

**Re-opening Godolphin Prep**  
**Coronavirus Response Plan 2020**

This document is based on GOV.UK – Planning guide for primary schools (published 14 May) and reflects government advice to date.

**See also the Risk Assessment, including Safeguarding Annex, revised timetable and Behaviour Policy**

- Alongside the current provision for Key Worker and Vulnerable Children, the government has asked schools to extend opening to Reception, Year 1 and Year 6.
- Eligible children should be offered a full time place.
- The government's aim is for all primary school children to return to school before the summer - this position will be kept under review. We do not anticipate extending the term beyond Friday 3 July.
- Schools are expected to work with parents and local authorities/governors and agree specific arrangements.
- At Godolphin Prep we have no Reception Class and so we sought permission from Wiltshire Council to bring back Years 1 and 2 (9 girls) with their teacher and a GAP student. Wiltshire Council were happy to agree but your insurers have vetoed this decision for the time being.

**1. Preparing the site**

- H and S check of buildings to be used – regularly reviewed
- Review Fire Drill and practise it in the first week - fire/escape routes reviewed
- Cleaning and hygiene – check soap and hot water, tissues, hand sanitiser, lidded bins in classrooms, double bagging of waste – Cleaning Plan in place.
- To reduce contact between different groups of children and adults - corridor to be used on a one-way basis wherever possible –staff to be alert to overcrowding – staggered breaks etc.
- Spread out pupils in classrooms and minimise resources – remove items which cannot be wiped clean – soft toys, cushions and rugs –
- Display posters throughout the building, including school gates and all toilets – including updated posters from government
- Risk assessment reviewed with Nelson – and to be forwarded to Governors and SMT
- Thorough cleaning of the Prep over half term – plan agreed with Housekeeping.

## **2. Reviewing your staff for availability in school**

- May need more staff than usual – as Year 6 may need to be split – HR proactive in identifying staff availability – various categories to be considered.
- Staff will need reassurance and staffing may change if their situation changes – keep staff audit in mind and liaise with HR regularly.
- Factors to consider when working out ratios – 7 teaching staff available as of 16 May – 3 support staff, Paediatric First Aider and Sister Gill will be based in the Prep and Deputy DSL. Learning Support to continue remotely via Teams.
- Cleaning - 2 hours every day and also throughout the morning and /help with break and lunch supervision - CL daily from 9.30-1.30 and Estates Manager and caretaker contactable via phone/email.
- Whole school staff questionnaire distributed - Monday 18 May and reviewed by SMT and Governors.

## **3. Familiarise yourself with the maximum safe group size**

- Important to reduce contact between people as much as possible - girls and staff should only mix in small consistent groups/ 'bubbles'. Reinforce social distancing rules.
- Maximum class sizes of 9
- Class of Key Workers to continue.

## **4. Creating and staffing your temporary teaching groups**

- Plan for the return of all eligible pupils and then adjust as needed – ask parents about their intentions in letter on 22 May.
- Attendance and reporting – daily data returns to continue
- Record those who choose not to attend and the reasons but only for internal purposes; no reporting to authorities for those who decide not to send children
- Additional staff coming off furlough.

## **5. Practical steps to reduce risk**

- Stagger start and finish times – parents to be advised in advance in reopening letter/email to be sent on Friday 22 May.
- Signage for parents to indicate drop off and pick up points and include in reopening letter. Staff on duty to reinforce/support in the Prep playground.
- Suggest only one parent to drop off/pick up.
- Advise - no gathering at school gates in reopening letter 29 May.
- Stagger arrangements for break and lunchtime supervision and play - staff and parents to be informed of arrangements.

- If a girl shows symptoms in school – she will be isolated and parents contacted to come and collect her. Check up to date Emergency Contact numbers in letter on Friday 29 May. Families must follow government advice about testing and isolating before returning to school. Families need to liaise with the Prep head and the School Nurse. If a member of staff shows symptoms during the school day – they must inform the Prep Head/School Nurse and go home.
  
- Parents must not send a child with symptoms and the government guidance on quarantine must still be followed.
  
- Ensure staff are safe at lunchtime/break - move to Room 1 to avoid overcrowding in Prep staffroom.
- Class assemblies if girls can be 2 metres apart – good to continue to do these and record for girls at home.
- Snacks and lunch – continue with packed lunches. These can be enjoyed outside in small class groups on the school site.

## **6. External support for SEND and behaviour**

- Learning Support to continue,
- Be aware that some girls returning to school may display symptoms of stress/anxiety – liaise with School Nurse, tutors and parents – include in letter of 29 May.
- Staff may also be anxious about returning to work.

## **7. Changes to routines for staff and pupils**

- Review Behaviour Policy and sanctions and rewards - staff need to go through the 'new' rules, rewards and sanctions on the first day with their classes.
- Staff also need to remind the girls about hand washing/health and hygiene – GD to help too.
- Limit the number of shared resources taken home by staff and girls and teachers should wash their hands and surfaces before and after handling pupils' books
- Washing of clothes after a day in school – staff and girls – in letter of 22 May – repeat on Friday 29 May.
- Queuing system to welcome each girl in the mornings to ensure that they wash their hands when they enter the building and go straight to the classroom
- No visitors unless by prior agreement with Prep Head/Estates Manager.
- If parents need to see a member of staff – can only be arranged by appointment in a suitable safe space.

## **8. Communicating with staff**

- Update staff on all arrangements - especially those returning to work for the first time on 1 June.
- Continue to share key documents/decisions with Prep staff.
- Encourage regular feedback from staff on the arrangements and adjust risk assessments as necessary
- Be visible/available to staff

## **9. Communicating with parents**

- Write to parents to confirm which girls will attend from 1 June, include the protective steps the school has taken and what they need to do – e.g. drop off/collection/lunch/no soft toys/washing uniform daily (22 May and 29 May)
- Parents have the right to choose whether or not to send their daughter back to school. Parents may change their minds.
- School will only be open for Years 1 and 6 and the children of key workers who cannot be looked after safely at home
- the School reserves the right to make modifications if the situation changes.

## **10. Managing pupil and staff wellbeing and mental health**

- Staff need to consider the impact of the lockdown on girls.
- Bereavements? Ask parents about this and any other factors we should know about which may have affected their daughter in letter on 29 May.
- Staff may consider PSHE discussions – experiences of home schooling, mental well-being, friendships, adapting to the new routines/rules.
- Staff need to be alert to Safeguarding disclosures.
- Schools need to be alert to the well-being of all of their staff. Need to be mindful of flexible working and good work-life balance.

## **11. Planning what to teach and how**

- Years 1 and 6 resocialisation, exercise – see Youth Sport Trust for ideas for supervised non-contact games.
- Be careful about use of toys/resources – avoid if possible - need to be washed after use.
- Year 6 – be mindful that there will be sadness/disappointment about the events which would normally take place at the end of the year but explain that other options are being considered.
- Induction to Senior Schools may happen remotely, support may be needed.
- Schools should ensure all transfer information is passed on to Senior Schools.
- Focus on English and Maths.
- PE can take place in their small groups of 9 (max) but strictly non-contact.
- Adapt teaching style - use of interactive screens for explanations and examples to avoid close contact – e.g. consider photocopying passages to hear readers in Year 1.

## **12. Remote education during wider opening**

- Need to find a balance between teaching face to face and continuing to support Years 3, 4 and 5.
- Need to bear in mind that not all of the girls in Year 6 will return.
- Consider filming parts of lessons taught in school to send to girls working at home.