



# **Kaimhill School – Return to School Plan**

## **Standards, Quality & Improvement Plan 2020/21**

### **Action Plan V.1**

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## **Section 1 - Key principles**

The DFM has determined that all children must return to full time Education by Tuesday 18th August. It is proposed that schools in Aberdeen City plan for a Monday 17<sup>th</sup> return. 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 have guided the development of the individual School Recovery Plan and subsequent Return to School Plan, which will act as the Kaimhill 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 at Kaimhill Nursery?**

The use of our outdoor space will play a key part in how we deliver ELC at Kaimhill Nursery and we will make routine and extended use of the outdoor environment to support daily attendance of our children. Children will be offered morning or afternoon sessions, enabling them to access their current 600 hours entitlement.

Our nursery children will enter the setting directly through the nursery gate and not through the main school entrance as is current practice. The organisation of drop off and pick up will be carefully coordinated to ensure 2m social distancing between all adults when parents are on site.

Provision will be made in the numbers for vulnerable children requiring 1-2-1 support. There is no expectation of physical distancing between children or between a child and their key worker – on the understanding that core public health measures underpin the re-opening of nursery. Children will be arranged in groups of no more than 25-30, along with the appropriate number of adults to supervise the group. The membership of the groups (including the adults) will remain the same at all times until restrictions on social distancing in ELC settings are lifted. Resources will be carefully considered to minimise sharing and enable appropriate cleaning between uses.

*\*\* More detailed information will be provided directly to nursery parents and carers over the remainder of this week (w/b 10/08/20).*

## **What will this mean for Kaimhill Primary School?**

Kaimhill School comprises a mix of well-appointed closed classrooms and semi open plan rooms which can be used flexibly to support in-school learning. Children are not required to socially distance from each other, but all staff should observe a strict 2m social distance from both children and other adults.

It is proposed that all year groups at Kaimhill School now return 100%, in the classes shared with parents at the end of last session. Provision will be made in the numbers for vulnerable children requiring additional support. This can be safely provided via our Rainbow Room provision.

Movement through the school will be restricted to toilet breaks and our children will spend their time in the one classroom. 8 classes will directly enter through their external classroom door to limit interactions with others whilst moving through the school. The remaining 4 classes will use the 2 playground entry and exit doors.

## **What will this mean for Kaimhill Primary School Staff?**

As detailed in school contingency plans, only children and staff with no symptoms of COVID-19 will return to school buildings in August. Almost all staff and children who were previously shielding will have been advised by a Clinician that it is safe to return to school buildings. Senior Leaders will consider how best to plan for the safe return of those who have been shielding through individual risk assessments where requested. It may be appropriate to offer further mitigation by the wearing of a face mask. Risk assessments will be completed prior to the individual returning to the school building and may be carried out remotely.

It may be appropriate to revisit Risk Assessments for individual members of BAME staff.

Face-to-face staff meetings will be avoided wherever possible.

### **Movement of staff**

Staff will not be able to move from school to school. Where possible additional city-wide resource will be allocated to schools to provide a level of on-site contingency.

Movement of staff within Kaimhill School will be limited where possible without restricting access to a full curriculum. This may mean that our NCCT (Non-Class Contact Time) arrangements require to be reviewed to build longer blocks of NCCT time. As a result of staffing restrictions, Miss J. Creighton (Nurture) and Miss P. Morrison (SfL) will support the delivery of NCCT and probationer day cover, along with members of the Senior Leadership Team.

Only employees of partner agencies who can be classed as 'core staffing' and are based only in one school will be able to support children face to face in the first instance. i.e. Barnardo's Northern Star Worker.

### **Restricted activities**

Assemblies, singing, any activity that promotes voice projection and the playing of wind and brass instruments is not allowed. National guidance on sport and SERC guidance will be followed.

### **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 and adults) choose to wear them then they will be supported.

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 and our appointed co-ordinators will monitor the use of these items on a daily basis.

### **Avoiding physical / social contact within the playground**

Use of our playground has been carefully considered and it has been divided into 2 sections to enable fewer youngsters to safely access their play and outdoor learning spaces, whilst maintaining social distancing rules. Other spaces within the playground will be utilised on a timetabled basis to deliver the curriculum i.e. all-weather pitch and 'the forest'. No use of the fixed outdoor equipment will be permitted.

A limited supply of playground equipment (which allows for social distancing) will be sanitised after each play session and risk assessed appropriately by designated PSA staff. We have staggered our breaks to reduce the number of pupils who will be accessing our outdoor spaces at any one time to ensure numbers remain within safe limits. Inclement weather will restrict outdoor breaks which will then be accommodated within the classroom environment.

### **Ventilation in buildings and the use of outdoor space**

Good ventilation is a feature of the Kaimhill School building design and staff can further support this by keeping windows and doors open (Fire doors should remain closed). Children and staff will spend more time outdoors, with weather appropriate clothing, keeping at least two metres apart from others. Effective outdoor learning can be delivered across many subjects and Kaimhill staff are further developing this area of our curricular offer. Informal outdoor classrooms set within the natural environment will be developed as spaces for learning where possible. Care will be taken to ensure that outdoor contexts for learning are fully accessible.

Good ventilation is of critical importance and all measures outlined in the LDPP and associated School Plans apply. Where it is safe to do so, doors and windows should be kept open to increase natural ventilation. This will also help to reduce the need to touch door handles. However internal fire doors will not be permanently held open, unless fitted with automatic hold-open and self-closing devices, which ensure the doors will close when the fire alarm activates.

Classroom doors may be wedged open whilst the room is occupied, but they must be closed again whenever the room is left empty.

## **Section 2 – Hygiene and health and safety practice**

### **Track and Trace**

All Kaimhill School staff have familiarised themselves with Test and Protect arrangements. Staff will be given priority access to testing when requested through Core HR. These tests will only be requested when staff are symptomatic or advised to seek a test through Test and Protect.

### **Health Surveillance**

Public Health Scotland have established surveillance arrangements to monitor rates of infection. These rely on timely recording on SEEMiS. All attendance data must be input in SEEMiS by 10.30am using the COVID-19 codes. The data will be reviewed by the central team and Scottish Government at 11.00am.

### **Symptomatic children, young people and staff**

Children waiting to be collected by their parent or carer will be isolated in a private, well ventilated room/area and will be asked to avoid touching surfaces. Parents and carers will be contacted to collect their child and a face mask will be provided for the journey home.

If Kaimhill School has two or more confirmed cases of COVID-19 within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, we may have an outbreak. In this situation we will promptly contact with our local Health Protection Team (HPT) and the local authority. If an outbreak is then confirmed we will work with the local HPT to manage it. The HPT will make recommendations to the incident management team on self-isolation and on testing of children and staff and the arrangements for doing this.

The headteacher will then contact Robertson Facilities Management and ensure appropriate cleaning takes place. We will keep up to date with current guidelines via: <https://www.hps.scot.nhs.uk/web-resources-container/COVID-19-guidance-for-non-healthcare-settings/>

### **The Risk Assessment Process**

Discussions around health and safety will feature as part of the daily school routine. School Leaders will ensure staff are fully aware of expectations for all and these will be clearly communicated to children and young people during their first visit to school from Wednesday 12<sup>th</sup> August.

Our Risk Assessment process is dynamic with any identified vulnerabilities identified and mitigated routinely. Every time the risk assessment is updated it will be shared with all staff and Trade Union H&S representatives.

### **Cleaning routine**

At Kaimhill School, toilets and washrooms will be cleaned daily by Robertson Facilities Management (RFM) 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). Cleaners will only work in one location. Additional sanitisation of taps and flush handles will be undertaken by RFM janitorial services on a regular basis during the school day.

All other areas will be cleaned by RFM 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.

Pupils will be asked to bring their own filled water bottle to school and water fountains will be out of action. There will be restricted access to other resources areas such as the IT Store, Maths cupboard and other small, poorly ventilated rooms. Plans have been shared with all relevant RFM staff to ensure they are highly aware of the daily cleaning needs of the school and SLT will quality assure this process.

Sanitising wipes will be provided to Kaimhill 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. Job share staff in our school have had particular reference drawn to the need for this during risk assessment dialogue.

Should there be a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings, which are reflected in the RFM protocols and have been shared with the Kaimhill Leadership Team. Areas for enhanced cleaning at Kaimhill School have been identified as the two isolation rooms, the first aid room and pupil/staff/nursery toilets.

## **Use of Learning Resources**

In keeping with School Plans, children are discouraged from bringing resources into school from home where possible. Kaimhill pupils may bring school bags containing only a packed lunch (essential for the orientation session as the school kitchen will not be open), a water bottle, tissues and indoor shoes. Personal belongings should not be shared with others. The sharing of school resources will be limited where possible. Toys and equipment used in school will be easy to clean and resources such as sand, water and playdough should only be used by consistent groupings of children. All equipment will be cleaned between use by different cohorts. School staff will be provided with a supply of sanitising wipes to undertake cleaning of resources, toys and any other items which may be used by more than one individual and to enable effective sanitisation of items between uses. Named PSA and ELC staff will be provided with daily responsibilities in their respective work areas to ensure resources are cleaned and effectively sanitised between use. This will be recorded on a check list and countersigned by an identified colleague i.e. Nursery teacher in ELC setting, CT in classroom setting. SLT will regularly quality assure checklists.

All children should come to school appropriately dressed for learning outdoors. Children should not share outdoor clothes or footwear. Items belonging to the school/nursery will be allocated to one child and cleaned before use by another child.

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

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

## **Hand washing**

The promotion of handwashing continues to be critical. Health Protection Scotland advise that soap and water should be used for hand washing and this is readily available within the Kaimhill School and ELC setting. 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 Robertson's Facilities Management.

Hand sanitiser will be available at each usable entrance point to the building as there is no immediate access to soap and water in these areas. Stocks will be checked and recorded daily by our designated PSA (PPE coordinator). This will be undertaken by a designated EYP in the nursery setting.

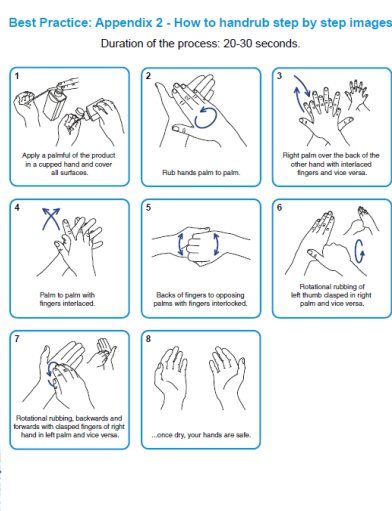
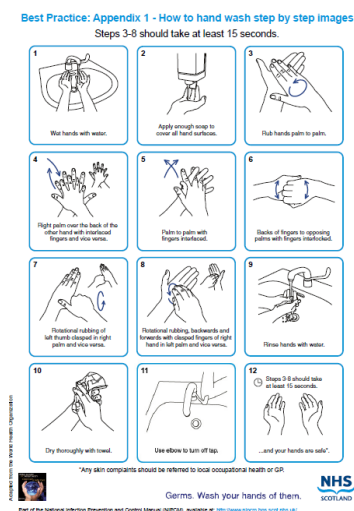
All children, young people and staff will wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser when:

- entering the building (or returning after lunchtime)
- before eating or handling food
- after blowing the nose
- after sneezing or coughing
- after going to the toilet
- when changing classroom
- prior to entering school transport

The use of posters and reminders about hand hygiene are of critical importance. Staff will support children to understand the importance of closely following these routines as part of their re-entry to school in August, and younger children will be supervised to support their engagement with these essential hygiene practices.

Children 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. Parents will be asked to provide handy packs of tissues for their child, and we will ask the Parent Council to support this.

Entrances to the Kaimhill School building will require hand sanitiser stations, with priority placed on the fobbed entry door beside the school office, the Primary 7 classroom and the two pupil entry/exit doors leading into the playground. Stocks of sanitiser will be kept locked in the cupboard outside the school office. These stocks will be managed by the school administrator, supported by our PPE co-ordinators. All rooms being utilised have sufficient and appropriate waste bins for items such as tissues.



## **Access to Toilets**

The relaxation of the physical distancing requirements for primary school children will enable pupil toilets to be managed more easily but toilet allocations for class groupings will proceed where possible. Pupils' access to toilets will be carefully managed in order to maintain safe and hygienic practice within the toilet areas. This will be managed by the Senior Leadership Team with the DHT taking a daily lead in the assessment of risk in this area. Staggering break times will assist with this. There will be a strong emphasis on hand washing after visiting the toilet, and hand washing will be supervised for younger children.

External doors of pupil toilets will be wedged open at all times. Risk assessment has shown this will not compromise privacy and eliminate unnecessary contact with door handles. Children will access the toilets in timetabled blocks. Some groups of children will be supervised by an adult, who will ensure adherence to handwashing procedures. Disabled toilets have been identified for use outwith timetabled slots if pupils require a comfort break. Handwashing signs are displayed.

Exterior staff toilet doors will be wedged open at all times. Risk assessment has shown this will not compromise privacy and eliminates unnecessary contact with door handles. Handwashing signs will be displayed. Urinals will be out-of-use. Staggered breaks will reduce pressure of use on the limited number of staff toilets. Staff can also access the disabled and staff toilets located beside the PE hall. In this instance they will require to sanitise all surfaces touched after use, including door handles. Signage will be in place to remind staff of these requirements.

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

### **How will we increase separation?**

#### **Access and Egress**

Groups of children will arrive and depart at the same time, although may enter and leave the building by a number of doors. Our playground 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.

All relevant classrooms will have their central partitions closed to create clear learning spaces for separate classes. Doors will be open at all times and good ventilation is a positive feature of the Kaimhill building design. The Kaimhill School staffroom will also be subject to social distancing arrangements, with appropriate changes to the physical layout of the room and a restricted break over the staggered break/lunch periods. The P1-P3 cloakroom will be utilised by PSA staff to safely hang up items of outdoor clothing at socially distanced intervals to minimise risk of outerwear garments touching. 12 areas have been identified as learning and teaching spaces and all will benefit from the appropriate furniture and teacher technology to support appropriately distanced learning experiences within Kaimhill School. PE will take place outdoors.

Safe spaces have been identified in the Rainbow Room. This is a familiar space for our vulnerable pupils with a Person-Centred-Risk-Assessment, who will require support. Reconfiguration of furniture in these spaces has been carefully planned and measured to support safe social distancing between adults and



pupils. Spaces have been identified for the storage of excess furniture and resources. Additional areas have also been earmarked 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 after being used by any symptomatic individuals. Two spaces have been identified for those who display symptoms of COVID-19. Additional rooms can be utilised within the community wing of the Kaimhill premises should a further need arise. The existing first aid room will retain its current purpose. The sharing of resources between children and young people during a learning activity will be avoided in order to limit the potential for transmission. All pupils will be provided with their own learning tools which will be kept in their tote trays. These will comprise items such as individual whiteboard & marker, pencil, rubber, sharpener, ruler, pens and pencils, and a range of other age and stage appropriate learning tools. These items will not be shared and will only be used by that pupil. Consideration will be given to resources required by youngsters experiencing additional support and learning needs. Personal belongings taken into the school will typically be expected to comprise indoor shoes, tissues, a packed lunch box and water bottle. Personal belongings will be taken home daily at the end of any in-school learning.

A significant range of learning and play resources have been removed from each classroom to decrease risk of contamination. These items include sand and water trays, painting stations and any soft toys or furnishings. Staff are currently being consulted on our outdoor learning offer and this will be developed as part of curriculum delivery in August 2020. The Kaimhill School Office door will be closed at all times. Signage will indicate a maximum of 4 persons are permitted within. No parents will have access to the school building, and the office internal window to the foyer will remain locked. The internal window to the school corridor can remain open to facilitate staff communication with office staff on entry and egress of the building, eliminating the physical need to enter the school office space.

The photocopier in the Reprographics Room will only be used by one person at a time, and will be cleaned with sanitising wipes after each use. Only one person is permitted to be in this room at any time. All other photocopiers in the school building can be used by one member of staff at any given time, sanitising wipes will be available for cleaning after each use.

### Induction Period

	Monday	Tuesday	Wednesday 12 <sup>th</sup>	Thursday 13 <sup>th</sup>	Friday 14 <sup>th</sup>
% of P2-P7 children in school w/b 10 <sup>th</sup> August	Inset day <b>0%</b>	<b>Planning Day</b> <b>0%</b>	<b>33% - blue bubble</b> 8.55am - 3.00pm	<b>33% - red bubble</b> 8.55am - 3.00pm	<b>33% - yellow bubble</b> 8.55am - 3.00pm
** Primary 1 – w/b 10 <sup>th</sup> August	Inset day <b>0%</b>	<b>Planning Day</b> <b>0%</b>	<b>33% - blue bubble</b> 9.15-12.00pm	<b>33% - red bubble</b> 9.15-12.00pm	<b>33% - yellow bubble</b> 9.15-12.00pm

**\*\* P1 parents will be able to enter the school playground only for drop-off (9.15am) during the induction week. At 12.00pm their class teacher will accompany P1 pupils to the Two-Mile Cross gate for pick up.**

## Weekly Model from 17.08.20

	Monday	Tuesday	Wednesday	Thursday	Friday
P2 – P7 children in school from w/b 17 <sup>th</sup> August	100% – P2-P7 classes	100% P2-P7 classes	100% P2-P7 classes	100% P2-P7 classes	100% P2-P7 classes
Primary 1 – w/b 17 <sup>th</sup> August	<b>Blue Bubble – 8.55am – 12.15pm</b> <b>Red Bubble – 1.00 – 3.00pm</b>				
Primary 1 – w/b 24 <sup>th</sup> August	<b>Red Bubble – 8.55am – 12.15pm</b> <b>Blue Bubble – 1.00 – 3.00pm</b>				
Primary 1 – w/b 31 <sup>st</sup> August	<b>All P1 pupils - 8.55-12.15pm MORNINGS ONLY</b>				

## How will we decrease interaction?

Pupils will not be able to move from school to school, or any other setting. The relaxation of physical distancing guidance for children enables us to welcome all children 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.

Following careful consideration of our unique Kaimhill building we will maintain a 'Keep Left' approach at all times. Signage throughout the school will provide visual reminders. Children will be inducted in this approach at the start of the new term.

Kaimhill School will adopt a protocol for drop off and pick up. Parents and carers will refrain from entering the school playground to further reduce numbers. Parents and carers can make use of locations nearby that limit traffic near the school. Restrictions will be placed on entering the school car park. Only parents of children with additional support needs who had previous arrangements will be permitted access to ensure that groups do not congregate. Blue Badge Holders **MUST** strictly use the Disabled Bays provided. The Kaimhill School Reception Area will not be accessible to parents and carers with all enquires made either by phonecall or e-mail.

As stated, parents will not be permitted into the Kaimhill School playground. P1 parents will wait with their child at the 'Two Mile Cross' playground gate until their teacher comes to collect the children. P1 parents will also collect their child at the end of the school day from this same gate, social distancing guidance must be adhered to at all times. P2 & P2/3 parents will wait with their child at the playground gate beside the nursery entrance. P2 & P2/3 parents will also collect their child at the end of the school day from this gate, again adhering to social distancing guidance. All other children will enter and exit the playground using any gate. Parents who wish to collect their child should ensure he/she understands which gate they will meet at. PSA staff will be deployed to assist both pupils and parents with entry to and from the school premises. **(reference picture of playground has been developed with labels to aid clarity for pupils, parents and staff)**

**\*\* following the DFMs announcement around fulltime in-school education resuming for all pupils from 17th August 2020 we require to reconsider these arrangements to ensure inline with 2m socially distancing between adults and the expectation set out in the local guidance. Any further changes will be communicated prior to w/b 17.08.20.**

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, working in partnership with RFM colleagues.

Pupil breaks will be staggered from 10.00-10.20 am and 10.30-10.50. The 10-minute window enabling sufficient time for pupils to re-enter the school and complete handwashing before the next group. These timings effectively half the number of pupils accessing the playground for social break.

National guidance advises that:

- Passing briefly in the playground is considered low risk.
- Keeping children within consistent groups is not an all-or-nothing approach - there will be benefits even if this can only be implemented partially (e.g. if some limited mixing of groups is permitted).

10 external doors will be used for the 12 classes in August. 7 classes benefit from doors which open directly into the classroom. Each of the two remaining doors will be shared by two classes.

A range of signage is required across the school to communicate and reinforce new arrangements. These are currently being prepared and will be key to supporting our children visually as they follow the range of social distancing, entry/exit and hygiene requirements.

### **Dining arrangements**

Arrangements are being made to extend the length of the school meals service to support planning. This will enable schools to consider how best to give access to the school kitchen on a rotational basis to reduce the number of children and young people queuing. This will be coordinated at the start of term in advance of 17<sup>th</sup> August.

- Nursery snack will be within the nursery kitchen to ensure that children can remain within the space
- All children will be asked to bring a packed lunch when they attend their orientation session on either Wednesday 12<sup>th</sup>, Thursday 13<sup>th</sup> or Friday 14<sup>th</sup> August. Children will be asked to take any uneaten food / waste wrappers etc home with them, to help reduce the risk of infection spread.
- The provision of supermarket vouchers for those in receipt of free school meals will continue until Friday 14<sup>th</sup> August.
- A meals service will be available from Monday 17<sup>th</sup> August and the provision of vouchers will cease.

All pupils must remain on site for lunch in order to limit their contact with others outwith the school. These arrangements will be reviewed as restrictions are reviewed. All staff are also encouraged to stay on site throughout their lunchbreak.

Early Years dining will be within the setting area to ensure that children can remain within the space. The social distance practice within the kitchen has also been considered with one member of staff using this space at any given time on a daily basis.

The lunch break at Kaimhill School will continue to be 45 minutes and all staggered lunches and staff breaks will be timetabled accordingly. Lunch breaks for pupils and staff will be staggered over four time slots (11.45am, 12.00pm, 12.15pm and 12.30pm) to facilitate safe, supervised and hygienic eating, playing, comfort breaks and handwashing.

## **Evacuation procedures**

The Fire Evacuation Plan has been amended in response to this Return to School Plan and shared with all stakeholders. Illustrated maps with directional guidance as to the whereabouts of the nearest emergency exit are in place.

Emergency evacuation drills will be planned for all groups of pupils at the start of the new term during the orientation week. Evacuation arrangements for children with complex needs or disabilities will be reviewed with Personal Evacuation Plans being implemented, if this is required. Muster points will require to be effectively spaced to keep class groupings apart. Children in the early years and primary will not require to physically distance as they line up at their muster points, but will be required to observe 2m social distance from adults and other groups/classes.

## **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 for children. There are no significant changes within required for 100% attendance.

## **Signage**

Signs to support the new arrangements were printed and delivered to the school in the week beginning 3rd August. The janitor has installed signs in appropriate locations prior to the start of term, with input from the from headteacher.

## **School Transport**

Children at Kaimhill School are 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 pupils are transported by private car, careful consideration should be given to these travel plans and parents/carers are asked to park safely away from the school to minimise activity around the school gates. All Kaimhill pupils will be encouraged to walk/cycle to school.

## **Managing Visitors / Managing Reception**

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

- 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 with RFM)
- 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/RFM
- Any other visitors required to enter the building for emergency purposes, including emergency repairs

**Parents will not be permitted to visit the school to speak to teachers about their children.** This will be communicated clearly to all parents. Where parents require to contact a teacher, they should 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 a telephone number for visitors to contact an appropriate member of staff within the building, 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.

Office Staff will be responsible for revising visitor sign in sheets to include contact information and ensuring this information is kept safe, in line with GDPR requirements. Parents will be informed of the need to avoid visiting the school and make appointments to speak to staff via groupcall email. This information will also be available via Kaimhill School website and twitter feed. Office staff will update parents, as per guidance from HT. Office staff will manage the allocation of appointments for parents speaking to staff.