

Kingsford School

School Return Plan



Updated 14th 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?

Due to the national guidance not having arrived until 15th June and the recent guidance from the Local Authority received this week we are not in a position to share our plan for Kingsford Nursery as yet.

Children will enter the Early Learning and Childcare setting by the secure nursery outdoor garden directly and not through another part of the school to support social distancing and pupil safety.

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.

Induction meetings involving children, their parents and staff keyworkers are taking place during the weeks beginning 10th and 17th August and once staffing has been confirmed start dates will be issued to parents.

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. Now that the need for strict physical distancing for pupils has been removed all of our pupils will return full-time to school from 17th August following their induction orientation day visits.

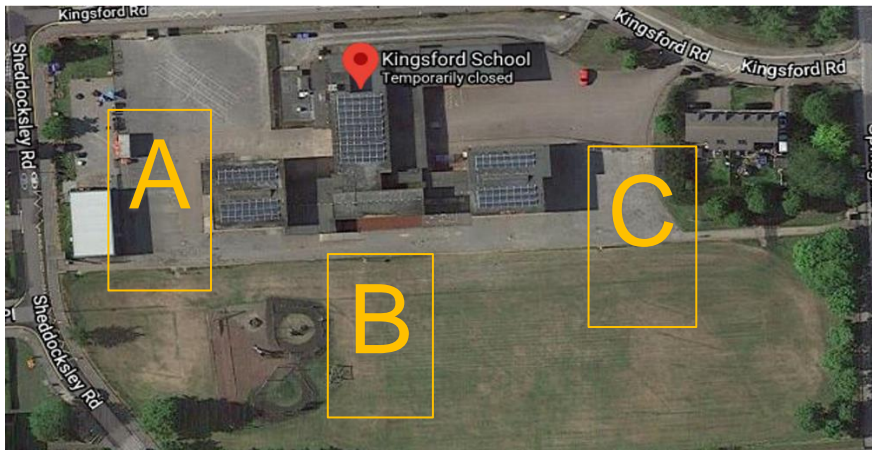
Our children will enter the playground by an identified gate and we will use 4 main gates to support this. Our children will then enter the school building by 4 identified doors. The children will be met by an identified adult and be escorted directly to their teaching area. Start times will also be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

Lessening physical / social contact within Kingsford School's playground

Due to the size of our playground it will be able to be used safely by 7 classes of children at a time. 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 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, 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 with the children keeping at least two metres distant from staff. Effective outdoor learning will be delivered across HWB, literacy and numeracy initially at all stages.

Management of symptomatic building occupants at Kingsford School

Noone should attend school if they have symptoms of a cough and/or a high temperature or have lost their sense of taste or smell. If a child displays these symptoms in school 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's (Mr Bain) room which can be well ventilated and the child will be supervised by a member of staff 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 regularly.

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. 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. The ICT suite and the library area do not have sinks 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 by cubicles being assigned to year groups. Our staggered break times and lunch times will support this too. 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 P1JM 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 - P1VC, P2, P3, P4JS
- 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. There will be a strong emphasis on hand washing after visiting the toilet with the children being advised to wash their hands in the sinks located in the toilet areas and then again when they return to class.

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. While there is no longer the need for pupils to socially distance adults know to maintain social distancing of 2 metres between each other and between their workstation and pupils.

Furniture in our staff room has been set out to maintain social distancing and staggered break times and lunch times will assist with this. During the group induction days in week 1 time was spent on orientation for pupils and staff to reinforce any changes in the use of the building that had been put in place.

Membership of the class will be static. This will help restrict the number of different interactions each pupil has.

Every child will have an individual tray 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 school bag/backpack with a packed lunch, bottle of water, packet of tissues and a change of clothing in case of accidents 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 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.

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 and at times our support assistant will work from the school office adjacent to the main door which has been reorganised to support social distancing.

How will we decrease interaction?

Plans have been put in place for year groups of children to arrive and depart at different entrance/exit gates to reduce the number of children and possibly parents/carers coming together at one time. Gates will be marked to communicate this arrangement. Parents will be reminded to maintain 2m social distancing at the gates and to not come into the playground at drop off time (9am). However, to ensure the safety of our children at pick up time (3.15pm) parents may enter the playground to collect their child/children who will be lined up outside supervised by their classteachers from a safe distance.

Yellow gate 'Sheddocksley Road' - Primary 1

Green gate 'Kingsford Road' - Primary 2, Primary 3 and Primary 4

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

Turquoise gate 'walkway' - Primary 7



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.

Apart from the arrangements detailed above parents and carers will be asked to 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 between adults and children.

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.

Dining arrangements

At Kingsford we have introduced 2 separate lunchtimes to support our school return plan.

The week beginning 17th August children can bring a packed lunch from home or order one from the school kitchen. These packed lunches will be eaten within the classrooms. Children will take any uneaten food / waste wrappers etc home with them, to help reduce the risk of infection spread.

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 staffroom at one time. 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 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

Evacuation procedures remain the same as before but muster points have been spaced further apart to allow for social distancing. Our Fire Evacuation Plan has been amended in response to this School Return Plan and shared with all staff.

Orientation

Staff have been briefed on circulation patterns and revised school layouts to ensure that all staff are aware of new restrictions. Signage has been used as appropriate to act as an aide memoir. All children have been advised of arrangements during their induction day and a leaflet sent home prior to the summer break and again prior to school resuming 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 able to be used to encourage children to cycle to school.

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. Where parents require to contact a teacher, they should make contact initially by emailing kingsford@aberdeencity.gov.uk to book an appointment in advance. This has been communicated clearly to all parents/carers before the summer break and on our return in August.

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.