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Welcoming children back September 2020 (based on July 2020 guidance)

All pupils in all year groups will return full time. All decisions are based on government guidance. If there is a spike locally or nationally re-opening in this way may have to change, schools must also plan for a local lockdown. The decline in infections and the establishment of test and trace means that the transmission rate is low. All children should return to school for their education and well-being and to help parents get back to work so that the economy can recover.

Schools are responsible for making judgements about how to balance and minimise risk. It is based on a twin strategy of limiting contacts between pupils and implementing hygiene measures.

Contacts can be limited in two main ways:

1. ensure pupils remain in consistent bubbles as much as possible but schools will have to allow for mixing of wider groups for specialist teaching, transport, after school, clubs etc.
2. by maintaining distance between individuals wherever possible.

Schools must provide a high quality education .

Schools must protect people from harm.

This document should be read in conjunction with school risk assessment for the reopening of the school in September.

Area to consider	How
Transmission of COVID19 – creating a safer environment Public health advice (PHE)	<ul style="list-style-type: none"> ● Transmission amongst children is low ● COVID19 Risk assessment (statutory requirement) – The risk assessment (RA) will be revised in line with new guidance (support from governors to ensure that this is working and reviewed regularly) ● Related risk assessments to be updated (teaching of practical subjects) ● Work closely with parents/carers, staff, governors and unions ● ALL children, staff and other adults who are ill must stay at home – RA

	<ul style="list-style-type: none"> ● Any children who are unwell with symptoms must be sent home and will follow the stay at home guidance - RA ● Handwashing must be robust and is essential – RA ● Routinely taking of temperatures is not needed ● Respiratory hygiene must be robust (Catch it bin it kill it) – RA ● Active engagement with test and trace ● PPE would be used if a child was unwell ● All staff to read and understand the guidance around track and trace – implement on a personal level and understand how to communicate this to parents and carers ● Getting a test info to be available – staff to get a test done at a centre for speed of results
<p>Risk assessment</p> <p><i>see Return to school Risk Assessment</i></p>	<ul style="list-style-type: none"> ● Risk assessment is required by law and must demonstrate that all measures have been taken to reduce risk. Updating the existing risk assessment with the guidance in mind ● All employees will be part of the process to create the risk assessment – unions will be consulted ● Any concerns from the staff should be brought to the heads attention or a member of the governing body ● The risk assessment will be shared with governors and parents and will be put on the website ● The headteacher must manage the risk appropriately
<p>Response to infection</p> <p><i>see Response flowchart V2.0</i></p>	<ul style="list-style-type: none"> ● School must engage with NHS Test and Trace ● Must take swift action and contact local health protection team ● School may be contacted by the health protection team if they know there is a case – they will carry out a risk assessment and support schools to manage the situation – this could include closing bubbles and whole school if there is an outbreak (2 or more cases) ● A mobile testing unit may come to school if it is deemed necessary ● School will send a letter to all parents/carers which offers advice and support ● Manage cases amongst the community ● Contain outbreaks by following local health protection advice <p>http://schools.oxfordshire.gov.uk/cms/sites/schools/files/folders/folders/documents/schoolsnews/2020/TV%20schools%20flowchart%20V2.0.pdf</p>
<p>Safeguarding</p> <p><i>see safeguarding policy amendment for COVID</i></p>	<ul style="list-style-type: none"> ● Child protection policy to be updated in line with OCC and KCSIE publication ● DSL will need more time to deal with concerns and may find that workload increases at the start of the full return ● Contact to be made with school nurse particularly around those who have not returned to school
<p>Pupils</p>	<ul style="list-style-type: none"> ● All pupils to return to school ● All pupils will be taught in bubbles – pupils to be encouraged to maintain distance where possible

	<ul style="list-style-type: none"> ● Reduced contact – school will agree maximum 'bubble size, and endeavour to manage this ● Classes will be organised with forward facing desks where possible ● Any child finding it hard to wash their hands will be supported ● To be encouraged/reminded to wash hands/use sanitiser stations frequently especially before practical lessons and using the canteen. ● To use hand sanitisers before using IT equipment ● Pupils who may be prone to spitting will have their own risk assessment ● Pupils must try not to touch staff ● There will be staggered start and end times for reception classes ● There will be staggered break times and lunchtimes ● Pupils with SEN needs may need more support to return to school <p><u>Behaviour</u></p> <ul style="list-style-type: none"> ● Pupils may return with a higher level of disengagement ● School needs to ensure that pupils who will struggle will have strategies ● Children may have experienced trauma including bereavement ● Exclusions are at the discretion of the school but must only be used in the most extreme circumstances – it must be consistent with legislation ● Schools should not off-role. If home schooling is an option it must be done for the right reasons
Attendance	<ul style="list-style-type: none"> ● All children must attend school – this will be clearly and consistently communicated throughout the summer and into the new school year. ● Some pupils will need to quarantine at home due to travel corridor restrictions in returning to UK. ● School must know which families are at risk of persistent disengagement ● School to monitor attendance (using schoolbase) and follow up absence including getting support from the attendance team and other agencies ● A small number of pupils may not be able to attend because they are self-isolating. School must discuss medical needs with parents and monitor arrangements ● Schools understand that some pupils and families will have concerns – schools will discuss concerns with families and provide reassurance ● Additional guidance to follow on how schools are to record attendance
Staffing	<ul style="list-style-type: none"> ● Staff will be fully consulted in the process of returning all pupils to school ● Working in schools is not risk free but children do not transmit disease more than adults. Staff have testing priority. ● All staff to be back in school – shielding advice pauses from August 1st. ● Staff with ongoing requirements for reasonable adjustments to their working arrangements (based on medical reports/letters) will have risk assessments in place. ● Staff who live with someone who is clinically vulnerable can return to school ● Staff may travel abroad but must be available to work from September 1st – staff should bear in mind that quarantine or lockdown may be reinstated

	<p><u>Within school</u></p> <ul style="list-style-type: none"> ● There will be no attendance rotas in place but mixing must be minimised ● Staff can mix across bubbles ● Any staff helping a child showing symptoms should wear PPE, they do not need to go home unless they display the symptoms ● Staff to use the hand sanitiser stations ● Staff must provide a full curriculum ● Staff can work across a range of classes – additional peripatetic staff can work i.e. PE) they must keep 2m apart from other adults, but this will not be possible with the children ● The staff rooms will have pre-determined capacity which must be observed. ● Supply teachers can be used ● Staff well-being and work life balance must be considered by the Governing Board ● Teachers’ PPA time will take place during this time through the use of our sports coach and other support staff
<p>Curriculum</p> <p><i>see Secondary Curriculum Map 2020-21</i></p> <p><i>see Risk Assessments for Specialist subjects</i></p>	<ul style="list-style-type: none"> ● The curriculum needs to be broad, balanced and ambitious (from Autumn 2020)– however missed curriculum must also be covered ● We will use class council minutes and reports from summer term 2020 to facilitate identification of students who need support in autumn term. Early identification of issues in the autumn term will also be essential with time allocated to action support. ● There will be no overnight trips or visits in the Autumn term (must consult additional guidance) ● Day Trips can commence but must prove that all risks are minimised ● Outdoor learning is highly recommended for all year groups ● Remote learning may still be needed and needs to be of high quality and a plan that can be actioned quickly needs to be developed <p><u>In primary</u>, bubbles will be based on class groups of up to 30 children. Bubbles expanded to year group/key stage only for outdoor recreation activities.</p> <p><u>Reception</u></p> <ul style="list-style-type: none"> ● Focus on prime areas of learning ● Staff to know where the gaps are in language – ensure that vocab is a focus ● Staff to know where the gaps are in phonics ● Staff to know where the gaps are in maths ● Outdoor learning to be the focus <p><u>KS1 & 2</u></p> <ul style="list-style-type: none"> ● Gaps need to be identified across the subjects <p><u>Primary PE</u></p> <ul style="list-style-type: none"> ● Children to be taught in their class bubbles ● General equipment in classrooms used for more low key activities ● PE curriculum will need to be adjusted so that each class can use different equipment – this will also affect the sports coach

	<ul style="list-style-type: none"> ● Outdoor PE where possible <p><u>Secondary</u>: Bubbles in S1-S5 are based on class groups of up to 30 students. Bubbles extended to year groups for certain lessons and assemblies as well as outside recreation. In S6 & S7, bubble is based on year/key stage groups due to the small number of students. Teachers are expected to physical distance as much as possible from student cohorts in lessons and around the school.</p> <p>No sharing of textbooks across year group bubbles. (S6 and S7 have their own) Focus on self assessment of exercise books with teachers having to use stamps to indicate feedback given orally. Assignments continue to be submitted via google classroom. Use of device camera and pdf apps such as Genius (available for Android and Apple devices) to convert image files to pdf to submit more efficiently. http://thegrizzlylabs.com/genius-scan/</p> <p><u>KS3</u></p> <ul style="list-style-type: none"> ● Pupils to be taught in class groups of 30. Bubbles extended to year group size to allow for specialist teaching of PE, L3, RME ● The school was able to complete a comprehensive transition programme for P6 to S1 ● Planning GL assessments for S1-S3 in 2020-21 due to missed statutory assessment ● Scheduled RSE period – initial focus on well being <p><u>KS4</u></p> <ul style="list-style-type: none"> ● Pupils to be taught in class groups of 30. Bubbles extended to year group size to allow for specialist teaching of PE, L3, RME, Options <p><u>KS5</u></p> <ul style="list-style-type: none"> ● European Schools’ Task Force will report on strategies to help overcome missed learning ● IB programme starting; S6 exclusive access to IB suite ● Extraordinary BAC session to take place in room 200 31 August-18 September. <p>Risk assessments will be completed for provision of practical subjects; Music, Art, PE and ICT, Library</p>
Pupil wellbeing and support:	<ul style="list-style-type: none"> ● Pupils must have time to readjust and feel supported on their return ● Staff to be aware that parental anxiety will have an impact on pupils ● SEND pupils may struggle to adjust ● RSE sessions to take place to cover relationships education –areas to include <ul style="list-style-type: none"> -friendship -understanding coronavirus -mental and physical well being - relationships -online interactions ● Additional pastoral support – class teachers and pastoral teams ● Greater links with school nurse services are to be made for secondary pupils

	<ul style="list-style-type: none"> ● Behaviour policy will be reviewed for September but quickly reviewed again at the end of September to ensure that it is meeting the needs of the school – particularly the understanding of hygiene and social distancing regulations and risk of aerosol transmission through raised voices.
Specialised support and volunteers	<ul style="list-style-type: none"> ● Specialised support can return to school and provide interventions but must maintain social distancing with staff – hygiene rules must be followed ● If visits can take place out of school they should ● The visitors book must be signed ● Volunteers are able to return to school but due to the physical distance required, it will not be possible initially for volunteers who support reading – this will be constantly reviewed and reinstated as soon as it is practical ● Social care, young carers and school nurses will need to be more engaged with school and offer additional support
Use of equipment	<ul style="list-style-type: none"> ● Staff and pupils to have their own basic items ● Classroom resources can be shared within the bubble, they must be cleaned regularly but not be shared between bubbles ● Sports/ science equipment etc can be shared but must be cleaned carefully and should be left unused for 48 hours (72 hours for plastic) ● Outdoor play equipment should be more frequently cleaned ● Limit the amount of equipment that is brought into school - just essentials ● Staff can take resources home but sharing should be limited
start of day <i>see start of day arrangements for primary</i>	<ul style="list-style-type: none"> ● Gates open at 8am for secondary students ● Urge Primary parents to drop off after 8:15am if they don't have a secondary child ● all teachers will be in their in classes at 8:15 ● staggered start for reception class (see schedule). Children escorted by parents to entry points via the rear reception garden. Some children in these classes will arrive earlier if they come on the bus or with other siblings. ● use of the field parking to ease congestion if feasible ● bins will be provided for the safe disposal of face masks and gloves at the entrance to the school (from bus transport). Advice and training will be communicated to students regarding safe handling ● children must use sanitizer stations at entrance and/or available wash basins
end of day <i>see bus bay instructions</i> <i>see end of day arrangements for primary</i>	<ul style="list-style-type: none"> ● one way system for parents to collect children. detailed plans will be publicised ● parking on the field will ease congestion and will be used when possible ● staggered end of the day (see primary schedule)) ● new bus queueing system in the main primary playground - bus children will not be allowed to wait by the bus bay to avoid crowding.
break	<ul style="list-style-type: none"> ● staggered break in primary to allow more space in playgrounds.

<p><i>see primary break time procedures</i></p>	<ul style="list-style-type: none"> ● staggered break in secondary to reduce queues to canteen (9:50-10:10 for S4-S7 & 10:10-10:30 for S1-S3 by splitting p3)
<p>Catering</p> <p><i>see primary breaktime and lunchtime procedure</i></p>	<ul style="list-style-type: none"> ● Discussions in progress with catering services. ● Serve primary in the canteen with cleaning between sittings ● 4 children sitting at each table ● KS1 served at table ● KS2 queue for food ● Sanitiser stations and/or wash trough at entrances ● Serve secondary at break time with a one way system in place and only 5 at a time allowed in the canteen. ● The canteen servery will have a perspex cover to avoid food contamination. ● Secondary students will be served “street food” from old S5 common room (one way system in place) at Lunchtime - S6 &7 from 12:20, S1 from 12:35, S2-S5 from 13:50 ● Cashless system via biometrics – provision of antiseptic sponges before use of a fingerprint device. ● need more cleaning and supervisory staff in the canteen ● use portable biometrics reader for secondary lunches (ipad)
<p>Parents and carers</p>	<ul style="list-style-type: none"> ● Must send pupils back to school ● Must follow drop off and pick up arrangements and must not gather at the school gates ● Only parents of primary children allow on site at start and end of day ● Only one parent allowed to accompany primary pupil at ant time ● parents are requested to wear face mass when nosite. ● Must collect pupils immediately if there are any signs of COVID ● Must not send pupils who show any signs of the virus ● Must communicate with school if there are any signs of the virus, keeping the school fully informed including the results of testing – positive and negative ● Be mindful that pupils can still suffer from other viruses i.e. colds and flu ● Behaviour expectations will be high and parents need to support ● if a child or any family member develops symptoms, a COVID-19 test should be taken and the results reported to the school. ● If possible, S6 and S7 could arrive at school for lesson time only if they have a free period at start or end of the day. ● parents must not enter classrooms
<p>Cleaning (Revised guidance to follow)</p>	<ul style="list-style-type: none"> ● Enhanced cleaning to continue – review in the light of more pupils -more frequent cleaning of rooms -frequently touched spaces cleaned more often -more frequent cleaning of toilets ● School will be open full time so all cleaning will have to be managed within this time scale ● canteen must be cleaned between sittings – RA ● increase cleaning in shared spaces (sports halls) ● each classroom space will have hygiene packs which are managed by reception staff
<p>Toilets</p>	<ul style="list-style-type: none"> ● Children do not need to be allocated specific toilets ● Additional sinks have been ordered for outside areas

	<ul style="list-style-type: none"> ● Encourage/train children to put toilet lid down before flushing ● Ensure plenty of age appropriate signage in toilets re hygiene
<p>School layout and H&S</p> <p><i>see Secondary maps showing one way system</i></p>	<ul style="list-style-type: none"> ● The school will be fully checked before reopening in the Autumn ● School water tanks. Usual summer checks will be made including running of taps. ● Vents will be cleaned and will be dust free to ensure that the school has good ventilation. ● All classrooms will be checked to ensure good ventilation can be achieved in all learning space ● Teaching in secondary school will take place in specialist classrooms ● Corridor movement needs to be planned – one way system is envisaged for secondary school with queueing lines indicated for classes and local agreements in place for access to groups of classrooms on the first floor. ● 5 minute interval between lessons in the secondary to allow for circulation of students - strict timings will be observed by staff. ● Recreational space will be specifically allocated to Primary year group cohorts where possible. ● Secondary Lockers will not be used
<p>Classrooms</p> <p><i>see specific risk assessments</i></p>	<ul style="list-style-type: none"> ● Staff must aim to reduce face to face contact and the amount of time spent within 1m ● Teachers to open windows and doors to ensure good ventilation when pupils return ● Outside learning will take place when and where appropriate ● Children with EHC plans should be supported as usual ● Older Pupils to be seated side by side, facing forwards wherever possible ● PPE and cleaning resources in each classroom: disinfectant, paper rolls for wiping surface, sanitiser, computer wipes, gloves, some spare face masks for teaching staff, a face shield for emergencies. This stock must be checked regularly (reception staff to coordinate stock and purchases) ● where sinks are accessible, students should be instructed to wash hands before start of lesson (art, PE, science, al primary classrooms) ● students will be requested to come in wearing their PE kit on the days they have PE and a change of clothes if needed (often secondary PE is at the end of the day) ● Specific risk assessments in place for practical subjects and communal learning spaces
<p>secondary library</p> <p><i>see Library Use Guidelines and RA</i></p>	<ul style="list-style-type: none"> ● communal space will need regular cleaning of surfaces. ● PPE and cleaning resources available with children expected to clean their space on leaving ● timetables access to library and library annex with capacity restrictions in place ● S6 & S7 study room is room 9 with capacity of 10 students at any time. ● any books used left in day baskets for 72 hours.
<p>Whole school events</p>	<ul style="list-style-type: none"> ● There will be no whole school assemblies during this period ● We will not hold any whole school activities including inviting parents onto site for activities
<p>Travel to school</p>	<ul style="list-style-type: none"> ● Discussions with bus coordinators (BLOC and CBC) to agree procedures and maintain regular contact for monitoring arrangements. The school will communicate with

see Bus Bay Instructions 2020-21	<p>parents/students regarding use of face masks on bus transport and other behavioural issues.</p> <ul style="list-style-type: none"> ● We will need to plan changes to avoid crowding in bus bay and to manage bus children waiting in reception classrooms at end of day ● bus children queue in bus lines in Playground P1 and file towards bus when instructed ● Bus children in KS2 wait in year bubbles
Wrap around care and after school clubs	<ul style="list-style-type: none"> ● After school club will be reinstated from the start of term– bubbles will not be maintained but staffing will be consistent and group sizes limited to 15. ● ECA delayed until October
Communication	<ul style="list-style-type: none"> ● All communications will be transparent ● All communications will be posted on the website as well as being sent directly to parents ● all large staff meetings will be on-line. ● All group parents’ meetings will be on-line. ● Most individual parent meetings will be on-line. ● Parent meetings at school can only take place after school hours in classrooms with strict physical distancing and cleaning performed afterwards. During the days room 200 is available -again following strict rules about distancing and cleaning.
Visitors	<ul style="list-style-type: none"> ● On-site Visitors must be minimised ● Visitors not involved with pupils should come after school ● Contractors on site will follow agreed covid safe protocols
Inspection and accountability	<ul style="list-style-type: none"> ● Ofsted inspections have been suspended for the autumn term ● Inspectors will be sampling schools however to discuss how they have returned to education – a letter will be written following the discussion ● EYFS baseline has been suspended until Sep 2021 ● All KS1 and KS2 assessments will take place ● No performance tables will be produced for 2019-20
Contingency planning for outbreaks	<ul style="list-style-type: none"> ● Remote education plans will be in place if groups need to be educated off site ● Contingency plan must be in place by September. ● teachers in Primary Y4-6 and Secondary will set up groups in google classroom at the start of academic year ● training on use of google meets, break out spaces continued in Academic year ● parental consent obtained for online learning ● Reflection and review of distance learning via surveys carried out ● students in reception to Yr 3 will be allocated student email addresses to facilitate the provision.
Contingency planning for delays in the Capital work and Landlord's work programme	<ul style="list-style-type: none"> ● contingency needed for field parking and access in the case that the portacabin replacement work is delayed. ● contingency needed for access to the site as Hostel block will have scaffolding surrounding the building until the end of the window replacement works. ● contingency classrooms needed in the case of delays to the portacabin replacement work (R35, secondary library annex, use of R113, chapel annex)

