

**Rivermead Primary School**  
**SEPTEMBER 2021 OPENING PLAN**

**BUSINESS, OPERATIONS, H & S MEASURES**

Key area	Actions	Led by	Completed by
<b>PPE procurement</b>	<ul style="list-style-type: none"> <li>• Staff to wear masks at the beginning and end of the day when at the classroom outside door or on the playground.</li> <li>• Staff to be recommended to wear masks when moving around the building outside of their area/in other classrooms observing</li> </ul>	BI, BP	Completed
<b>Hygiene in schools</b>	<ul style="list-style-type: none"> <li>• Toilet rolls &amp; Hand towels audited &amp; additional stock ordered</li> <li>• Cleaning products audited &amp; additional stock ordered</li> <li>• General - posters displayed for hand washing and maintain social distancing laminated and placed in each area with taps and classrooms</li> <li>• Importance of hand washing, social distancing re-enforced in classrooms. Time given after break and before and after lunch for all children to wash hands</li> <li>• Sanitiser and soap for hand washing checked and ordered as required. Additional supplies will be needed in stock cupboard</li> <li>• All dispensers checked daily</li> </ul>	BI BI BI  BP, GS  BI, HH  BI	Completed Completed Completed  Completed  Completed
<b>School cleaning</b>	<ul style="list-style-type: none"> <li>• Site controller to spray and wipe all doors/door handles by 8am each day</li> <li>• Teachers to spray and wipe desks at lunchtime each day</li> <li>• Cleaners to wipe desks and vacuum classrooms, clean admin area, toilets, communal areas by 6pm each day</li> <li>• All staff to be out of the school building by 6pm each day</li> </ul>	BI Teacher/TA BI, Cleaning company	On return to school re-opening
<b>External entrances to school</b>	<ul style="list-style-type: none"> <li>• Adventure playground equipment remains closed before and after school– signs displayed explaining closure.</li> <li>• Play equipment can be open for children use during the school day (weather permitting), equipment to be cleaned daily.</li> <li>• Large gates to be used at front entrance and large gates for access to playground for parents at drop off and pick up.</li> <li>• Roped barrier with signs signalling ‘in’ and out’ for each gate/entrance</li> <li>• Arrows to be placed on the ground signalling foot traffic direction around entrance points</li> <li>• 2m social distancing encouraged around the school building and around the playground.</li> </ul>	BI BI  BI BI, BP  BI, BP BI, BP BI, HH	Completed   Completed  Completed Completed Completed

**Rivermead Primary School**  
**SEPTEMBER 2021 OPENING PLAN**

**BUSINESS, OPERATIONS, H & S MEASURES**

Key area	Actions	Led by	Completed by
<b>School Kitchen/lunchtime</b>	<ul style="list-style-type: none"> <li>• Lunchtimes to operate with only a phase in the main hall and on KS playground at any time.</li> <li>• Phase 1: EYFS – Year 2, Phase 2: Year 3 &amp; Year 4, Phase 3: Year 5 &amp; Year 6</li> <li>• Timetable created staggering lunchtimes over a 2 hour period: time in the hall and playground (see Appendix A)</li> <li>• Main hall will have hygiene signs displayed &amp; sanitiser station</li> <li>• Children to be seated and school dinners packed lunch brought to them. Home lunches brought into the hall with them. Trolley provided for lunchboxes to be placed at the end of lunch and taken to the classroom.</li> <li>• Children to be collected from the outside classroom door and taken to the hall door via the well area, and leave through the fall hall door and out the Year 1/5 corridor outside door</li> <li>• Children to have 30 minutes in the hall and 30 minutes outside.</li> </ul>	BP, BI, DM BP BP, DM  BI, DM	Completed  Completed  Completed
<b>Breakfast Club (BC) and After School Club (ASC)</b>	<ul style="list-style-type: none"> <li>• BC or ASC provision to be open and provide provision from 1 September</li> <li>• Staff will work with the phase they work with during school time. Specific ASC staff to assign a phase to work with.</li> <li>• Contact parents regarding who would need the provision in future weeks to ensure staff/children ratio are in place</li> <li>• Play activities for BC &amp; ASC to be outside as much as possible – weather dependant (courtyards &amp; field to be used)</li> <li>• All children can be in the main hall together</li> <li>• BC &amp; ASC to use both halls and work in phases if numbers are above 40:            Phase 1: EYFS – Year 2, based in small hall and use of Year1 courtyard. Food eaten in small hall            Phase 2: Year 3 – Year 4, based in large hall at top end and use of Year 4 courtyard. Food eaten in corridor at specific tables.            Phase 2: Year 5 – Year 6, based in large hall at bottom end and use of KS2 playground. Food eaten in corridor at specific tables.</li> </ul>	BP, HH MC, HH  MC, HH BI, MC, JS MC, JS	Completed Completed  Completed
<b>Social distancing for staff</b> <ul style="list-style-type: none"> <li>• Staff rooms</li> <li>• Meetings</li> <li>• On duty</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum of 10 members of staff in the staffroom at a time</li> <li>• 3 members of staff only (from the 10) to be in the kitchen area at a time</li> <li>• Meetings to be held in teaching/admin/support teams only</li> <li>• Staff meetings will have limited face to face sessions. Meetings held via MS Teams and in Phase/Teams when appropriate. Blended approach will also be applied</li> <li>• Staff on duty to respect social distancing 2 metre rule</li> <li>• Staff to re-enforce as much as possible &amp; within reason, social distancing with the children</li> </ul>	BI, BP BI, BP BP, Team leaders	Signage emphasising school guidance

**Rivermead Primary School**  
**SEPTEMBER 2021 OPENING PLAN**

**BUSINESS, OPERATIONS, H & S MEASURES**

Key area	Actions	Led by	Completed by
<b>Social distancing for children</b>	<ul style="list-style-type: none"> <li>• Classrooms set up to ensure safety and following any government guidance received</li> <li>• All year groups: classroom can be set up in rows, large horse shoe shape, table groups</li> <li>• Posters around all key places to remind pupils of social distancing</li> <li>• Staff on duty to monitor and encourage 'social distancing' as much as possible</li> <li>• Dropping off, a 10-minute time window provided: drop off between 8.40am – 8.50am</li> <li>• Children come straight in to the classroom – no lining or circling up</li> <li>• Pick up at 3.05pm for EYFS, Y1 &amp; Y2, at 3.15pm for Y3 to Y6.</li> <li>• Large emergency gates used at entrances &amp; having clear 'in' and 'out' system</li> <li>• Toilets checked for cleanliness after break and lunchtime</li> </ul>	BI, BP class teachers BI BI, TAs BI BI Teachers Teachers BI, TAs	Completed Completed Completed Ordered
<b>Social distancing for parents</b>	<ul style="list-style-type: none"> <li>• Parents to use the one way system coming in and out of the school grounds</li> <li>• Parents to respect the safety zones outside classrooms and not to enter</li> <li>• Parents not to enter school building unless a meeting has been organised &amp; approved by SLT</li> <li>• Parents encouraged to wear face coverings/masks when on the school playground.</li> <li>• Face coverings to be worn by parents/visitors when in the school building for a meeting</li> </ul>	BP, BI, CS	
<b>Reception/admin office</b>	<ul style="list-style-type: none"> <li>• One person/family in reception at a time with queuing outside.</li> <li>• 2m markings outside leading to reception door</li> <li>• Social distancing signs outside leading to the reception door</li> <li>• 'In' and 'out' to reception area marked through arrows on the ground</li> <li>• Hatch to modified to with perplex 'shield' to protect staff when greeting parents/visitors</li> <li>• Staff to have masks and visors available</li> <li>• Medical area to have the portable phone and children/parent contact folders in locked cupboard in that area</li> </ul>		

**Rivermead Primary School**  
**SEPTEMBER 2021 OPENING PLAN**

**EDUCATION: LEARNING & TEACHING**

<b>Key area</b>	<b>Actions</b>	<b>Led by</b>	<b>Completed by</b>
<b>Medical</b>	<ul style="list-style-type: none"> <li>• Staff administering first aid to wear visors/gloves &amp; wash hands after helping</li> <li>• Auditing &amp; purchasing of first aid kits/materials</li> <li>• If pupils and staff have symptoms they are to be sent home. Check temperature of children on arrival.</li> <li>• Staff to be checked on arrival – any child or adult over 37.8 are sent home</li> </ul>	NW, AH, BI  NW, NH	Completed
<b>Signage</b>	<ul style="list-style-type: none"> <li>• Signs for social distancing, arrows, capacity in rooms, hygiene on office doors, staffroom, halls, classrooms, learning areas, toilets, playground</li> <li>• Posters around all key places to remind pupils, staff, visitors re handwashing etc.</li> </ul>	BI, BP, HH BI, TAs BI	Completed Completed Completed
<b>Lettings</b>	<ul style="list-style-type: none"> <li>• External clubs to remain closed – to be reviewed for 2<sup>nd</sup> half of the autumn term</li> <li>• Lettings to resume</li> <li>• Berkshire Maestros – check with the company to assess risk with their staff</li> <li>• Rocksteady - check with the company to assess risk with their staff</li> </ul>	CG HH CG CG	Completed Completed Awaiting confirmation
<b>Staffing – (Teachers, Inclusion, Support Staff)</b>	<ul style="list-style-type: none"> <li>• PPA arrangements: use of Part time staff and First for Sport coaches. PT staff and FFS staff can now work across phases.</li> <li>• If staff member shows symptoms, they will be sent home and required to get a PCR test.</li> <li>• Staff encouraged to take a LFT test twice a week – Sunday and Wednesday evenings. Must notify BP if positive test by 9pm</li> <li>• Limited use of external supply</li> </ul>	BP, GS  Staff BP  BP, GS	
<b>Time-table and rota set up</b>	<ul style="list-style-type: none"> <li>• Timetable for each year group (see Appendix A) - Lunchtimes, Break times</li> </ul>	BP, DM	
<b>Home Learning if class, year group or school closure</b>	<ul style="list-style-type: none"> <li>• Home learning to be placed on the OneDrive daily. Work linked to Foundation Subjects be more project-based for home learning. Provide links to core Subject learning.</li> <li>• RWI phonics – the RWi videos provided on-line for those self-isolating on the OneDrive</li> </ul>		

**Rivermead Primary School**  
**SEPTEMBER 2021 OPENING PLAN**

**EDUCATION: LEARNING & TEACHING**

Key area	Actions	Led by	Completed by
<b>Children well-being and Safeguarding</b>	<ul style="list-style-type: none"> <li>• Signposting for support – links sent to staff and parents for children support/advice</li> <li>• Nurture programme focused on current issues – individual and group sessions</li> <li>• Bereavement support – use of the Daisy Dream training by the Nurture Assistants.</li> </ul>	BP, GS, LT, JB, NW, VT	
<b>Events, Visitors, class trips</b>  <b>Parent/Teacher consultations</b>	<ul style="list-style-type: none"> <li>• Whole school assemblies for the first half term to be virtual, then reviewed. Monday: BP to lead Wednesday: Team assembly Friday: Special book – BP &amp; Team leaders</li> <li>• Year group productions for 2<sup>nd</sup> half of Autumn term to be reviewed at half term</li> <li>• Trips to be risked assessed before confirming for Autumn term</li> <li>• Teacher/Parent consultations after half term: meetings to be held virtually EYFS &amp; KS1 – Monday &amp; Tuesday 3.30pm – 6pm KS2 – Wednesday &amp; Thursday 3.30pm – 6pm A profile sent home to parents before the consultations</li> </ul>	BP, GS  BP, GS Team leads SLT & FGB	
<b>Prospective Parents</b>	<ul style="list-style-type: none"> <li>• New Prospectus compiled</li> <li>• Programme to be reviewed to provide an experience similar to ‘normal times’.</li> <li>• Prepare presentations and information to go onto the website: Video tour of the school, PowerPoint presentation with speeches/talk running through it</li> <li>• Early evening presentation for Prospective parents then tours at a future time.</li> <li>• Tours: 4-5 people at a time, led by a SLT member. Two tours a day where possible, one in the morning the other in the afternoon. Enough time slots for 120 people to tour. Face coverings to be worn, children under the age of 1 only allowed to accompany adult. Preference for only one person per family to enable more families through – <i>to be confirmed</i></li> </ul>	BP, SK, AN, GS, CG to plan and organise	

**Rivermead Primary School  
SEPTEMBER 2021 OPENING PLAN**

**EDUCATION: LEARNING & TEACHING**

<b>Key area</b>	<b>Actions</b>	<b>Led by</b>	<b>Completed by</b>
<b>Staff well-being</b>	<ul style="list-style-type: none"> <li>• Ensure all H &amp; S elements are in place</li> <li>• HR document prepared on rights &amp; responsibilities on working</li> <li>• Reminders of helplines and how to access support.</li> <li>• Support provided for staff by SLT to accommodate needs, concerns etc.</li> </ul>	BP, GS, ZG ZG, BP ZG, BP SLT	
<b>New staff appointments and induction (July)</b>	<ul style="list-style-type: none"> <li>• Pre-recruitment checks and online training</li> <li>• Face-to-face training (eg: safeguarding etc)</li> <li>• Induction checklist for new staff – induction process before September</li> <li>• Induction programme to be implemented</li> <li>• Staff development sessions</li> <li>• Additional NQT fortnightly for NQTs+1 – programme for observations etc to be devised</li> </ul>	ZG, BP, GS BP, BP, GS, ZG, BP, LH BP, GS, SLT BP, GS	Completed  Completed  To be reviewed

## Rivermead Primary School SEPTEMBER 2021 OPENING PLAN

### Appendix A

#### Lunchtime Timetable

	EYFS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Hall	11.45	12pm	12pm	12.30	12.30pm	12.50pm	12.50pm
Outside	12.15pm	12.30pm	12.30pm	12pm	12pm	12.15pm	12.15pm
Finish	12.45pm	1pm	1pm	1pm	1pm	1.15pm	1.15pm

#### Lunchtime Cover

Teacher	Monday	Tuesday	Wednesday	Thursday	Friday	Teacher	Monday	Tuesday	Wednesday	Thursday	Friday
EYFS						Year 3					
Sally	Alison	Alison	Alison	Alison	Alison	Paul	Anne	Anne	Anne	Anne	Anne
Ali	Julie	Julie	Julie	Julie	Julie	Emily	Emma	Emma	Emma	Emma	Emma
Year 1						Year 4					
Olivia	Jo	Jo	Jo	Jo	Jo	Laura	Denise	Denise	Denise	Denise	Denise
Alison	Caitlyn	Caitlyn	Caitlyn	Caitlyn	Caitlyn	Natasha	Anita	Anita	Anita	Anita	Anita
Year 2						Year 5					
Annie	Angela	Angela	Angela	Angela	Angela	Gemma	Natalie	Natalie	Natalie	Natalie	Natalie
Leanne	Smitha	Smitha	Smitha	Smitha	Smitha	Hollie	Gill	Gill	Gill	Gill	Gill
						Year 6					
Cover		Jill	Jill	Jill		Claire	Sheila	Sheila	Sheila	Sheila	Sheila
						Emma	Vicki T	Vicki T	Vicki T	Vicki T	Vicki T

#### Break time Cover/Timetable

	EYFS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Start	10.15am	10.30am	10.30am	10.30am	10.30am	10.45am	10.45am
Finish	10.30am	10.45am	10.45am	10.45am	10.45am	11am	11am
On duty							
Monday	Sally + TA	Olivia	Annie	Paul	Natasha	Gemma	Claire
Tuesday	Anais + TA	Alison	Leanne	Emily	Laura	Hollie	Emma
Wednesday	Ali + TA	Olivia	Annie	Paul	Natasha	Gemma	Claire
Thursday	Sally + TA	Alison	Leanne	Emily	Laura	Hollie	Emma
Friday	Anais + TA	Olivia	Annie	Paul	Natasha	Gemma	Claire

Days to swap after half term

One TA to be on first aid duty per team