Reopening of EYFS Covid-19 Guidance
ADPA

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Phased Return
Pupils will begin to return to site from the 3rd June 2020 with Nursery, Year 1 and Year 6. From the 3rd June 2020 all pods for Nursery, Year 1 and Year 6 will be in school.

Pupil Pods

Nursery
Nursery pupils will be placed within their key worker groups in Nursery. We are anticipating a 50% return of pupils on the 3rd June. This would ensure that there are 10 or less pupils in each session which would form the Nursery pods. These pupils will then be split further into groups of 4-5 pupils these will be their key worker group. Each key worker will be positioned with their group- taking them for snack and rotating between the indoor/ outdoor areas/ small group activities. There will be crossover within these groups (use of bathrooms/ supporting with nappy changes) but it is expected they will be able to keep a degree of separation.

Reception:
The Reception classes will be split into 3 or 4 groups dependent on pupil uptake. We are anticipating around 50% of pupils will return on June 3rd. These pupils will be placed in groups of 10 pupils separated across the 2 Reception classrooms and Ennis class if needed. Pupils will have their own allocated desk/ resources as well as their own ‘bug spot’. Each pod will have its own unisex bathrooms to use and these will be colour coded to avoid confusion.
They will also have access to the outside area—these will be pod specific and must not be shared.

**Entering and Exiting Site**

**Nursery:**
Pupils will be brought onto site by their parent or carer. They will enter through the Nursery Entrance on Turner Road and will take the first left across the Nursery playground where pupils can enter the site through the playground Nursery door. Once their child is in school parents will exit the site quickly through the gate onto the car park. There will be bollards in place to provide a clear pathway for parents and to keep them separate from cars in the car park. There will be staff positioned in the Nursery playground and car park reminding parents to maintain 2m distancing and dispersing any groups that congregate. Nursery pupils are expected to be brought into school at the normal times of 08:20 and 12:20. The same route will be taken when collecting at 11:20 and 3:20.

**Reception:**
Pupils will be brought onto site by their parent or carer. They will enter through the Nursery entrance on Turner Road and follow the one-way system to their child’s classroom. Parents and carers will not be permitted to enter the school building. Once their child is in school parents will exit the site quickly through the gates on Windy Alley. There will be staff positioned across the school site reminding parents to maintain 2m distancing and dispersing any groups that congregate. A member of staff will also be positioned at the Nursery entrance to ensure a steady stream of parents onto the site. Reception pupils are expected to be brought school between 08:50–09:10. The same route will be taken by parents when collecting at 2:50.

**Start of School Day**

**Nursery:**
Before entering the school site pupils will be given hand sanitiser, ensuring that all parts of the hands are covered. They will then be guided by the additional adult in their pod to wash their hands thoroughly with soap. Pupils will then be guided to their key worker area where there will be a “fiddly finger” activity set up.

**Reception**
Before entering the school, site pupils will be given hand sanitiser, ensuring that all parts of the hands are covered. If children bring in their own packed lunches these will be placed in disposable carrier bags with their names clearly labelled on the lunch trolley in allocated spaces. They will then be guided by the additional adult in their pod to wash their hands thoroughly with soap. Pupils will then be guided to their desk where there will be a number of “Early Bird” activities set up. This should maintain their attention for approximately 20 minutes whilst all pupils enter the building.
## Timetable

### Nursery

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20-40</td>
<td>Wash hands</td>
</tr>
<tr>
<td>8.40-8.50</td>
<td>Fiddy fingers</td>
</tr>
<tr>
<td>8.50-9.00</td>
<td>Welcome time</td>
</tr>
<tr>
<td>9.00-10.35</td>
<td>Small group activity</td>
</tr>
<tr>
<td>10.45-10.55</td>
<td>Discovery time</td>
</tr>
<tr>
<td>10.55-11.05</td>
<td>Story time</td>
</tr>
<tr>
<td>11.05-11.20</td>
<td>Released from small groups</td>
</tr>
<tr>
<td>12.20-12.40</td>
<td>Wash hands</td>
</tr>
<tr>
<td>12.50-1.00</td>
<td>Small group activity</td>
</tr>
<tr>
<td>1.00-1.15</td>
<td>Tidy up time</td>
</tr>
<tr>
<td>1:15-2:30</td>
<td>Small group</td>
</tr>
<tr>
<td>2:30-3:05</td>
<td>Released from small groups</td>
</tr>
</tbody>
</table>

### Reception

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.50-9.10</td>
<td>Wash Hands</td>
</tr>
<tr>
<td>9.00-9.20</td>
<td>Early Birds</td>
</tr>
<tr>
<td>9.20-9.50</td>
<td>Register</td>
</tr>
<tr>
<td>9.50-10.20</td>
<td>Circle time</td>
</tr>
<tr>
<td>10.30-10.45</td>
<td>Snack/big book/songs</td>
</tr>
<tr>
<td>10.45-11.05</td>
<td>Break with TA</td>
</tr>
<tr>
<td>11.00-11.50</td>
<td>Phonics</td>
</tr>
<tr>
<td>12.00-12.45</td>
<td>Lunch time</td>
</tr>
<tr>
<td>1:00-1:15</td>
<td>Register and story</td>
</tr>
<tr>
<td>1:15-2:30</td>
<td>Register</td>
</tr>
<tr>
<td>2:50</td>
<td>Home time</td>
</tr>
</tbody>
</table>
Staffing

**Nursery**

RG/CG to oversee the running of Nursery. The day to day practice to be undertaken by the key workers. Debbie O to continue to plan for Nursery remotely.

<table>
<thead>
<tr>
<th>Key workers</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cherry C</td>
<td>Nursery- Main carpet</td>
</tr>
<tr>
<td>Debbie S</td>
<td>Nursery- construction area</td>
</tr>
<tr>
<td>Lucy P</td>
<td>Support as needed</td>
</tr>
</tbody>
</table>

**Reception**

<table>
<thead>
<tr>
<th>Teacher</th>
<th>TA</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ruksana</td>
<td>Kate</td>
<td>Ennis (if 3 classes are needed)</td>
</tr>
<tr>
<td>Russell</td>
<td>Sharon</td>
<td>Donaldson</td>
</tr>
<tr>
<td>Andy</td>
<td>Carmen</td>
<td>Potter</td>
</tr>
</tbody>
</table>

**PPA**

On a Monday afternoon school will close at 12:30pm for pupils in Reception. This will enable all Pod leaders to have their required PPA. PPA will be taken onsite and all staff are expected to stay until their normal finishing time.

**Break Time**

Reception break time will be in their designated area on the main playground. This will be staffed by the TA in their Pod. Pupils will have a snack and will go to the bathrooms before break time. They will have a box of playtime resources provided by the PE team. The playtime box will be stored in their classroom and is only to be used by the pupils in that pod.

**Lunch Time**

Reception lunch time will be staffed by the TA in their Pod. The Pod leader will escort their pod to the hall and remain in the hall for the first 10 minutes of lunch time. Pupils will be seated on their pod table - these will be colour coded. They will be seated with two empty seats between them. Once all children have finished their lunch they will be taken, by the TA in charge of their pod, outside to their playground area. Pupils will have 20 minutes outside. The Pod leader will collect the children from their designated area and walk the children back to the classroom, entering their pods through the external doors. The children will sanitise their hands upon entering the building.
**Cleaning**
Classrooms will be cleaned twice daily by cleaning staff. This will be an ‘end of day’ level clean including emptying the bins. Throughout the day pod staff will have cleaning equipment available to clean resources and high contact points. ADPA site team will also be responsible for regular cleaning of doors/ handles.

Pod based staff will be responsible for ensuring that all resources used are thoroughly cleaned at the end of the day. This will include;

- Milton tablets to soak toys.
- Wooden toys cleaned with soapy water.
- All electronics to be wiped with disposable wipes.
- Story book covers wiped down.
- Resources in individual pupil trays.

**Handwashing**
Handwashing will be undertaken at the start of each day and will continue at least once every hour for the rest of the day. Hands should be washed thoroughly for 20 seconds with running water and soap and dried thoroughly.

*All pupils will wash their hands:*

- Before leaving the classroom
- On entering their classroom
- At the end of the day.
- If they sneeze or cough.
- After physical contact.
- After cleaning
- Before eating e.g. snack
- After using the bathrooms
- When hands are visibly dirty.

**Use of Bathrooms**
Cubicles and sinks with be labelled with pod colours. Pupils are only permitted to use the bathroom for their pods. Before leaving their classroom to use their bathroom they will, with the support of their TA, sanitise their hands. Pupils are expected to thoroughly clean their hands, with support if needed after using the bathroom. Pupils will need to use the bathroom before break and lunch as there will be limited access whilst in the playground.

**Intimate care**
Where pupils require an additional level of intimate care e.g. nappy changes, staff should wear the same level of PPE that is normally required. There will be disposable aprons and gloves available within the environment. All soiled materials should be double bagged and immediately disposed of. Where items need to be sent home they should be double bagged and stored out of reach of pupils.
Resourcing
All soft and non-washable resources and toys that can be placed easily in the mouth e.g. dolls bottles will be removed from Nursery and Reception. This includes dressing up costumes, aprons and area bands. Learning opportunities will be planned to use the outdoor areas as much as possible. Tape will be used throughout the classroom to map out zones with clear signs to show how many pupils in each zone- sand timers will be used to support this, they will need to be regularly cleaned by the pod team. Each pod will have two sets of story books-these should be cleaned and switched between daily (a book box is set aside for 24hrs after use).

Nursery
Resources will be divided into AM and PM resources. These will be moved into the classroom between sessions. Internal sand will be closed, and this equipment will be removed to allow for additional space. Play dough will be permitted with the use of individual pots- this will form part of small groups during the week.

Reception
Pupils will have drawers with individual resources. These will include; pen, pencil, ruler, sound mat, number cards, glue, scissors, playdough, multilink. Other resources in the classroom will be available and these will be cleaned in keeping with the guidance above. Resources will be kept to a minimum. No resource will be able to be taken home and no toys from home will be allowed on site.

Uniform Expectations
To maintain our high expectations we expect children to wear uniform to school when they return in June. In line with the government guidance on protective measures in schools, all school clothes will need to be washed daily.

- Jumpers, blazers and ties are not expected to be worn as they are not easily washed and dried. Polo shirts can be worn with school trousers and skirts if preferred.
- Suitable footwear should be worn, and this can include trainers, as children will be doing outside exercise daily.
- Pupils should be able to manage their clothes independently (i.e. buttons or shoelaces) to help maintain the social distancing in school. Bags (including book-bags) must not be bought to school.
- A sun hat needs to be bought into school and remain in school for the duration of the summer term.
- Coats will not be permitted on school site. If a child needs to wear a coat to school it must be taken home by the parent or carer.

Parent Meeting
If Pod leaders need to speak with parents, they will text parents with a time to expect a call. This time should be reiterated at collection. When appropriate RG will make the phone call on the behalf of the pod leader.
Assessment
Pod Leaders will use EExAT to identify children’s learning, progress and gaps and teach accordingly using the EYFS framework, working towards children mastering their own age-related milestones. Using knowledge of development from Sheridan’s ‘From Birth to Five Years’ pod leaders can support development across the 7 areas of learning through child led play.

**Using EExAT**
- Capture assessment in Window 3
- Use the ‘flag’ function when children are no longer displaying levels of development that they were before
- Raise concerns quickly with SENCO and/or Safeguarding team including if development has regressed more than 6 months