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Updated on November 17th 2020

Recovery planning guidance

Notre Dame Primary School

This should be used to complement your risk assessment

Considerations	Plan taking into consideration local context	
Arrival at school and entry	<ul style="list-style-type: none">• <i>Parents are not to come into the playground. Children enter the playground at allocated gate. Signage on gates. Parents advised not to wait. Siblings to be dropped off with eldest child in the family.</i>• Face coverings to be worn on drop off and pick ups.• <i>Bikes and scooters can be stored in storage area in the playground</i>• <i>Soft start now in place. P1-4 can arrive and enter the building from 8.45 am and P5-7 from 9am. This is to encourage parents to drop their child and go and aid social distancing outside of the school gate.</i>• <i>Children encouraged to enter school using Keep Left System</i>• <i>Children enter building at allocated door – 1,2 or 3 and use hand sanitizer provided. Stations in place</i>• <i>Children head promptly to their teaching base and are given time to then go and wash their hands – in classes or at allocated toilets.</i>• <i>Teachers advised to take time at beginning of session to talk to children about the importance of new procedures.</i>• <i>Classroom doors must be propped open to ensure minimal touching of door. Fire doors remain closed as per Fire Guidance.</i>• <i>Register takes place promptly. Attendance and school lunches written on the door, to be collected from 9.30am.</i>• END OF DAY PROCEDURES• P1a, 1/2 and P2a exit nursery gate, P1b exit gate 2 – teacher and support staff walk to gate and handover children. Be out five minutes before your allocated time. P2b and P3 exit gate on walkbridge. P2 first then P3. P4 and P6 exit gate 2. P5 and P7 exit nursery gate. GATES WILL BE CLEARLY LABELLED FOR PARENTS.	<p><i>Staff will be in the playground from 8.45am to assist.</i></p> <p><i>Suggest that only one parent brings child to the gate.</i></p> <p><i>P1a,1/2 2a,5,7 Use gate 1 and door 1 (nursery gate and door under walkway)</i> <i>P1b,P3/4,P4 and 6 use gate 2 and door 2 (main playground gate and door at infants)</i> <i>P2b and P3 use gate 3 and door 3 (main school gate and office door)</i></p>
Breakfast Club	<i>Breakfast club available from 8am in the atrium/dining hall, dependent on numbers. Children sanitise their hands as they enter and sit apart in the dining hall.</i>	

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	<p>After breakfast club is finished P1-4 children go straight to class where they wash their hands. P5-7 children go into the playground until 9am.</p>	
Classroom management	<ul style="list-style-type: none">• Please ensure each child has a tray, labelled with their name. Pupils will keep all individual resources in the tray in a plastic wallet.• Where there is a sink in the classroom, soap and paper towels are available. When stocks run low inform the janitor• Bin placed near sink.• Box of tissues in each class.• Classrooms to be kept well-ventilated throughout the day by keeping windows open. Classroom doors should remain open. Heating can be turned up. All corridor windows to be opened in the mornings.• Teachers should clearly mark with tape on the floor a 2m distance from their desk to support social distancing within their teaching spaces. If unable to maintain a 2m distance then face coverings should be worn.• Reduce the range of resources to be used in the classroom.• No sharing of resources until further guidance.• Children responsible for their own resources.• Children do not bring in resources from home Children can bring a bag to carry their lunch and water bottle and any other resources we want to send home. Outdoor shoes for gym/wellies brought in on first day and left under seat. These can be kept in a drawstring bag or carrier bag. Jackets will be hung on chairs.• Soft Furnishings rugs etc removed where appropriate• For Learning through Play – careful consideration to be given to the toys and equipment in use. They should be easy to clean and arrangements in place to ensure they are cleaned when groups of children are changed. Play space is timetabled.• Children and teacher should agree the hand-washing routine for each day for their class group following NHS guidelines• Please keep movement in the class to a minimum.	<p>Resources will need to be wiped down at the end of use where possible</p> <p>Soap dispensers for each class have been requested and are waiting to be fitted</p> <p>Request to parents to label everything.</p> <p>Mrs Carslaw in charge of cleaning arrangements for play space. Dishwasher ordered.</p>

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	<ul style="list-style-type: none">• Please ensure additional time is taken at beginning of the new session to ensure children are aware of classroom procedures.• Children should sit at desks facing the front and not in groups.• Where possible have children working in the same groups in class to minimise transmission.																																				
Timing of school day	<table border="1" data-bbox="698 667 1404 1157"><thead><tr><th></th><th>P1 P2</th><th>P3 P4</th><th>P5</th><th>P6 P7</th></tr></thead><tbody><tr><td>start</td><td>9.00-</td><td>9.00</td><td>9.15</td><td>9.15</td></tr><tr><td>Interval</td><td>10.10- 10.30</td><td>10.10- 10.30</td><td>10.40- 11.00</td><td>10.40- 11.00</td></tr><tr><td>Lunch</td><td>12.00- 12.40</td><td>12.00- 12.40</td><td>12.50- 1.30</td><td>12.50- 1.30</td></tr><tr><td>End of day</td><td>3.00</td><td>3.00</td><td>3.15</td><td>3.15</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table> <ul style="list-style-type: none">• Soft start now in place to aid social distancing. Children will always enter and exit the same allocated doors and gates, where possible P1-4 can use the whole playground. MUGA and play equipment are timetabled. P5-7 can use the whole playground. MUGA and play equipment are timetabled.		P1 P2	P3 P4	P5	P6 P7	start	9.00-	9.00	9.15	9.15	Interval	10.10- 10.30	10.10- 10.30	10.40- 11.00	10.40- 11.00	Lunch	12.00- 12.40	12.00- 12.40	12.50- 1.30	12.50- 1.30	End of day	3.00	3.00	3.15	3.15											Support staff will split playtimes and lunches. Extra staff to support playground supervision.
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	<p><i>If Blended Learning is in place times and playgrounds will remain the same. There will be 21 teaching groups.</i></p>	
Planning	<ul style="list-style-type: none">• <i>All staff to plan in the same way as before using GCC trackers and planners. Staff will continue to take part in quality assurance procedures with social distancing measures in place. Make use of Teams where appropriate</i>• <i>Planning will focus on RE Health and Well-being Literacy and Numeracy until further guidance. PE/active sessions should take place outside. No need to change.</i>• <i>Face to face meetings and collegiates should be limited where possible. Reduce numbers and ensure 2m social distancing at all times. Use Teams where possible. Keep time short and face coverings should be worn in office spaces.</i>	
Movement around the school	<ul style="list-style-type: none">• <i>School has adopted a 'Keep to the Left' system.</i>• <i>Signage around the school.</i>• <i>Keep to the left policy for those entering the building, going to the toilet to wash hands and when using the toilet and returning to class.</i>• <i>Teachers to speak to the children about making sure there is a calm orderly process.</i>• <i>Please ensure additional time is taken at beginning of the new session to ensure children are aware of the movement around the school procedures.</i>• <i>Class teachers to ensure that children are ready to move through the school building without delay at morning interval, lunch time and dismissal at the end of the school day to avoid overlaps and potentially large number congregating in the school building at certain times</i>• NCCT – staff changing classes and using communal equipment such as computers – should ensure these are wiped down. <i>Teachers who share classes/spaces should do so also. If using office equipment it must be wiped down after use.</i>• <i>Teacher's movement between classes has been limited to reduce contact. Please try not to be in each other's classes unnecessarily.</i>	<p>Spray provided in classes/offices – please inform janitor if you need a replacement.</p>

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	<ul style="list-style-type: none">•	
Lunchtime	<ul style="list-style-type: none">• Lunch has been allocated to 40 minutes to ensure social distancing of staff in staffroom and minimise adult to adult contact.• Before lunch, children should wash their hands as per procedure and encouraged to use their allocated toilet• Lunchtime will be staggered as per usual procedures.• We will use both dining hall and atrium.• Children will eat packed lunches in class so please stop 15 minutes before to allow for this. There will be a rota for hot lunches and children will sit at allocated table.• P5-7 children who wish a hot lunch can go straight to the Fuel Zone from 1.40pm.• Tables to be wiped down after each child leaves.• Children should sanitise their hands on leaving the dining hall.• Children wash hands on return to class.	<p>Packed lunches in class – start 15 mins before allocated lunch time.</p> <p>Tables for lunch are labelled.</p> <p>Set tables for each stage.</p>
Playtimes	<ul style="list-style-type: none">• The infant playground, main playground and MUGA will be allocated to each of the classes. Staggered school day will reduce the number of children in the playgrounds at any one time in the day.• P1-4 will use the main playground..• P5 - P7 will next use the main playground as normal. Same format for lunch. <p>For lining up</p> <ul style="list-style-type: none">• During Playtime children not to use resources as per current guidance. This may be subject to review as guidance change. One ball allowed in MUGA which is wiped down at the end of each break. Support staff to wipe down play equipment after each break.• Lining up as per morning procedures• If Blended learning we would also have an afternoon break.	

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First Aid	<ul style="list-style-type: none">• No children allowed in the building unnecessarily• Procedure for minor accidents;• Minimal physical contact with children. Initial observation of the injury should be in the playground with supervising SFLW/SLT• All initial observation should be for as short a time as possible applying any First Aid when in the playground.• First Aid Kit includes gloves and aprons for this purpose.• Should any accident or emergency require prolonged close contact (15mins) the First Aider will wear gloves, apron and a face mask as per GCC guidance.• School will have supply of PPE where appropriate.• For other medical issues that require removal of the child the parent will be contacted and if they choose to remove their child they must do so using the following procedure as per Risk assessment.• Upon arrival at school the parent contacts the school office. School office staff arrange for the child to get taken to the parent who waits outside the main door and departs from there with their child.	<p>First aid box to be available at two main doors.</p> <p>Children escorted to atrium for any serious injury/bang to head and office staff informed.</p>
Fire procedure	<ul style="list-style-type: none">• All normal processes apply with regards to Fire Safety Procedures• Proceed to the nearest exit – do not use physical distancing system• Go to the playground area as normal and then apply physical distancing once children have lined up there.• A practice fire drill will be held in the first two weeks of term.• Teachers bring register as is usual practice.• Teachers complete the headcount and indicate to SLT if all children are present. Show red side of register if anyone is missing.• If a class is in loose parts play area they move round to nursery playground.• Please take your register when going outside.	<p>P1/2 and 2a will gather in the MUGA- new muster point</p>
Protocol for child/member of staff displaying symptoms of COVID-19	<ul style="list-style-type: none">• Our allocated room has a high ceiling and is the designated area for someone displaying COVID-19 Symptoms. Disabled toilet within staff base on top floor.• Green card to be sent to member of SLT who then wears appropriate PPE	<p>Full health and safety advice on Glasgow On-line</p>

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	<p><i>before collecting the child.</i></p> <ul style="list-style-type: none">• <i>Child should be placed there awaiting collection from parent. Door to room is open at all times. Office staff contact parent for immediate collection.</i>• <i>Door to be left open so that child can be supervised safely from a distance while waiting.</i>• <i>Office will inform of parent’s arrival through intercom system.</i>• <i>As with medical issues the parent will get contacted will be instructed to remove their child as per government guidance on management of potential victims of COVID 19.</i>• They must do so using the following procedure and again as per Risk Assessment.• Upon arrival at school they contact the school office. School office use intercom to base, the child gets brought down stairs to the parent who waits outside the school gate and departs from there. If any other siblings are in school they also must be removed and isolate at home for 14 days.• <i>Should the child be distressed and need comforted then first aider should wear apron, gloves and face mask.</i>• <i>In the event of a Coronavirus outbreak – all paperwork from health and safety folder (COVID-19 folder) will be completed and sent to appropriate bodies.</i>	
Toilets	<ul style="list-style-type: none">• <i>Short term plan at beginning of session will involve an organised toileting regime to ensure adequate time is spent washing hands.</i>• <i>Classes will have allocated toilets for breaks and lunch – these will be clearly labelled.</i>• <i>Should children require the toilet during teaching time they go following the agreed process.</i>• <i>P1s use basement toilets</i>• <i>P2s and P3s on ground floor use visitor’s toilet</i>• <i>Classes on first floor – first floor toilets</i>• <i>Classes on second floor – second floor toilets.</i>	<p>I have asked for disabled toilets on first and second floor to be cleared for use too. Doors will be labelled. Basement toilets are for P1-3 children at all other times.</p>

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	<ul style="list-style-type: none">• Posters/ signage regarding good hand washing and hygiene will be in place.• Classroom doors are left open at all times• Children should wash their hands in what has been agreed with class teacher.• Children should wash hands regularly throughout the day.	
Outdoor learning	<ul style="list-style-type: none">• Teachers will be planning for outdoor learning as much as possible. This should be integrated into children's learning.• Teachers to make use of Blairvadach resources and outdoor materials in GIC on GLOW• Outdoor learning is timetabled and children should take their own resources with them. Outdoor learning times should be used to get the children out of the teaching space. Please leave your windows and classroom door open when you leave. Please complete sign on door that indicates where you are.• Teachers to use common sense approach to ensure that minimum numbers of children are in the playground• On leaving and entering the school building children should wash hands/use hand sanitizer.	Timetabled.
Physical Education	<ul style="list-style-type: none">• From 2 November the delivery of PE has been updated to include the delivery of indoor PE. The delivery of PE will be kept under review and will be proportionate to the relevant Scottish Government protection levels.• If using the gym hall please complete the sign in sheet so that cleaning staff know when it has been used.• If using any equipment it must be wiped down afterwards or quarantined for 72 hours.• Please refer to the PEPAS Risk Assessment within the following link:- COVID-19 Recovery - Health and Safety•	On-going monitoring and review Spray and blue roll provided.
Communication with parents	<ul style="list-style-type: none">• We will be promoting on-going, regular communication regarding key messages. HT will send regular reminders by video on Seesaw.• We will use existing methods and channels of communication with parents/carers. Face to face meetings/contact will not happen unless guidance changes or an arranged appointment	

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	<ul style="list-style-type: none">• <i>Coronavirus recovery planning page on website</i>	
Staff areas	<ul style="list-style-type: none">• <i>The same social distancing and hand washing hygiene protocols apply to all staff. Remain 2m apart at all times.</i>• <i>Face coverings to be worn in shared spaces unless eating/drinking.</i>• <i>Breaks are staggered as per children's breaks to avoid congestion/contact.</i>• <i>Staff should ensure that they use their own eating and drinking utensils.</i>• <i>Staff coats/jackets should not be hung together. High-vis jackets and vests should not be shared between staff.</i>• <i>An agreed plan will be devised by staff to manage the staffroom safely. Staffroom should have a maximum of 10 which is labelled on door. Other office spaces have maximum numbers too. Den, staff base and meeting room may also be used. May also use walkway outside dining room.</i>• <i>All areas and surfaces should be kept clear and clean; all dishes should be washed, dried and tidied away for good hygiene.</i>• <i>Advice for staff to bring their own prepared food to school.</i>• <i>Advice for staff to not purchase lunch from nearby cafes and other premises.</i>• <i>Safe, hygienic and labelled food storage is necessary for shared fridges by staff.</i>• <i>Universal signage should continue into any staff areas/bases and offices.</i>• <i>Advice for staff will be to seat themselves as per government guidance in terms of physical distancing.</i>• <i>Car-sharing has been advised against.</i>• <i>Staff to agree on arrangements for the use of staffroom teapots, milk, hot water dispenser.</i>• <i>Anti -Bacterial wipe/spray available for staff to use to clean staffroom surfaces after lunch</i>• 	<p>Supply extra kettles etc to help with this.</p> <p>Staff to create their own risk assessment for management of staffroom kettles, fridges, milk, urn.</p>

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	<p><u>Ventilation</u></p> <p>There is a need for an appropriate supply of fresh air to assist in reducing the potential spread of infection. However, it is important to note that increasing ventilation need to be balanced with the requirement to maintained indoor temperatures for reason including user comfort, health and wellbeing and learning and teaching.</p> <p>Some practicable methods of increasing natural ventilation and the benefits from natural ventilation can include the following.</p> <ul style="list-style-type: none">• Opening external doors, vents and windows (school security doors should never be held open)• Keeping doors open where it is safe to do so (internal fire doors should never be held open)• Opening high level window in preference to low level windows to reduce draughts• Purging classroom/rooms by opening windows and external doors eg. Between classes, during lunch breaks, when a room is unused or at other suitable intervals when a room is used for a constantly long period of time• Proving flexibility in permissible clothing e.g. non uniform• Designing seating plans to reflect individual student/staff temperature preferences.• Adjusting indoor heating to compensate for cool air coming from outside.	
Allocation of work for teachers/support staff who are shielding	<i>Individual plans and discussions where appropriate as guidance changes</i>	
Allocation of work for teachers/support staff at 'moderate risk'	<i>Individual plans and discussions where appropriate as guidance changes</i>	

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Signed: HeadteacherC MacDonald.....Date22.9.20.....

Signed: Union representative Date

Updated on Initials of headteacher and union rep:

Updated on Initials of headteacher and union rep:

Updated on Initials of headteacher and union rep: