

The Harlington and Sundon Academy Trust

Harlington 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	
	Oak Class	Chestnut Class	Hawthorn Class	Rowan Class	Beech Class
Staffing of each group.	Mrs Puntrello, Mrs Ghuman, Miss Coffey	Mrs Greaves, Mrs Holmes, Mrs Basu-White	Mrs Carter, Mrs Farrugia, Mrs Wilmington, Miss Hart, Mr McCluster	Miss Vale, Mrs Hicks, Mrs Kean	Miss Hines, Mrs Georgescu
Where staff move across Classes, 2m distancing should be observed where possible.	<ul style="list-style-type: none"> • Mrs Churchill delivers weekly computing lessons across all classes • Premier Sports Coach delivers Friday PE with all classes. • Mrs Farrugia teaches Year 2 and Key Stage 2 Classes. • Inspiring music teachers stay in Willow class and children go for their 1-1 music lesson. • Mr Winn delivers music to Year 4 • Mrs Thomson delivers singing in the hall to year 3 				
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 (Talk Time) and brain breaks throughout each school day. Pupils have access to an emotions chart in each classroom to discuss their thoughts and feelings each day, we also have worry boxes available 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>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>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 and regularly ‘check in’ on staff and support their pastoral needs.</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 supply teachers 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 Uniform including PE kits	<p>Areas in school will be well ventilated. Children should wrap up.</p> <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"> • See class timetables and Friday <p>We believe the wearing of school uniform helps to create a sense of community, pride and belonging.</p>		
Arrival at school from 8:50am for a start time of 8:55am	<p>Adults are encouraged to wear face-coverings</p> <p>EARLY YEARS</p> <p>8:50am pupils to be brought to the classroom door.</p> <p>Parents and carers 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</p>	<p>Adults are encouraged to wear face-coverings</p> <p>8:50am KS1 pupils to be brought to school gate and enter through the main school door.</p> <p>Parents and carers 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</p>	<p>Adults are encouraged to wear face-coverings</p> <p>8:50am KS2 pupils to be brought to the school gate and will enter through their classroom door.</p> <p>Parents and carers 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</p>

Departing school at 3:30pm	<p>Adults are encouraged to wear face-coverings</p> <p>3:30pm pupils to exit using classroom door.</p> <p>Parents and carers are encouraged to maintain 2m distancing. Collection should be by one adult. If parents/carers have younger children they must stay with their parent.</p>	<p>Adults are encouraged to wear face-coverings</p> <p>3:30pm KS1 pupils to exit using the main school door.</p> <p>Parents and carers are encouraged to maintain 2m distancing. Collection should be by one adult. If parents/carers have younger children they must stay with their parent</p>	<p>Adults are encouraged to wear face-coverings</p> <p>3:30pm KS2 pupils to exit using their classroom door</p> <p>Parents and carers are encouraged to maintain 2m distancing. Collection should be by one adult. If parents/carers have younger children they must stay with their parent</p>
Additional school provision	<p>Wrap Around Care will open on 6th September from 8am. Please contact HPVS to book.</p> <ul style="list-style-type: none"> • After school clubs to resume Spring 2021 		
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 • Catch up and interventions are carried out throughout all year groups and monitored by the Deputy Headteacher 		

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 are used but sharing is kept to a minimum.</p> <p>Classroom based resources such as books and games can be used and shared. Resources that are shared e.g. sports and art equipment should be cleaned frequently.</p>
Lunch	<p>Caterlink product our school lunches. School lunches are cooked on the premises and children eat in a well ventilated hall. Lunches may be eaten in classrooms 'bubbles' – this is dependent on our risk assessment and response to the local/ national situation with Covid19.</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 guidance from DfE/ PHE and our risk assessment.</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>Learning group 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 school 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>Google Meet</p>
Contingency plan for outbreaks– taken from guidance document	See Risk Assessment and Contingency Plan
	<p>See Remote Learning Provision document on school website:</p> <p>www.harlingtonlower.co.uk</p> <p>Where a pupil is required to self-isolate, the teacher will email the work to be completed</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>

Remote learning

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.

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: parents will be notified when these are in operation.