

Broomhill School

Return to School Plan

2020-21 (Updated August 2020)



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 Return to School Plan for Broomhill School, which will act as the School Improvement Plan for the coming session.

The Return to School 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 if required
- 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?

Recently updated guidance for ELC allows for all pupils to return to the nursery setting in an allocated morning or afternoon session. Staff within the nursery will work with one group (either morning or afternoon). Additional Staffing will ensure appropriate ratios within the nursery setting.

Parents/carers of pupils within nursery 1 will drop off/pick up pupils at the nursery door on the Lane. Parents/carers of pupils within nursery 2 will drop off/pick up pupils at the main front entrance of the school. Parents will not be permitted access to the nursery rooms but will be able to access the outside space if deemed necessary to support induction.

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. The flow of movement around the school will be altered and adjustments will be made to the physical set up of the classroom to allow adults to maintain a physical distance from pupils.

Children will return to school in a smaller bubble during the orientation week (beginning 12th August) for one day only. All pupils will return to school together on the 17th of August.

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.

Avoiding physical / social contact within the playground

Our playground times will be staggered with no more than 5 classes using the outdoor space at any one time.

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.

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. School Cleaners will only work in one location.

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 unless prescribed by a GP.

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.

If a child becomes unwell in school they will be taken to the isolation space and parents will be contacted to collect the child as soon as possible.

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

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 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.

Children and young people can access library books although a library quarantine arrangement will be required to be put in place, with books quarantined for 72 hours.

In keeping with School Plans, children and young people should be discouraged from bringing resources into school from home where possible: personal belongings should not be shared with others. The sharing of school resources will be limited where possible. Toys and equipment used in school should be easy to clean and resources such as sand, water and playdough should only be used by consistent groupings of children. All equipment should be cleaned between use by different cohorts.

Particularly in ELCs and primaries, children should come to school appropriately dressed for learning outdoors. Children should not share outdoor clothes or footwear. Items belonging to settings should be allocated to one child and cleaned before use by another child.

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 or moving from one teaching area to another, 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 unless prescribed by a GP.

The use of PPE, including face coverings

Most staff will not require to wear PPE although there will be some exceptions and the PPE guidance continues to apply. Face coverings are not expected, however if individuals (children, young people and adults) choose to wear them then they will be supported to do so.

If a member of staff must work within 2m of a pupil for more than 10 minutes, then a face mask will be required. PPE will also be required for intimate care. Initial stocks of PPE have been delivered to schools.

Restricted Activities

Assemblies, singing, any activity that promotes voice projection and the playing of wind and brass instruments is not allowed. Staff will continue to follow National Guidance on Sport.

Access to Toilets

The relaxation of the physical distancing requirements for primary school children enable pupil toilets to be managed more easily.

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.

It is recognised that staff toilets are limited in our school building. All of our staff toilets will be limited to single user only, signage on the door will indicate occupancy.

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

How will we increase separation?

The relaxation of the physical distancing guidance for children enables us to welcome all children and young people back into school with minimal adaptations to classroom spaces.

2m physical distancing is required between staff and pupils, with PPE mitigations required where this cannot be realised.

Our first week back in school will be used as an Orientation Week and pupils will attend in small groups. These 'bubble groups' have been communicated to parents prior to the summer holiday.

	Week 1				
	Mon 10 th Aug	Tuesday 11 th Aug	Wednesday 12 th Aug	Thursday 13 th Aug	Friday 14 th Aug
P2-P7 Groups	In Service Day	Teacher's Planning Day	Group A	Group B	Group C
Primary 1	School Closed to Pupils		P1 Half Day Group A	P1 Half Day Group B	P1 Half Day Group C

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.

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.

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 the 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.

Following our orientation days and monitoring of procedures, we are happy for parents to enter the playground, at the end of the day, if necessary but physical distancing must always be maintained. This is to avoid congestion and ensure safety on pavements around the school. Please, if possible only one parent should be dropping off/picking up to avoid creating a large gathering of adults in and around our school grounds.



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:

Entry						Exit					
	Entry Point						Exit Point				
	Infant Door	Front Door	Senior Door				Infant Door	Front Door	Senior Door		
8.55am	Rm 4 P1	Rm 12 P6	Rm 11 P2			2.50pm	Rm 4 P1	Rm 12 P6	Rm 11 P2		
9am	Rm 5 P1/2	Rm 19 P5	Rm 9 P2	Rm 10 P4		2.55pm	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	Rm 15 P6	3.00pm	Rm 7 P1	Rm 16 P4	Rm 8 P3	Rm 13 P3/4	Rm 15 P6
9.10am		Rm 20 P5	Rm 21 P7	Rm 22 P7		3.05pm		Rm 20 P5	Rm 21 P7	Rm 22 P7	

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	2.50pm	
2	Rm 5 P1/2	Infant	9am	10.30am	10.45am	11.50am	12.30pm	2.55pm	
3	Rm 7 P1	Infant	9.05am	10.30am	10.45am	11.50am	12.30pm	3.00pm	
4	Rm 11 P2	Senior	8.55am	10.30am	10.45am	11.50am	12.30pm	2.50pm	
5	Rm 9 P2	Senior	9am	10.30am	10.45am	11.50am	12.30pm	2.55pm	
6	Rm 8 P3	Senior	9.05am	10.50am	11.05am	12.30pm	1.10pm	3.00pm	
7	Rm 13 P3/4	Senior	9.05am	10.50am	11.05am	12.30pm	1.10pm	3.00pm	
8	Rm 20 P5	Front	9.10am	10.50am	11.05am	12.30pm	1.10pm	3.05pm	
9	Rm 10 P4	Senior	9am	10.50am	11.05am	12.30pm	1.10pm	2.55pm	
10	Rm 12 P6	Front	8.55am	10.50am	11.05am	12.30pm	1.10pm	2.50pm	
11	Rm 19 P5	Front	9am	11.10am	11.25am	1.10pm	1.50pm	2.55pm	
12	Rm 16 P4	Front	9.05am	11.10am	11.25am	1.10pm	1.50pm	3.00pm	
13	Rm 15 P6	Senior	9.05am	11.10am	11.25am	1.10pm	1.50pm	3.00pm	
14	Rm 21 P7	Senior	9.10am	11.10am	11.25am	1.10pm	1.50pm	3.05pm	
15	Rm 22 P7	Senior	9.10am	11.10am	11.25am	1.10pm	1.50pm	3.05pm	

Signage will support communication and reinforcement of new arrangements.

Dining arrangements

We have a small dining area and many pupils to accommodate therefore dining times will be staggered. Timings will be quite strict with pupils having 15 minutes to eat lunch and 15 minutes outside with changeover times factored in for sanitisation of dining tables/handwashing etc.

Ordinarily we have several flexible sitting times within our dining room. These timings will now require to be more rigid to ensure sanitisation. Timings are also governed by other organisational aspects of movement around the school building.

Our Timetable for Lunchtime will be as follows:

	Lunchtime		Dining Hall	Playground	Line up	Bell Rings	Notes
Rm 4 P1	11.50am	12.30pm	11.50pm – 12.05 pm	12.10pm -12.25pm	12.25pm	12.30pm	P1 pupils will not attend for lunch until 24 th August.
Rm 7 P1	11.50am	12.30pm	11.50 pm – 12.05 pm	12.10pm -12.25pm	12.2 pm	12.30pm	
Rm 5 P1/2	11.50am	12.30pm	12.10pm -12.25 pm	11.50pm – 12.05pm	12.25pm	12.30pm	
Rm 11 P2	11.50am	12.30pm	12.10 pm -12.25 pm	11.50pm – 12.05pm	12.25pm	12.30pm	
Rm 9 P2	11.50am	12.30pm	12.10 pm -12.25 pm	11.50pm – 12.05pm	12.25pm	12.30pm	
Rm 8 P3	12.30pm	1.10pm	12.30pm-12.45pm	12.50pm -1.05pm	1.05pm	1.10pm	
Rm 13 P3/4	12.30pm	1.10pm	12.30pm-12.45pm	12.50pm-1.05pm	1.05pm	1.10pm	
Rm 20 P5	12.30pm	1.10pm	12.30pm-12.45pm	12.50pm-1.05pm	1.05pm	1.10pm	
Rm 10 P4	12.30pm	1.10pm	12.50pm-1.05pm	12.30pm-12.45pm	1.05pm	1.10pm	
Rm 12 P6	12.30pm	1.10pm	12.50pm-1.05pm	12.30pm-12.45pm	1.05pm	1.10pm	
Rm 19 P5	1.10pm	1.50pm	1.10pm – 1.25pm	1.30pm – 1.45pm	1.45pm	1.50pm	
Rm 16 P4	1.10pm	1.50pm	1.10pm – 1.25pm	1.30pm – 1.45pm	1.45pm	1.50pm	
Rm 15 P6	1.10pm	1.50pm	1.10pm – 1.25pm	1.30pm – 1.45pm	1.45pm	1.50pm	
Rm 21 P7	1.10pm	1.50pm	1.30pm – 1.45pm	1.10pm – 1.25pm	1.45pm	1.50pm	
Rm 22 P7	1.10pm	1.50pm	1.30pm – 1.45pm	1.10pm – 1.25pm	1.45pm	1.50pm	

Packed lunches will be brought downstairs at lunchtime and stored in the trolleys by the door to be collected/deposited as pupils enter/leave the lunch hall. Pupils will not be permitted to take any food into the playground and leftover food from packed lunches will need to be taken home.

Pupils are encouraged to remain in school for lunch at this time, however if parents wish to take children home for lunch they should meet their child at the Gray Street Gate (P2-7) Lane Gate (P1). Parents must not enter the playground at this time. To ensure playground security, children should return to school from home lunch at line up time, not before.

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 Return 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 have briefed 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 during their orientation week.

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 are 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.

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 to the broomhill@aberdeencity.gov.uk email address, or by telephone, 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 Return 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.