

School Reopening Protocols – September 2020

School organisation

- Attendance at school is now compulsory – all children are expected to attend unless there is a medical reason for them not to (this will have been directed by a medical professional).
- Each class will be a 'bubble'. It is accepted by the government that primary school children do not need to socially distance from other children in their bubble as the risk of transmission between and from children is very low.
- Bubbles are set up so that in the case of infection, the school can effectively manage the track and trace isolation programme.
- Adults, where possible will maintain social distancing between each other as this is where the higher risk of transmission is.
- Adults, where possible will maintain a distance of 1m from the children or avoid face to face direct contact. This is to prevent adults transmitting the virus. In Nursery and Reception classes it is recognised that the adults do not need to maintain this distance from the children but should still avoid face to face contact with a child.
- Some adults will work across more than one bubble class to deliver certain curriculum areas. This is acceptable to the DfE and Local Authority as long as the school keeps a register of who is working with each group.
- Each bubble will stay constant and will not mix with any other group.
- There will be staggered start and finish times to minimise contact between different groups and to ensure there are less people at 'pinch points' around the school. This strategy is accepted by the DfE and Local Authority as a good way to manage these risks.
- Start and finish times cannot be changed for pupils. If parents have more than one time and are unable to adhere to these due to work commitments, they should contact the school and we will try to put something in place to support you.
- Lunchtimes will staggered and a single menu will be available each week with 3 options returning.
- Children must wear correct school uniform (see our website for details).
- If it is wet weather, children must bring suitable outdoor clothing as they will still go outside.
- In warm weather, children must bring in a sunhat and sun cream must be applied before coming to school or applied by the child in school.

Classroom organisation

- Desks will be organised to minimise face to face contact. Children will be sat next to each other.
- Each child will be given their own basic resources (pencil, pen, whiteboard etc).
- Resources available in class can be shared with children in the same class and will be cleaned regularly.
- Shared resources such as PE equipment and other curriculum resources will be cleaned between uses and / or left for 48hours (72hours for plastics) before use by another group.
- Children will be reminded and encouraged to maintain social distancing from other bubble classes.

- All classrooms and other areas of the school will always be well ventilated. Windows and doors will be open wherever possible.
- Hand-washing will take place regularly and always when moving between areas of the school and eating/drinking.
- Children do not need to bring in their own hand sanitizer as there are appropriate supplies in each classroom and outside the school building
- The learning will follow the National Curriculum. The main focus for the first half term will be on Maths, Reading, Writing and PE and PSHE (Personal, Social and Health Education).
- We have put in place an enhanced PSHE curriculum which will support the pupils with transition to their new class, emotional wellbeing and social skills.
- Children are to bring in their own water bottle which can be taken home and cleaned each day. Water fountains are not in use.
- Children can bring in their own pencil case and will be given a reading book. PE kits should be brought in on the days they have PE.
- Cloakrooms might not be used (depending on location to other groups) so only small bags should be brought in as large ones will take up too much space in the classroom.

Use of outside space

- The playgrounds and field will be divided into zones to avoid contact and mixing between classes.
- Each class will be allocated a zone to use at play and lunchtimes. The classes will rotate each day.
- The playground equipment will be used and children will sanitise their hands before and after use.
- PE lessons will take place in the 'cage'. Children will need appropriate PE kit for all weathers.

Arrival and departure arrangements

- Each class will be allocated a gate to enter from and have staggered start and finish times
- Only one adult should bring the child to school (siblings can be there if necessary but must observe social distancing)
- Children in Years 5 & 6 may walk to and from school on their own from Monday 7th September, providing a permission form has been filled in. All children must be brought and collected by an adult on the first 2 days of term.
- Older children are not allowed to bring younger siblings to school due to the staggered start and finish times.
- Parents and children must observe social distancing when waiting outside gates.
- Gates will be opened and manned by a member of senior management.
- In the morning, children in Years 2-6 should be dropped off at the gate and they will be directed to their classroom by the member of staff on duty. Teachers will meet the children in the classroom.
- For our younger children in Reception and Year 1 parents will be allowed on site to bring their child to their allocated drop off point. There will be a one way system to follow.
- At the end of the day, parents should arrive at the same gate as drop off and wait in the allocated collection areas on the playground or outside areas that will be marked by signs and notices. Teachers will bring the children to these areas and hand over to parents.

- Once a parent has collected their child, they must leave the school site immediately as other groups will be leaving from the same point at 10 minute intervals.
- Gates will be closed 10 minutes after the last class arrives / leaves.
- We ask that parents do not arrive any more than 5 minutes before their start and finish times and wait on the other side of the road or social distance if other classes are arriving / leaving.
- If a child arrives late and the gate is closed, they must be taken to the main entrance gate and press the buzzer for the school office. The child will be collected by a member of senior management at the gate and taken to their classroom.

School meal arrangements

- The school kitchen will be offering 3 options per day: hot (meat and vegetarian) and cold (roll, wrap etc).
- A midday assistant (MDA) will be allocated to each class bubble.
- Lunches will initially be eaten in the classroom before the children are then taken out by their MDA.
- Kitchen staff will operate in 2 teams to allow for social distancing measures
- Children attending school who have free school meals (including KS1 universal free school meals) will be provided with a meal if they wish. The voucher scheme will no longer be in use.

Cleaning & Hygiene arrangements

- Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly (during and after the school day)
- Hand towels and handwash will be available at all times in each classroom
- Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush
- Children will wash their hands when entering the classroom in the morning and at regular intervals throughout the day.
- Hand sanitiser is available outside classroom doors
- Lidded bins in classrooms for possible contaminated waste (tissues, wipes etc).
- Disposable tissues and antibacterial wipes in each classroom to implement the 'catch it, bin it, kill it' approach.
- Each class will be allocated toilets to use during the school day. These will be shared with other classes so will be managed carefully by class staff to avoid extended contact with other children.

Social distancing arrangements

- Markings will be placed around the school grounds to ensure everyone maintains social distancing (spots, one-way systems etc)
- The staffroom will be set up for social distancing with limited numbers allowed in at any one time.
- Class groups will maintain distance from each other.

- Assemblies will be limited to 1 or 2 classes at a time sat at opposite sides of the hall or playground.

Support for children and families

- PSHE lessons will support all children in getting used to being back in school, getting along with others and managing emotions.
- Our Pastoral and Inclusion Teams will work with children and families who are finding the return to school difficult. For parents, this can be arranged as direct work in school or virtually via phone or video.
- Our Pastoral Team have put together plans to support children in school. This will be done in small groups (maintaining social distancing between children) or individually and will take place in a suitable well-ventilated space.
- Class teachers are contactable via telephone or through the year group email addresses and they will support you and your child as best they can.
- External agencies who work with particular children and families will be able to undertake this work in school as long as our guidance is followed.
- We will be looking at how we can support children who may have fallen behind academically who may need additional interventions but will not put anything in place initially. This is so we can assess the children accurately and concentrate on the children's emotional well-being.
- Parents who are concerned about their child returning school should email the school office FAO Mrs Haken or email their children year group team.

Infection protection and control

PPE

- The government have stated that schools (staff and children) should not wear PPE for normal school activities.
- Staff will not be wearing face masks when in the classroom as this impairs communication. Staff to have access to visors which may be worn if working in closer contact with children.
- Face coverings should not be worn by children as it may inadvertently increase the risk of transmission if they do not use them properly.
- If children wear a face covering to school, it must be removed at the gate and stored in a separate bag within their school bag or disposed of by the parent at home.
- PPE is only needed for staff in a very small number of cases including if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting or needs direct personal care such as help with toileting.

First Aid

- Staff will follow their normal practice when administering first aid, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves.
- Staff are advised to administer first aid from a side on position where possible to avoid face to face contact.

If someone develops symptoms of Covid-19 whilst at school

- If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the staying at home guidance.
- If a child is awaiting collection, they will be moved to an isolation room with a supervising adult who will wear full PPE, including a face mask / visor
- The adult collecting the child should call the school office when they arrive and their child will be brought round to them.
- Parents must arrange for their child to have a test if they develop symptoms and details of how to do this will be emailed to the parent immediately.
- Test results must be shared with school via email to ensure the correct action is taken.
- If the test is negative, the child can return to school once the test results have been received by the school.
- If the test is positive, all members of the bubble group, and anyone who has been in unprotected direct close contact must stay at home for 14 days and follow government advice on self-isolation.
- The school will inform the local public health board of any positive cases and will follow the national track and trace guidelines and advice. This may mean the closure of more than one group if deemed necessary by public health.

Communication between school and parents

- The school office will initially be closed for parents apart from emails and phone calls.
- Parents with enquiries should contact the school office or their child's year group.
- Regular letters and newsletters will continue to be emailed home each week.
- Letters and information is also put on our school website.

Other information

- All school policies will remain in place and there will be some additions to the Child Protection, Attendance and Behaviour policies to reflect the changes being made in schools. These will be shared with parents before the start of term.
- These protocols will be reviewed regularly by the senior management team and governing body. However, most will stay in place until October half term unless there is an urgent need to change something. All changes will be communicated to parents.