

Covid 19 Practice and Procedures for Parents/Carers – Autumn 2021

Attendance

Children should be in school for their normal hours, unless they fall into the following categories:

- They have tested positive for Covid-19.
- They are displaying symptoms of Covid-19.
- They have been identified as a close-contact by NHS Track and Trace.

Children's health

- 1) **Children should not be present in school if they are displaying any of the main symptoms of Covid-19 e.g. a high temperature, a new continuous cough and/or a loss or change to their sense of smell/taste.**
- 2) Children displaying any of these symptoms when in school, will be taken to the First-Aid mobile and be isolated (see below). Parents/carers will be asked to collect them immediately.
- 3) Children displaying one or more possible symptoms of Covid-19 must be kept off school and should have a test arranged for them by their parents/carers, with the school informed as soon as that test result comes through. In the event that your child tests positive for Covid-19, they must self-isolate along with the rest of the household for 10 days.
- 4) Children receiving a negative test result will be allowed back to school the next day.
- 5) **Parents/carers are encouraged to notify the school if any member of their household develops symptoms or tests positive for Covid-19. Whilst there is no legal requirement to keep their child off school in this circumstance, the school will support parents to keep the community safe.**
- 6) Parents/carers must comply with any advice to isolate from NHS Track & Trace.

Arrival and Leaving Routine

- 1) Arrival and leaving times will be as followed:

| Classes/ Phases | Gate | Arrival | Departure |
|--------------------|---------------------------------|---|--|
| Nursery | Side gate (small) | 08.45 (drop off morning chn) 11.45 (drop-off afternoon chn with lunch) 12.45 (drop off afternoon chn without lunch) | 11.45 (collect morning chn without lunch) 12.45 (collect morning chn with lunch) 15.10 (collect afternoon chn with siblings at school – optional) 15.45 (collect afternoon chn) |
| Reception | | Rolling start between 08.30 and 08.40 | 15.10 |
| Year 1 Year 2 | Front gate (steps) | Rolling start between 08.30 and 08.40 | 15.10 |
| Year 3 Year 4 | Side gate (large) | Rolling start between 08.30 and 08.40 | 15.10 |
| Year 5 Year 6 | Back gate (across school field) | Rolling start between 08.30 and 08.40 | 15.10 |

- 2) All children (except for Nursery) to arrive between 08.30 and 08.40, and will go straight to their class.
- 3) Only Nursery parents are able to come on to the playground in the mornings.
- 4) All parents are able to come on to the playground at the end of the day, using the same gate as their child (or can choose if they have more than one child).
- 5) We politely request that parents avoid congregating outside the gates or on the playground and leave as soon as they've dropped off or collected their child/ren.

Enhanced Hygiene and Cleaning

- 1) **Staff should wear face masks when entering a classroom containing children outside of their normal group/s when; prolonged close-contact can't be avoided or when requested by a member/s of staff in that room.**
- 2) Although staff are not required to wear a face mask in their own classrooms or outside, they may choose to do so.
- 3) All staff are strongly encouraged to undertake asymptomatic home (LFD) testing for Covid-19, on a twice-weekly basis, reporting the outcome of the test to both the NHS and School Office. If the outcome is positive, they should immediately book a PCR test and remain off work until they have received a negative result.
- 4) Primary-aged children are not required to wear face masks at any time. If children do choose to wear face masks in school, they should be reminded to not frequently remove or play with them, as this could potentially create an increased infection risk to others.
- 5) Staff will regularly wash their hands/use hand sanitiser throughout the day and particularly when entering/leaving the building or working within or between different classrooms.
- 6) Staff will frequently remind children to wash their hands (thoroughly with soap and water often following the [NHS guidance](#)). Using alcohol-based hand sanitiser gel if soap and water isn't immediately available. Every child will wash their hands on arrival at school, before eating, after coughing or sneezing, after visiting the toilet, after using any shared equipment (e.g. PE), as well as at other regular intervals throughout the day.
- 7) Staff will remind children to [Catch it, Kill it, Bin it](#) - Covering their mouth and nose with a tissue or sleeve when sneezing and putting used tissues in the bin straight away, always washing their hands afterwards. Double-bagged, lidded bins will be placed in every classroom, toilet and other areas around the school and emptied at least once a day.
- 8) The staff within each class will be provided with spray bottle (locked away/out of reach) and cloths, so that they can keep on top of maintaining cleanliness throughout the day. Any shared resources that can be easily cleaned, along with table tops, other surfaces, chairs and any touch points (such as light switches, door handles etc) should be cleaned at the end of the day and chairs should be stacked on tables.
- 9) **Please note that hand sanitiser must be allowed to dry before going near any ignition sources or touching any surfaces, and you should follow the following guidance [How to hand rub](#).**

Pupil 'Phase' Groupings

1. From September, the school will be divided into the following Phases and led by the following members of staff:
 - EYFS = Mrs Oldham and Mr Minter
 - Y1 + Y2 = Mr Brown
 - Y3 + Y4 = Mrs Oldham

- Y5 + Y6 = Mr Looome
- 2. While children will generally remain with the children in their own class, they will also be able to mix with other children in their phase.
- 3. Children from different phases will be kept separate as much as possible, particularly when indoors.

Staff Movement

- 1) All staff should try to avoid/limit going into classrooms and having prolonged close contact with children/staff who are not in the groups that they normally work with. If this is not possible, then staff should wear a face mask.
- 2) Staff are able to use either of the two staffrooms (or sit outside), but must adhere to stated room capacities and maintain social distancing from colleagues that they don't normally work with. The small kitchen should no longer be used as a staffroom.

Pupil Movement

- 1) Movement around the school is kept to a minimum.
- 2) When whole classes have to move, staff should lead the way to avoid children from different groups having close-contact with each other.
- 3) Staff should try to avoid sending children on regular errands where they might come into contact with children from other groups.

Rooms and Furniture

- 1) Classrooms must be tidy and clutter-free, maximising space, with surfaces as clear as possible (for easy cleaning).
- 2) Some windows must be open to ensure rooms are ventilated with a flow of fresh air throughout the day.
- 3) Staff must regularly wipe down touch points, chairs, tables and surfaces.

Curriculum and Resources (including extra-curricular activities)

- 1) If a child is required to isolate for 10 days, the expectation is that learning must continue remotely, unless they are ill.**
- 2) When children are singing, chanting or playing wind instruments, they should ideally be facing the front of a well ventilated room.
- 3) Staff are encouraged to increase opportunities for outdoor learning and utilise the school grounds including the pond, garden and wooded areas.
- 4) When providing close support to pupils, staff should ideally do this from the side, rather than face-to-face.
- 5) All shared resources (between classes/phases) such as PE equipment, **MUST** be cleaned (antibacterial spray/wipes) afterwards, including bibs which must be either washed or left for 72 hours – also ensure that children wash their hands before and after using these resources.
- 6) There will continue to be no physical assemblies during this period, with the Celebration Assembly being recorded. Therefore, teachers should provide their children with daily opportunities for collective worship.

Management of Breaks and Lunch

- 1) Lunch and break times will continue at the previously staggered times.
- 2) Phases will generally be kept apart from each other and remain in their allocated areas.
- 3) Children will continue to only use their allocated (phase) toilets.
- 4) If equipment is used by different classes/phases, it will be cleaned or left for 72 hours between use.
- 5) The large climbing frame/trail will only be used by Year 1 + 2 children. Additional outside hand-washing stations will be provided.
- 6) Most children will have their lunch in their classroom at the allocated times (Reception + Nursery at 11.45, Y2 at 12, Y3+4 at 12.15 and Y5+6 at 12.30), with a consistent MSA/TA who will collect their food (hot or cold school lunches) from the kitchen. Y1 will eat in the hall at 12, supervised by their own staff.

Toileting

- 1) Children should only use the assigned toilets for their class/phase.
- 2) Children should be regularly reminded to thoroughly wash their hand after going to the toilet.
- 3) Toilets will be cleaned during the day.

Visitors & Meetings

- 1) We must continue to limit visitors to the site and therefore, communications with parents will generally be over the phone or via email.
- 2) We will continue to utilise online meetings and training, and keep numbers minimised when these are in-person.
- 3) In-person visits/meetings should be planned in advance, considering how space can be created as part of the visit for example, by using a different larger space, by separating chairs further, avoiding sitting face to face, by meeting outside. Information about the visit should be communicated. All visitors should:
 - Be encouraged to participate in asymptomatic testing programmes where it is age appropriate.
 - Perform hand hygiene before entering the site
 - Confirm that they do not have symptoms or are required to isolate
 - Be provided with any relevant safety instruction on arrival.

Breakfast and Afterschool Club

- 1) For childcare only.
- 2) The group will be restricted to a maximum of 10 children.
- 3) Breakfast to be provided.
- 4) Children will be based in the hall or outside where possible.
- 5) Children from separate phases will be kept apart from one another as much as possible, particularly when inside.
- 6) Children from separate phases should not share/swap equipment or play board games etc. Equipment to be wiped down (anti-bac) or left for 72 hours (marked for other staff).

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