

Action Plan for Gradual Reopening of Whitley Abbey Primary School – updated 5<sup>th</sup> June, 2020

**To bring your child/children into school you must have had an email inviting you to do so, which will include some ‘Welcome back’ information.** This is our plan from the week beginning 1<sup>st</sup> June:

Date	Additional Information	Requirements	Health and safety assessment daily
Prior to 1 <sup>st</sup> June	Key documents to be shared: <ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• EYF's risk assessment.</li> <li>• SEND risk assessment</li> <li>• Information for parents of children returning to school;</li> <li>• Checklist for parents</li> <li>• Home school agreement.</li> </ul> Site preparation including: <ul style="list-style-type: none"> <li>• Social distancing arrangements</li> <li>• Signage</li> <li>• Curriculum planning (in school and online learning)</li> <li>• Cleaning kits</li> <li>• First aid kits to include PPE</li> </ul>	To be shared: <ul style="list-style-type: none"> <li>• On school website</li> <li>• Social Media</li> <li>• By email</li> </ul>	Daily Assessment and review of health and safety procedures to ensure the risk assessment is adhered to. Return of groups of children is to be <b><u>as gradual as needed to ensure safety, so time scales of this plan can be altered as needed.</u></b>  <b>To be considered: Government and Local Authority Guidance. Union guidance.</b>
W/B 1 <sup>st</sup> June	Priority: Safe and gradual return of essential workers and vulnerable children		
Monday 1 <sup>st</sup> June	Local Authority reset and planning day for schools, induction for all staff – <b>no children in school.</b>	All staff on site in their year group bubbles(to ensure social distancing) for thorough health and safety induction.	
Tuesday 2 <sup>nd</sup> June	Online learning resumes. Existing essential workers and vulnerable children’s groups only and their designated staff.	<b>Employer’s letter and shift patterns must have been received. Parents will receive an email from school confirming</b>	
Wednesday 3 <sup>rd</sup> June –	Groups of new essential worker’s and vulnerable children and their designated members of staff.	<b>Employer’s letter and shift patterns must have been received. Parents will receive an email</b>	

morning only		from school confirming	
Wednesday 3 <sup>rd</sup> June - afternoon	SCHOOL CLOSED TO ALL PUPILS FOR DEEP CLEANING.		
Thursday 4 <sup>th</sup> June	Groups of new essential workers and vulnerable children and their designated members of staff <b>if health and safety measures have been met.</b>	<b>Employer's letter and shift patterns must have been received. You will receive an email from school confirming.</b>	
Weekend 6 <sup>th</sup> and 7 <sup>th</sup> June	<b>Online questionnaire to Y6 parents to assess numbers for 12<sup>th</sup> June onwards</b>	Questionnaire posted on facebook and school website for Y6 parents Group spaces and staffing planned based on Y6 parent's feedback.	
Week beginning 8 <sup>th</sup> June	<b>Priority:</b> Safe and gradual return of groups of Y6 children from 12 <sup>th</sup> June Assessment of health and safety of all groups currently in school.	Questionnaire posted on facebook and school website for Reception parents Group spaces and staffing planned based on Reception parent's feedback.	
Monday 8 <sup>th</sup> June	Groups of new essential workers and vulnerable children and their designated members of staff <b>if health and safety measures have been met.</b> <b>Group of Year 4 and 5 pupil premium children to work with sports coach and Miss Cripps on football and reading project for two weeks.</b> <b>Email to Y6 parents with more information regarding their return to school.</b>	<b>Employer's letter and shift patterns must have been received. You will receive an email from school confirming.</b>  Email to Y6 parents with more information and FAQs.	
Wednesday 10 <sup>th</sup> June	<b>Online questionnaire to reception parents to assess numbers for 18<sup>th</sup> June onwards</b>	Questionnaire posted on facebook and school website for reception parents Group spaces and staffing planned based on reception parent's feedback.	
Thursday 11 <sup>th</sup> June	<b>Email to Reception parents with more information regarding their child's return to school.</b>	Email to Reception parents with more information and FAQs.	
Friday 12 <sup>th</sup>	First groups of Y6 children return to school – trial day –	<b>Y6 parents will have received a confirmation</b>	

June	<b>if health and safety measures have been met.</b>	email and further information regarding their child's safe return to school and the days they will be in school.	
Week beginning 15 <sup>th</sup> June	Priority: Possible safe and gradual return of Reception children from 18 <sup>th</sup> June	<b>Questionnaire posted on facebook and school website for Year 1 parents. Group spaces and staffing planned based on Year 1 parent's feedback.</b>	
Monday 15 <sup>th</sup>	Groups of new essential workers and vulnerable children and their designated members of staff <b>if health and safety measures have been met.</b>	<b>Employer's letter and shift patterns must have been received. You will receive an email from school confirming.</b>	
Tuesday 15 <sup>th</sup> June	<b>Online questionnaire to Year 1 parents to assess numbers for 23rd June onwards</b>	Questionnaire posted on facebook and school website for reception parents Group spaces and staffing planned based on Year 1 parent's feedback.	
Wednesday 16 <sup>th</sup> June	<b>Email to Year 1 parents with more information regarding their child's return to school.</b>	Email to Year 1 parents with more information and FAQs.	
Thursday 18 <sup>th</sup> June	First groups of <b>reception children</b> return to school – trial day – <b>if health and safety measures have been met.</b>	<b>Reception parents will have received a confirmation email and further information regarding their child's safe return to school and the days they will be in school.</b>	
Week beginning 22 <sup>nd</sup> June	Priority: <b>Possible</b> safe and gradual return of Year 1 children from 22 <sup>nd</sup> June Assessment of health and safety of all groups currently in school.		
Monday 22 <sup>nd</sup> June	Groups of new essential workers and vulnerable children and their designated members of staff <b>if health and safety measures have been met.</b>	<b>Employer's letter and shift patterns must have been received. You will receive an email from school confirming.</b>	
Monday 22 <sup>nd</sup> June	First groups of <b>Year 1 children</b> return to school – trial day – <b>if health and safety measures have been met.</b>	<b>Year 1 parents will have received a confirmation email and further information regarding their child's safe return to school and the days they will be in school.</b>	

Week beginning 29 <sup>th</sup> June	Priority: Safe and gradual return of essential workers and vulnerable children		
Monday 29 <sup>th</sup> June	Groups of new essential workers and vulnerable children and their designated members of staff <b>if health and safety measures have been met.</b>	<b>Employer's letter and shift patterns must have been received. You will receive an email from school confirming.</b>	

These arrangements are always subject to change based on Government guidelines (which are regularly updated) and take account of Union and Local Authority Advice. The health and safety of pupils and staff is of paramount importance.