



Hanover Street School



Contingency Plan



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



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 Hanover Street School's Recovery Plan, which will act as the School Improvement Plan for the coming session.

Hanover Street School's 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?

The use of outdoor space will play a key part in how we deliver ELC.

The organisation of drop off and pick up will be carefully coordinated to maintain social distancing when parents are on site. We have allocated a designated entry/exit point for nursery children with safe standing areas for adults. As our nursery is located on the first floor, parents normally take their children directly to the room however changing our drop off entrance will mean that this is access is restricted (adhering to guidelines) with nursery pupils gathered by staff before going upstairs.

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 always remain the same until restrictions on social distancing in schools are lifted. Whilst members of each group will not be required to remain distances from each other, staff will need to ensure that each group of children always maintains a distance of at least 2m from other groups. Our nursery will accommodate 4 'bubbles' for both morning and afternoon nursery children.



What will this mean for primary schools?

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.

We propose 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. At Hanover Street School, classes will be split into two groups with each group attending twice a week. This is detailed further in the ***How will we increase separation and decrease interaction*** section of this document.

The building will be split into two sections to reduce the number of classes using the stairwells and movement across the school with most children spending most of their time in one classroom or other designated learning areas. Classes will be assigned entry and exit points based in the half of the building in which they are situated.

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) will be sanitised after each play session and risk assessed appropriately.

At Hanover Street, we propose staggering breaktimes and lunchtimes to reduce the number of children accessing shared spaces at one time to ensure numbers remain within safe limits. Wet weather alternatives mean that children will remain in their classroom, supervised by a PSA with appropriate activities planned.

Ventilation in buildings and the use of outdoor space

Staff will be asked to ensure good ventilation by keeping windows open and where possible not closing the doors of small rooms (unless these are fire doors). Children, young people and staff should spend more time outdoors, with weather appropriate clothing, keeping at least two metres from others.

At Hanover Street, staff have started to consider how effective outdoor learning can be delivered across many subject areas and we are liaising with partners e.g. Mud Pies, to increase staff confidence, knowledge and understanding in outdoor learning. Our garden area will be used as Informal outdoor classroom/space for learning operating on a timetabled basis. Care will be taken to ensure that outdoor contexts for learning are fully accessible.

Management of symptomatic building occupants

If a child or adult attends the setting with symptoms of cough and/or high temperature, they should go home immediately. If a child or adult is waiting to be collected, they will be isolated in either the meeting room or SfL room which are both private well ventilated areas and they will also be encouraged



to avoid touching surfaces. Isolation rooms will be cleaned after use in keeping with national guidance. Facilities will be contacted to 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 and at the end of every 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 where PSAs will support cleaning of surfaces and frequently touched areas which includes door handles, bannisters and signage in toilet areas. This will happen 3 times a day, after all pupils have entered, after break time and after lunchtime. The medical room, early years sensory room and the isolation space will require special cleaning attention if used with facilities team notified if a deep clean is necessary.

Pupils will be asked to bring their own filled water bottle to school as water fountains will be taken out of 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. Cleaning of resources will be managed by teachers and support staff. Any resources that are used by a child will be placed in 'cleaning' area to ensure items are not missed. Resources will be cleaned between sessions and at the end of the day.

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 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 bases 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 the school library will be put out of use, unless they are to be made available to individual pupils for their sole personal use. The sharing of resources between children and young people during a learning activity will be avoided in order to limit the potential for transmission. Personal belongings will be taken home at the end of any 'in school' learning. Water trays, sand trays, and other items that cannot be easily cleaned and disinfected will be removed. To further limit the sharing of learning resources, each child will receive an individual resource pack, this will be kept in the child's tray and will remain in school.

Hand Hygiene

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. Hand sanitiser will be available at each usable entrance point to the building, unless there is immediate access to soap and water in these areas. Therefore sanitiser will be available at 'Green' entrance, 'Yellow' entrance and main entrance. *(Further details on entry points in Section 3 – Practical measures to support social distancing)* Each class will have access to sinks with warm water, soap and hand towels available some of these are available in the room with some available in close proximity.

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. Several posters are displayed around the school to remind everyone of the need for regular handwashing with child friendly versions available in all toilets and sink areas.

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.

An inventory of hand sanitiser and tissue stocks will be checked at the end of each day by PSA Mrs Glendinning. Stocks that need replenished will be communicated to the school administrator Mrs Mutch and replacements ordered in good time to maintain supply. Stocks will be stored in the main school office and will be managed by school support staff. Stocks of soap and paper towels will be checked, and replenished, before the start of every day by facilities staff.



Access to Toilets

Pupils' access to toilets will be carefully managed in order to maintain social distancing within the toilet areas. This will be managed by PSAs on a rota basis. Signage will be displayed on entry points and children trained to use these to highlight if the toilet is in use. Staff will communicate use of toilets through class telephones. The corridors will be halved to reflect the school split of two sections, determined by the half of the building your class belongs to, there will be a green half and a yellow half, the toilets on each floor will become unisex to allow for this. Limits will be placed on the number of pupils accessing a toilet at any one time and the maximum number in each toilet area will be limited to 1 at a time. In exceptional circumstances, an accessible toilet is available on each floor for additional use if necessary. There will be a strong emphasis on hand washing after visiting the toilet, and hand washing for younger children will be supervised by a PSA.

Small staff toilets will be limited to single user only, using a visual mechanism to show when the toilet area is occupied. A sign stating vacant or occupied is placed on entry door of female toilets on first floor. All other accessible toilets have a lock system to show if they are vacant or occupied. There is an accessible toilet on each floor which staff can access and staff will be encouraged to use these.



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

How will we increase separation while maximising capacity?

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. Classes will be set up to allow for physical distancing with a maximum of one half of a class in at any one time, each half will be referred to as groups, meaning there will be 2 groups in total within each class and the membership of groups will be static. Timetabling of groups will be structured to allow family groups to attend on the same day. Pupil will have individual desks and their belongings will be kept on their desk in a tote tray, their jackets will be placed on the back of their chair.

Plan for capacity for 50% of Pupils - From current figures, please see the percentages of Primary pupils attending during the induction period (**Table 1**) and thereafter with the adopted weekly model (**Table 2**) which highlights attendance pattern for each group. The Wednesday of each week will be used by teachers for planning the content of delivery of digital learning.

Table 1 Induction Week

	Monday	Tuesday	Wednesday	Thursday	Friday
% of children in school Week 1	Inset day 0%	Group 1 50.5%	Digital 0%	Group 2 49.5%	Group 2 49.5%

Table 2 Weekly Model

	Monday	Tuesday	Wednesday	Thursday	Friday
% of children in school Week 1	Group 1 50.5%	Group 1 50.5%	Digital 0%	Group 2 49.5%	Group 2 49.5%

Using larger spaces in the school, we can accommodate 50% of pupils for ‘in school’ learning. This means moving some classes out of regular classrooms and re-purposing the Library, gym hall and dining hall as classrooms. *Further information on the use of spaces detailed on page 12.*



Table 3 highlights capacity we could offer in classrooms. **Table 4** highlights what we could offer using larger spaces for our larger class groups. See below:

Table 3		
Class	Room	Max Capacity in Room
P1	1	43.5%
P1/2	2	50%
P2	4	41%
P3	6	44%
P4	5	59%
P4/5	8	50%
P5	Open Plan Room	44%
P6	3	43%
P7	7	55%

Table 4		
Class	Room	Capacity in Room
P1	4	52%
P1/2	2	50%
P2	Dining Hall	52%
P3	Library	55%
P4	5	59%
P4/5	8	50%
P5	3	52%
P6	Gym hall	90%
P7	7	55%

Table 4 presents a viable option and despite capacity of rooms in Table 4, all classes will operate at approximately 50% capacity to ensure consistency and equity across the school.



How will we decrease interaction while maximising capacity?

Use of spaces and Building Use

The spaces used for 'in school' learning will be prepared to clarify boundaries. The library on the third floor, both the gym hall and dining hall on the ground floor will be re-purposed as 'classrooms'. Rooms 2, 3, 4, 5, 7 and 8 will be used as classrooms as normal. The open plan classroom will be used as a storage area with rooms 1 and 6 available for a childcare hub if necessary. Outdoor spaces provide another learning and teaching space and will be carefully timetabled to ensure the number people allowed in the area complies with guidance. The use of markers to 'section' areas will facilitate this. The 'yellow' entrance will be used for nursery pick up and drop off. Normally, nursery parents/carers enter the building through the main entrance and take their child to nursery located on the first floor. Using this entrance as a drop off /pick up point will allow us to restrict access to the building to help limit the spread of infection. *More detail on entrance points follows below*

At Hanover Street, the building will be split into two sections with 5 classes accessing the West (Green) stairwell and 5 classes (including nursery) accessing the East (Yellow) stairwell. This will limit the number of children accessing the 'whole school' to limit the potential of transmission across different areas of the building. Large 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. The amount of different arrival and departure times will vary depending on the number of routes in and out of buildings. We propose 3 groups of staggered starts, please see tables below:

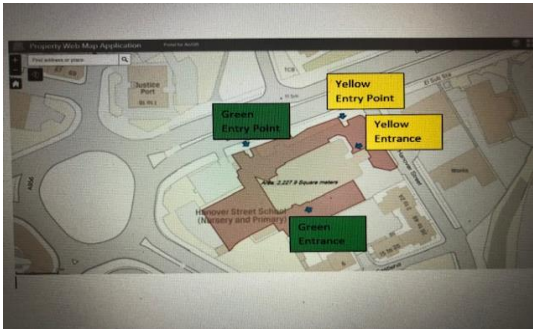
Class	Start time		Finish time	
Nursery AM/PM	AM 8.40	PM 12.40	AM 11.40	PM 3.40
P2	8.50		3.05	
P4	8.50		3.05	
P6	8.50		3.05	

Class	Start time		Finish time	
P3	9.00		3.15	
P5	9.00		3.15	
P7	9.00		3.15	

Class	Start time		Finish time	
P1	9.10		3.25	
P1/2	9.10		3.25	
P4/5	9.10		3.25	



Nursery, P1, P1/2, P4, and P4/5 pupils will enter via the infant playground through the 'yellow' entrance. P2, P3, P5, P6 and P7 pupils will enter at the back of the school via the 'green' entrance. The staggered start and finish times will prevent congestion in the playground for lining up and on the stairwell. Appropriate floor markings will be used to guide you to each designated area where children are to line up.



The school will adopt an agreed protocol for drop off and pick up. Parents and carers will enter the playground through their child's assigned entry point and are, parents will be asked to stand in a clearly marked safe standing area, adhering to 2m social distancing. The staggered start and finish times will help limit the number of people on the school grounds at one time. Maximising our entry points will help the flow of traffic in and out of the school. Parents and carers will make use of locations nearby that can be used to support a Park and Stride approach to limit traffic near the school site. Further information on parking can be found in 'School Transport' section. Parents and pupils will be asked not to enter the playground until 5 minutes before their scheduled start time with parents requested to leave promptly as soon as their child's teacher takes the class in.

The school reception area will not be accessible to parents and carers during Phases 1-3 of the return with all enquiries made either by phone or e-mail. Further detail available in *Managing Visitors/Managing Reception* section.

Staff spaces such as school staffroom and kitchen will also be subject to social distancing arrangements. A maximum of two people will be allowed in the staff kitchen at any one time and a maximum of 5 in the staff room seating area. Staggered breaks and lunches will facilitate this. Signage will remind staff of maximum numbers allowed at any one time.

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

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Dining arrangements

At Hanover Street School, 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 spreading infection. In all cases, and to reduce the requirement for cleaning between sittings, children will eat lunch in their classrooms as all rooms are suitable for this and reduces groups of children mixing. Timings will enable smaller groups to access the playground at one time and smaller numbers of staff accessing the staffroom at one time. Classes will be allocated a 'zone' in the playground.

Example Lunch Times

Class	Time
P1, P1/2, P2	11.55 – 12.40
P3, P4, P4/5	12.25 – 1.10
P5, P6, P7	12.50 – 1.35

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 which will be carefully arranged and managed through allocated timeslots for each 'bubble'. No more than 2 people will be allowed in kitchen area at any one time.

Evacuation procedures

Circulation routes and entry/exit points have been altered and evacuation processes have been amended to reflect this. The updated procedure will be clearly displayed in all rooms across the school. Muster points have been spaced further apart to allow for social distancing. The School's Emergency Evacuation Procedure has been amended in response to this School Recovery Plan and shared with all stakeholders [Emergency Evacuation Procedure update](#). Evacuation arrangements for children with complex needs or disabilities 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 site, 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 public transport with walking/cycling being promoted where safe to do so. Where walking is not appropriate and where parents/carers transport by private car, careful consideration has been given to travel plans with sites identified for "Park and Stride" routes identified out with the school site. Parking spaces are available on the beach boulevard and at the beach retail park. We ask all families to comply with road safety and to not park in prohibited spaces. Parents/carers are strongly encouraged to use these points to minimise activity around the school gates. Restrictions will be put on entering the school car parks (front & rear) and only parents of children with additional support needs who had previous arrangements in place will be permitted access to ensure that groups do not congregate.

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



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. Parents will also not be permitted to speak to teachers at the 'line' at the start or end of the day. Where parents require to contact a teacher, they are asked to make contact initially by email, and by booking an appointment in advance. Parents or anyone wishing to book an appointment should contact the school office on 01224 569880 or email hanover@aberdeencity.gov.uk using '**Appointment**' as message heading.

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 office 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.

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. School office staff will update current sign in sheets to include contact information for any visitors to school. Parents/Carers will be informed via Groupcall/E-mail/Return to School google site of all arrangements made for the safe return to school.