

The Harlington and Sundon Academy Trust

Sundon Lower School Operational Measures September 2021

These operational measures provide an overview of measures in place in school to prevent the wide spread of COVID-19 in the setting as well as reducing the risk to staff and pupils in our care. These measures will remain in place for both full opening and remote learning with opening for KW/V pupils unless otherwise indicated.

Organisation	Learning Group		
	Early Years	Key Stage 1	Key Stage 2
	Swan Class	Dove class	Owl Class
Staffing of each group.	Miss Sanby, Mrs Spedding	Mr Heritage, Mrs Puddiphatt, Mrs Ghailan	Mr Callender, Miss Adams, Mrs Griffin
Where staff move across Classes, 2m distancing should be observed where possible.	<ul style="list-style-type: none"> • Mrs Griffin, Mrs Phuddiphatt and Mrs Ghailan delivers intervention support across classes: • Mrs Spedding, Mrs Ghailan and Mrs Griffin provide mid day supervision across all classes • Premier Sports Coach delivers Thursday PE with all classes 		
Pupil Wellbeing	<p>Pupil well-being, both physically and mentally, is always our priority at The Harlington and Sundon Academy Trust (HASAT), more so now than ever.</p> <p>As part of our adaptations we have continued to incorporate the principles of the Recovery Curriculum into our everyday practice. As well as this we have well-being check-ins through circle time (PHSE) and brain breaks throughout each school day. Pupils have access to an emotionschart in each classroom to discuss their thoughts and feelings each day and, most importantly, nurturing staff across the school to support our pupils to feel safe and supported while in attendance at school.</p> <p>We will continue to deliver whole school Celebration Assembly, Values Assemblies, hymn practice and class assemblies. Pupils' achievements and effortswill be celebrated. Our website and Newsletters will share class and individual news.</p> <p>A school wellbeing project, started in 2021, continues to run. The project has surveyed children, resourced activities and will go on to provide targeted intervention.</p> <p>Our small, community led school creates a home away from home for our pupils and their families. This, in our opinion, is the most important aspect of our risk assessment. All of the above measures will only work if we continue to work together to establish our community family and ensure our pupils can thrive with confidence that they are in a safe environment</p>		

Staff Wellbeing	<p>A stress and wellbeing risk assessment has been created in collaboration with all staff. Leaders seek to consult with all staff, encouraging their views and input.</p> <p>CPD for staff wellbeing and sign posts are shared regularly by Leaders. The Head Teacher encourages staff to break and gather for lunch to maintain positive and supportive relationships.</p> <p>The school wellbeing project also includes actions to target the mental health and wellbeing of staff at school.</p>		
	<p>Staff wellbeing impacts directly on pupils. Staff have received the Directed Time plan for the year which seeks to promote a healthy work-life balance. Teachers use their PPA time effectively and where possible meetings with parents and professionals will be enabled during the school day.</p> <p>Our Trustees have staff well being as a priority; this is monitored as part of trustee monitoring programme.</p>		
Managing staff absence	<p>During the pandemic there is a much higher risk of possible staff absence. In light of this the head teacher and Trustee board have made contingency for the use of existing staff including part time teachers and support staff to support the continued education of pupils. Every step will be taken to ensure pupils can continue with their education while also supporting staff with their own well-being. In the event of large numbers of staff being unable to attend school it may be necessary for some classes to move to online learning from home.</p> <p>In specific circumstances the head teacher may need to adapt the staffing organisation across the school, redeploying staff members to cover absence.</p>		
Ventilation	<p>Areas in school will be well ventilated. Children should wrap up.</p>		
Uniform including PE kits	<p>Pupils should wear school uniform. PE kits will be kept in school and pupils will change into appropriate kit on the days where they have PE</p> <ul style="list-style-type: none"> • Twice a week- See individual class timetables and Thursday <p>We believe the wearing of school uniform helps to create a sense of community, pride and belonging.</p>		
Arrival at school from 8.45am for a start time of 8.55am	<p>Adults are encouraged to wear face-coverings</p> <p>Only one parent to accompany their child onto playground</p> <p>8:45am pupils enter playground through main gate. KS1 Pupils enter classrooms using exterior classroom door</p> <p>KS2 Pupils enter via main entrance door</p> <p>Reception Pupils- Parents accompany</p>	<p>Adults are encouraged to wear face-coverings</p> <p>8:45am pupils enter playground through main gate. At 8.50am KS1 Pupils enter classrooms using exterior classroom door</p> <p>KS2 Pupils enter via main entrance door</p> <p>Reception Pupils- Parents accompany their child to Swan Classroom via playground. They are encouraged to maintain 2m</p>	<p>Adults are encouraged to wear face-coverings</p> <p>8:45am pupils enter playground through main gate. At 8:50am KS2 Pupils enter classrooms using exterior classroom doors</p> <p>KS1 Pupils enter via main entrance door</p> <p>Reception Pupils- Parents accompany their child to Swan Classroom via playground. They are encouraged to maintain 2m</p>

	their child to Swan Classroom via playground. They are encouraged to maintain 2m distancing. Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.	distancing. Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent	distancing. Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent
School Departure 3.10pm Nursery (Swan) 3.15pm Year 1 to Year 4	Adults are encouraged to wear face-coverings 3:25pm Nursery pupils to exit- teacher to bring class onto playground for collection by parent. Parents and carers are encouraged to maintain 2m on playground	Adults are encouraged to wear face-coverings 3:30pm pupils to exit using KS1/2 entrances. Teachers will bring classes onto playground for collection by parent. Parents and carers are encouraged to maintain 2m distancing on playground	Adults are encouraged to wear face-coverings 3:30pm pupils to exit using KS1/2 entrances. Teachers will bring classes onto playground for collection by parent. Parents and carers are encouraged to maintain 2m distancing on playground
Departing school at 3:15pm	distancing. Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.	Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent	Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent
Curriculum	<p>Routines and boundaries support pupils' wellbeing, therefore teachers will follow their usual timetable and teach an ambitious and broad curriculum in all subjects, while making use of existing flexibilities to create time to cover the most important missed content.</p> <ul style="list-style-type: none"> • Modification to the curriculum may be needed so teaching time should be prioritised to address significant gaps. • Plan on the basis of the educational needs of pupils. • For pupils in Reception Year, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. • For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, PE/sport, RE. • Outdoor PE should be prioritised where possible and large indoor spaces used where it is not. • Schools should provide more focused pastoral support where issues are identified. • Teachers will be released to deliver 1:1 and small group catch-up/interventions 		

Lessons and resources	<p>Alongside the teaching of phonics, reading and maths, staff will be delivering a <i>Recovery Curriculum</i> where the emphasis is on pupil mental health and well-being.</p> <p><u>Pupils may bring book bags but should keep resources that transfer from home to school to a minimum such as reading book, water bottle, sun hat, coat</u></p> <p>Class equipment and resources kept to a minimum.</p> <p>Classroom based resources such as books and games can be used and shared. Resources that are shared eg sports and art equipment should be cleaned frequently.</p>
Lunch	<p>Caterlink will continue to provide school lunches. Children will eat school lunches in the main hall on a staggered timetable. In the event of 'bubbles' meals are pre-packed for individual pupils.</p>
Hygiene and infection control measures	<p>Hand sanitiser in all rooms.</p> <p>Staff have access to cleaning materials in each area.</p> <p>All staff should follow and lead pupils in the measures stated in the guidance*.</p> <p>Frequent hand washing and frequent cleaning/disinfecting of surfaces and objects recognised as most effective form of hygiene.</p> <p>Children should wash their hands/use hand sanitiser before and after activities/transitions eg arrival at school, transitioning for rooms, after being outside etc.</p> <p>Staff are responsible for maintaining their own safe social distancing, infection control measures and ensuring appliances/keyboards are cleaned after use/before use.</p>
Cleaning	<p>Disinfectant spray in all rooms. All cleaning and hygiene products have been used in school prior to lockdown. COSSH certificates and information is logged.</p> <p>Staff will be responsible for cleaning objects and work surfaces before/after activities.</p>
First Aid	<p>Each Class has a qualified first aider. Basic first aid to be administered in learning group areas. More serious first aid is administered in the Office.</p> <p>The guidance must be followed if a child/adult shows symptoms of Covid-19. The child/adult should remain in a ventilated area or outside until able to leave the school. An adult will remain with the child. If 2m distancing is not possible, they should wear PPE.</p> <p>The guidance will be followed where there are confirmed Covid-19 cases within the school community.</p>

Communication	<p>Email or telephone calls are the best form of communication, as giving verbal messages or updates to staff at the gate when they are busy may get lost in translation.</p> <p>Answer phone messages will be responded to at intervals during the day. Emails will be responded to in a timely manner.</p> <p>Adults should only come into school when this has been agreed by prior arrangement.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff, 2m.</p> <p>Staff can operate across different classes to facilitate the delivery of the school timetable. Where this applies, staff should keep their distance from pupils and other staff as much as they can, 2m from other adults.</p> <p>Contact with parents, carers, professionals should take the form of:</p>
	<p>Telephone</p> <p>Email</p> <p>Website</p> <p>Text messages</p> <p>Zoom</p> <p>Microsoft TEAMS</p>
Contingency plan for outbreaks– taken from guidance document	See Risk Assessment and Contingency Plan
Remote learning	<p>See Remote Learning Provision document on school website</p> <p><u>Where a pupil is required to self-isolate, the teacher will email the work to be completed</u></p> <p>Where a class, group or a small number of pupils need to self-isolate, or local restrictions require pupils to remain at home, we will offer remote education. All pupils not physically unwell with coronavirus (COVID-19) but who are at home as a result of coronavirus (COVID-19) should have access to remote education by the next school day.</p> <p>Pupils will be expected to engage in the learning set by their class teacher and the school will continue to monitor engagement as well as remain in contact with pupils to provide both pastoral and academic support.</p>

In the event of school closure to the majority of pupils, teachers will deliver daily Zoom Class Meetings to maintain contact and relationships and to set/celebrate work set.

Class teachers can be contacted via their class teacher email addresses: These will be circulated should remote learning come into operation. Please email the school office directly with any queries:

office@sundonlower.co.uk