

Kingswells School Recovery Plan



Return Plan Draft 1

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 to realise equity and constancy wherever possible. The approaches agreed in the LDPP have guided the development of Kingswells School Recovery Plan, which will act as the School Improvement Plan for the coming session.

Kingswells 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?

The use of outdoor space will play a key part in how we deliver ELC. We may be able to increase the number of children attending by making routine and extended use of the outdoor environment including our wooded area and enclosed nursery garden.

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.

What will this mean for primary schools?

Kingswells Primary School is an open plan school therefore careful planning has been required to ensure we can maintain appropriate social distancing. Keeping primary aged children 2m apart is difficult. We will achieve this by altering the number of pupils in a class and changing the setup of the classroom.

It is proposed we return in reduced groups with a regular rota system to enable a consistent routine. Classes will be divided into three groups with children attending in blocks of days. The blocks would be as follows:

Day	M	T	W	Th	F	M	T	W	Th	F
Group	A	A	A	B	B	B	C	C	C	Digital Learning Planning/RCCT No pupil contact

This model is the minimum that Kingswells Primary School will be able to offer based on the current government restrictions. As further guidance is shared with schools over the summer holidays, this will be evaluated and revised. We are currently working with Aberdeen City Council to explore the possibility of offering an additional day for each bubble per fortnight, this will be dependent upon Scottish Government Funding.

Some of these groups may be of different sizes so that additional supports and staffing can be allocated. Individual arrangements will be made to best support children's ASN needs.

Movement through the school will be limited and most children will spend their time in one classroom.

To avoid congestion around school and entrances there will be staggered starts, breaks and finish times.

	Start Time		Lunch Time		Finish Time	
	Group 1	Group 2	Group 1	Group 2	Group 1	Group 2
P1 – P7	9.00 am	9.15 am	12.15 – 12.55pm	12.30-1.10pm	2.25 pm	2.40 pm

Local Authorities have been asked to prioritise childcare provision for families where both parents or the sole parent is a Critical Key Worker. Childcare will be free for the duration of the school day, however there is an expectation parents will pay for wrap around care. It is unlikely that standard breakfast and afterschool provision will be available for all families whilst this is in place. All registered childcare providers have a responsibility to provide care for Critical Key Workers, parents and staff should check with their own care providers to see if they are able to meet their needs.

Avoiding physical / social contact within the playground

The size of the playground has been assessed to determine how many children can safely be in a space whilst maintaining social distancing rules. Eight bubbles can use the space at any one time. No use of fixed outdoor equipment will be permitted at this time. A limited supply of playground equipment (which allows for social distancing) will be sanitised after each play session and risk assessed appropriately.

Kingswells School will have staggered break times to reduce the number of children accessing shared spaces at one time. This will ensure numbers remain within safe limits and takes account of wet weather alternatives.

Ventilation in buildings and the use of outdoor space

Staff will be asked to ensure good ventilation by keeping windows open. Children, young people and staff should spend more time outdoors, with weather appropriate clothing, keeping at least two metres from others.

Effective outdoor learning can be delivered across many subject areas within the 3-18 learner journey. The natural environment will be used as spaces for learning. Care will be taken to ensure that outdoor contexts for learning are fully accessible.

Responding to Covid-19 symptoms

If a child or young person attends the setting with symptoms of cough and/or high temperature, they should go home immediately. If a child / young person is waiting to be collected by their parent or carer, they will be isolated in a private well-ventilated room/area and avoid touching surfaces. Within Kingswells School this will be in the Community Room, the room next to the staff room will also be used if a second space is required. Isolation rooms will be cleaned after use in keeping with national guidance.

The janitor should then contact Facilities and ensure appropriate cleaning takes place. Please 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

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 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.

Particular consideration will be required when children need access to sensory spaces to ensure that an appropriate cleaning routine is in place between uses. The Sensory Room will only be used if a child needs it. We will use 'clean' / 'awaiting cleaning' signs to show when cleaning is

needed or when the room can be used. Where it is not possible to ensure adequate cleaning of some facilities / areas of the school, these facilities will be put out of use.

Sanitising wipes will be provided to school staff to clean telephones, laptops/desktop computers and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. Learners may also be required to wipe down devices etc if these are multiple use.

The Community Room will be used as our isolation room. A bin with a lid will be situated in this space to safely dispose of any waste materials. 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.

Staff should wear appropriate PPE including fluid resistant face masks (type IIR) if there are any bodily fluids to be cleaned.

Pupils and staff with long hair are required to wear it tied back. Pupils are encouraged to wear school uniform which should be washed at the end of each day.

Use of Learning Resources

It is acknowledged that maintaining social distancing with children aged 5 and under is extremely difficult. Children in Primary 1 will therefore not be expected to socially distance from other children in their bubble or from their teacher. Staff will need to ensure that each bubble of children maintains a distance of at least 2m from other bubbles at all times. Staff must also socially distance from other staff members.

The sharing of resources between children in P2 - 7 during a learning activity will be avoided to limit the potential for transmission. Nursery and P1 bubbles will avoid sharing resources to limit the potential for transmission. Teachers will remove unnecessary resources from their classes. Personal belongings will be taken home at the end of any 'in school' learning.

School staff will be given sanitising wipes to undertake cleaning of resources which may be used by more than one individual, effectively sanitising between uses. Some resources, which cannot

be easily cleaned, will not be used for in school learning. Resources which are not being used will be removed from class areas. Staff will be guided to carefully consider appropriate resources for 'in school' learning. Kingswells School library has also been put out of use at this time and this area will be used for furniture storage.

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. Stocks of soap will be checked, and replenished, before the start of every day by the janitor.

Hand sanitiser will be available at each usable entrance point to the building, unless there is immediate access to soap and water in these areas. In Kingswells School, hand sanitiser will be provided at the main school entrance, nursery entrance, cycle quadrant and P7 entrances.

Pupils 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, before eating or handling food, after blowing their nose, sneezing or coughing, and after going to the toilet. Pupils and staff will be reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands. Posters will be displayed around the school to remind everyone of the need for regular handwashing. Every class area has access to a sink.

Pupils and staff will be reminded to cover their nose and mouth when coughing or sneezing with disposable tissues and dispose of these in the nearest waste bin after use and wash hands. Pupils should bring a packet of tissues and be reminded to use the crook of their elbow if no tissue is immediately available. There is a waste bin in every class area for safe disposal of tissues.

School Administrator, Mrs Millar is Kingswells School designated PPE Co-ordinator. She will ensure that there are sufficient stocks of PPE and complete the weekly stock update. Stocks will be kept in a locked cupboard in the school office.

Access to Toilets

Pupils' access to toilets will require to be carefully managed in order to maintain social distancing within the toilet areas. This will be managed by class teachers who will only allow one pupil from their class to go to the toilet at any time. Staggering break times will assist with this. The maximum number in each toilet area will be limited to two. Selected sinks will be put out of use to ensure distancing. We will display a sign outside each toilet area saying two children may access the toilet area at any time. Children will have to add/remove their individual name tag on the sign when they go in and then when they come out. Children will wait in a safe socially distanced space marked outside the toilet if there are 2 names on display when they arrive.

There will be a strong emphasis on hand washing after visiting the toilet. There will be a whole class focus on good handwashing when we return in August to ensure good practice. A check in will be done with our youngest pupils on returning from the toilets, if handwashing has not been undertaken the child will carry this out at their nearest sink.

Teachers/PSAs/Nursery staff will observe hand washing before and after eating.

Kingswells School's staff toilets next to the staffroom will be utilised as before as they are single cubicles. Two members of staff can access the toilets in the extension to ensure social distancing is maintained.

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 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 are currently being prepared and furniture has been reconfigured to ensure social distancing. Class areas will be used for teaching and learning.

Almost all other furniture has been removed from teaching areas to make sufficient space for pupils and teachers. In the P1/2 corridor the wet areas are needed to support social distancing for children to go to and from the toilets. The usual play resources in these areas will be removed. Outdoor areas will be used to provide play experiences.

Spaces have been identified for the storage of excess furniture and resources from classroom. These areas are the ICT suite, a P7 area and the P1, P2 and P3 cloakrooms.

Kingswells School staffroom will also be subject to social distancing arrangements and include the use of staggered breaks to limit the number of staff accessing the area at any one time.

All staff and pupils will receive clear guidance on the changes to the use of the building.

Pupils will attend school as part of a static group of children. Each class has been split in to 3 groups and arranged so that siblings from P1-P7 will attend school on the same days. It is acknowledged that maintaining social distancing with children aged 5 and under is extremely difficult. Nursery and P1 children will be arranged in small groups of no more than 8 with one adult. 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.

Our school gym may be used as a hub for children of key workers. There is access to outdoor space directly from the gym which will support free flow play. Hub provision would also support digital learning.

Kingswells School benefits from access to lots of outdoor space; in the woods, playground and field. These will be utilised as part of the learning environment. A class bubble and their teacher will use outdoor spaces with pupils in P2 -7 social distancing when learning outside. Nursery and P1 bubbles will also use outdoor spaces and remain socially distanced from other bubbles while outside.

Individual plans and risk assessments will be created for those pupils requiring medication whilst in school.

The community room has been identified as an isolation space for any pupils or staff who develop symptoms, whilst they wait to return home. Windows will be opened in the community

room to ensure it is well-ventilated at all times and it will not be used for any other purpose. As we are a bigger school a back-up isolation room has been identified which is the room next to the medical room. These rooms will be intensively cleaned after being used by any symptomatic individuals.

How will we decrease interaction?

When we return in August movement will be limited around the school. These arrangements will be shared to ensure they are understandable for pupils. We have created systems for pupils to pass each other safely and adhere to social distancing guideline.

Classes will use appointed doors with no more than two classes (bubbles) at a time entering or exiting from one area. We will cordon off part of the car park to increase the number of accessible doors using safe spaces around the school. The pavement which pupils will use for these doors is next to the staff car park, therefore, the car park cannot be accessed by staff between 8.50 – 9.20am and 2.25 and 2.50pm each day. Each door will display signage to reinforce the arrangements and parents will be informed as part of our return to school communications. Temporary markings will be used to aid social distancing in lines. There will be 15 minutes staggered start and finish times to support social distancing. This means that no more than 2 bubbles will be accessing the space at any time. Due to the size of our school it is not possible for all siblings to have the same staggered start/finish times therefore we have reduced this to 15 minutes to limit inconvenience to families.

Only parents of nursery and P1 will routinely be allowed to access the school grounds. P2-7 parents will be asked to wait out with the school grounds at drop off and pick up times. Individual arrangements will be made for children in P2-7 who need parent support at drop off/pick up. Parents and carers will make use of locations nearby that can be used to support a Park and Stride approach to limit traffic near site. They will also be asked to consider the individual needs of their child making sure they are met in a safe place whilst helping to ease congestion around the school building. Pupil bubbles will be taught by as few staff as possible.

Playgrounds will only be accessed by pupils attending in-school learning or Kingswells School Hub. Only an emergency will trigger a need for anyone else on site so that carefully calculated capacities can be maintained. Access to the building will be strictly controlled.

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 very young groups of learners or 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

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

Kingswells School playtime and lunchtime breaks will be staggered by 20 minutes for morning break and lunch. At lunch, children will have 20 minutes to eat inside and 20 minutes to play outside. Children not finished eating are able to finish when they come back inside. The stagger of 20 minutes means only half the pupils in school will access the playground at any one time. The total length for lunch break will be 40 minutes which will support smaller numbers of staff accessing the staffroom. Staff should minimise contact with surfaces, e.g. tables, furniture. Children and staff will not share items that come into contact with mouths such as cups & bottles.

All pupils must remain on site for lunch in order to limit their contact with others outwith the school. These arrangements will be reviewed in line with local and national guidance. Pupils will be asked to bring their own filled water bottle to school and these can be refilled through access to the class sink. Water fountains are not operational in Kingswells School.

Evacuation procedures

Circulation routes and entry/ exit points have been altered and evacuation processes have been amended to support social distancing guidance. Muster points have been spaced further apart to allow for social distancing. Muster points for P1-P3: P3 classes along the path to the left when they come down the steps - first class out to go higher up the path; P1RR along the path to the right; P2JS in front of Snappy Pizza; P2GB in front of the community centre; P1/2CH, P1LP and P4GG courtyard in front of the vet. The other classes will continue to use the playground. The Fire Evacuation Plan has been amended in response to this School Recovery Plan and will be shared with all school staff. No alterations to current evacuation arrangements for children with complex needs or disabilities are needed.

Orientation

The Senior Leadership Team will brief staff 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 to act as an aide memoir. All children will be advised of arrangements prior to their return through a family information booklet. Health and safety will be a key teaching focus when groups first join 'in school' learning in August. Staff will focus on ensuring children are aware of new routines and measures in place.

School transport

Children will be encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so. Where walking is not appropriate and where parents/carers transport by car, careful consideration will be given to travel plans with sites identified for "Park and Stride" routes identified out with the school site wherever possible and parents/carers encouraged to use these points to minimise activity around the school gates. In situations where children become symptomatic of COVID-19 'in-school', parents/carers will be required to provide transport home. Bike racks can be used as long as social distancing protocols are maintained.

Managing Visitors / Managing Reception

External visitors to the school 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 school to speak to teachers about their children. This will be communicated clearly to all parents. Where parents require to contact a teacher, they should be asked to make contact initially by email or phone. 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 (01224 740262) or e-mail (kingswells@aberdeencity.gov.uk)

Signage will be displayed at 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.

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

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

The sliding window between the school office and reception area should only be slightly opened if anyone comes to the window. Deliveries and post will be left on the floor under the sliding office window. Office staff will collect items once delivery people have left. Mrs Millar, school administrator will create revised visitor sign in sheets to include contact information. Line managers will coordinate any meetings with parents.

Our School Recovery Plan is in accordance with ACC and Scottish Government guidance. It has been shared and agreed between the Head Teacher, school staff and Quality Improvement Manager. It has been shared with ACC Ward Councillors and Kingswells Parent Council.