

## Managing the Welcome Back to Early Years March 2021

### Key Questions

<p><b>Before children return</b></p>	<p><b>Have you communicated with parents/carers to manage expectations around provision after the spring 2021 lockdown?</b></p> <p>Headteacher communicates with parents.</p>	<p><b>Have you identified which staff will be available if there are no members of staff off sick?</b></p> <p>All staff are available.</p>	<p><b>Can you calculate the spaces available to you (indoors/outdoors/toilets) and match staff into those spaces using the model of half or a third of a class in a separate space?</b></p> <p>This is not possible during some periods when the children learn together. At other times children are separated into learning/activity areas in the reception/nursery classrooms and EYFS outdoor classroom.</p>	<p><b>Have you identified pathways for sourcing cleaning materials if this is not already established?</b></p> <p>The school has a good supply of sanitisers and PPE. Arrangements for next day deliveries are in place.</p>
	<p><b>Can you encourage teams to prepare on-line learning resources ahead of time for children who are shielding or in self-isolation so that when schools re-opens they will have capacity to focus on new arrangements?</b></p> <ul style="list-style-type: none"> <li>- Weekly activities (similar to Topic Quest)</li> <li>- Expectation for parents of children who have to shield or self-isolate to add observations to Tapestry weekly</li> <li>- Phase leader to support staff to monitor who is interacting with Tapestry each week (tick off names each week) and let teachers know who has not used Tapestry by Thursday each week</li> <li>- Phase leader to support all staff to comment on learning observations and extend learning with suggestions.</li> </ul>	<p><b>Is information shared when the school receives guidance from the DfE which supports the school's planning for the safe return of children?</b></p> <p>Headteacher information sent out on SchoolPing</p>	<p><b>Is everyone clear that all of this could change?</b></p> <p>We are almost a year into the Covid-19 pandemic. The government message is clear that current guidance may change as it is guided by scientific data</p>	<p><b>Is PPE available in school and has a supply source been identified?</b></p> <ul style="list-style-type: none"> <li>-The school has a good supply of PPE (gloves/masks/aprons/visors).</li> <li>- Staff must adhere to the school's PPE requirements document</li> <li>- Early Years PPE stations (Reception changing room and Nursery toilet windowsill)</li> <li>- 1:1 teachers PPE</li> <li>- Medical room PPE</li> <li>- Media room PPE (isolation room)</li> </ul>

<p><b>Organisation</b></p>	<p><b>How can the class be divided into smaller groups – how many staff are available and how many spaces can be defined?</b></p> <p><i>SLT</i></p> <ul style="list-style-type: none"> <li>- All staff available</li> <li>- Reception rooms and Nursery room to be used</li> <li>- EYFS playground to be used</li> </ul>	<p><b>Does the outside space need dividing up to create areas for each group?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- Toys/bikes etc cleaned frequently</li> <li>- Clean resources straight away if child coughs/sneezes on it</li> </ul>	<p><b>Do you need to consider removing some of the equipment/resources so that cleaning is more manageable? Some could be rotated in and out of storage. Consider fixed items e.g. climbing frames</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- Rotate resources to allow for cleaning time EYFS/KS1)</li> <li>- Cleaning materials and liquid (Milton) available for sand and water</li> </ul>	<p><b>Do you have tissues and wipes and bins outside for catch it, bin it, kill it? Do you need to replace hand driers with paper towels in the toilets?</b></p> <p><i>Site manager</i></p> <ul style="list-style-type: none"> <li>- Bins with lids in place</li> <li>- Paper towels in toilets</li> <li>- Good stock available</li> </ul>
	<p><b>Is there any equipment which would be hard to clean frequently e.g. small loose parts that can't easily be washed, soft toys, cushions?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- Use antibacterial spray frequently or rotate use of resources</li> <li>- Antibacterial fabric spray for soft furnishings</li> <li>- Milton for outdoor areas</li> </ul>	<p><b>Have you planned a curriculum/provision which focuses on children's well-being and rebuilding a sense of school community?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- Use of Cornerstones topics to revisit school community and friendship</li> <li>- To be planned day by day, child by child</li> <li>- All staff to be more prepared for child disclosures/ safeguarding issues</li> </ul>	<p><b>Is it practical to set up small packs of individual resources for children - age dependent?</b></p> <p><i>EY staff</i></p> <p>Children will be learning in a contained bubble</p>	<p><b>Are all staff clear on arrangements if a child or adult begins to show symptoms – designated space and care arrangements?</b></p> <p><i>SLT</i></p> <p>In place – see above and school risk assessment</p>
	<p><b>Are pathways for moving around the school clearly marked?</b></p> <p><i>SLT/Site manager</i></p> <ul style="list-style-type: none"> <li>- See school risk assessment</li> <li>- No interventions in the corridor</li> <li>- Corridors to be emptied and used only for walking through</li> <li>- Staff adhere to the school PPE requirements and wear masks when they are not in class ie:</li> <li>- in small hall for lunch; children access through back door so no need to move through corridors</li> </ul>	<p><b>Do you need to allocate toilets to groups of children and mark these?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- All toilets to be available to all children</li> <li>- 1 adult to supervise hand washing</li> </ul>	<p><b>Do the usual arrangements for first aid and intimate care need adapting?</b></p> <p><i>SLT/EY staff/lead first aiders</i></p> <p>Children to receive first aid in class Form to be completed for each child Forms will be collected daily by lead first aiders</p>	<p><b>Would it be helpful to create a transition back into school booklet/form for children and their families to let you know about their Covid experience?</b></p> <p><i>Headteacher/Deputy Headteacher/Phase leader</i></p> <ul style="list-style-type: none"> <li>- Back-to-school video and resources are available from the LA</li> </ul>

<p><b>Daily Routines</b></p>	<p><b>Is everybody confident about the arrival and dismissal arrangements for children? How will these be shared with parents?</b></p> <p><i>Headteacher</i></p> <ul style="list-style-type: none"> <li>- In progress</li> <li>- Staggered arrival/dismissal</li> <li>- Social distance markers to separate parents</li> </ul>	<p><b>Have you considered arrangements if a child arrives distressed and finds it hard to settle or leave their carer?</b></p> <p><i>EY staff/SLT</i></p> <ul style="list-style-type: none"> <li>- Possible resettling process for any child finding it hard to resettle</li> <li>- If needed, 1 adult from group in outdoor area doing an activity (e.g. kicking a football etc.)</li> <li>- Resettling process to be put in place as needed</li> </ul>	<p><b>What are your expectations of staff on arrival to the setting?</b></p> <p><i>SLT</i></p> <ul style="list-style-type: none"> <li>- All staff wash hands or use sanitiser on arrival</li> <li>- Staff wear masks and follow the PPE requirements</li> <li>- Social distancing between staff</li> <li>- Staggered breaks</li> </ul>	<p><b>What will accurate registration of young children look like with your new arrangements?</b></p> <p><i>SLT/EY staff/office</i></p> <ul style="list-style-type: none"> <li>- Online registration</li> <li>- Parents to be encouraged to prebook school meals</li> </ul>
	<p><b>How can you spend as much time outside as possible?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- Free flow to continue as normal</li> </ul>	<p><b>If you are inside can you keep doors and windows open?</b></p> <p><i>All staff</i></p> <ul style="list-style-type: none"> <li>- Doors to corridor to stay shut, all others to stay open</li> <li>- Open windows each day</li> </ul>	<p><b>Which routines and procedures which are familiar and comforting to the children are easy to implement now? Which will need adapting?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- Re-establish class routines using visual timetable and discussion of expectations (cornerstones topic)</li> <li>- Photos of expectations up in classes</li> <li>- Children's spaces on carpet re-established</li> <li>- Class teddy can no longer go home every day</li> </ul>	<p><b>Can you create learning opportunities that are open ended so that children can show you the new skills and knowledge they have learnt recently?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- To plan day by day, child by child</li> <li>- Observation based, challenges given to incorporate different areas of learning and COEL</li> <li>- Focus on key areas and children's interests</li> </ul>
	<p><b>Will the children eat inside or outside, in their small groups? Will this be packed lunch?</b></p> <p><i>All staff</i></p> <ul style="list-style-type: none"> <li>- The children will eat in the small hall</li> </ul>	<p><b>Will fruit and veg snacks have to be eaten at an agreed time with careful handwashing before and afterwards?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- Designated snack time</li> <li>- Each group to have a jug of milk and a jug of water</li> </ul>	<p><b>Should you set up a drinks station with named water bottles that are well spaced out and are sent home daily (as usual)?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- Children bring filled bottle each day</li> <li>- Adult can fill jugs from the filtered water supply in the corridors</li> </ul>	<p><b>Will water fountains need to be shut-off?</b></p> <p><i>Site manager</i></p> <ul style="list-style-type: none"> <li>- Outdoor fountains turned off</li> </ul> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- Corridor filtered water to be used by staff only</li> </ul>

	<p><b>Who will be responsible for maintaining home learning platforms when all children are in school?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- To plan every week according to children's interests</li> </ul>	<p><b>What will be a reasonable offer around home learning for those children whose parents do not send them back to school?</b></p> <p><i>SLT/EY staff</i></p> <ul style="list-style-type: none"> <li>- Children expected to attend school unless they or a family member is clinically vulnerable or the family is in self-isolation.</li> </ul>	<p><b>How will you share information from home and school? Can you maintain your home learning platforms for this?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- Tapestry to be used for sharing and receiving information</li> </ul>	
<b>Cleaning</b>	<p><b>Which resources can easily go in the dishwasher or water tray at the end of the day for efficient cleaning?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- Water/soap cleaning of toys to be arranged among teachers and children</li> </ul>	<p><b>What cleaning can be done by school cleaners and what needs to be done by the teaching team?</b></p> <p><i>All staff</i></p> <ul style="list-style-type: none"> <li>- Cleaners to clean floors, door handles etc once a day</li> <li>- Cleaner to clean the toilets at lunchtime</li> <li>- Teachers to clean as they go, including tables and resources</li> </ul>	<p><b>Will the school day need adapting to facilitate cleaning?</b></p> <p><i>All staff</i></p> <ul style="list-style-type: none"> <li>- May change day to day</li> <li>- Outdoor rota to include time to clean in between groups</li> </ul>	<p><b>Is anyone on site for a midday clean of toilets, door handles etc? Is this needed if good handwashing arrangements are in place?</b></p> <p><i>Site manager</i></p> <ul style="list-style-type: none"> <li>- Cleaners to come in twice a day</li> </ul>
<b>Wellbeing and Self Care</b>	<p><b>What wellbeing arrangements could you put in place for the staff?</b></p> <p><i>SLT</i></p> <ul style="list-style-type: none"> <li>- Regular contact/check-ins with staff</li> <li>- Staff to check-in with SLT with any issues/worries etc as needed</li> <li>- EY team to regularly check-in with each other</li> <li>- Honest, open communication will be essential</li> </ul>	<p><b>How can staff lunches be staggered to facilitate social distancing of staff?</b></p> <p><i>SLT</i></p> <ul style="list-style-type: none"> <li>- Use common sense!</li> <li>- See school risk assessment. The large hall/staff room/classrooms are used for staff lunches</li> </ul>	<p><b>How can staff lunches brought from home be stored safely to avoid any transfer of virus?</b></p> <p><i>EY staff</i></p> <ul style="list-style-type: none"> <li>- EY staff to keep lunch in EY fridges/own bags</li> </ul>	<p><b>Do you need to consider disposable cups and plates at this time?</b></p> <p><i>SLT</i></p> <ul style="list-style-type: none"> <li>- not needed at this time</li> </ul>
<b>Flexibility and Communication</b>	<p><b>How will you adjust arrangements with changes of pupil numbers?</b></p> <p><i>All staff</i></p> <ul style="list-style-type: none"> <li>- in progress</li> <li>- all children expected to return</li> <li>- Attendance team/EWO/LMs will support families that are reluctant to return</li> </ul>	<p><b>How will you adjust arrangements with changes of staff numbers or significant changes of pupil numbers?</b></p> <p><i>All staff</i></p> <ul style="list-style-type: none"> <li>- staff to return to usual class</li> <li>- flexibility to cover if needed</li> </ul>	<p><b>Have you established clear pathways for consistent information sharing should frequent changes of routine be needed?</b></p> <p><i>SLT</i></p> <ul style="list-style-type: none"> <li>- In place</li> <li>- school office will contact families when needed</li> </ul>	