

Danestone Primary School

Standards, Quality & Improvement Plan

Recovery Plan



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

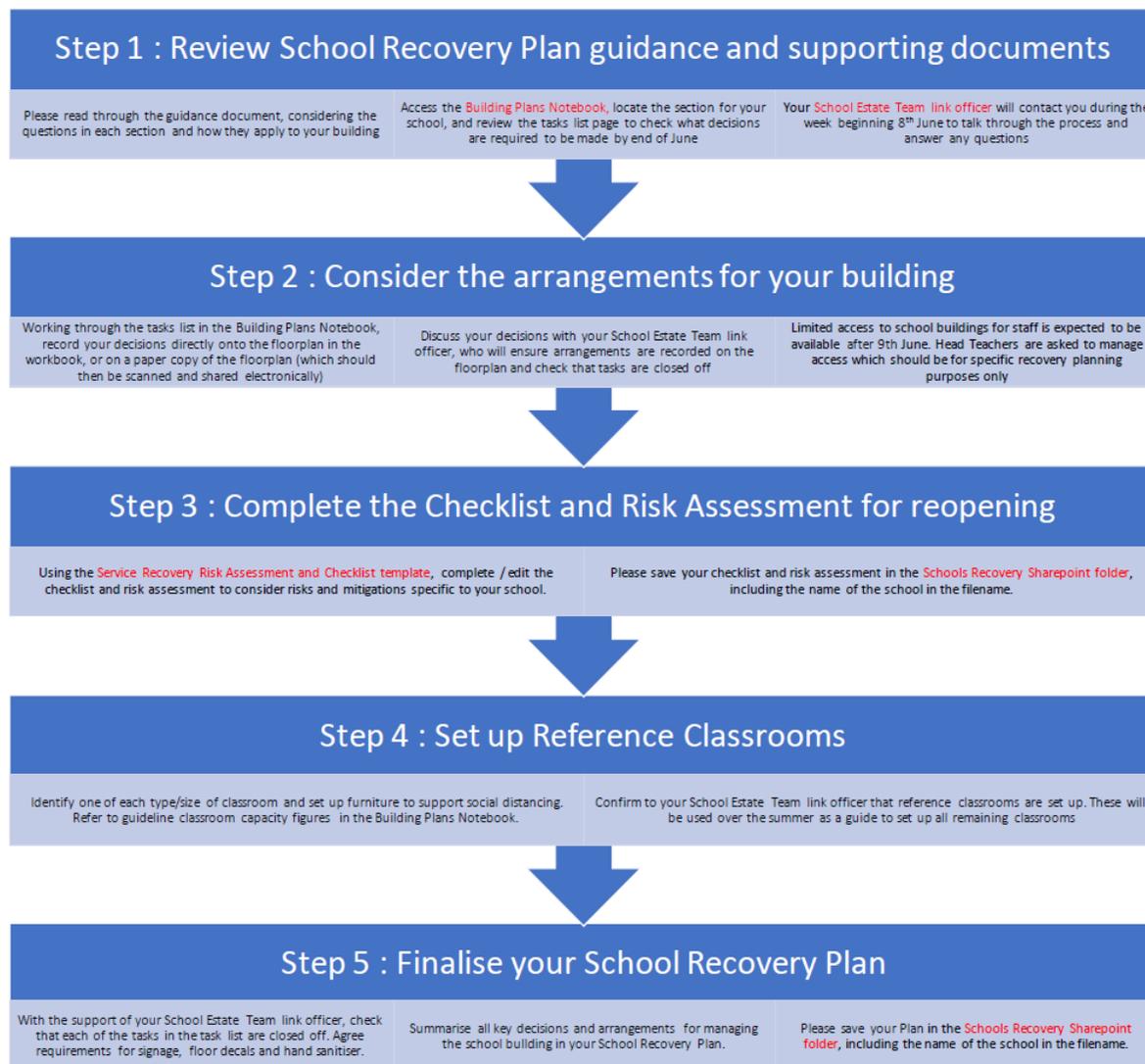
School Recovery Plan : Managing School Buildings Guidance for Head Teachers

Last Updated : 05/06/20

Links to Supporting Documents

- [School Recovery Plans \(School Buildings\) Sharepoint folder](#)
- [School link officer list](#)
- [Revised capacities – primary schools / secondary schools](#)
- [Building plans notebook](#)
- [Local delivery phasing plan \(link to follow\)](#)
- [Strategic Framework document](#)
- [National guidance document](#)
- [Test, Trace, Isolate and Support strategy](#)
- [SSERC guidance on practical Science & Technology](#)

Key Activity and Support for School Senior Management Teams in June



A more detailed Task Tracker covering the actions required in June is available within the [Building Plans notebook](#).

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 have guided the development of the Danestone 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 Danestone nursery, the pupils will enter via the infant door and then through a corridor only used by nursery children. The staggered start and finish times of the P1 pupils will minimise the number of pupils in this area. The playground will be marked at appropriate intervals to ensure safe social distancing as the children wait to enter. The parents will be greeted by a member of the nursery team at the bottom of the ramp, at the entrance and arrangements for pick up will be confirmed. The child will then sanitise before entering the nursery. The use of outdoor space will play a key part in how we deliver ELC.

Guidance for the reopening of ELC was received recently and we are currently working towards implementing this guidance. It is acknowledged that 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 remain distant 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.

At Danestone we intend to use the outdoor area to increase the number of children attending and are currently working on plans to use the Willow Den as an outdoor space.

What will this mean for primary schools?

At Danestone we are open plan with one closed classroom. Whilst keeping primary aged children 2m apart is very difficult, altering the number of pupils in a class and changing the setup of the classroom will support social distancing.

It is proposed that all year groups in primary school return, but in reduced groups with a regular rota system in place so that parents and children have a consistent routine. Classes will be divided into groups with children attending in blocks of days. Classes will be split into two groups, some of which may be of different sizes so that additional supports and staffing can be allocated to some groups.

Movement through the school will be limited and most children will spend their time in the one class area. Where possible children will directly enter through an external classroom door to limit interactions with others whilst moving through school. The layout of Danestone supports this and pupils will be able to stay in one area of the school as we have toilets and separate sinks in all areas. The P7 class are the only pupils who will need to move through the school and clear guidance will be issued to them and a 'keep left' approach will be operated.

A small group of our more vulnerable learners could be accommodated every Wednesday and supported by PSA staff; this will be confirmed once we have a clearer understanding of the number of staff able to return to work due to childcare issues.

Local Authorities have been asked to prioritise childcare provision for key workers. It is unlikely that standard breakfast and afterschool provision will be available for all families whilst this expectation is in place.

Avoiding physical / social contact within the playground

The size of the playground will be assessed to determine how many children can safely be in a space whilst maintaining social distancing rules. No use of fixed outdoor equipment will be permitted at this time. A limited supply of playground equipment (which allows for social distancing) should be sanitised after each play session and risk assessed appropriately. At Danestone we have staggered the breaks with a maximum of 5 classes out at any one time. Each class will be given a specific area of the playground and these areas will be clearly marked off. During wet weather, pupils will stay in their class area during break and lunch. Staff will monitor to ensure that bubbles do not interact.

	Group 1	Group 2
Break	10.15-10.30am	10.45-11am
Lunch	12-12.40pm	12.40-1.20pm

Ventilation in buildings and the use of outdoor space

Staff will be asked to ensure good ventilation by keeping windows open. Children, young people and staff should spend more time outdoors, with weather appropriate clothing, keeping at least two metres from others.

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. Classes will be provided with a class set of outdoor resources to support and promote outdoor learning.

Management of symptomatic building occupants

If a child or young person attends the setting with symptoms of cough and/or high temperature, they should go home immediately. If a child / young person is waiting to be collected by their parent or carer, they should be isolated in a private well-ventilated room/area, which at Danestone will be the room previously used as a staff base and avoid touching surfaces. Isolation rooms will be cleaned after use in keeping with national guidance.

The manager should then contact Facilities 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 at the end of the day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.

The relaxation room will be required for storage of furniture however, based upon a risk assessment, a limited number of pupils maybe need breakout space and this will be facilitated with the identification of unused shared areas. Resources in this space will be restricted to items that can be easily cleaned and the expectation is that staff who attend with a pupil will clean it through the use of cleaner material safely stored in the space (out of reach of children). Should this not be possible, a member of the SLT staff must be contacted to facilitate this process should the space be needed for another pupil. The furniture in the area will be minimised to reduce cleaning. The isolation space, which will be located in the current staff work room, will require specialist attention for cleaning; see section three below for further information.

The First aid area will be moved to the front of the school in the current uniform swap area. All medical supplies will be kept here for ease of access for all PSAs. This area will be cleaned after each pupil has left, by the PSA who dealt with the child. If this is not possible, the PSA will inform a member of SLT.

It may not be possible to ensure adequate cleaning of some facilities / areas of the school, in which case these facilities should be put out of use.. Danestone 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. This is to allow the children to refill during the day if there is no access to drinking water at a sink. They are out of general use.

Sanitising wipes 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.

Use of Learning Resources

School staff will be given sanitising wipes for school staff 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. Some resources, such as fabric resources which cannot be easily cleaned between uses, will not be used for in school learning. Resources which are not being used will be removed from class areas to aid this process. Staff will be guided to carefully consider an appropriate provision of resources for 'in school' learning.

Books and related resources within libraries will be put out of use, unless they are to be made available to individual pupils for their sole personal use. The Library space will be used as a teaching area to support social distancing

Resources will be wiped/cleaned on an ongoing basis by the staff in each room. To support this, resources will be carefully stored in the classroom areas and pupils will be issued with individual learning packs. These packs will include pencils, rulers, prit stick, scissors, whiteboards and pens. These resources will be kept in individual packs for each child and stored in tote trays, one per child. Lego and maths materials will be washed in the dishwasher. A rota will be created to ensure this is completed on a regular basis.

Hand washing

Health Protection Scotland advise that soap and water should be used for hand washing where this is available. Alcohol based hand gels / sanitiser will be used where there is no access to soap and water. Stocks of soap will be checked, and replenished, before the start of every day by facilities staff.

We will have hand sanitiser at the front door and at the gym hall door, as all other entrances have easy access to sinks.

Infant door	Sink access just within the door
Junior door	Sink access just within the door
Stage entrance at P4	Sink access just within the door
Senior door	Sink access just within the door
Gym door	Hand sanitiser, then sink in music room
Front entrance	Hand sanitiser, then sink in main reception

Stocks will be kept in a storage area in the infant area, where the paper towels are kept. The stock levels will be monitored by janitorial staff who will inform the school administrator, who will complete the ordering return as arranged by the authority.

Children, young people and staff will be reminded to wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser, when entering the building, before eating or handling food, after blowing their nose, sneezing or coughing, and after going to the toilet. Children, young people and staff will be reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands. Posters have been displayed around the school to remind everyone of the need for regular handwashing.

Children, young people and staff will be reminded to cover their nose and mouth when coughing or sneezing with disposable tissues and dispose of them in the nearest waste bin after use and wash hands. Tissues will be available in each classroom, and pupils should be reminded to use the crook of their elbow if no tissue is immediately available.

All rooms have bins and a closed lid bin has been put in our isolation room and first aid area.

Access to Toilets

Pupils' access to toilets will require to be carefully managed in order to maintain social distancing within the toilet areas. This will be managed by teaching, PSA and EYP staff. Staggering break times will assist with this. There will be limits of two pupils at a time accessing a toilet, with every second toilet cubical and sink being taped off to allow for social distancing. There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised for younger children. PSAs, EYPs and/or teaching staff will supervise the washing of hands and regular conversations and discussion about hand washing will take place within the class. Children will also be encouraged to push open the door upon entry with their elbow. Pupils will have washed their hands prior to using the grab handle to open the door to return to class. The cubicles, sinks and urinals not in use will be taped off to protect social distancing. An individual laminated name tag will be created for each pupil in the school that will sit within their own personal space/tray and will be hung on the door when being used (there will be two hooks hung on each pupil bathroom door) and will be returned with them when they are finished so that staff from the other classrooms can see at a glance when the facility is in use

Infant toilets	P1 and P1/2	
Junior toilets	P2/3 and P3	
Senior toilets	P4 and P5	
Disabled Toilet in senior area	P6/7	
Toilets at the front door of the school	P5/6 and P7	

At Danestone, we have turned our staff toilets into unisex toilets and will use a slider occupied sign to indicate usage. These toilets will be single user only.

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

How will we increase separation?

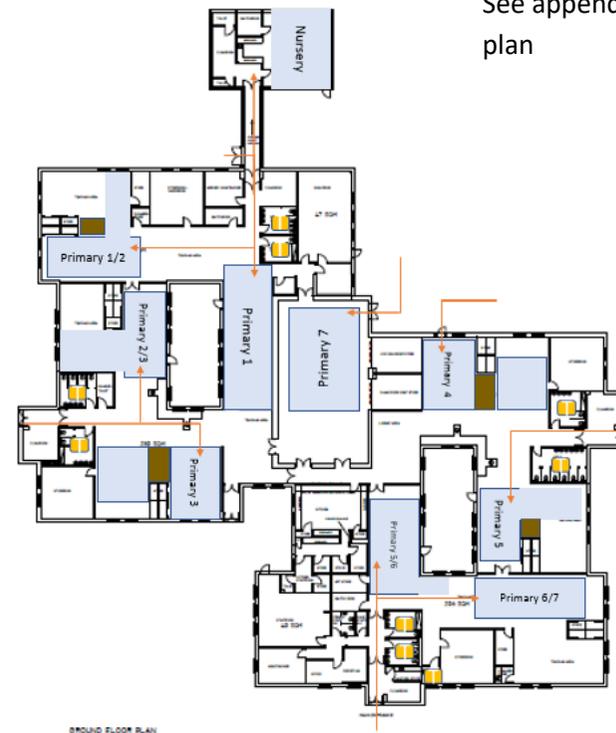
The agreed metric of 5 sq.m has been used to help determine the maximum capacity of all spaces in school to help determine which spaces may be most suitable for the provision of 'in school' learning. This metric allows for circulation space in addition to the need to adhere to the 2m social distancing rules.

The spaces used for 'in school' learning will be prepared to clarify boundaries. This may include closing off some areas. It will be important to ensure that all staff and pupils are aware of the any changes in the use of the building. Staff spaces such as school staffrooms and break out spaces will also be subject to social distancing arrangements. These changes will be communicated to parents through descriptions and graphics. The quiet rooms will be out of use and will be clearly marked off.

Groups of pupils will be planned and membership of groups will be static. This will help restrict the number of different interactions each pupil has. All of our classes have been split into two groups (bubbles). These groups have been formed in consultation with teaching staff to ensure the best possible opportunities for children to undertake their in-school learning. The bubbles will be allocated a teacher, room and times to be in school buildings and grounds. We have taken care to ensure siblings, whilst in separate bubbles, can attend school on the same days. Nine classes areas will be used for teaching and learning.



Primary 1	Learners	Staff
Group A	13	2
Group B	12	2
Primary 1/2	Learners	Staff
Group A	11	2
Group B	11	2
Primary 2/3	Learners	Staff
Group A	11	2
Group B	12	1
Primary 3	Learners	Staff
Group A	12	2
Group B	13	1
Primary 4	Learners	Staff
Group A	14	2
Group B	15	2
Primary 5	Learners	Staff
Group A	13	1
Group B	12	1
Primary 5/6	Learners	Staff
Group A	12	1
Group B	12	1
Primary 6/7	Learners	Staff
Group A	12	1
Group B	12	1
Primary 7	Learners	Staff
Group A	14	1
Group B	13	1



See appendix 1 for full size plan

Excess furniture will be stored in the quiet rooms and in unused class areas. The staff work room will be used as our isolation space for any pupils or staff who develop symptoms, whilst they wait to return home. Isolation spaces will be well ventilated at all times and will not be used for any other purpose, as they will require to be intensively cleaned after being used by any symptomatic individuals. First Aid will be moved to the area at the front of the school, currently the uniform swap. This will ensure that any pupils who require first aid are kept away from all teaching areas.

The sharing of resources between children and young people during a learning activity will be avoided to limit the potential for transmission. Personal belongings will be taken home at the end of any 'in school' learning.

Induction Period

	Monday	Tuesday	Wednesday	Thursday	Friday
% of children in school Week 1	Inset day 0%	50%	50%	50%	50%
% of children in school Week 2	50%	50%	5% Vulnerable Learners TBC	50%	50%

Weekly Model

	Monday	Tuesday	Wednesday	Thursday	Friday
% of children in school	50%	50%	5% Vulnerable Learners TBC	50%	50%

Within our nursery setting we can accommodate 8 pupils. We have 4 early years staff who will support on a rota system. Guidance for the reopening of ELC was received recently and we are currently working towards implementing this guidance At Danestone we intend to use the outdoor area to increase the number of children attending and are currently working on plans to use the Willow Den as an outdoor space but this will impact on staffing and will need to be planned for in more detail once the outdoor space is confirmed.

Our hall will used as our Primary 7 class area and may also be used as our Childcare hub. PE activities will be encouraged to go outside with pupils dressed accordingly.

Danestone School is fortunate to have a good availability of outdoor space, including our playground and surrounding area. We have asked staff to consider any resources that they might need to support teaching and learning outdoors so there is time to determine suitability, order items and make arrangements for appropriate cleaning.

All items that do not support safe return to teaching and learning, like sand trays, water trays, play dough, or fabrics that cannot be easily cleaned have been stored. Fixed equipment in the playground will be taped off and loose parts play will not be used at this time.

These is a glass panel to communicate with the office that staff will be expected to use, the door will remain closed and the window can be opened for ventilation. Walkie Talkies will also be provided in all class areas to avoid unnecessary travel between class areas to communicate messages.

How will we decrease interaction?

Due to the layout of Danestone and the positioning of class areas for this year, there will be no need for a one-way system as pupils will not need to move through other teaching areas. The only class which will need to move through the school is the P7 class who will be situated in the hall. They need to move through the P5/6 area but we will have a space left free of desks to make a walkway, we will adopt a 'keep left' approach for all walkways. Marking will be added to the floor throughout the school to ensure all pupils know exactly where to stand, especially when lining up to use the sink areas.

Approaches to movement around the school will be finalised when staff return in June to ensure arrangements are sensible and understandable for pupils. Limiting the numbers of staff who initially return will enable staff to comply with agreed expectations around social distancing. Where possible and beneficial children and young people will use external space to move around a setting or campus.

Groups of children arriving and departing at the same time will be avoided and year groups and classes will have staggered start and finish times to reduce the number of children and young people together at one time. Plans will be agreed between the Head Teacher and the school Quality Improvement Manager and shared with parents.

The school will adopt an agreed protocol for drop off and pick up. Parents and carers will refrain from entering school playground to further reduce numbers. Parents and carers will make use of locations nearby that can be used to support a Park and Stride approach to limit traffic near site, parents will be encouraged to park on Laurel Drive and walk up to the school. Restrictions will be put on entering the school car park(s) with only parents of children in Early Learning & Childcare and those with additional support needs who had previous arrangements will be permitted access to ensure that groups do not congregate. School reception area will not be accessible to parents and carers during Phases 1-3 of the return with all enquires made either by phone, e-mail, Google or Microsoft Teams.

Playgrounds will only be accessed by children for the purpose of attending in-school learning and only an emergency will trigger a need for anyone else on site so that carefully calculated capacities can be maintained. Access to the building will be strictly controlled. Groups of primary children will be taught by a limited number of staff

Where possible, furniture will be laid out to guide effective social distancing with surplus furniture cleaned and stored in any spaces not being used. Clear signage will indicate any items of furniture which will not be used where full removal is not possible. In some circumstances (including where the 2m rule will be difficult to apply) a risk mitigation approach will be followed in keeping with Scottish Government guidance. In these circumstances, a group or 'bubble' of set members will be established. This may apply for some very young groups of learners, for some with additional support needs and in some practical subjects subject to risk assessment.

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

	Group 1	Group 2
	P1- Infant door P2/3- Junior door P4- Stage door P5/6- Front entrance P6/7- Front entrance	P1/2- Infant door P3- Junior door P5- Stage door P7- Gym door
Start Time	9am	9.15am
Break Time	10.15-10.30	10.45-11
Lunch Time	12-12.40	12.40-1.20
Finish Time	12.40-2.55	1.20-3.10

Children and parents/carers will be advised of precise locations and their start/finish times in the separate 'Returning to School' booklet which will be issued to all families prior to the return to school in August. Groups of primary children will be taught by a limited number of staff.

Our playground will also be fitted with markings to enable pupils to know where to stand when preparing to enter the building. Markings will also be placed in the playground to guide a pathway to the nursery area.

Dining arrangements

All children will be asked to bring a packed lunch and the provision of free school meal vouchers will continue. Children will be asked to take any uneaten food / waste wrappers etc home with them, to help reduce the risk of infection spread.

To reduce the requirement for cleaning between sittings, children will eat lunch in their classrooms. This reduces groups of children mixing. Timings of staggered lunch breaks will be dependent on the cohort of pupils in the school on any one day. Timings will enable smaller groups to access the playground at one time and smaller numbers of staff accessing staffrooms at one time.

All pupils must 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.

Early Years dining will be within the setting area to ensure that children can remain within the space. It is expected that due to the reduced numbers of children attending, the organisation of space will accommodate a rolling snack. The social distance practice within the kitchens will also need to be considered. Specific risk assessment on kitchens will be required, which vary considerably in size.

To promote greater distancing, classes have been grouped; Group 1- P1, P2/3, P4, P5/6 and P6/7. Group 2- P1/2, P3, P5 and P7. morning break is a 15-minute period and lunch break is a 40-minute period. Group 1 will take their break 10.15-10.30am and their lunch 12-12.40 and Group 2 will have their break 10.45-11am and their lunch between 12.40 -1.20pm

PSA and office staff scheduling will be fit in to accommodate the maximum 7 people in the staffroom but final arrangements will be dependent on the final PSA allocations and staff shielding.

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. The Fire Evacuation Plan has been amended in response to this School Recovery Plan and shared with all stakeholders.

Evacuation arrangements for children with complex needs have been reviewed with refreshed Personal Evacuation Plans in place.

Orientation

The Senior Leadership Team will brief staff on circulation patterns and revised school layouts to ensure that all staff are aware of new restrictions. A map will be displayed and signage used as appropriate to act as an aide memoir. All children will be advised of arrangements prior to their return, through virtual tours and Google Meets, with health and safety a key focus when groups first join 'in school' learning in August.

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, careful consideration will be given to travel plans with sites identified for "Park and Stride" with parents/carers encouraged to use Laurel Drive, to minimise activity around the school gates.

In situations where children become symptomatic of COVID-19 'in-school', parents/carers will be required to provide transport home.

Bike racks will be out of use in order to limit contact and to maintain social distancing protocols. For children coming to school on bikes or scooters, these must be left with parents before entering the school grounds.

Managing Visitors / Managing Reception

External visitors to the school building will generally not be permitted. The only exceptions to this will be for:

- Local authority officers required to visit the school to provide essential support to pupils or staff (by pre-arranged appointment only)
- Contractors required to access the main building or grounds to undertake essential planned maintenance or repairs (by pre-arranged appointment only)
- Contractors working on a closed construction site within the school building or grounds, where appropriate measures have been taken to entirely separate the construction site and contractor personnel from the rest of the school, and the work has been approved to go ahead by Corporate Landlord officers
- Any other visitors required to enter the building for emergency purposes, including emergency repairs

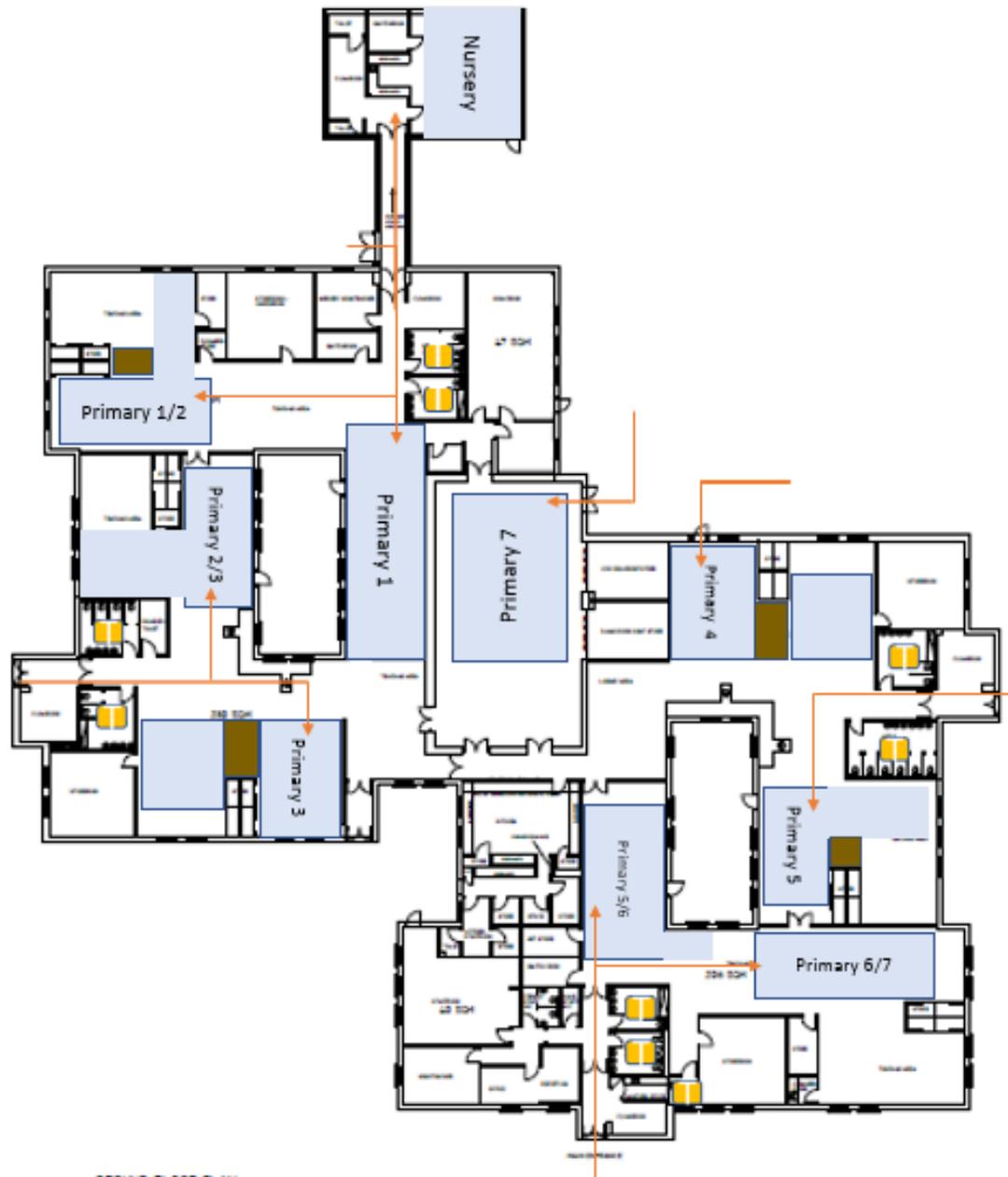
Parents will not be permitted to visit school to speak to teachers about their children. This will be communicated clearly to all parents. Where parents require to contact a teacher, they should be asked to make contact initially by email, and by booking an appointment in advance.

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.

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. 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. The name and contact telephone numbers of all visitors entering the building will be recorded, along with the date and times of their attendance, in order to support the national Test and Protect Strategy. Sandra Stephen, school administrator will update all sign in sheets and office signs.

As part of our family friendly 'Returning to School' document, arrangements to contact school staff will be shared. As is currently the case, our school administrator will liaise with the appropriate staff once a phone call or email received and will make arrangements accordingly to arrange a return phone call or email. Our families will already be familiar with this process the exception of a few and personal contact by the SLT or school administrator will be made to them to ensure they understand the expectation.

Appendix 1 - Floor Plan of school



GROUND FLOOR PLAN