

## **Millbrook Reopening Plan – Parent Information Guide**

### **The Provision:**

#### **Phase 1**

School will reopen to children from Year 6, when all risk assessments indicate that it is safe to do so (the date will be confirmed in the future). It will be entirely at the discretion of parents and no sanctions will be taken due to non-attendance. For these year groups, it will be open all day on a Monday, Tuesday, Wednesday & Thursday. As government guidance changes, this will be reviewed. This is an important time to complete all transition for Year 7 and spend some time with their friends at school creating memories.

There will also be provision for children identified with additional support needs (<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>), as well as children of key workers. This provision will be Monday to Friday and the children will be in specific areas of the school.

#### **Phase 2**

School will reopen to children from Year 1 when the group above have settled. Again school will be open all day on a Monday, Tuesday, Wednesday & Thursday.

Provision for children identified with additional support needs, as well as children of key workers will continue. This provision will be Monday to Friday and the children will be in specific areas of the school.

#### **Phase 3**

School will reopen to children from Nursery and Reception when the two year groups above have settled. Again school will be open all day on a Monday, Tuesday, Wednesday & Thursday.

Once the school has confirmed the number of children to attend, we will be able to plan for each phase and determine how quickly we can return those children to school in a safe manner.

Provision for children identified with additional support needs, as well as children of key workers will continue. This provision will be Monday to Friday and the children will be in specific areas of the school.

### **Rationale for 4 Day Approach:**

The rationale for the four day week is that scientific evidence shows that the virus can live on a surface for up to 72 hours. By closing the used area of the school off on a Thursday evening until Monday morning, we can be assured each week that no virus remains in the school. It is important to note that persistent and rigorous cleaning will occur throughout the school day.

Further rationale is that if school was open for 5 days, teachers would need cover for planning and preparation time. By providing this time for teachers ad hoc during the week, there would be a risk that we would need to send different groups home on different days at different times making it especially difficult for parents with multiple children in school. This would impact more significantly on a parent's working pattern. By doing this in a more controlled manner, employers would be able to support working parents better. Teacher's planning and preparation time will instead be done at home on a Friday. Teachers will still be

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able to plan and set home learning for those children not coming into school. The health and well-being of staff at this time is vital to keep the school open.

### **Preparation for Reopening:**

Since the lockdown, Millbrook School has been open for those families requiring childcare as identified above. As we have needed to work through both Easter and Whit holidays, we have had to split staff holiday time. From Monday 1<sup>st</sup> June 2020 we will finally have all available staff (although not all staff). Throughout the following weeks staff will be timetabled (to ensure social distancing) to come into school and organise rooms, removing any furniture that is not needed which will be placed in the hall. Throughout the weeks the school will undergo a deep clean supported by our cleaning teams.

The classrooms will remain closed until (at the earliest) Monday 15th June 2020. There will be provision for the children of Key Workers from the week beginning Monday 1st June 2020; they will be in a specific area of the school.

### **Responsibility of the parents**

It is essential that out of school parents ensure that they and their children are following government guidelines on social distancing in order to fully promote public health and keep us all safe.

### **Communication between School & Parents:**

On receiving the school reopening plan, we would initially ask parents/carers to do nothing. Parents will have the school's plans therefore knowing the safety measures in place and what the provision will look like. Parents will need to consider whether or not their child will return to school or not on the dates set. The school feels it is reasonable to wait for a response to that question until Monday 1st June 2020 as parents will have further information to make a decision (after the Prime Minister's speech).

A form will go live to parents of Nursery, Reception, Year 1 and Year 6 children on Monday 1st June on Class Dojo and the school website, parents can download the form, complete it and email it back to [Millbrook@knowsley.gov.uk](mailto:Millbrook@knowsley.gov.uk). Nursery and Reception, Year 1 and 6 parents will have until Tuesday 2nd June at 12.00pm. Any parent that has not responded will be contacted by the school. The school will then plan out groups for the children. Parents will receive an email on the Thursday before plans to reopen, providing the following information: group number; teacher/ teaching assistant; classroom; location of drop off/pickup (we are creating a one way system with 2 metre distances between parents to ensure safety and social distancing).

### **Groupings (Explanation):**

The children will be put in groups of between 9 and 13 depending on the size of the classroom they are using. They will remain in those groups for the week. Once allocated to a group they will not be able to change. Think of these as bubbles to stop any potential transmission of the virus. They will have the same members of staff all day (this will only change if staff are absent). The same lunchtime supervisor or teaching assistant will be assigned to each class to support at key times in the day including lunchtime. The children will only mix with the adults and children in their bubble throughout the day and will not be able play with other children on the playground as this will be staggered and zoned. Most pupils will eat lunch in classrooms. A small number will eat in the dining hall, with their

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bubble only. Each bubble will be called a group (A1, B1, C1 .. etc). This will support staff to keep children from different bubbles separate during transition periods of the day such as lunchtime time or toileting.

EYFS (Nursery) will be grouped together in the normal unit and will be as one. No attempt will be made to socially distance this group however; small numbers of children and the vast space are to the children's benefit. Prior to reopening, items that are difficult to clean will be removed and provision scaled down. This will make it easier to clean toys and equipment at the end of each day. Morning and afternoon children will use different resources at each session. Children will have open access to the toilets and outside area – this will be encouraged.

EYFS (Reception) will be split into four groups of 9, with 9 pupils in each of four classrooms. All classrooms will have EYFS resources and access to outdoor play although this may be timetabled to ensure fewer children are out at one time.

Year 1 will be grouped in up to 3 classrooms in our Key Stage 2. It will just be Year 1 children in these groups. From parental responses, we do not envisage initially needing all 3 classrooms. Whilst there will be designated times for toileting, the children will have full access to the toilet throughout the day with a limit to the number of children to 2 (per gender) at any one time as long as they are from the same group. This will be co-ordinated by staff and should they need to wait to use the toilet, as another child is using it, there will be a designated waiting area for them marked out.

Year 6 will be grouped in two classrooms in our Key Stage 2 and the junior hall (if necessary). It will just be Year 6 children in these groups. From parental responses, we do not envisage initially needing all 3 classrooms. Whilst there will be designated times for toileting, the children will have full access to the toilet throughout the day with a limit to the number of children to 2 (per gender) at any one time as long as they are from the same group. This will be co-ordinated by staff and should they need to wait to use the toilet, as another child is using it, there will be a designated waiting area for them marked out.

The children of key workers will be grouped in an appropriate number of classrooms dependent on demand in either our Key Stage 1 or 2. We will group them in their own year groups or similar age groups. Toilet arrangements are as above. Parents of key workers must liaise with the office through email with regard to a request for places should their shifts change.

### Groupings

It is vital that parents stick to the times set and are on time as we have carefully planned this to ensure social distancing of parents and that groupings of children do not mix.

### Phase 1 – Date to be arranged

#### Year 6

<b>Grouping</b>	<b>Group A1</b>	<b>Group A2</b>	<b>Group A3</b>
<b>Numbers</b>	11(max)	11(max)	12(max)
<b>Timing</b>	9:00am – 2:45pm	9:15- 3:00pm	9:30- 3:15pm
<b>Toilet</b> – we will ensure all children thoroughly clean their hand and use hand sanitiser	Designated toilet times and free access with maximum to 2 from their group	Designated toilet times and free access with maximum to 2 from their group	Designated toilet times and free access with maximum to 2 from their group

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<b>Pick up / drop off</b>	Side entrance by Rainbow gate	Side entrance by Rainbow gate	Side entrance by Rainbow gate
<b>Staff</b>	TBA	TBA	TBA

### Phase 2

#### Year 1

<b>Grouping</b>	<b>Group B1</b>	<b>Group B2</b>	<b>Group B3</b>
<b>Numbers</b>	13(max)	13(max)	14(max)
<b>Timing</b>	9:00am – 2:45pm	9:15- 3:00pm	9:30- 3:15pm
<b>Toilet</b> – we will ensure all children thoroughly clean their hand and use hand sanitiser	Designated toilet times and free access with maximum to 2 from their group	Designated toilet times and free access with maximum to 2 from their group	Designated toilet times and free access with maximum to 2 from their group
<b>Pick up / drop off</b>	One way system junior hall door 1	One way system junior hall door 1	One way system junior hall door 1
<b>Staff</b>	TBA	TBA	TBA

### Phase 3

#### Nursery

Grouping	Nursery Am	Nursery pm
Numbers	15 (max)	(13 (max))
Timing	8:30 – 11:30am	12:15 – 3:15pm
Toilet	Continual access in nursery	Continual access in nursery
Pick up /drop off	One way system via nursery gate	One way system via nursery gate
Staff	TBA	TBA

#### Reception

<b>Grouping</b>	<b>Group C1</b>	<b>Group C2</b>	<b>Group C3</b>	<b>Group C4</b>
<b>Numbers</b>	9(max)	9(max)	9 (max)	9 (max)
<b>Timing</b>	9:15- 3:00pm	9:00am – 2:45pm	8:45am – 2:30pm	9:30:3:15pm
<b>Toilet</b> – we will ensure all children thoroughly clean their hand and use hand sanitiser	Designated toilet times and free access with maximum to 2 from their group	Designated toilet times and free access with maximum to 2 from their group	Designated toilet times and free access with maximum to 2 from their group	Designated toilet times and free access with maximum to 2 from their group
<b>Pick up / drop off</b>	One way system via EYFS path	One way system via EYFS path	One way system via EYFS path	One way system via EYFS path
<b>Staff</b>	TBA	TBA	TBA	TBA

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### KEY WORKER GROUP D

#### Year 2, 3, 4 & 5

Grouping	Year 2, 3, 4 & 5
Numbers	7 on average
Timing	8:50am – 3:10pm
Toilets	Outside ICT suite – Maximum 2 from their group
Pick up / drop off	Junior hall 2

#### Curriculum:

On the initial return to school, our lessons will have a strong focus on personal, social, emotional and health education. Staff will be training the children to follow the rules and social distance plus helping them with personal, social and emotional upheaval caused by Covid-19.

As soon as possible, we will be teaching English and Mathematics in the morning sessions and focussing on the wider curriculum in the afternoon. This will mirror our home learning where possible.

Our classrooms and teaching techniques will differ from the normal but we will endeavour to ensure tasks enable socialisation between pupils whilst still observing safe practises.

Early Years will function as normal using continuous provision across the inside and outside areas. Again, to be clear absolute social distancing would be difficult within our Early Year Settings.

#### Home Learning:

Home learning will continue at this time but will be different to the home learning we offered when the school was closed to most pupils. Class teachers will populate Education City and put up some home learning tasks for the week on class dojo on a Friday when school is closed to Year 6,1 and early years. General activities linked to the wider curriculum will be added to class dojo occasionally by our teaching colleagues who are working from home. For those without internet access, a learning pack will be available fortnightly and parents must contact [millbrook@knowsley.gov.uk](mailto:millbrook@knowsley.gov.uk) to receive this.

#### Drop off and Pick Up:

Information regarding each group's drop off and pick up points are noted above.

If a parent needs to drop off or pick up more than one child and the timings we have indicated prove difficult, please contact the school and we will try to accommodate you.

Only one person should be picking up children as this will support social distancing. The only exception would be if you have a child with you of primary school age or younger. If waiting for children, please keep 2m apart and move away from any thoroughfares. Do not

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congregate in groups around the school and ensure your child remains with you at all times. They must not run around the playground or use the outdoor equipment.

No-one no one experiencing Coronavirus symptoms should come onto the site.

All classrooms have been fitted with soap dispensers and there are hand sanitisers throughout the school. All children will clean their hands using soap when they enter and leave school. There will be a member of staff there to supervise and welcome the children. On pickup, staff will ask you who you have come to pick up and will fetch them from you. If you could tell them the child's name and group number that will help. This will be a slower process than usual and therefore parents will need to be patient.

### **Sickness:**

If a child or staff member has symptoms of Coronavirus they must not come to school. Staff will inform the Headteacher and testing will be arranged. Anyone who develops symptoms must not come to school for 7 days unless they have been tested and the results of the test are negative.

If a child or staff member develops symptoms in school they must leave the site as quickly as possible avoiding contact with others. Children will be taken to the small room by the junior playground exit whilst their parents are telephoned to pick them up. They will be supervised by staff who will wear Personal Protective Equipment (PPE). The room will be thoroughly cleaned when the child is picked up. If a staff member becomes unwell, a test will be arranged by the Headteacher. Anyone who has developed symptoms in school must stay at home for 7 days unless tested and found to be negative.

If there is a confirmed case of Coronavirus, all adults and children within that bubble will be sent home for 14 days to self-isolate. Should there be a further confirmed case, the school will seek support and guidance from Public Health England 03442250562 (opt 2). A deep clean will take place.

### **PPE (Personal Protective Equipment):**

The government guidance is clear that PPE should only be worn in specific circumstances in school. It will not be worn by children. Staff will only wear it if having to work closely with a child, for example, administering first aid or intimate care. PPE will also be worn by any staff member supervising a child who has symptoms of Coronavirus whilst they wait to be picked up by a parent.

It is important to note that should a child have an accident, for example on the playground, they will have first aid administered to them as usual (with a staff member wearing PPE).

### **School Uniform:**

Children must have all their clothes cleaned after a day in school and have a shower. They must return the next day in fully clean clothes. We recognise that washing a school uniform each day would be challenging for parents therefore children do **not** need to wear their school uniform during this period (but may do if they choose too).

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### **Medically Vulnerable Children and Vulnerable Family Members:**

Your child should not attend school. To discuss this further, please contact Mrs Maloney on 0151 477 8160.

### **SEND Pupils:**

Our children have a range of needs and we will need to plan accordingly to ensure the well-being of specific pupils with an EHCP. A full risk assessment will be completed for each pupil whose parents express a wish to return them to school. Currently, the school has had to close sensory provision as it cannot be appropriately cleaned each day. We are mindful that for some of our pupils rely on this provision so we will be in contact with all relevant parents.

### **Lunchtimes & Playtimes:**

These will be staggered so a smaller number of pupils are on the playground. The children will only be able to play with those children in their bubbles and the playgrounds will be divided and clearly marked out for pupils to ensure they don't mix. The pupils will be supervised by a member of staff at all times.

Lunch will be mostly eaten in classrooms and brought to the children from the kitchen if they are having a school dinner. Some Year 6 children will be able to eat in the dining hall using socially distancing markers. We are currently liaising with our catering suppliers over whether moving to a packed lunch for children is safer.

### **Informing School if you want your child to attend:**

Initially we will send out a request to confirm places via Class Dojo (a form will be uploaded). A list will be compiled and groups will be set ready to start on their phase date. Parents will then receive a letter confirming which group they are in, who the staff working with their child are, drop off and pickup points and any further relevant information. Unfortunately, we will not be able to move children into different groups due to issues around transmission but on setting the groups our top priority is friendship groups as we want children to socialise as much as possible and feel safe in school despite the obvious restrictions.

Many parents have expressed concern that the government are reopening schools too soon and are opting to keep them at home but have indicated that they may send their child into school in the coming weeks when they feel happier with the health data. For those parents, we would ask that you contact Mrs. Redmond/ Mrs Bocking either by telephone 0151 477 8160 or by email [Millbrook@knowsley.gov.uk](mailto:Millbrook@knowsley.gov.uk) no later than the Wednesday of the week before you want your child to come back to school on the Monday. This is to support us to plan the return in a safe and appropriate manner. Once parents have refused a return initially, they must not turn up with their child without school confirmation.

### **Restrictions for Staff:**

Staff will only be allowed into the classrooms they are assigned and must not enter another room. The Staffroom will be timetabled so only six staff can access it at any one time. Staff in the staffroom will remain within strict social distancing of 2m to other staff members. A second hall area will be available during this period.

The School Office (containing Mrs Redmond and Mrs Bocking) will only be accessed by one member of office staff at a time the Deputy Headteacher and Headteacher. Should a staff

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member have a query with the office, please door, attract attention then stand back. Registers will be delivered and picked up being left outside classroom doors and wiped. There will be wipes and sprays in all staff toilets.

A cleaner will be available on site during the middle of the day to re-clean all toilets, door handles, light switches and areas of multiple use. The building will be deep cleaned every night.

### **Track & Trace:**

Once available, we will update parents on any track and trace system the government introduce. The Safeguarding Policy will be amended to reflect this. We hope this will support the safety of all. If a case of the virus is detected, sickness procedures will apply with relevant staff members sent home and not being allowed back on site until tested. As the children in that bubble will also have been compromised, they will need to self-isolate with their families for 14 days. Should there be a further confirmed case, the school will seek support and guidance from Public Health England 03442250562 (opt 2).

In addition, testing will be provided to children and parents. We are awaiting further clarity on this matter from the government.

### **Visitors to School:**

Only essential visitors to school will be allowed on site. An example of an essential visitor would be a contractor responding to emergency i.e. alarm failure and in not doing this, would potentially affect the safety of the school community. Parents will only be able to come onto the site to drop off and pickup children. Any concerns that need to be discussed with a staff member need to be done via telephone or email, as this will help to ensure the safety of both staff and parents. Once again we stress that parents must adhere to all social distancing in and around the school and outside in the community.

### **School Policies:**

Key school policies such as Behaviour and Safeguarding Policies will be reviewed and amended (if required) as an interim measure whilst there are the current restrictions and will be communicated effectively to either staff or children. A new addendum to the Behaviour Policy will reflect the need for social distancing and regular handwashing; this will follow the same principles of being Ready, Respectful and Safe.

### **Year 6 Transition:**

The school is currently working with high schools to ensure that appropriate information is being shared so that a smooth transition can occur. Local high schools Kirkby High and All Saints are developing clear plans for transmission over this unprecedented period.

Usual end of year events will not take place and we will look to find alternative ways to celebrate the end of year and give our Year 6 a good send off.

### **Bereavement List:**

Many families across the globe have lost loved ones and friends. This may well be the case in our school community. We are asking parents to let us know via email to Mrs Kelly milbrook@knowsley.gov.uk if this is the case as it may well be affecting a child and we need to know so that we can monitor to them and appropriately support them. This is also the case if a child remains at home and will support us to manage their safe return to school.



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### **Review:**

The Governing Body, in consultation with the Headteacher, will keep the plan under constant review considering changes in government guidance, advice from the local authority, views of our community, good practise in other settings and learning from what is a new situation for us all. Any changes will be communicated to parents.