

Broomhill School

Contingency Plan

2020-21 (V1)



Never Giving Up

Always Aiming High

Broomhill Gives us the freedom to fly

Onwards and Upwards

Striving for Success

We can work together

And always do our best!

Section 1 - Key principles

The Local Delivery Phasing Plan (LDPP) incorporates the principles and expectations set out in national guidance and details a direction of travel for schools in order to realise equity and constancy wherever possible. The approaches agreed in the LDPP has guided the development of this individual School Recovery Plan for Broomhill School, which will act as the School Improvement Plan for the coming session.

The School Recovery Plan will reflect the key principles as set out in the LDPP and in national guidance:

- Implementation will take full account of scientific and medical advice that it is safe to proceed
- The wellbeing of all pupils and staff will be carefully considered when determining the approach to reopening school buildings
- Risk assessments will be used to support planning and ensure that health and safety legislation and guidance is fully adhered to
- Public health measures will be taken fully into account
- Careful consideration will be given to the balance of in-school and at home remote learning to provide maximum benefit to children and young people
- Planning will build on the experience of delivering Hub and Emergency Childcare provision
- Planning will enable movement up and down the phases of the Route map
- Clear and effective communication with all stakeholders will be paramount

What will this mean for Early Learning and Childcare?

The guidance on the opening of ELC settings was published on Wednesday 17th June 2020. We will continue to work with the Local Authority in planning the approach for Broomhill ELC setting.

The publication of Early Years Guidance will assist in determining safe drop off and pick up arrangements for Broomhill ELC.

It is acknowledged that maintaining social distancing with children aged 5 and under is extremely difficult. Children will therefore be arranged in small groups, along with the appropriate number of adults to supervise that group. The membership of the groups (including the adults) will remain the same at all times until restrictions on social distancing in schools are lifted. Whilst members of each group will not be required to remain distances from each other, staff will need to ensure that each group of children maintains a distance of at least 2m from other groups at all times.

What will this mean for Broomhill School?

Broomhill School is a Victorian building with a large school roll. There are only two flights of stairs and some narrow corridor areas, limited entrances and communal areas such as cloakrooms. Careful planning has been required to ensure that we can maintain appropriate social distancing in keeping with National Guidance. Keeping primary aged children 2m apart is very difficult and this will be achieved by altering the number of pupils attending in a class at any given time. The flow of movement around the school will be altered and adjustments will be made to the physical set up of the classroom.

It is proposed that all year groups in primary school return, but in reduced groups with a regular rota system in place so that parents and children have a consistent routine. Classes will be divided into groups with children attending in blocks of days.

Movement through the school will be limited and children will spend their time in one classroom. Entry and exit to teaching areas will be carefully managed by school staff with groups of pupils entering the building using the most direct route to their classrooms, avoiding contact with other groups. A timetable for entry and exit will be in place and will be shared with parents.

Local Authorities have been asked to prioritise childcare provision for key workers. It is unlikely that standard breakfast and afterschool provision will be available for all families whilst this expectation is in place. Broomhill School previously had an after-school and breakfast club in partnership with Great Western Pre-School who utilised out Dining Hall Space before and after school. We await further advice as to how this will be organised moving forward, however the space in the Dining Hall has been identified for this purpose for the provision of childcare for key workers.

Avoiding physical / social contact within the playground

The size of the playground will be assessed to determine how many children can safely be in a space whilst maintaining social distancing rules. No use of fixed outdoor equipment will be permitted at this time. A limited supply of playground equipment (which allows for social distancing) will be sanitised after each play session and risk assessed appropriately.

Breaks will be staggered in order to reduce the number children accessing shared spaces at one time to ensure numbers remain within safe limits. Wet weather alternatives will be in place as standard practice.

Ventilation indoors and the use of outdoor space

Staff will be asked to ensure good ventilation by keeping windows open and where possible not closing the doors of small rooms (unless these are fire doors). Children, young people and staff will spend more time outdoors, with weather appropriate clothing, keeping at least two metres from others.

Effective outdoor learning can be delivered across many subject areas and the 3-18 learner journey. We will make use of our Outdoor Classroom area and "The Woodies" which will be timetabled for groups of pupils.

Management of symptomatic building occupants

If a child or young person attends the setting with symptoms of cough and/or high temperature, they should go home immediately. If a child / young person is waiting to be collected by their parent or carer, they will be isolated in the identified isolation room/area and avoid touching surfaces. Isolation spaces will be located on the first and second floor of our building. Isolation rooms will be cleaned after use in keeping with national guidance.

The Head Teacher will then contact Facilities and ensure appropriate cleaning takes place in line with current guidelines:

<https://www.hps.scot.nhs.uk/web-resources-container/COVID-19-guidance-for-non-healthcare-settings/>

Section 2 – Hygiene and health and safety practice

Cleaning routine

Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings). Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day.

All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.

Cleaning arrangements will be considered as part of the risk assessment process.

Pupils will be asked to bring their own filled water bottle to school.

Pupils will not be permitted to bring their own soap and/or moisturising hand cream into school.

Sanitising wipes will be provided to school staff to clean telephones, laptops/desktop computers and associated peripherals and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses.

Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.

Areas within Broomhill School which require special attention for cleaning are as follows:

- Ground Floor First Aid Room
- First Floor SFL room re-designated as isolation space
- Second Floor PSA room re-designated as isolation space

Use of Learning Resources

School staff will be given sanitising wipes for school staff to undertake cleaning of resources, toys and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. Resources will be wiped/cleaned on an ongoing basis by the staff in teaching and learning space.

Some resources, such as fabric resources which cannot be easily cleaned between uses, will not be used for in school learning. Resources which are not being used will be removed from class bases to aid this process. Staff will be guided to carefully consider an appropriate provision of resources for 'in school' learning.

Books and related resources within our libraries will be put out of use, unless they are to be made available to individual pupils for their sole personal use.

Hand washing

Health Protection Scotland advise that soap and water should be used for hand washing where this is available. Alcohol based hand gels / sanitiser will be used where there is no access to soap and water. Stocks of soap will be checked, and replenished, before the start of every day by facilities staff.

Hand sanitiser will be available at each entrance to our building (Front, Infant/Car Park, Senior, Nursery 2 Door) and stocks will be checked every day by facilities staff.

Children, young people and staff will be reminded to wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser, when entering the building, before eating or handling food, after blowing their nose, sneezing or coughing, and after going to the toilet. Children, young people and staff will be reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands. Several posters have been displayed around the school to remind everyone of the need for regular handwashing.

Children, young people and staff will be reminded to cover their nose and mouth when coughing or sneezing with disposable tissues and dispose of them in the nearest waste bin after use and wash hands. Tissues will be available in each classroom, and pupils should be reminded to use the crook of their elbow if no tissue is immediately available.

Stocks of hand sanitiser will be kept in the Ground Floor store and will be managed by Office Staff who will monitor and reorder regularly as required. Each teaching and learning space will have a waste bin for tissues, covered bins will be located within the isolation areas.

Pupils are not permitted to bring their own soap/hand cream or moisturiser into school.

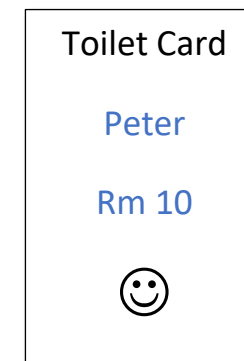
Access to Toilets

Pupils' access to toilets will be carefully managed in order to maintain social distancing within the toilet areas. Each child will have their own wipeable, named toilet card which will be brought with them and displayed using Velcro stickers, outside the Toilet Entrance, indicating that the room is occupied (max 2), the card will then be removed and return with the pupil to the classroom to be wiped and then kept in their own tray. Pupils will be instructed to use a paper towel to cover the door handle when exiting the toilet block. Floor markings will indicate 2m spacing for any queuing outside the toilet block.

Boys will use the cubicle area within the toilet block, urinals will be out of use at this time.

Staggering break times will limit the number of pupils using the toilet block at one time. Entrance to the toilet block during breaktimes will be supervised. There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for some younger children. The maximum number in each toilet area will be limited to two persons at any one time (including any supervising adult if required for younger pupils or those with ASN)

It is recognised that staff toilets are limited in our school building. All of our staff toilets will be limited to single user only, a similar mechanism for display will be in place for staff toilets.



Section 3 – Practical measures to support social distancing in our school

How will we increase separation?

The agreed metric of 5 sq.m has been used to help determine the maximum capacity of all spaces in school to help determine which spaces may be most suitable for the provision of 'in school' learning. This metric allows for circulation space in addition to the need to adhere to the 2m social distancing rules.

The spaces used for 'in school' learning will be prepared to clarify boundaries. Areas not in use will be closed off such as our Infant Library which does not have the capacity to accommodate a group of children whilst keeping socially distant. The fabric furnishings in this room also make this a difficult space to keep clean in line with current guidance. It will be important to ensure that all staff and pupils are aware of the any changes in the use of the building and this will be communicated clearly to all staff and pupils during orientation. Our School Staffroom which is limited in space will also be subject to social distancing and use of this space will be timetabled in line with our staggered breaks. An additional staff space has been identified in the ICT room. This room has fixed furniture and the space cannot be reconfigured for use by pupils at this time.

Groups of pupils will be planned and membership of groups will be static. This will help restrict the number of different interactions each pupil has.

Reconfiguration of furniture in these spaces will support this.

Space has been identified for the storage of excess furniture and resources from classrooms, and for use as isolation spaces for any pupils or staff who develop symptoms, whilst they wait to return home. Isolation spaces will be well ventilated at all times and will not be used for any other purpose, as they will require to be intensively cleaned according to current guidance after being used by any symptomatic individuals. **The school's first aid room will not be used as an isolation space as this is required to support individual medical needs.**

The sharing of resources between children and young people during a learning activity will be avoided in order to limit the potential for transmission. Personal belongings will be taken home at the end of any 'in school' learning.

Capacity in terms of both space and staffing allocation within our school allows for 1/3 of pupils to attend school at any one time. Pupils will attend in 3 groups (Group A, B and C) in blocks of 3 consistent days over a two-week rota. Where possible family groups will attend on the same block of days.

Families will soon be informed of their child's new class teacher and we are planning where possible to have a Google Meet "Meet Your New Teacher" in the last week of term. We will inform parents of the "Bubble Group" that their child belongs to as soon as we can. Here are the attendance dates for each group of children for 11th – 21st August under the present model.

	Week 1					Week 2				
	Mon 10 th Aug	Tuesday 11 th Aug	Wednesday 12 th Aug	Thursday 13 th Aug	Friday 14 th Aug	Mon 17 th Aug	Tuesday 18 th Aug	Wednesday 19 th Aug	Thursday 20 th Aug	Friday 21 st Aug
P2-P7 Groups	In Service Day School Closed to Pupils	Group A	Group A	Group B	Group B	Group B	Group C	Group C	Group C	"At Home" Digital Day for all pupils
Primary 1		P1 Half Day Group A	P1 Half Day Group A	P1 Half Day Group B	P1 Half Day Group B	P1 Half Day Group B	P1 Half Day Group C	P1 Half Day Group C	P1 Half Day Group C	

Induction Period: 11th – 24th August

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
% of children in school Week 1	0%	33.3%	33.3%	33.3%	33.3%
Week 2	33.3%	33.3%	33.3%	33.3%	Digital Day

Fortnightly Model: from 27th August onwards

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
% of children in school Week 1	33.3%	33.3%	33.3%	33.3%	33.3%
Week 2	33.3%	33.3%	33.3%	33.3%	Digital Day

Pupils attending our ELC provision will also attend the setting in small groups 'bubbles' of 8 pupils in keeping with National Guidance. Specific arrangements will be in place for pupils who require 1:1 support. We are currently working in collaboration with Aberdeen City Council Early Years Officers and further information will be communicated to parents at a later date.

Our classroom spaces are equipped with sinks for handwashing and capacity allows for almost all classrooms to be used for teaching and learning of groups. One class will use our General-Purpose Space as a base for teaching and learning, to allow for adequate social distancing.

Surplus furniture and resources will be stored within Room 19 on the second floor.

Isolation spaces will be located on the first and second floor (First Floor SFL Room, Second Floor PSA Room) allowing our First Aid Room to remain in use to cater for individual medical needs. Outdoor learning will support increased separation and all classes will have timetabled time outdoors in "The Woodies" and playground area. Parents/carers will be asked to provide appropriate clothing to allow pupils to access the outdoors every day.

The GP Space will accommodate a class for teaching and learning and our Dining Hall will be used as a Child Care Hub for the children of key workers. The Child Care Hub will access the kitchen space used by OOSCC, for handwashing and any required food preparation. Hand sanitiser will be located within the Child Care space.

Any resources and equipment which cannot be cleaned easily will be removed from teaching and learning spaces prior to children returning to the building in August.

Furniture within the School Office will be reconfigured to ensure Social Distancing. A Risk Assessment has been completed in respect of access to our school office by staff and pupils. Procedures will be communicated to pupils and staff during orientation. Appropriate signage will support this.

How will we decrease interaction?

A one-way system will be in place within our school building once groups of children have entered their teaching and learning space. This will be finalised when staff return to the building in June to ensure all arrangements are sensible, practical and understandable for pupils.

Large groups of children arriving and departing at the same time will be avoided and year groups and classes will have staggered start and finish times to reduce the number of children and young people together at one time. The number of different arrival and departure times has been determined by the number of routes into our building, taking into account safe routes to the first and second floor, ensuring physical distancing. Plans will be agreed between the Head Teacher and the school Quality Improvement Manager and shared with parents.

A protocol for entry and exit from the building has been developed ensuring strict and efficient passage of groups to their destinations co-ordinated by a member of SLT and supported by PSAs. Where possible, parents and carers will refrain from entering school playground to further reduce numbers.

Where possible parents and carers should walk to school with their children. Travel to and from school by car should be avoided where at all possible as parking around the school is very limited and we wish to avoid any congestion in the Gray Street and Hammersmith Road areas. Where travel to school by car is absolutely essential, parents/carers should park a distance away from school grounds and adopt a Park and Stride approach. There will be no access to the school car park.

Restrictions will be put on entering the school car park which will be for staff use only, this includes parental access to the Child Care Hub/Breakfast/After School Club. Our School reception area will not be accessible to parents and carers during Phases 1-3 of the return with all enquires made either by phone, e-mail or through the child's Google Classroom.

Playgrounds will only be accessed by children for the purpose of attending in-school learning and only an emergency will trigger a need for anyone else on site so that carefully calculated capacities can be maintained. Access to the building will be strictly controlled.

Groups of primary children will be taught by a limited number of staff.

Where possible, furniture will be laid out to guide effective social distancing with surplus furniture cleaned and stored in any spaces not being used. Clear signage will indicate any items of furniture which will not be used where full removal is not possible.

In some circumstances (including where the 2m rule will be difficult to apply) a risk mitigation approach will be followed in keeping with Scottish Government guidance. In these circumstances, a group or 'bubble' of set members will be established. This may apply for some very young groups of learners, for some with additional support needs and in some practical subjects subject to risk assessment.



Where children attend childcare within school, movement between areas and groups will be risk assessed and managed to limit contact as much as possible.

A one-way system will operate from 9.30am once all groups have entered the building. Our East Staircase will be used for pupils ascending to the first and second floors and the West Staircase used for descent. Pupils and staff will move round the building in an anti-clockwise direction with specific restrictions in place where corridors are narrow. Routes and restrictions will be marked.

Entry to School Grounds will be via the Gray Street and Broomhill Road Gate (entry only). A previously unused gate will be in operation for Primary 1 pupils only, located off the lane at the North side of the school. Pupils should use the gate closest to their designated entrance. Exit from the grounds at the end of the school day will be via the Lane Gate and Gray Street only. The absence of a safety barrier on Broomhill Road makes this unsafe for exit.

Pupils will enter the building at staggered times. These times allow for groups of children to enter the building efficiently and safely using the most direct route to their teaching and learning space, ensuring social distancing from other groups of pupils. Cloakroom facilities will be out of use during this time allowing for more efficient entrance to teaching and learning spaces.

Staggered entrance and Exit from the school will be as follows, this allows for appropriate social distancing with a maximum of 40 pupils entering the building at one time:

Entry

	Entry Point			
	Infant Door	Front Door	Senior Door	
8.55am	Rm 4 P1	Rm 12 P6	Rm 11 P2	Rm 15 P6
9am	Rm 5 P1/2	Rm 19 P5	Rm 9 P2	Rm 10 P4
9.05am	Rm 7 P1	Rm 16 P4	Rm 8 P3	Rm 13 P3/4
9.10am		Rm 20 P5	Rm 21 P7	Rm 22 P7

Exit

	Exit Point			
	Infant Door	Front Door	Senior Door	
2.20pm	Rm 4 P1	Rm 12 P6	Rm 11 P2	Rm 15 P6
2.25pm	Rm 5 P1/2	Rm 19 P5	Rm 9 P2	Rm 10 P4
2.30pm	Rm 7 P1	Rm 16 P4	Rm 8 P3	Rm 13 P3/4
2.35pm		Rm 20 P5	Rm 21 P7	Rm 22 P7

The proposed model for teaching and learning provides capacity to teach 3 groups consistently over a two-week period. We are currently pursuing a number of options to increase this capacity; these include, obtaining additional staff to provide specialist input in school, use of an alternative space in the local and possible delivery of an additional outdoor session. These options are all staffing dependant and would require appropriately robust Risk Assessments in place to ensure the health and safety of staff and pupils.

Class teachers can have no more than 22.5 hours of class contact each week, in order to limit the number of adults in contact with groups of children, as per national guidance, Non Class Contact Time for staff (normally covered by additional staff) will be incorporated into each school day, meaning the school day will be 4.5 hours long instead of 5 hours. This reduces the number of adults having contact with groups of pupils. The procedure for safe entry and exit of our pupils into the building impacts on the configuration of our school day. Therefore, the pattern of our school day will be as follows:

Pattern for the School Day

	Room/Stage	Entrance/Exit Door	Start Time	Break Start	Break End	Lunch Start (40 mins)	Lunch End	Home Time
1	Rm 4 P1	Infant	8.55am	10.30am	10.45am	11.50am	12.30pm	2.20pm
2	Rm 5 P1/2	Infant	9am	10.30am	10.45am	11.50am	12.30pm	2.25pm
3	Rm 7 P1	Infant	9.05am	10.30am	10.45am	11.50am	12.30pm	2.30pm
4	Rm 11 P2	Senior	8.55am	10.30am	10.45am	11.50am	12.30pm	2.20pm
5	Rm 9 P2	Senior	9am	10.30am	10.45am	11.50am	12.30pm	2.25pm
6	Rm 8 P3	Senior	9.05am	10.50am	11.05am	12.30pm	1.10pm	2.30pm
7	Rm 13 P3/4	Senior	9.05am	10.50am	11.05am	12.30pm	1.10pm	2.30pm
8	Rm 20 P5	Front	9.10am	10.50am	11.05am	12.30pm	1.10pm	2.35pm
9	Rm 10 P4	Senior	9am	10.50am	11.05am	12.30pm	1.10pm	2.25pm
10	Rm 12 P6	Front	8.55am	10.50am	11.05am	12.30pm	1.10pm	2.20pm
11	Rm 19 P5	Front	9am	11.10am	11.25am	1.10pm	1.50pm	2.25pm
12	Rm 16 P4	Front	9.05am	11.10am	11.25am	1.10pm	1.50pm	2.30pm
13	Rm 15 P6	Senior	9.05am	11.10am	11.25am	1.10pm	1.50pm	2.30pm
14	Rm 21 P7	Senior	9.10am	11.10am	11.25am	1.10pm	1.50pm	2.35pm
15	Rm 22 P7	Senior	9.10am	11.10am	11.25am	1.10pm	1.50pm	2.35pm

Signage and playground markings will support communication and reinforcement of new arrangements.

Dining arrangements

All children will be asked to bring a packed lunch and the provision of free school meal vouchers will continue. Children will be asked to take any uneaten food / waste wrappers etc home with them, to help reduce the risk of infection spread.

All pupils will eat lunch within their classrooms. This reduces groups of children mixing. Timings of lunchbreaks are detailed in the chart on the previous page (3 sittings), each sitting will last 40 minutes. These timings will enable smaller groups to access the playground at one time and smaller numbers of staff accessing staffrooms at one time.

All pupils must remain on site for lunch in order to limit their contact with others out with the school. These arrangements will be reviewed as restrictions are reviewed.

Early Years dining will be within the setting area to ensure that children can remain within the space. It is expected that due to the reduced numbers of children attending, the organisation of space will accommodate a rolling snack.

Evacuation procedures

Our Evacuation Procedures from each area within the school remain the same as these are the safest, most efficient routes to the muster points. Muster points have been spaced further apart to allow for social distancing. New signage in the playground will indicate distanced muster points. The Fire Evacuation Plan has been amended in response to this School Recovery Plan and shared with all stakeholders.

Evacuation arrangements for children with complex needs or disabilities have been reviewed with refreshed Personal Evacuation Plans in place.

Orientation

The Senior Leadership Team will brief staff on circulation patterns and revised school layouts to ensure that all staff are aware of new restrictions. A map will be displayed and signage used as appropriate to act as an aide memoir. All children will be advised of arrangements prior to their return, through virtual tours, videoed procedures and Google Meets, with health and safety a key focus when groups first join 'in school' learning in August.

School transport

Children will be encouraged to avoid travelling to school on public transport with walking being promoted where safe to do so. Where walking is not appropriate and where parents/carers transport by private car, parents/carers will be asked to park a distance away from school and adopt a Park and Stride approach, thus avoiding unnecessary congestion in the Gray Street and Hammersmith Road areas and minimising activity around the school gates.

For children coming to school on bikes or scooters, these must be left with parents before entering the school grounds. There will be no available facility for the storage of these.

Managing Visitors / Managing Reception

External visitors to the school building will generally not be permitted. The only exceptions to this will be for:

- Local authority officers required to visit the school to provide essential support to pupils or staff (by pre-arranged appointment only)
- Contractors required to access the main building or grounds to undertake essential planned maintenance or repairs (by pre-arranged appointment only)
- Contractors working on a closed construction site within the school building or grounds, where appropriate measures have been taken to entirely separate the construction site and contractor personnel from the rest of the school, and the work has been approved to go ahead by Corporate Landlord officers
- Any other visitors required to enter the building for emergency purposes, including emergency repairs

Parents will not be permitted to visit school to speak to teachers about their children. This will be communicated clearly to all parents. Where parents require to contact a teacher, they will be asked to make contact initially by email, and by booking an appointment in advance.

Signage will be displayed at school visitor entrances to explain that visitors are generally not permitted, and will provide the school telephone number for visitors to contact, should they wish to speak with someone or if they have an appointment to attend the school.

If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying any COVID-19 symptoms. Those displaying symptoms will not be permitted access.

Where possible visitors permitted access, will remain within the reception area of the school and speak with the relevant member(s) of staff via the Reception desk window / hatch.

The name and contact telephone numbers of all visitors entering the building will be recorded, along with the date and times of their attendance, in order to support the national Test and Protect Strategy. Visitor Sign-In Sheets have been updated to include relevant contact information of all visitors. The visitor sign in sheet will be held by the school office staff who control this document. Parents/carers will be informed of the need to avoid visiting the school by the Head Teacher within School Recovery Plan communication. School staff will communicate availability for appointments with office staff who will manage the allocation of parental appointments using Outlook Calendars.

A Risk Assessment will be in place to ensure all office staff and visitors are aware of procedures.