the same days.

	Monday	Tuesday	Wednesday	Thursday	Friday
% of children in school Week 1	35%	35%	35%	33%	33%
% of children in school Week 2	33%	32%	32%	32%	NCCT
	Use hall space for vulnerable group of 16 children				

Every child will have an individual tray on their individual desk with their personal learning resources eg stationary, available only to them. The sharing of resources between children and young people during a learning activity will be avoided to limit the potential for transmission. Pupils will be reminded to take only their backpack with a packed lunch, bottle of water and packet of tissues to school each day and to take these personal belongings home at the end of any 'in school' learning.

The rear of the main hall has been identified for the storage of excess furniture and resources from classrooms.

Outdoor learning will be used to help increase separation. Our playground area is spacious and will support this. All staff will be provided with a radio to ensure the security of those outside and those still inside the building and to support groups requiring to re-enter the building after having been outdoors. The fixed play equipment outdoors will not be used. (Due to the nursery expansion programme it is about to be removed and stored while building works are carried out).

Our gym hall has been identified as a possible keyworker hub if required.

Our plans to support the return of our children to our ELC setting are still being discussed.

An isolation space has been identified for any pupils or staff who develop symptoms, whilst they wait to return home. This isolation space will be our DHT Mr Bain's room. The isolation room will be well ventilated at all times and will not be used for any other purpose. The isolation room will require to be intensively cleaned after being used by any symptomatic individuals.

Only our School Administrator will work from the school office adjacent to the main door to support social distancing. Office support staff will, when appropriate, work from the HT's office using a corporate laptop and assigned mobile telephone.

How will we decrease interaction?

Plans have been put in place for year groups of children to arrive and depart at staggered start and finish times to reduce the number of children and possibly parents/carers coming together at one time. Our P6 and P7 pupils will arrive at 9am, our P4 and P5 pupils will arrive at 9.15am and our P1, P2 and P3 pupils at 9.30am. This will enable us to make the safest use of the entry/exit doors and also maintain social distancing as the pupils make their way to their class bases. Entry/exit doors will be marked to communicate this arrangement.

All children in P2-P7 will be dropped off at a designated school gate. Year groups will be allocated a gate to use and parents encouraged to use the appropriate gate. Parents will be reminded to maintain 2m social distancing at the gates and to not come into the playground at either drop off or pick up time. Gates will be marked to communicate this arrangement.

Yellow gate 'Sheddocksley Road' - Primary 1 and Primary 2

Green gate 'Kingsford Road' - Primary 3 and Primary 4

Red gate 'Springhill Road' - Primary 5 and Primary 6

Turquoise gate 'walkway' - Primary 7



When children from different stages lines up at their respective entry/exit doors there will be markings on the ground indicating distances of 2 metres apart to support social distancing.

To support our new P1 children their starting time will initially be 10am and parents will be allowed to accompany their children to the entry/exit door designated solely for P1 use. The parents will also be allowed to collect their children from this P1 door at the end of the day as they will have a different finishing time from the rest of the school.

Parents and carers, apart from P1 initially and children with ASN and previously agreed plans will refrain from entering our school playground to further reduce numbers.

Currently parents are not allowed to park within the school car park unless they have a disability, and this restriction will continue. Our school reception area will not be accessible to parents and carers during Phases 1-3 of the return with all enquires made either by phone or e-mail.

Access to our building will be strictly controlled.

Our playground will only be accessed by children for the purpose of attending in-school learning and only an emergency will trigger a need for anyone else on site so that carefully calculated capacities can be maintained.

Groups of primary children will be taught and supported by a limited number of staff.

Furniture will be laid out to guide effective social distancing and surplus furniture will be stored at the rear of the main hall. Clear signage will indicate any items of furniture which will not be used where full removal is not possible.

In some circumstances (including where the 2m rule will be difficult to apply) a risk mitigation approach will be followed in keeping with Scottish Government guidance. In these circumstances, a group or 'bubble' of set members will be established. This may apply for some of our very young groups of learners and for some with additional support needs subject to risk assessment.

Where children attend childcare within school, movement between areas and groups will be risk assessed and managed to limit contact as much as possible.

Dining arrangements

At Kingsford we have reduced the length of lunchbreak to 40 minutes to support our school recovery plan.

All children will be asked to bring a packed lunch and the provision of free school meal vouchers will continue. Children will take any uneaten food / waste wrappers etc home with them, to help reduce the risk of infection spread.

Children will eat lunch in their classrooms as this will reduce the groups of children mixing. We will have staggered lunch breaks to be able to support the supervision of the children at this time and this will also enable smaller groups to access the playground at one time and smaller numbers of staff accessing staffrooms at one time. One class at each stage will have their lunch at 12noon with the other class at that stage having lunch at 12.45pm. The class teacher will have their lunch break at this time also.

All pupils will remain on site for lunch to limit their contact with others out with the school. These arrangements will be reviewed as restrictions are reviewed.

Early Years dining will be within the setting area to ensure that children can remain within the space. It is expected that due to the reduced numbers of children attending, the organisation of space will accommodate a rolling snack. The social distance practice within the kitchen will be considered and a specific risk assessment carried out.

Evacuation procedures

Circulation routes and entry/ exit points have been altered and evacuation processes have been amended to reflect this. Muster points have been spaced further apart to allow for social distancing. Our Fire Evacuation Plan is being amended in response to this School Recovery Plan and will be shared with all stakeholders.

Orientation

The Senior Leadership Team will brief staff digitally prior to the summer break and again during the in-service day on 10th August on circulation patterns and revised school layouts to ensure that all staff are aware of new restrictions. A map will be displayed and signage used as appropriate to act as an aide memoir. All children will be advised of arrangements prior to their return, through virtual tours, Google Meets and an information leaflet being sent home to each family prior to the summer holidays, with health and safety a key focus. This leaflet will also be sent home when school resumes in August.

School transport

Children will be encouraged to avoid travelling to school on public transport with walking being promoted.

Where parents/carers transport by private car they will be encouraged to park at a distance from our school to minimise activity around the school gates. We will suggest to parents that they make use of the car park at the Sheddocksley Sports Centre.

Bike racks will be out of use to limit contact and to maintain social distancing protocols. For children coming to school on bikes or scooters, these must be left with parents/carers before entering the school grounds.

Managing Visitors / Managing Reception

External visitors to the Kingsford School/Nursery building will generally not be permitted. The only exceptions to this will be for:

- Local authority officers required to visit the school to provide essential support to pupils or staff (by pre-arranged appointment only)
- Contractors required to access the main building or grounds to undertake essential planned maintenance or repairs (by pre-arranged appointment only)
- Contractors working on a closed construction site within the school building or grounds, where appropriate measures have been taken to entirely separate the construction site and contractor personnel from the rest of the school, and the work has been approved to go ahead by Corporate Landlord officers
- Any other visitors required to enter the building for emergency purposes, including emergency repairs

Parents will not be permitted to visit our school to speak to teachers about their children. This will be communicated clearly to all parents/carers before the summer break and when we return in August in our Return to School Guide.

Where parents require to contact a teacher, they should be asked to make contact initially by emailing kingsford@aberdeencity.gov.uk to book an appointment in advance. This will also be communicated clearly to all parents/carers before the summer break and when we return in August in our Return to School Guide.

The Head Teacher and School Administrator will manage the allocation of appointments for parents speaking to staff.

Signage will be displayed at our school visitor entrances to explain that visitors are generally not permitted, and will provide a telephone number for visitors to contact an appropriate member of staff within the building, should they wish to speak with someone or if they have an appointment to attend the school.

If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying any COVID-19 symptoms. Those displaying symptoms will not be permitted access.

Any visitors permitted access, will remain within the reception area of our school and speak with the relevant member(s) of staff via the Reception desk window.

The name and contact telephone numbers of all visitors entering the building will be recorded, along with the date and times of their attendance by the School Administrator, to support the national Test and Protect Strategy.

Plans will be agreed between the Head Teacher and the school Quality Improvement Manager and shared with parents.