



The Willows Catholic Primary School

Headteacher: Mrs. S. A. Barnett
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Governor Questions

These were the questions posed to us by our Governing Body once they had read our Risk Assessment.

The document mentions training for staff to be provided on 3rd June. What form will this take, who will give it and will it be to all staff at the same time?

Training will be face to face with all staff split in half. Mr. Wylde and Mrs. Barnett will lead one training session each. The staff who are in the Key Worker Club will receive the training later in the day.

Is there an intention to have daily virtual meetings of the Senior Leadership Team (SLT) to highlight issues / best practice etc.?

At present there is no intention to have daily meetings with SLT. As an SLT we can schedule meetings when it is felt to be necessary. The board and TV in the staffroom will be updated as and when new information becomes available.

The recent Q&A communication on the app stated that no other year groups will be able to return until the 2m rule is relaxed. What if the rule is still in place in September? Do we need an outline plan to potentially utilise this model to accommodate different year groups being in school on different days? (Given that the priority is the emotional well-being of the children and in re-establishing friendship groups please be aware that this statement on the app may have had an adverse effect on the emotional well-being of the children and parents in Years 2, 3, 4 & 5).

At present the guidance states that Reception, Year 1 and Year 6 are to be in school full-time. It indicates that other year groups will be added to these rather than replace them. Under the current plan, we have 6 class families and two groups of the Key Worker Club – taking up every classroom and the hall. The only way to add year groups into school would be to relax the 2 metre rule.

Clearly if the Government change the expectation then our current set up will have to be reviewed however at the moment, this does not appear to be the direction we are moving in.

With the recent communication we tried to feedback information to parents that we had available. We felt it was important to give parents a true reflection of the information we had.

Who will be with the children of each "bubble" when the class teacher and the TA take a break? Will these necessary breaks be on some kind of rota?

The teacher and TA who are supervising each family will be with those children throughout the day. By having 2 adults with each family we have given staff the freedom to 'sort out' their breaks between themselves – indicating that one of them must be with the children at all times.

We have implemented a contingency plan where Mrs. Barnett or Mr. Wylde will supervise the children, if needed, assuming they have been taken outside. The difficulty lies in introducing another member of staff into the family who then is not able to mix with any other family or staff around school.

Will lunch time supervisors be used and if so what will their role be?

We only have one member of staff who is contracted as a lunch time supervisor. This person is also a TA in school. This person will be assigned to the Key Worker Club children and will provide TA cover as in all the other class families.

Will staff have a daily briefing, and if so, how and where will you manage this?

We haven't any plans to have daily briefings and as such haven't considered managing these. If the need arises to have a daily meeting, it will likely be in one of the larger classrooms or the hall to allow for social distancing. We will continue to keep the board and TV in the staffroom updated with any relevant information





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and we also use the radios to communicate around school. We have robust systems in place to communicate information to all staff – prior to lockdown we were already using emails to send out messages to staff and we will continue to do this.

Does any equipment need to be shared? If so what, and is it easy to clean?

Equipment and resources will not be shared between class families. Prior to the children returning, staff will share the classroom resources between the two bases for each year group. These will then remain in this classroom for the duration.

In the two Year 6 bases, resources will not be shared between children. Each child will have their own 'set' of resources that they will need to use.

In the two Reception and Year 1 bases, resources for activities may need to be shared although staff will plan activities that will reduce this need as far as possible.

It is not realistic to expect the younger children to have their own set of resources, as Year 6, and them to keep this with them. Therefore staff are to prepare multiple 'sets' which after a child uses them it can be stored away and cleaned at the end of the day, ready to be used again.

How will you manage the use of the photocopier? Will it still be in its usual position? Have you considered moving it?

We haven't considered moving the photocopier as it will only fit there. It is expected that prior to children arriving, staff will prepare all the resources they need for the day and therefore it shouldn't need to be used during the day.

If they do need to use it during the day, staff will radio for either Mrs. Barnes, Mr. Wylde or Mrs. Barnett to collect and then photocopy it so staff do not need to leave their class base.

When anybody uses the photocopier, they have been instructed to sanitise their hands before using it and then wipe down any touched surfaces once it has been used.

A clear, 2m wide, pathway will be marked around the outside of the hall to allow staff to access the photocopier without interacting with the children in the hall.

With the social distancing (as far as possible) in mind, is there a new Fire Drill/procedure? Should this be considered and if so should there be a practice?

Whilst the procedure for evacuating the building hasn't changed, the information is in the new Staff Handbook.

The Government guidance states that in an emergency, social distancing does not need to be maintained. In the case of a fire drill, it would need to be.

Information will be shared with staff as to where they need to stand on the infant playground once the building has been evacuated to complete the register.

We will consult with staff as to whether they feel a fire drill will be necessary.





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Will the school be using any form of “touch-point” cleaning when it re-opens? This is a form of cleaning used when there is a suspected form of COVID19. Anything touched by the person concerned is cleaned, and a trace is done of everything that they have touched where they have been throughout the day. We use it where I work and it can be used as a form of targeted cleaning, saving time and money. I realise it will be much more difficult with children.

One of the cleaners will be starting work at 8:00am and finishing at 12:00pm. The other cleaner will be starting work at 12:00pm and finishing at 5:00pm. The Site Supervisor will work from 8:00am until 10:00am and 3:00pm until 5:30pm. This equates to an extra 6 hours of cleaning per day.

They each have designated areas to clean with the higher use areas – for example toilets - cleaned more frequently. Staff have been directed to clean items after each use in their family bases. We cannot operate targeted cleaning as after week 3 the whole school will be in use.

Do you foresee any issues with the form of hand-sanitisers used? Some can be more abrasive than others and might have an impact e.g. upon eczema.

Hand sanitiser is in such short supply and we have to accept whatever our supplier can get for us. He does supply the relevant safety sheets for them and the products are checked to ensure they are appropriate to be used in school. We will be closely monitoring the impact it has on our children, particularly those with skin conditions.

What will happen if a parent/guardian cannot meet a specific start/finish time for their child?

If a child arrives late they are to go to the main office where the office staff will meet the children. In terms of collection there is nothing we can do. Parents will be informed in the parent letter their collection time and it will be made clear that they will have to collect at this time in order for us to ensure the safety of all the children and staff on site. We aim to have staff away from the site as close to 3:30pm as possible so that the cleaners can complete a deep clean of the areas that have been used.

You mentioned that external doors to rooms will be left open during the day. What will happen when we get to colder weather, or when it rains?

Understandably the doors will have to be closed during such circumstances but if at all possible doors and windows should remain open to encourage the airflow. Pray for good weather.

The risk assessment mentions only 2 members of staff in the staffroom at once. Will other staff be expected to wait to use it, or will they be able to drink tea/coffee etc. in their own room e.g. via a flask?

Staff will be expected to wait to use it, but as all break times are staggered this will relieve the pressure on the staffroom. Staff will be able to take a hot drink to their family bases using a thermal cup in line with current practice for staff who are normally on break duty.

A mention was made about those deliberately not social distancing. What sort of sanctions do you envisage being used if necessary?

We are very lucky in that our children are very well behaved and want to do the right thing. Our behaviour policy will be followed in dealing with any children deliberately not social distancing. The child will receive warnings or be spoken to by class teacher; then the Deputy Headteacher or Headteacher if necessary. Should the need arise, parents will be informed and if needed the child will be isolated in the Reading Room.

If children and staff are constantly been put at risk by someone refusing to adhere to the rules then advice will be sought from the local authority.





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Are you OK for extra supplies of pens, pencils etc? There might be a large increase in usage, due to the need to change them.

Fortunately we had already purchased the stock for the next academic year and so we have plenty of resources available!

What consideration has been given to the psychological impact on younger children of not being to take in, or already have, soft toys in their class? I obviously understand why these must be removed.

We are preparing a child friendly 'Welcome Back' sheet in which we will explain what the rules are and why in a way that is as positive as possible for the children which we are going to ask parents to share with the children. Staff will then reinforce these messages in a positive way with the children when they return to school.

We are also working to provide the children with a welcoming environment that takes into consideration all the rules and regulations we need to follow.

I note that if staff or children show COVID symptoms they will be quarantined in the Reading Room. What will happen if no-one can collect them from there?

The advice from LCC is that staff drive themselves home immediately if at all possible. Staff and children will remain quarantined until someone can collect them.

I know that children are being encouraged to walk to school where possible. However, will parents be reminded that they can only take their own children by car, and not those from other households?

Yes this will be in the parent handbook.

Will there be enough lockers for staff to store their personal items in?

Staff are being asked to keep personal items to a minimum and to keep them in a cupboard in their family base.

Is School able to store enough waste to cover the 72-hour period mentioned in the LCC risk assessment?

Yes. It is only if there is a suspicion of COVID that waste needs to be stored for 72 hours and there is enough storage in the black bin stores to facilitate this.

School carries out regular water testing etc. for Legionella. Is there likely to be any impact on cleaning when the other activity is carried out?

No. These checks are already carried out by the Site Supervisor which he can do between 5:00pm and 5:30pm.

Will contractors be asked to use PPE if they visit School and will they be reminded about social distancing?

Guidelines for Contractors will be issued by Mrs. Barnes who will make expectations clear. They will be asked to use PPE and we will not allow them into any rooms unless they are empty.

Do you have any plans at this stage for how school might accommodate more classes being allowed to return in the future? I wondered if using some form of temporary accommodation was viable or alternating when a particular class can attend.

We currently have no idea what form school will take in the future. Every school is in the same boat and temporary classrooms are not viable. We do not know whether the Government will stipulate whether the children are to return part-time, attend alternate days or weeks or full-time. The only way that more children will be able to be in school full-time is if social distancing is relaxed. Currently we can only plan for the rest of this term and it will be impossible for us to bring in any more children under the current restrictions. If other year groups are to return before summer we would have to reduce the access to school of Year 1, Year 6 and Reception.





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Who will provide the training for staff on how to put on and take off PPE? Who will oversee the correct procedure is adhered too? (Buddy system)

The following video will be used with staff to ensure they don and doff correctly. Staff will know to check each other's PPE. https://www.youtube.com/watch?v=-GncQ_ed-9w&safe=active

PPE will only be used when dealing with a child who needs supervising once they have been isolated from their class family if they show symptoms of COVID19. Likewise staff will only use PPE if they need to be closer than 2m, for example if a child falls and needs first aid treatment.

Will children be updated and made to feel comfortable/familiar with this level of PPE that may be required by staff... it is quiet daunting and scary.

The use of PPE in school will be minimal. Staff will explain to children why this is being used when the need arises.

Are you confident with the supply chain for PPE?

We are using Knight Air in Kirkham for all our hygiene supplies. As Paul has a daughter at the school he is being very good with us and letting us know when he is getting / or has new stock available for us to buy if needed.

Will staff be made aware of the importance not to wear disposable gloves moving throughout the school as this has a high level of transmission?

Staff will only wear gloves where there is a specific purpose for them – first aid and cleaning for example. Once the 'task' has been performed, the gloves will be removed.

I understand the reason for asking for people to walk where able, but this will increase the amount of people walking on the narrow pathways. Surely where possible cars are contained pods, but parents should be advised not to pick up other children.

Government guidance states the intention for as many as possible to walk to and from school. In the parent pack we have given a link to safer travel, issued by the Government. The parent pack will also explain to parents they cannot bring or collect other people's children.

With each class family having staggered start and finish times, this should alleviate the number of people using the paths. It may be, should there be an issue; we may need to consider initiating a one way system on the paths on Victoria Road.

What if parents have children in different classes i.e. a Yr 6 and a Reception? Will there be a designated zone for parents to wait or will both children be excused at the same time? This also goes for a child in class and a child in key worker club?

In the case of Key Worker children with siblings in either Reception, Year 1 or Year 6, both children will be allowed into school from 9:00am. Staff are to be in their designated base – regardless of year group, before any children arrive. Therefore they will be available to supervise any children who arrive before the class family's official start time.

This principle will apply to those who have a sibling in a different year group.

How will you monitor toilet breaks of pupils to ensure 1 person?

Staff in the key stage one classrooms will monitor how many children are in the toilets as they are within the classroom.

In KS2, each class family will only send one child to the toilet at once. There is a 'pass' on the door which as a child goes into the toilet, they take with them. If the pass is not on the door, any subsequent children must





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wait until the child in the toilet has come out. Each family group will be designated a specific toilet and hand basin to use to limit contacts.

For those parents not engaging with the social distancing measure i.e. standing on the painted feet, how will you deal with this?

Parents will not have feet to stand on on the infant playground. There will be a sign for their class family to indicate where to start queuing up. Parents will be reminded of social distancing should the need arise. The intention is that, particularly for children in KS2 classrooms, Mr. Wylde or Mr. Barnett will send the children straight round to their classroom resulting in parents being onsite for a very short amount of time.

On the path to the KS2 classrooms, there are 18 feet for children to queue up on. For the KS1 classrooms, there are 8 feet for the children to queue on.

How will you envisage being able to provide psychological/emotional comforting of younger children i.e. if a child falls over?

Ultimately it will be down to each individual member of staff to do what they think is appropriate and what they feel comfortable and safe doing. Many staff have already raised this issue and said that they feel that they would want to comfort a child.

As the majority of cuddly toys are not permitted due to the inability to clean, why are children not allowed to bring a comforter in that they can cuddle if they need which can be stored in their drawer? It is no different to the clothes they are coming in from home.

The guidance we have been given insists on only necessary items are brought into school. It stipulates that children must not bring toys from home. By increasing the amount of things that come into school we increase the number of items that may have the virus on them.

How will you be assessing the impact of the social distancing rules in school on the children's emotional state? And how will this be communicated to parents?

As with any other issue relating to the children's wellbeing, we continuously monitor this. Mrs. Plant will be in school and using plastic screens etc. to continue working 1:1 with children. Mrs. Plant will have a key role in making sure their emotional wellbeing is catered for. Additionally, if we feel that a child is not coping, we will address this with the parent and work out a way forward specific to that family.

How will the "key worker group" function around all the regulated break times etc.? Will they be subjected to staying in the hall or will they also have the freedom to move outside/play/have access to activities? Will you incorporate some of them into classes? For example a Year 5 child to join in with Year 6 children or Year 2 children to join with Year 1 to try and alleviate occupying the hall.

The key worker children will also be split into groups of 15 as directed by the Government. The children from Year 1, Year 2 and Year 3 will be in one group, in the hall, and the remaining children in the Year 5 classroom. The numbers in these groups will decline as Year 1 and Year 6 are re-admitted into school.

These groups will not mix with any other class families or the other key worker children.

Each class family and key worker club will be treated the same. Each have their own space on the field, they'll have allocated times on the playgrounds, lunches and breaks will be the same.





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Hand sanitiser should not be over used and relied upon. Where possible hand washing is the preferred method for the decontamination of hands. Is their sensitive soap available for those with skin conditions? Will you enforce washing of hands at key points then sanitise between?

Hand washing will be the preferred option. In the document we used the term hand sanitising to encompass handwashing or the use of hand sanitiser. Whilst we agree that sanitising or washing hands every hour is extreme, the risk assessments and guidance from the authorities says that this should be the case.

In Key Stage 1 we have toilets and sinks in each classroom however this is not the case in Key Stage 2. If we are only allowing one child into each toilet block at any one time then there will only be two sinks for 60 children to use. Sanitising hands is inevitably more practical for us in this part of school.

The soap which we have in school is considered 'sensitive' and suitable for children to use frequently.

