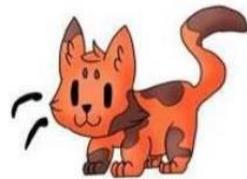


Hazlehead Primary

Return Plan



Hazlehead Primary School



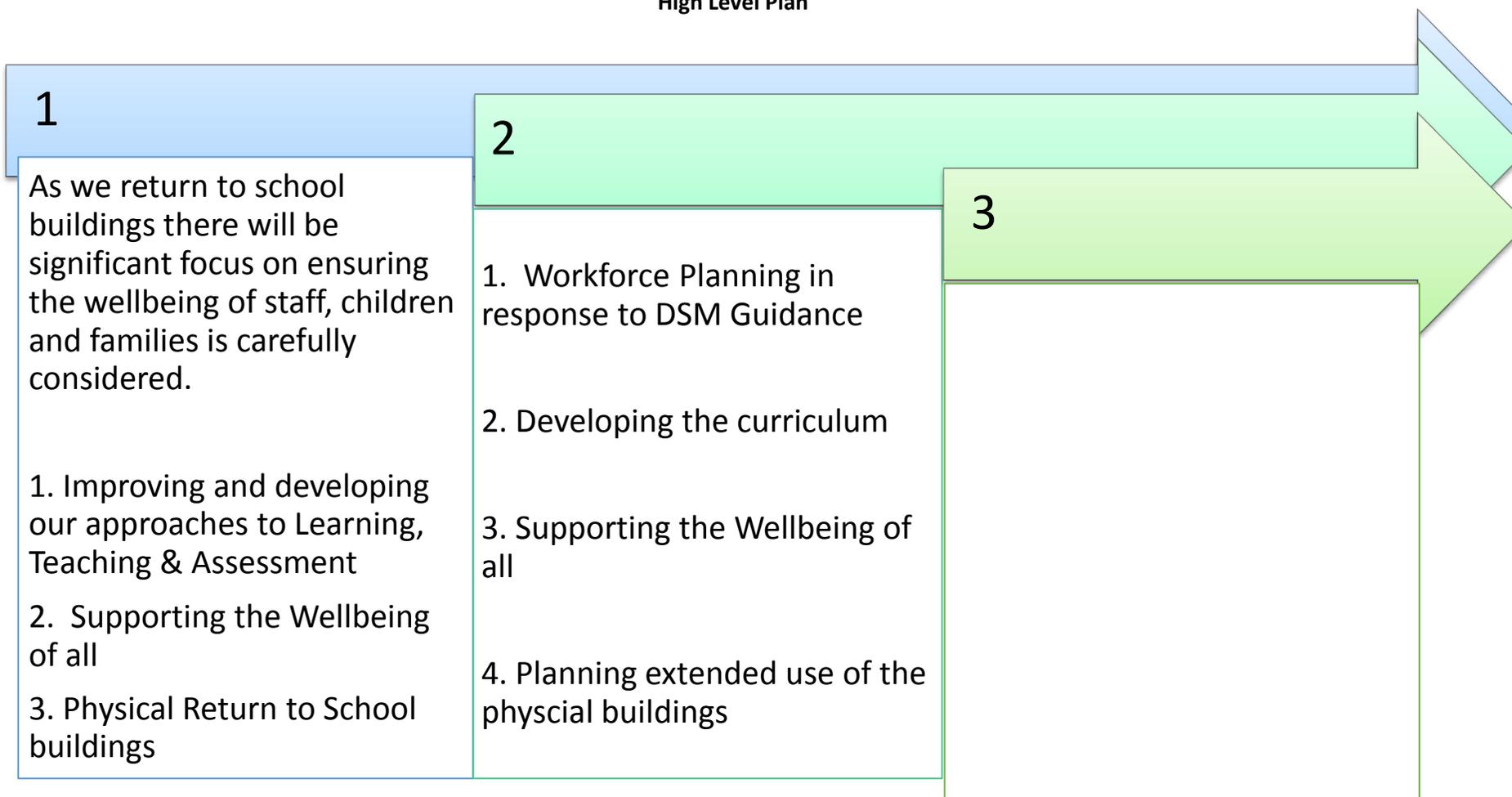
PROUDLY WORKING TOGETHER AS ONE TEAM TO KEEP CHILDREN, YOUNG PEOPLE AND COMMUNITIES SAFE, HEALTHY AND THRIVING

<p>National Improvement Framework Priorities</p> <ul style="list-style-type: none"> • Improvement in attainment, particularly in literacy and numeracy • Closing the attainment gap between the most and least disadvantaged children and young people • Improvement in children and young people’s health & wellbeing • Improvement in employability skills and sustained, positive school-leaver destinations for all young people 	<p>Local Outcome Improvement Plan (LOIP) Stretch Outcomes</p> <ul style="list-style-type: none"> • 95% of children (0-5years) will reach their expected developmental milestones by the time of their child health reviews by 2026. • 90% of children and young people will report that they feel mentally well by 2026. • 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026. • 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026. • Child Friendly City which supports all children to prosper and engage actively with their communities by 2026. • 25% fewer young people (under 18) charged with an offence by 2026.
<p>School Improvement Priorities 2019 – 2020</p> <ul style="list-style-type: none"> • Mental Health and Wellbeing • Raising Attainment in Literacy and Numeracy • Improvement of DYW skills • Closing the improvement gap between the most and least disadvantaged children • Improvement in children and young people’s health and well being 	<p>School Improvement Priorities 2020-2021 Priority 1-2.3 (Understanding High Quality Learning & Teaching) Priority 2-3.1 (Identifying & Responding to Learners Needs)</p>
<p>Context of the school:</p> <p>Hazlehead School is situated in the community of Hazlehead, in the west of the city. The school is part of the Hazlehead Academy ASG. Our school is a Rights Respecting School and was been awarded the Silver award and this is reflected in the positive ethos and relationships within the school body where everyone is committed towards respecting and valuing the rights of all. Our motto is “When you believe in yourself anything is possible.” Our five values are actively pursued and developed through our values animals: Courage Cat, Respectful Rabbit, Responsibility Rhino, Fairness Frog and Opportunity Octopus. Through these values we have developed an environment which is calm, welcoming and respectful of others. This allows positive relationships to develop between staff and young people and consequently the children thrive and learn. These relationships have continued and been maintained through Google Classroom and regular interactions with a variety of staff throughout the lock-down period. Regular assemblies, Google Meets, visits from PSA staff to support digital learning and for motivation and engagement demonstrates the care our school community has for each other. All learners have opportunities to contribute effectively to the life of the school and wider community through a range of well-planned activities. A weekly Ethos Block with Working Groups, Masterclasses and House Time has been maintained throughout Learning at Home and all pupils have a voice through Ethos Block and can influence change within the school and the wider community</p> <p>Most learners engage positively with learning experiences in almost all classes and almost all learners are motivated to learn. Almost all children understand the purpose of what they are learning most of the time. Regular tracking and review meetings, scrutiny of assessment data and professional judgements ensure that staff, learners and parents are aware of pupils requiring targeted interventions. All learners’ views are sought, valued and acted upon by almost all staff.</p>	

Children are enthusiastic about digital learning across the school and it is use. The Covid-19 pandemic has meant that all staff and the majority of learners have further developed their digital skills using Google Suite for Education. Our school is well supported by parents and partners. We have a very active and supportive Parent Council and PTA, with both groups continuing to function via digital meetings. Our partners make positive enhancements to our curriculum offer, with a focus on developing Skills for Learning, Life and Work.



High Level Plan



Action Plan 1-Return Plan

Section 1 - Key principles

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 has guided the development of this individual School Recovery Plan, which will act as the 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 Hazlehead?

It is acknowledged that maintaining social distancing with children aged 5 and under is extremely difficult. Children will therefore be arranged in small groups, along with the appropriate number of adults to supervise that group. The membership of the groups (including the adults) will remain the same at all times until restrictions on social distancing in schools are lifted. Whilst members of each group will not be required to maintain distances from each other, staff will need to ensure that each group of children maintains a distance of at least 2m from other groups at all times.

There should be one dedicated member of staff assigned to each bubble of up to 10 children in line with ELC staff ratios.

It is expected that staff should social distance and remain 2 meters apart, whilst ensuring children are kept safe and well cared for within their settings. It is recognised that a staff member may need to step away from their bubble to either take a break, go to the toilet or help a child go to the toilet etc. In said instances it is acceptable for another colleague to step in to briefly cover them.

To implement social distancing between staff members they will ensure sufficient equipment is available in each space/area. The use of outdoor space will play a key part in how we deliver ELC.

At Hazlehead children will enter the Early Learning and Childcare setting directly through Nursery Gate 1 and the Main Nursery Door depending on their group.

Nursery Gate 1- Red and Blue

Main Nursery Door –Yellow, Purple and Green

The organisation of drop off and pick up will be carefully coordinated to maintain social distancing when parents are on site. This will be arranged to take account of individual circumstances.

At pick up time children will exit the nursery using the same system for drop off when the parent arrives. To reduce risk of infection staff will take the children to their exit point. No visitors, parents, carers are permitted beyond the front door.

At Hazlehead Early Learning Childcare the following is in place:

- Robust infection, prevention and control measures - Staff follow 'Infection Prevention and Control in Childcare Setting'
- Enhanced hygiene and cleaning practices - Staff will follow guidance from Care Inspectorate and ACC
- Limiting children's contact with different groups of children
- Social distancing between adults
- Routine and extended use of outdoor spaces – ELC have access to several outdoor spaces on site including outdoor space connected to our ELC building which is accessed every day, the Messy Garden which will be accessed on Mondays and Fridays and the Grassy Hill which is available for ELC every day.
- No split placements with larger settings
- No peripatetic staff
- Active engagement with Test and Protect
- Coloured groups will use designated toilets
- Staff will ensure good ventilation by keeping windows open

The ELC offer

3 hours 10 minutes x 5 days x 38 weeks = 600 hours - 5 mornings or 5 afternoons

	M	T	W	TH	F
A = morning session 8.40am-11.40am	A	A	A	A	A
Change over 11.40am-12.40pm					
B = afternoon session 12.40pm-3.50pm	B	B	B	B	B

What will this mean for primary stages at Hazlehead?

Hazlehead School is an open plan school and has a great deal of flexibility. The school will be able to operate with 12 semi open plan classrooms and three closed classrooms for our 13 mainstream classes.

Space has been identified for continued support for our ASN pupils. Classrooms within the main teaching block of the school can open flexible walls onto the main corridors. This aids with maximising the space within these rooms. Sinks are available for each classroom enabling easy access to handwashing.

All groups in primary school will return by August 17th as normal with some social distancing measures already in place to support a safe return to learning.

Movement through the school will be limited and most children will spend their time in the one classroom. Children will enter school directly through an external classroom door to their designated class.

SCHOOL TIMINGS

- 8:45 Start,
- 10:15-10:30 Break,
- 12:00-1:00 Lunch,
- 3:00 Finish

Ventilation in buildings and the use of outdoor space

Staff will ensure good ventilation by keeping windows open. Children/young people will spend more time outdoors, with weather appropriate clothing.

Effective outdoor learning can be delivered across many subject areas and the 3-18 learner journey. Informal outdoor classrooms set within the natural environment will be used as spaces for learning where possible. Care will be taken to ensure that outdoor contexts for learning are fully accessible

Management of symptomatic building occupants

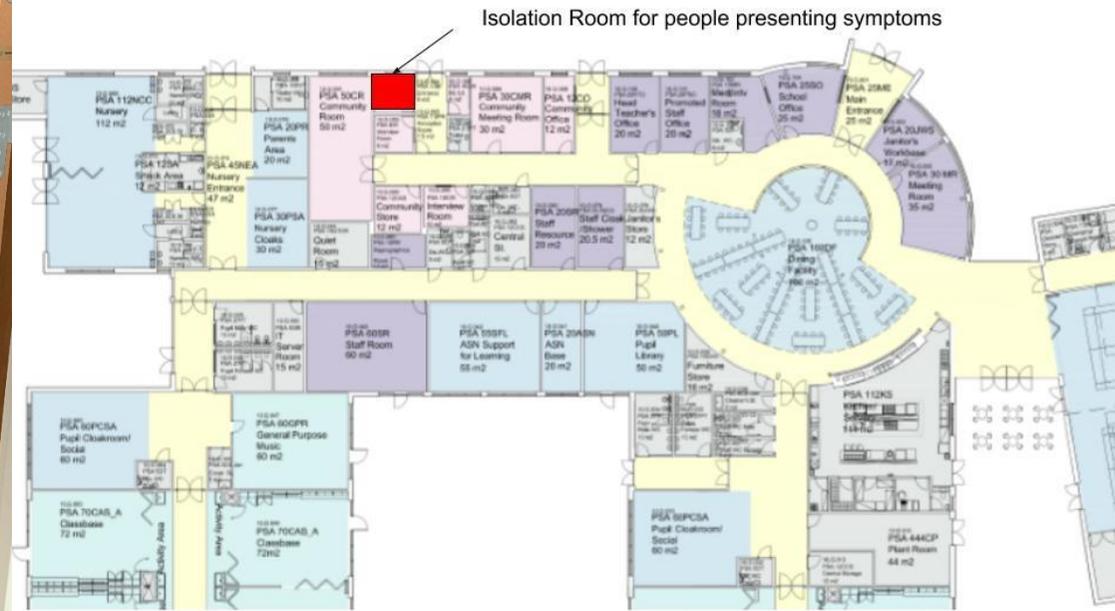
Children should not attend school if unwell. If a child or young person becomes unwell within the setting with symptoms of cough and/or high temperature, they will go home immediately.

If a child is waiting to be collected by their parent or carer, they will be isolated in a private well-ventilated area. The old police base in the community wing will be used. Children will be provided with a mask to be transported home by their parent.

Isolation rooms will be thoroughly cleaned after use in keeping with national guidance.



Isolation Room



Office Staff should then contact Robertson FM janitorial staff and ensure appropriate cleaning takes place. Please keep up to date with current guidelines: <https://www.hps.scot.nhs.uk/web-resources-container/COVID-19-guidance-for-non-healthcare-settings/>

Section 2 – Hygiene and health and safety practice

Cleaning routine

Toilets and washrooms will be cleaned daily by 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). Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day.

All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops and other areas touched regularly by staff and children, with additional cleaning during the day. Cleaning arrangements will be considered on a school by school basis as part of the risk assessment process.

When the first aid room is required to be used the benches, tables etc. will be wiped clean after use. Whenever an isolation space is required to be used the school janitor will be notified and the space will be cleaned in accordance with the cleaning guidance after it has been vacated by the pupil/staff member.

Gym changing rooms will not be used during the recovery plan. Children will not change for physical exercise so will not currently require PE kit therefore parents/guardians should consider appropriate clothing. During these times green sweatshirts or cardigans and white polo shirts (with or without the school badge) are comfortable and easily washed and will remain an important part of our school uniform during these times. Trousers, shorts, skirts etc should be carefully considered ensuring they are comfortable for a range of activities where possible (sticking within the usual colours of grey and black). Footwear should also be comfortable and suitable for a wide range of activities including physical exercise. It will be important that children are able to do their fastenings independently so parents will be reminded to consider this when purchasing clothing and footwear.

Hazlehead pupils will be asked to bring their own filled water bottle to school and fountains will **only** be used for refilling if required. This will be supervised by an adult.

Sanitising wipes and spray will be provided to 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.

Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.

The designated isolation space is located in an identified room with a window in the Community Wing of the school, away from the pupil population. It also has its own separate entrance/exit from the school building directly into the car park.

Key areas for enhanced cleaning have been identified. These include:

- First Aid room
- Rotunda
- Main Entrance
- All toilets
- Corridor sink areas for handwashing
- All corridor areas
- Staffroom

Use of Learning Resources

Hazlehead staff will use sanitising wipes to undertake cleaning of resources, toys and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses. All soft furnishings, e.g. soft fabric rugs have been removed.

Resources which are not being used will always be returned to a central point. There will also be a prominent record for staff to note when they have borrowed, used and returned resources as part of a tight inventory health & safety process.

Books and related resources will be made available to individual pupils for their sole personal use as appropriate. A strict 72 hour period will be observed for the use of shared resources.

All books and personal jotters will be kept in each child's personal tray for use when they are in school. All resources will be provided by the school. Pupils will not need to bring in any materials from home.

The sharing of resources between children and young people during a learning activity will be avoided as much as possible in order to limit the potential for transmission. Where resources are shared between pupils it will be limited to a small designated group and cleaning will occur before and after use of the resource. Personal belongings will be taken home at the end of any 'in school' learning. Soft furnishings e.g. rugs, cushions, drapes have been removed from all classrooms and items such as cuddly toys and sand will not be used during this time of enhanced hygiene measures. Where an individual child may need access to an item of soft furnishing e.g. a rug, this item will only be used by that child.

Hand washing

Hand sanitiser will be available at each usable entrance point to Hazlehead School. There will be visible, designated hand sanitisers at the entrance to each classroom from the playground and clearly identified sink areas in the corridor area for each class for regular hand washing. Stocks will be checked every day and refreshed.

The disabled toilet located in the rotunda, near the main entrance to Hazlehead has been identified for staff/permitted visitors hand washing on entry to the school.

A member of staff will manage the stock level with stocks being stored in the cupboard in the rotunda. This is also managed by Mr. Pawel, school janitor.

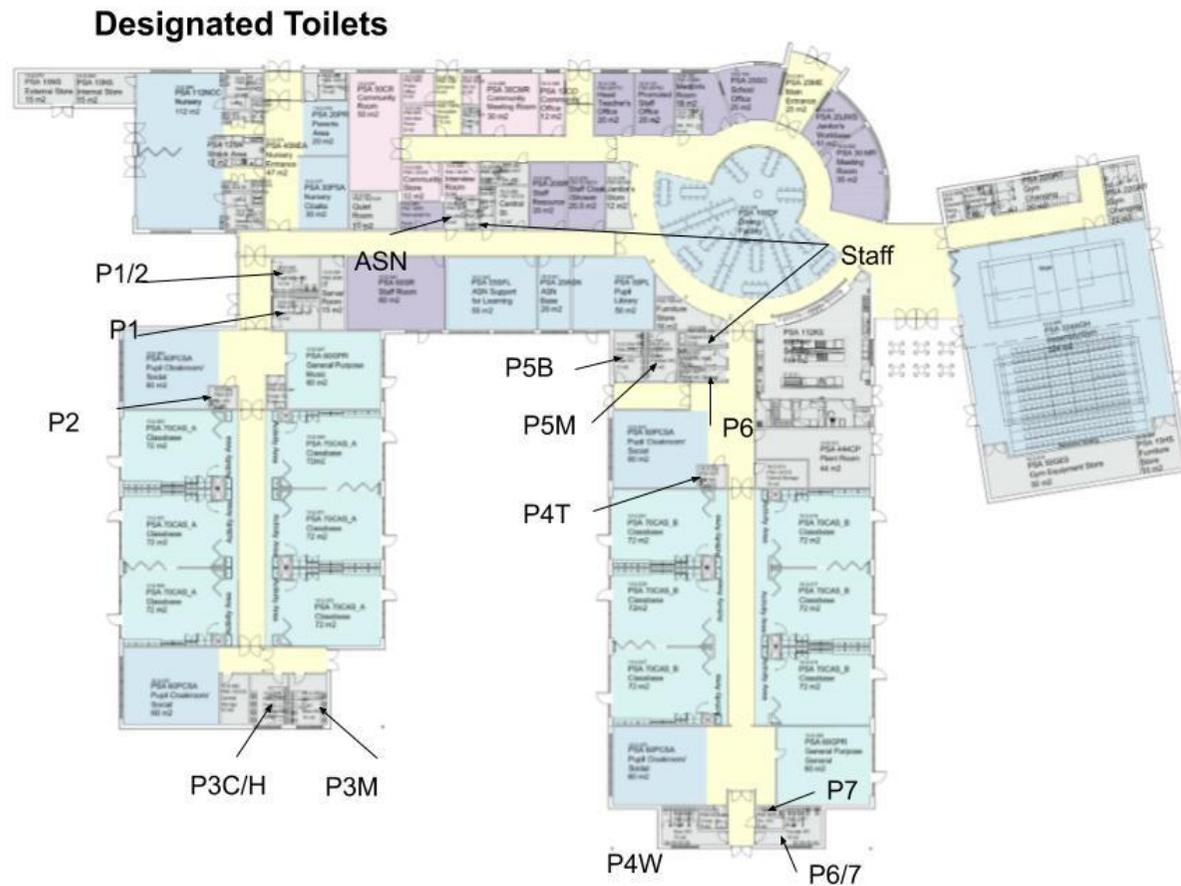
All staff and pupils will be regularly reminded about the importance of hand washing, using the hand sanitiser as part of the orientation process in week 1 of the new term. There will be pupil designed posters that explain this throughout the school.

Tissues will continue to be made available in each classroom with waste bins located in each class and at each sink area in the corridor for disposal.

all toilet areas. Due to the layout of our toilet blocks, we can still maintain privacy whilst propping open the external doors. This will ensure that pupils avoid contact with the handles of these doors.

Pupil toilet blocks will become unisex and each class will be allocated a separate toilet and sink. Each toilet and sink will be labelled for use by individual classes/bubbles. Staff will ensure that children are familiar with which toilet they are to use.

Staff toilets are located in two areas, in the main corridor and in the P4-7 corridor.



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

How will we increase separation?

Each classroom has its own clearly identified boundary which is defined by the partition walls.

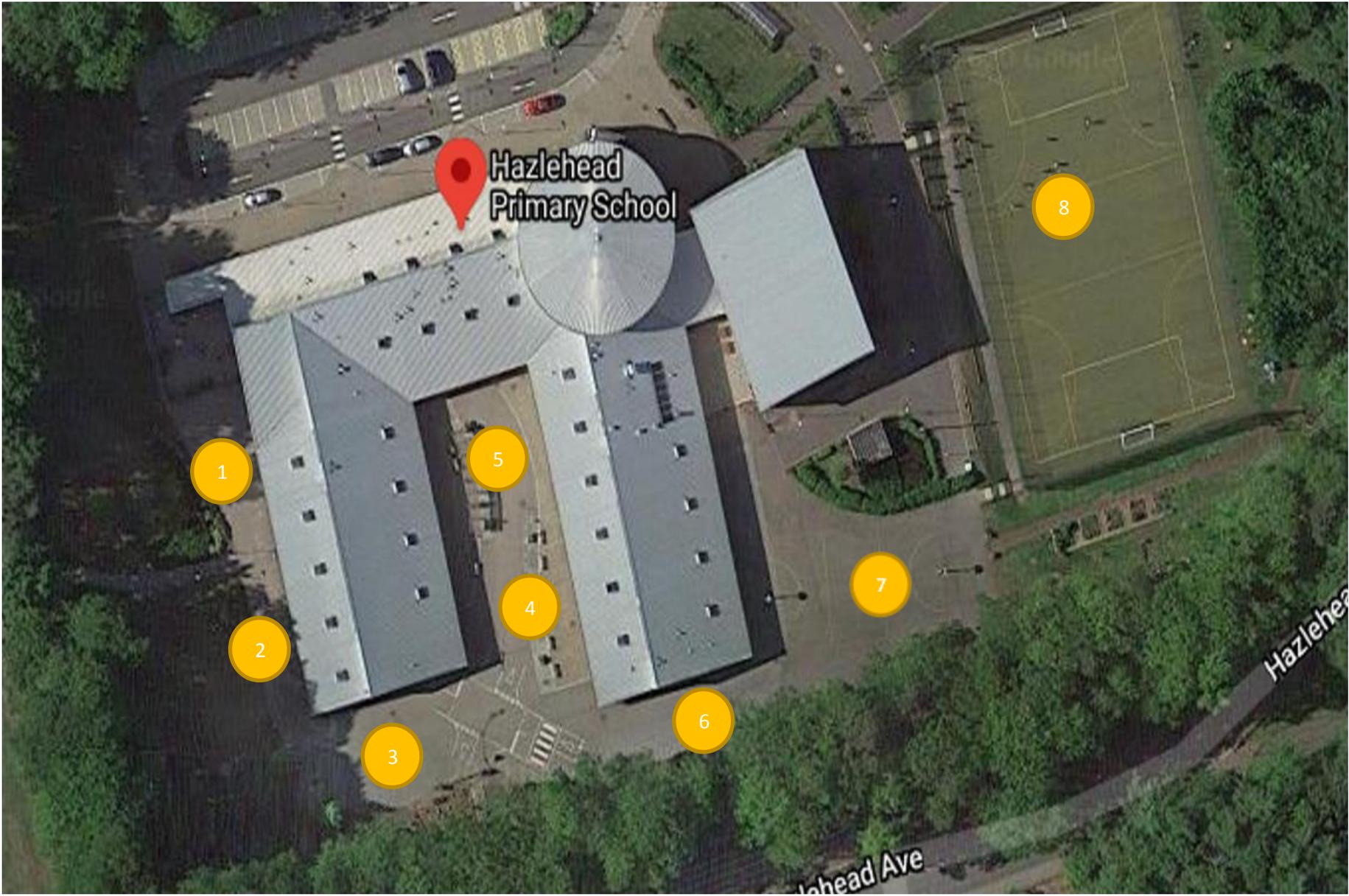
All staff and pupils will be informed of the boundaries and expectations as part of the orientation process during week 1 from August 11.

Staff spaces such as school staffrooms, kitchens and break out spaces will also be subject to social distancing arrangements.

The sharing of resources between children and young people during a learning activity will be avoided if the resource cannot be easily cleaned. Where a resource is shared it will be with a small group of children and only materials that can be cleaned between use will be used in order to limit the potential for transmission. Personal belongings except school indoor shoes will be taken home at the end of the day.

All pupils will have access to outdoor learning to support learning. Each class will have a designated zone in the playground. Signed cones will mark these areas. Staff will ensure social distancing between pupils and themselves. The zones will not be in operation initially when we return on August 11th.

ZONE 1	ZONE 2	ZONE 3	ZONE 4	ZONE 5	ZONE 6	ZONE 7	ZONE 8
P1/S	P2	P3	P1/2	P1P	P4	P5	P6, P6/7 & P7

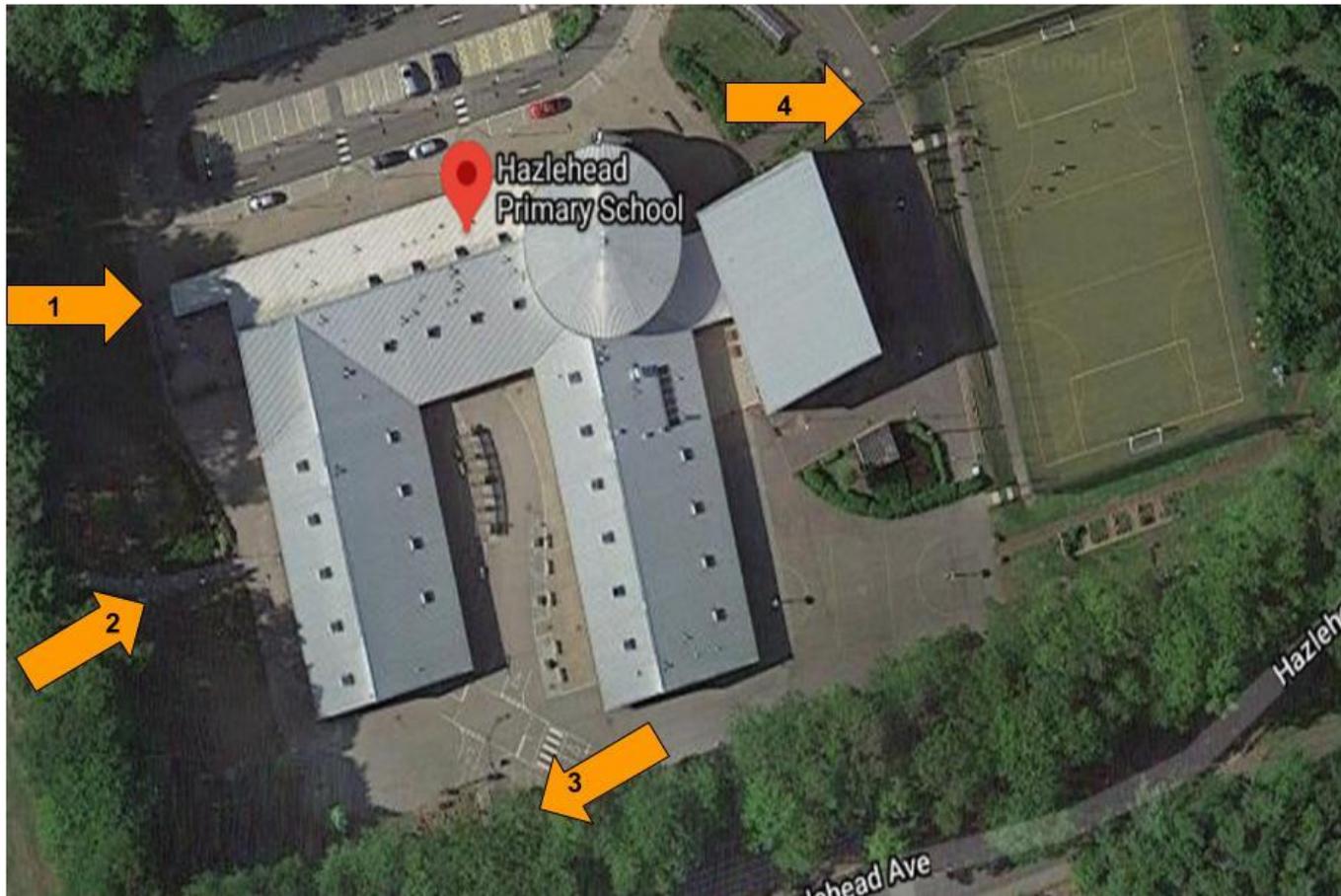


How will we decrease interaction?

We are fortunate to have wide corridor areas and will operate a 'keep left' system for any limited movements within the school. Posters will be displayed to support the 'keep left' system. A system has been identified for entering and exiting the school grounds for P1 to P7 and for Nursery as indicated in the map below. Videos will be created to explain these procedures.

Where possible and beneficial, children and young people will use external space to move around the school for example if children are accessing the Astro they will use their new exit rather than travelling through the school to exit how they would have previously. Classes will use the external doors to access outdoor learning spaces.

At Hazlehead, our proposed model for entering and exiting the school is as follows:



- All pupils will come into the school playground via 4 clearly marked entrances.

- All pupils will leave the school playground via their clearly marked exit

- P1- Gate 1
- P2 – Gate 2
- P3 - Gate 3
- P4-7 – Gate 4
- Older pupils may

leave school from a younger sibling's gate to keep family groups together.

- All pupils will enter/exit their classroom via the outside door that leads into the playground.

- The nursery has a separate entrance located at the front of the school building.

Break time will be 10.15am – 10.30am for all pupils in designated playground zones supervised by PSAs.

Lunch time will be 12.00pm – 1.00pm for all pupils with packed lunches initially being eaten in class supervised by Pupil Support Assistants. Once full lunch service resumes a rota system will be used for lunch time.

Signage indicates playground zones for break times. Floor markings in the corridor areas indicate directional move. Classroom signage is located on the outside door to inform pupils where their classroom is. All sink area and toilet signs indicate which class may use it.

The school car park will be open only to staff and school transport. P1 parents are permitted to drop off/pick up their child from the playground. P4 – P7 pupils who are meeting their parents/carer need to arrange a 'meet point' located near to the school.

Each class will be taught by a limited number of staff.

Where children attend childcare within Hazlehead, movement between areas and groups will be risk assessed and managed to limit contact as much as possible.

Dining arrangements

Lunch times will be staggered and closely supervised by staff. All pupils will remain on site for lunch in order to limit their contact with others out with the school. These arrangements will be reviewed as restrictions are reviewed.

Evacuation procedures

Circulation routes and entry/ exit points have been altered and evacuation processes have been amended to reflect this. Muster points have been spaced further apart to allow for social distancing and these will be clearly signed. The Fire Evacuation Plan has been amended in response to this School Recovery Plan and shared with all stakeholders.

Orientation

All staff and families will be provided with range of information to support the orientation process on return to Hazlehead in August. This includes:

- a virtual tour of the school for all families to show clear orientation procedures that illustrates this document in action
- a visual handbook with appropriate graphics
- a walkthrough with all staff prior to August 11th return for pupils. The INSET (10.08.20) has been identified as the day to allow this to happen

School transport

Children will be encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so. Where walking is not appropriate and where parents/carers transport by private car, they will be encouraged to park away from the school building to ease congestion. Park and stride can be facilitated by using the car parking opportunities at Hazlehead Park as per our school guidelines.

Families accessing school transport are supported using drop off and pick up at the front entrance as per the individual risk assessments detail.

Bike racks and the school fence may be used by pupils cycling to school as long as social distancing measures are followed. Pupils using the bike racks at the front of the school must wait to lock their bike until there is adequate social distancing to do so safely. Alternatively, pupils may lock their bikes to the school fence which allows for a two-metre distance between bicycles to be observed.

Managing Visitors / Managing Reception

The school administration team will adhere to clear guidance on managing any visitors to the school in conjunction with Robertson. They will both be responsible for revising visitor sign in sheets to include contact information for their retrospective setting. 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.

Parents will not be permitted to visit school to speak to teachers about their children but will be able to speak digitally with them. The visual handbook will outline procedures regarding parents need to contact the school for various issues.

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.

The Senior Leadership team will manage allocation of appointments for parents speaking to staff.

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.