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PLEASE NOTE THIS IS A WORKING DOCUMENT AND WILL BE ADAPTED AND AMENDED IN THE LIGHT OF CHANGING INFORMATION DURING JULY AND AUGUST 2020

COVID-19: A framework for re-opening (Blended Learning)

**Version History 1/7/2020 - V1.0 Document Created**

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**Reopening Johnshaven School**

The reopening of Johnshaven School to learners will follow the key guiding principles set out by Scottish Government (2020c p.10), supported by scientific advice from Scottish Government (2020b):

1.Safe

2. Fair and Ethical

3. Clear

4. Realistic

We will also work within our school values. The plan below is premised on the best health and safety, and the approaches and procedures below are designed to achieve this and should be read in that context. We firmly believe that effective health and safety approaches will protect staff and pupils and will allow less disruption of learning. The plan is also premised on supporting the Health and Well Being (HWB) of all in the school, and wider, community. A section below highlights some of our HWB approaches and the supports available.

**Health and Safety**

All our actions and behaviours must be based on the best medical and health and safety advice as provided by the Scottish Government and Aberdeenshire Council. The following uses the advice currently available to adapt our school processes and behaviours to the situation.

**Access, Registration and Movement around School**

**School Day**

9am – Warning bell, pupils enter building and go direct to classes

10.30am – Break begins, pupils leave by designated entry door and have break outside

10.50 am - Warning bell - Pupils re-enter by designated door to class

12.15pm – Lunch begins (revised routines for first two weeks of term

1.10pm – Warning bell, re-enter by designated door to class

3.15pm - End of day, pupils leave building through designated doors.

**Arriving at School**

Pupils will enter school directly on hearing the warning bell, directly into their class. Doors will be opened by designated staff. There will be time for pupils to enter the building, sanitise and move directly to their seats. There is no requirement for social distancing throughout the corridors. Classroom doors will be open to prevent queuing/bottlenecks within the corridors. Staff will enter school via the front door.

**Moving around School**

Signage and floor markings will be in place to ensure school staff are aware of social distancing requirements. A 2m social distanced area should always be maintained between children and staff. To limit the number of people moving throughout school pupils will exit the building via the same route they accessed it.

Staff will move through the building using the one-way systems in place in corridors.

**Classrooms**

* Teaching areas will be marked with tape to establish a 2 m teaching zone for all staff that pupils must not enter.
* Classrooms will be arranged in order to maximise social distancing.
* You will find tables have been taped over to indicate areas where no pupil should be seated.

**PPE**

• We will use the latest Scottish Government advice in respect of PPE

• Currently PPE will not be required beyond what would normally be needed, for instance in practical areas.

• If staff wish to wear face masks this is acceptable and they should supply their own.

• Should Parents/Carers prefer for children to wear PPE this should be provided for by Parents/Carers and thus their responsibility. Pupils can wear facemasks if preferred though there is currently no insistence that this is the case. This may have practical implications re behaviour and day to day teaching and if pupils abuse this health measure the usual behaviour system will be used to resolve the matter.

**Dress code**

Uniform: Our school dress code is part of our Johnshaven School identity. Overwhelmingly our pupils wear a good standard of uniform and your assistance in this is greatly appreciated. Visitors always comment on the positive impression this gives. The summer holidays are always the time when the shops stock school wear and we would ask that you stock up as well for next year as your child grows. Outdoor learning will be a huge priority next session and so we have made optional changes to the uniform to accommodate pupil comfort and practicalities.

The school dress code is as follows:

* Red sweatshirt – all pupils should attend wearing a red sweatshirt or cardigan.
* Black trousers/Black skirt – tracksuit trousers may be preferable for outdoor learning currently
* White polo shirt
* Black shoes

We ask that pupils do not wear jeans. With regard to shoes, we ask that they are black however these do not have to be formal shoes. Wellies would be advantageous during this time with a change of shoes being provided for indoor use. We **do not** allow hoodies in school and require that pupils do not have hoods up in the building for safety purposes. We also ask that pupils have a change of both clothing and footwear for PE and will confirm arrangements for this after summer. Spare socks on wet days are also hugely beneficial for children who enjoy playing in puddles.

**Cleaning – hand washing/hand sanitising**

• Effective hand hygiene remains the most effective way to deter the spread of Coronavirus.

• Pupils are asked to wash hands at any given opportunity.

• Soap dispensers within toilet areas will be maintained and should this become an issue the Duty Janitor should be alerted.

• Hand sanitiser will also be available at various locations around the school and pupils are encouraged to utilise this. • Pupils should bring their own hand sanitiser to school

**Coronavirus cases occur**

• Shielding – anyone who has been instructed by the NHS to follow shielding measures should remain at home.

• Any individual displaying symptoms, or with a family member displaying symptoms, of Covid-19 must self-isolate at home in line with current Guidance.

• Any individual displaying symptoms should arrange a Covid-19 test via NHS Inform

**Leaving School**

Pupils will leave their last class of the day via the same route they accessed it and will move off school grounds maintaining social distancing.

**Visits out of Class**

From a safety and protection standpoint all pupils should go to their class at the start of each period. If they then require out of class for any reason this should be agreed with the class teacher.

**Additional Support for Learning/Pupil Support Worker/Intervention and Prevention**

The free movement of pupils across school should be limited to essentials only however it will be the case that pupils will need to visit other staff and locations. Pupils should be escorted by the adult they will work with.

**Toilet Visits**

Pupils: Because of the limited number of pupils who can be in toilets at any given time, toilet breaks cannot be accommodated for all during break. Pupils will be permitted to leave class to visit their designated toilet throughout lesson time, signing out with the class teacher.

Staff: As toilets require touching the door handle to exit after washing hands, sanitiser outside the entrance/exit door will be provided.

**Break and Lunch Time Plans Pupils**

Break will run from 10.30am to 10.50am. All pupils will go outside and maintain physical distancing during break. No food provision will be made for break and pupils are required to bring their own snacks and drinks as required. In particularly bad weather break will be taken within the Dining Hall. Doubling up of classes during this period will ensure teaching staff have a 15minute break and PSA staff are also available for the next lessons.

Socially distanced eating, will be provided for in the dining room. Pupils who can will be encouraged to go home for lunch. Alternative service of lunch will be available, via a pre-order system (limited menu) for pupils wishing to have a school meal. Additional information on this will follow. In the event of poor weather limited space with Social Distancing will be made available in the canteen and class areas.

**Staff**

The staff room is not adequate to support staff having a break and a chat with colleagues therefore a classroom will be used during these times. Access to hot water will be provided via an urn placed at the kitchen hatch. All food and drinks brought in must be taken away and foodstuffs not stored in the refrigerator.

**Emergency Response**

First Aid

Where first aid is required the usual protocol of calling the first aider or sending the pupil to the first aider will remain as is. First Aiders will wear full PPE for administering any first aid as social distancing cannot be maintained. This will comprise: Gloves, apron, mask and eye protection. Assessment of all injured/unwell pupils will be carried out in situ or the staff room. Should there be any indication of Covid-19 symptoms the Protocol for a Symptomatic Person will be followed.

**Emergency Evacuation**

An amended Emergency Fire Action Plan is in place for the duration of the recovery period. The main differences will be exiting via the same route of entry to the class unless unsafe to do so, maintaining social distancing whilst moving to the muster points, amended/expanded muster areas on the playground to allow for social distancing and amended arrangements for distributing class register.

**Symptomatic Person**

The protocol Responding to a Symptomatic Person will be put into practice as required. Staff will follow the Procedure for Suspected Covid-19 Case.

**Health & Wellbeing**

Staff

* Staff health and wellbeing remains a key aspect of dealing with the Covid 19 situation. Regular staff meetings to update staff have been a feature and these will continue as the school phases back.
* Various other regular meetings take place including SLT, Collegiate Activity Time. These will continue virtually or physically to allow discussion and support.
* Frequent staff meetings have been used to gauge Well Being and inform practice. A staff Shanarri Survey will be completed in the week beginning 10 August and will inform practice. A follow up will be done at the end of term 1 to establish how staff are coping with the return.
* Staff have been encouraged to visit the school before the end of term to establish how they feel and to help prepare for the August return.
* PPE <https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-social-care/safe-working-in-education-childcare-andchildrens-social-care-settings-including-the-use-of-personal-protectiveequipment-ppe>
* <https://www.gtcs.org.uk/News/news/health-wellbeing.aspx>
* It's not only physical risks that require to be assessed; workers risk poor mental health caused by stress, fear, and anxiety about returning to work in potentially unsafe environments
* With fewer people likely to be at work, expectations around what is possible need to be adjusted to be realistic for all. EIS advice is available on the website (‘EIS Health and Wellbeing Support’ - <https://www.eis.org.uk/Coronavirus/Directory>) .
* Aberdeenshire provides a range of supports which can be accessed through the Wellbeing and Occupational Health pages

[https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Wellbeing/Wellbeing-andOccupationalHealth.aspx](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety%2C%20Wellbeing%20and%20Risk%20Management/Wellbeing/Wellbeing-andOccupationalHealth.aspx)

**Grief, loss and bereavement support**

* If colleagues have suffered a recent bereavement they may need time off, counselling, and other support.
* Grief Loss & Bereavement Support for Employees

**Pupils**

Pupil Wellbeing is also a key area and has been supported by all staff. Blended learning will provide particular challenges in supporting young people returning to school and also supporting those still not in school. Many of the aspects of support used during lockdown will be continued in the blended approach in addition to others relevant to the return to school.

These include:

* Pupils will receive a virtual induction to a number of our key procedures and protocols either prior to return or during their first return to school.
* Continued engagement tracking by teaching and management staff
* Interventions from engagement tracking as per the school approach working through individual teacher interventions, HT involvement, Agency or other support staff
* Regular contact with vulnerable pupils by key staff eg Class Teacher, Pupil Support Worker (Behaviour and Attendance), Community Learning and Development staff, Social Work, ASfL teacher, Pupil Support Assistant, School Nurse will be available to support young people both in school and at home
* Pupil Shanarri Survey will continue to be used early in session to gauge the situation
* Laptops/Ipads provided for young people without suitable access at home will continue so that they can engage with blended learning
* Where pupils request out of class time to see a member of staff for support it will be crucial that they follow the out of class procedures so that we do not have young people out of class without knowing where they are for their safety and that of others.
* Supports for young people while out of school are available through Microsoft Teams and Google Classrooms in GLOW and on the school website.

**Blended Learning Approach**

It is accepted that there will inevitably be trade-offs involved in any learning provision model. The proposed model seeks to balance these as much as possible whilst being flexible enough to accommodate and changes in requirements. Throughout the reopening planning and implementation, we will be mindful of advice from Trade Unions (EIS 2020).

From August 2020 our approach will be a blend of in-school and at-home learning for almost all young people. This will be kept under constant review and time spent in school will be increased further as and when it is safe to do so, working towards fulltime in-school learning for all.

Implementing current physical distancing requirements has a significant impact on the capacity of Johnshaven School. A separate slideshow indicates the capacity of individual learning spaces; overall it is expected that, at a maximum, up to 50% may be accommodated in the building. Testing the layout of rooms in Johnshaven School has shown this to be less than 50% in many areas, however we have extra space in the dining hall and GP room to accommodate a 50% return. To allow safe working practices to be in place we are required to consider and implement the following where feasible:

1. Teaching in smaller groups, with a degree of rotation / alternation.

2. Where practicable, minimising the mixing of such groups.

3. Seating positions being reorganised so that pupils are a safe distance apart (for example, 2m when seated at desks). 4. Increased use of outdoor spaces.

5. Staggered arrival and departure times and clear guidance to parents

6. Breaks being staggered by class, to avoid pupils from different classes coming into contact where possible (particularly when indoors)

7. Considering where it is practical for teachers, rather than pupils, to move round classes

8. How pupils and staff will get to and from school in a safe manner.

9. Dining provision.

10. Enhanced hygiene practices.

In planning and risk assessing for return we have taken alternative approaches around points 5-7 due to our building layout and the timetable approach. A key feature has been to establish a system whereby staff movement is limited and they are able to work in their own protected space. Throughout this document we differentiate physical distance from social distance which acknowledges the virus’s ability to be transmitted from person to person but also the importance of our community to be socially connected, acknowledging the importance of the support and nurture we offer one another in these extraordinary times.

**Consultation**

* Recovery discussions with Aberdeenshire ECS on a fortnightly basis
* Consultation with HTs of all schools in the Stonehaven Cluster through weekly virtual meetings
* Staff Briefings Term 4
* Updates with parent forum held virtually

**Timetable 2020/21**

Creating a timetable that balances all competing factors is a challenge that schools in Scotland have never faced before. To create such a timetable, compromises that we would never ordinarily consider will need to be made with the health and wellbeing of our learners and staff paramount and any timetable solution will be designed with this in the forefront of our thinking. It is widely accepted however that this will at times bring its own challenges and compromises. The 2020/21 timetable model will look and operate in a different manner from previously with:

1. Reduced transitions

2. Reduced face to face contact

3. Reduced corridor contact

4. Blended online learning

5. Shorter school day to allow time for movement around the site, to mitigate against long “double periods and to allow staff to better support on line learning.

6. Staggered timings: Length of face to face contact will be reduced

7. Creating time so that staff can support blended learning has been a key element of our thinking and, with this in mind, pupils will not attend Johnshaven School on Fridays. Additionally the school day will be shortened to allow greater time for any movement, to allow for the significant stress that pupils and staff may experience and to acknowledge the competing demands on staff from face to face learning and blended learning.

Term 1 – 2020/2021

Pupils will be timetabled to attend school for 4 days in total each week. Pupils will have access to a wide range of subjects, however due to restrictions they will not be accessing assembly, food preparation, singing and drama.

Key Features:

• Should a Covid-19 case be identified positively, simpler to track and trace contact

• Slightly reduced need to clean work areas within the day

**Staff absence and impact on curriculum delivery**

The timetable/curriculum plans are premised around staff availability. If staff are absent due to Covid 19 or for other health reasons it may be necessary to use the school closure procedures on a given day or for a period of time. This would usually mean reducing the number of pupils in school by sending pupils home/not bringing pupils in.

**Class Materials**

On our return we will need to be very aware of health and hygiene issues and the sharing of items is something we will actively discourage. On current advice pupils will not be able to borrow items from staff therefore essential that all pupils bring all the materials they require for each lesson with them.

**Physical Education**

Pupils will continue to take part in physical activities, but the range of activities offered will be limited to those that can be carried out within social distancing guidelines and with equipment that can be safely used, with appropriate cleaning schedules in place. Practical activities will take place outdoors unless the weather prevents this from happening. Where young people have PE they will not be able to use the changing rooms so can come to school in PE clothing for that day. This should match the school uniform colours so should be predominantly black with a white t-shirt. Navy Blue is acceptable if black PE joggers or top are not owned. Pupils should not wear team colours/strips or any item with large logos.

Appropriate kit must be worn:

* T-shirt: This should be a sport top and should cover the pupil to the waist, even when stretching their hands above their head.
* Shorts: these should be an appropriate length
* Leggings/Joggers: sport leggings for PE which should be of an appropriate thickness
* Shoes: Trainers or other sport shoes are acceptable
* Jumper/Hoodie: These can be worn, depending on the temperature, but should always have t-shirt underneath

Instrumental Music

Instrumental instructors will be able to work from their own spaces in the school (social distancing allowing)- either for face to face lessons with pupils or for online lessons through Google Meet.

Instrumental Music Service risk assessment/policy to be added when available.

**Support for Learning**

In school

Support in classes is will be very limited as a member of the ASL faculty will take away from the capacity of the room. Where capacity allows, a PSA or teacher would sit at the back of the class to allow for distancing. When a pupil requires support, they can approach the member of staff keeping socially distant from them. Staff will use white boards or I-pads to write information or solutions to problems. If the pupil needs to take the white/board I-pad to their seat they will then be cleaned with wipes and handed back to the member of staff. A supply of wipes will be given to each member of staff. However, where pupils are using computers or their own device, they can communicate by use of teams or google classroom etc. with the member of ASL staff. If class sizes do not have space in the class but a pupil requires to be supported in class a risk assessment will be carried out and if deemed necessary, the member of staff will wear PPE. In the case of practical subjects where pupils require close hands on support members of staff will wear appropriate PPE. If this is the case the usual social distancing rules in the class need not apply so numbers will not be an issue. All classes will be split into bubbles of 9. Bubble will be mixed ability, however, when support is required a member ASL can be asked to work with the pupil/s in another area where social distancing can be maintained.

Enhanced Support

Pupils who have alternative curriculums or reduced timetables will be taught in the Dining Hall during this time. Risks assessments will be carried out by support staff as to how to maintain social distancing whilst teaching. Where this is thought to be impossible PPE will be available to staff. Where possible teaching will be planned to include outdoor learning.

Lunchtimes

Space will be available for our most vulnerable pupils to have lunch in the classroom. They will clean the area they sit at before leaving.

Online/Blended learning

ASL teachers will be planning for teaching and learning of pupils who have time allocated with them. They will provide consolidation and extension work online for their pupils. Engagement: ASL staff will be available to work with groups of pupils in school who have found it difficult to engage online to ensure they are confident in accessing and completing tasks online. Staff will still have an online presence in TEAMs/Google Classrooms. We would hope to see a decrease in the number of 1-2-1 interactions across the whole curriculum as pupils become more familiar asking for help from support staff through online platforms. ASL teachers will work with their Link Faculties to consult on, and where possible produce differentiated materials to be offered to pupils online. Planning and consultation will be carried out before it is posted online.

Behaviour Procedures

Mrs Johnstone will make a clear statement outlining what is expected from our young people when they are back in the building. This will be based around our school values and relate to behaviour as well as being completely prepared for working in the classroom in terms of having their own resources (pencils, pens, eraser, ruler, etc). Although it is anticipated that incidents of indiscipline will be very low as pupils will not want to squander extremely valuable face to face teaching and learning, it is still important to have a clear strategy of the sanctions that will apply if guidelines are breached. Our behaviour management policy will be based on COVID-19 and nonCOVID-19 transgressions.

COVID-19 transgressions

Breach of COVID-19 guidelines regarding social distancing, deliberate coughing, and any associated bullying, name calling, etc will normally result in verbal warning with restorative conversation and then pupil sent to work with Head Teacher or parents contacted and pupil collected to work at home. In extreme cases the pupil may be sent home immediately. While at home the pupil will be able to access Blended Learning.

Non-COVID-19 transgressions

Indiscipline in the classroom that disrupts learning and teaching will result in:

1. Verbal warning

2. Verbal warning with restorative conversation

3. Removal to isolation room (staff room) to continue with online learning, parents notified

Resource packs – staff will be supplied with resources in their classroom to cater for any pupil who does not have what is required to partake in the lesson. Toilet procedures – See relevant section above.

**Learning and Teaching**

From August, young people will have a mixture of school-based and home-based learning (blended learning); this may vary, depending on staff availability and school roll. This is known as blended learning. A significant element of blended learning that will take place at home will be promoting the flipped learning approach. Flipped learning (sometimes referred to as flipped classrooms) inverts the traditional method of the teacher leading learning, instead handing some of the responsibility over to the pupil, variant on their age and stage. Pupils are given materials and tasks when in school, or indeed online. All Faculties will be using Microsoft Teams or Google Classroom. There are many ways in which these will be used – general chat functions, assignments and/or Microsoft Teams. We believe that facilities should use the most appropriate digital platform for their subject and the staff level of training/expertise. Pupils will use a variety of platforms outwith school and a key digital skill is to develop familiarity and expertise with these. If your child/ren is experiencing any challenges with accessing Microsoft Teams or Google Classroom as an online platform, please contact their respective class teacher. In doing so, there are many options available to support pupils. These include, support to access online learning, suggestions of apps to use to support (Office Lens for example) and, in a small number of cases, paper-based learning.

Digital Technology

All staff have been using Microsoft Teams, Seesaw or Google Classrooms to engage with their classes since lockdown. As we are now moving to a blended approach to learning and teaching, it is anticipated that staff will continue to support pupils using these platforms in addition to the face to face teaching that will occur when pupils are in class. Staff time for the support of online blended learning will be greatly reduced compared to the current model as they will have significant teaching commitments, as such, support will reduce. Pupils will continue to be encouraged to engage with their online learning building on the tasks and activities that will be delivered during the face to face sessions. Teachers may opt to use the Education Scotland Resources that will be provided. Until these are available to staff it is unclear how suitable these will be and how whether they will require support while pupils are at home.

Face to Face Video

Staff to staff: Staff have access to face to face video calls and conference facilities through Skype for Business and Google Meets.

Staff to learners: Face to face video delivery of lesson has significant potential and will provide the opportunity to short cut many currently time-consuming processes in teaching and learning. However, there are various procedural and safeguarding issues for young people and staff coupled with technical limitations (e.g. sound quality, broadband capacity) and practical considerations (not all pupils can access a lesson at a set time or have suitable hardware). It will take some time to upskill all staff to ensure they are familiar with the technology and its use. There are also significant staffing implications with the need for moderation to support staff. As such we will work towards use of this technology and the associated methodologies.

We expect both Google Meet or Microsoft Teams to be fully functional in August 2020 and staff can use them for face to face lessons. Use will initially be limited until teachers and pupils are familiar and confident with the systems.

Education Scotland has worked with Google on changes to G suite which will allow learner cameras to be switched on without risk of unsupervised or unmoderated content. Google has recently implemented a number of technical changes which Education Scotland has tested and as a result they are in a position to switch on learner access to Google Meet, including video on an opt-in basis per local authority. This would be on a temporary basis until 30 September 2020 (the current end date for the free recording capability). Education Scotland will then re-assess risk / benefit, in consultation with users, before any extension is agreed.

It is Aberdeenshire Council’s responsibility as data controllers to review and accept associated risks before opting in. They are now in the process of updating our remote learning guidance / protocols and producing a risk assessment to support interested schools / staff in anticipation of Google Meet being fully enabled to support the use of the updated service in the safest way possible.

**Support Services & Facilities Management**

School Office

To ensure that social distancing can be maintained, all contact with the School Office should be via telephone/Skype or email. Parents may continue to make use of Seesaw for communication but be advised that teachers may not check it in the morning, before 9am. Urgent messages should continue to be passed via the school office.

Cleaning & Hygiene

Aberdeenshire Council are in the process of reviewing the cleaning arrangements and cleaning methods for the start of session 2020/21.

In preparation for the school’s return in August, the cleaning team have been fully trained on the use of anti-viral chemicals and enhanced PPE requirements in line with Aberdeenshire Council guidance. Cleaning work schedules have been adapted to ensure there is a focus on touch points both in rooms and around corridors and toilets. The Cleaners have carried out the normal summer deep clean of areas with the new methods over the past 3 months and upon the school’s return they will continue to adopt these practices whilst the guidance is in place. Early morning cleaning will complete normal areas and a sweep of toilets and corridors for touch points. Throughout the day cleaning will continue with reactive cleaning as required and the lunchtime cleans of toilets and dining area. The evening cleaning will in be in all rooms to ensure they are cleaned and sanitised in preparation for the next school day.

Should there be an outbreak or suspected case then procedures will be put in place to carry out additional cleans and a specific flowchart used which ensures the safety of cleaning staff, school staff and pupils during this period. This will be coordinated in conjunction with school management on a case by case basis.

Whilst hand washing is widely recognised as being the best way to stop the spread of Coronavirus, it is acknowledged that within the school setting this is not always possible/practicable. To this end sanitiser stations are available throughout school to augment hand washing regimes and sanitiser is available in all classrooms/offices.

Alterations to Classroom & Building Layouts

Classroom seating/workstations are laid out to ensure that pupils and staff are 2 metres apart. All corridors are segmented to remind users of 2 metre distances and signs/posters are displayed around the building to remind pupils and staff of the correct actions to take.

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The full list of Scottish Government advice can be accessed here <https://www.gov.scot/collections/coronavirus-covid-19-guidance/>