



Mowbray Primary School

Covid-19 Protective Measures and Procedures for Full School Reopening in September 2020

Version 2

To be used in conjunction with Gov.uk Guidance:

- Guidance for full opening – schools (2 July 2020)
- Actions for Early Years and Childcare Providers during the Coronavirus (COVID-19) outbreak (Updated 2 July 2020)

Versions and Revisions:

Version 1 (7th July 2020)

Version 2 (10th July 2020 – amended in light of staff consultation)

Background

The UK Government published guidance on 2 July 2020 to support schools with a full opening to all pupils in all year groups at the beginning of the Autumn Term 2020. This document has been prepared in line with the Government Guidance and in consultation with staff, Governors and Unions. It builds upon the procedures developed and implemented during the period of time we were only open to children of Keyworkers and those children identified as vulnerable as well as the procedures developed for the partial reopening to some Year Groups from 1 June 2020. This document is also to be read in conjunction with the formal Risk Assessment for Mowbray Primary School and is not to be considered in isolation.

System of Control: Prevention

In school, preventing the spread of Coronavirus involves dealing with direct transmissions (e.g. through close contact, sneezing and coughing) and indirect transmissions (e.g. touching contaminated surfaces). To substantially reduce the risk of transmission (direct and indirect) the following protocols will be implemented:

- Minimising contact with individuals who are unwell by ensuring that those individuals who have Coronavirus symptoms, or who have someone in their household who does, **do not** attend school in any capacity.
- Cleaning hands more often than usual – washing hands thoroughly for 20 seconds with running water and soap and then thoroughly drying hands. A greater than 60% alcohol hand sanitiser will also be available for outdoor use and for areas of school not readily near hand washing facilities. Everyone will wash hands or use sanitiser on entry to and leaving from school.
- Ensuring good respiratory hygiene – “Catch it, Bin it, Kill it” approach will be promoted and tissues will be available in all areas.
- Frequently touched surfaces will be cleaned more frequently each day using antiviral cleaners – this will include table surfaces, door handles, sink areas etc.
- No class “bubbles” will mix with other class “bubbles”. Lunchtimes, break times and home times will be staggered. Soft morning registrations already mean that children arrive at different times. In this case, staff will supervise the doors and waiting zones in order to ensure that there is no overcrowding and that contact and mixing is minimised. Home times will also be staggered to avoid bubbles mixing as far as possible.
- Systems within school have been considered to ensure that the number of contacts between people are reduced as far as possible.

System of Control: Response to any infection

- Full engagement with the NHS Test and Trace process

- Manage confirmed cases of Coronavirus (COVID-19) amongst the school community
- Contain any outbreak by following local Public Health Protection Team Advice

Prevention

- 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**

Pupils, staff and other adults do not come into the school nor should they enter the school site if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days.

Anyone developing those symptoms during the school day is sent home immediately.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be moved to the counselling room near the main office where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, they will use the toilet in the main entrance area. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with antiviral cleaners.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) – therefore we will not be taking children’s temperatures on entry to school.

2. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. To aid the regular cleaning and sanitising of hands:

- We will continue to use the Hand Sanitisation Stations we already have established.
- We will continue to teach correct procedures for Hand Hygiene and will supervise younger children in doing so. We will also teach the risks associated with hand sanitiser (e.g. accidental ingestion)
- We have already built hand sanitisation and cleaning routines in to the school day and these will be continued in September and will include:
 - ❖ Every entry to school (including from outdoor learning and break times)
 - ❖ Every exit from school
 - ❖ After using the toilet
 - ❖ Before eating
 - ❖ After coughing, sneezing or blowing their nose
 - ❖ If moving to a new learning area for a specific purpose (e.g. the IT room)

3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

The ‘catch it, bin it, kill it’ approach continues to be very important, so we will ensure that we have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, we will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. However, Face Masks will be available for staff members to wear should they be required e.g. in situations where supervision of children displaying symptoms is required or when dealing with first aid incidents.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

A new cleaning rota was introduced in June to ensure that cleaning takes place consistently throughout the school day. This will be expanded in September to ensure that cleaning staff are onsite throughout each day and that each area is cleaned more frequently. Classrooms will be cleaned over the lunch period as well as at their usual allocated times and shared areas will be cleaned after each bubble has used them.

Toilet areas will be cleaned before and after each break and before and after each lunch period as well as at their usual times.

All cleaning is enhanced and will include all hard surface areas in each zone including: handrails, bannisters, door / window handles, worktops, tables.

By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on [COVID-19: cleaning of non-healthcare settings guidance](#). We will amend this document in light of this guidance once published.

5. Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). We will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:

- children's ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum

Grouping Children

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. We have used them in school throughout the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, dining halls, and toilets, and the provision of specialist teaching.

In the Government guidance for the autumn term, maintaining consistent groups remains important, but it states that given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.

We will continue operating the Bubbles in the Autumn Term. Each bubble will be one whole class as we have assessed that, given the size of the school and the space available, we can operate these bubbles without them needing to meet, mix or cross over. In some cases, particularly with the youngest children in EYFS and Year 1, these Bubbles may be reduced further throughout the day into smaller groups within their main bubble.

Each bubble will be kept apart from other groups where possible and older children will be encouraged to keep their distance within groups. We have taken steps to limit interaction, sharing of rooms and social spaces between groups as much as possible – e.g. by not using the hall for lunches for most children and by limiting the use of the IT room. Where groups must share the same shared spaces (e.g. IT room and hall) we have ensured that cleaning takes place between the bubbles using the space. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially. Siblings may also be in different groups and childcare arrangements before and after school may mean children from different bubbles have contact with each other – e.g. on the way to school or on the way home from school or in a playpark after school etc. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.

In line with Government Guidance, all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children.

Measures within the classroom

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These

pupils' educational and care support should be provided as normal and we recognise that in some cases this will also involve the use of PPE by staff members.

For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs.

We have made adaptations to classrooms as far as possible to create space and to limit risks of transmission. Measures we have taken include:

- Tables have been arranged so that all children are facing forwards and are sat side by side
- Excess furniture and unnecessary furniture has been removed into storage to create additional space for staff and children to move around the classrooms while maintaining as much distance as possible.

Measures elsewhere

Groups will be kept apart, meaning that we will not be having large gatherings such as assemblies or collective worship with more than one group at a time.

In creating the school timetable, groups have been kept apart and movement around the school site has been kept to a minimum. While passing briefly in the corridor or playground is low risk, we have avoided creating busy corridors, entrances and exits by rezoning our entrances and exits and staggering starts and finish times. Breaks and lunchtimes have also been staggered and the outdoor areas have been zoned so that bubbles can play together. We will continue to use the one-way system around the corridor from Beech class, through the library and past the cloakrooms to limit the opportunity for groups meeting as they enter and exit the school at different times.

Measures for arriving at and leaving the school

When we reopen in September, the amount of people on site at the start and end of the school day would be very high without staggering both the starts and finish times. We have also considered which doors different classes use from September as this will limit the movement of children and staff around the inside of the building and therefore will reduce the chances of groups mixing.

When dropping off or collecting your child, we ask that only **ONE** adult attends the school site to do this. Please do not arrive earlier or later than the allocated time slots as this increases the amount of people on site and increases the chances of bubbles crossing or mixing. Please do not gather in groups while waiting either inside the school grounds or outside the school gates as this increases the risk of transmission.

While onsite, follow Social Distancing procedures and any queueing systems in place. Staff will be on hand to support you if required.

School entrances have been rezoned and relabelled as follows:

Old Label	New Label from September
Key Stage 2 Entrance / Exit	Access Point A
Key Stage 1 Entrance / Exit (near Bike Sheds)	Access Point B
Small Yard Corridor Entrance	Access Point C
Early Years Main Door	Access Point D
Early Years Reception Classrooms	Access Point E
Main School Entrance	Access Point F

Drop offs and Drop off points

Please note the new Access Point to drop your children off at as well as the time slot in which to drop them off.

Class	Time Slot	Access Point
Nursery	8:30am – 8:40am (Morning Nursery & All Day Nursery)	D
	12:30pm – 12:40pm (Afternoon Nursery)	F
Reception	8:30am – 8:40am	E
Larch	8:30am – 8:40am	C
Elder	8:30am – 8:40am	B

Beech	8:40am – 8:50am	B
Chestnut	8:30am – 8:40am	A
Holly	8:40am – 8:50am	A
Mulberry	8:50am – 9:00am	A
Maple	8:40am – 8:50am	C
Willow	8:50am – 9:00am	C

Collection Times and Collection Points

Please note that some classes have slightly later collection times so that the number of people on site at the same time is limited.

Class	Time Slot	Access Point
Nursery	11:30am (Morning Nursery)	F
	3:30pm (Afternoon Nursery and All Day Nursery)	D
Reception	3:15pm	E
Larch	3:15pm	C
Elder	3:15pm	B

Beech	3:25pm	B
Chestnut	3:15pm	A
Holly	3:25pm	A
Mulberry	3:35pm	A
Maple	3:25pm	C
Willow	3:35pm	C

***Government Guidance recommends staggered starts and finish times but is also clear that when they are used, we must ensure that we do not reduce the curriculum time for the children in the Autumn Term. Therefore, all start times ensure the children are in school by 9:00am and the earliest finish time can therefore be 3:15pm.*

If parents have children with siblings in different Year groups they can pick up the children together. They should come to school at the collection time for the youngest child they are collecting. The oldest child or children will wait with their class until that point.

Other considerations

Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve. We have planned for this and a range of different strategies will be used with children with additional needs. If you would like more information on what this may entail, please contact Miss Zoe Lisle (SEND Lead) zoe.lisle@mowbrayprimary.northumberland.sch.uk for further information.

Supply teachers, peripatetic teachers and other temporary staff can move between schools. At Mowbray this may include supply teachers from time to time, NUFC staff, School Sports Partnership staff, Specialist Support Staff (e.g. specialist staff who support some children with additional needs) and Specialist Teachers (e.g. Music Teachers and Cycle / Sports Coaches). These will ensure they minimise contact and maintain as much distance as possible from other staff and are subject to following our Risk Assessment and procedures. Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual.

Other visitors to the site, such as contractors, will still be limited. Where visitors are required, such as contractors, site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they will be.

Equipment and resources use during the summer term was minimised, many were moved out of classrooms, and there was significant extra cleaning. In line with our Guidance, that position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Each child will be provided with a zip-lock bag with their own classroom resources. This will stay at school. Own pencil cases, pens and pencils etc. should still not be brought to school.

Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. The library area will remain out of use as we cannot follow the guidance in this area at this time. Books will be redistributed to classes so that the children still have access to a range of quality fiction, non-fiction and poetry in their bubbles.

Outdoor playground equipment, including the new school bikes, will be more frequently cleaned. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, bags are allowed. However cloakrooms will remain out of use and all items will be stored with the children in their bubbles. Therefore the fewer items the children bring to school the better.

On Forest School and PE days children can attend in Forest School and PE clothes for the whole day as we have done in the Summer Term. They will therefore not need to change in school – however, on Forest School days a change of clothes should still be brought into school but will only be used if required (e.g. through original clothes being wet or muddy). We will keep this under review. Similarly, we aim to ensure the minimum of 2 hours of PE per week for your child. However, we are unable to use the hall as we normally would so most PE will be outdoors – therefore warm outdoor PE clothes are recommended (e.g. tracksuit). Again a change of clothes should be brought but will only be used if required (e.g. clothing is muddy or wet from outdoor PE).

At the time of writing it is unclear if Swimming will be able to go ahead as planned. We will update this document once more is known – currently leisure centres etc. are due to reopen from 25th July.

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Therefore we will only be sending home resources that are required. We are busy integrating our curriculum into online systems so that homework etc.

will be published online and therefore reduce the work travelling from school to home and vice / versa.

6. Where necessary, wear appropriate personal protective equipment (PPE)

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. Although PPE is not recommended it will be available for staff should the wish to use it. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

We follow the guidance on [safe working in education, childcare and children's social care](#) which details procedures in relation to PPE; including when and how PPE should be used, what type of PPE to use.

Response to any infection

7. Engage with the NHS Test and Trace process

We will engage with the NHS Test and Trace process and will be in contact with our local [Public Health England health protection team](#). Staff and parents / carers need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. No-one must come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

Essential workers have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. The Government plan to release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test.

We have been informed through the Government Guidance that by the autumn term, all schools will be provided with a small number of home testing kits that they can give directly

to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

We are asking all parents / carers and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will be keeping records of who has been present in each bubble and who has had contact with each bubble throughout each day.

We will not share details of who has tested positive with others unless it is absolutely necessary in order to protect others. Letters and / or email will be sent out to parents and staff under the advice of the Health Protection Team.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

We do not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

9. Contain any outbreak by following local health protection team advice

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with our local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils and staff self-isolate at home as a precautionary measure – perhaps the whole site or year group. As we are implementing controls listed above, addressing the risks we have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and will not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s

class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Use of Public Transport and Travel to School

Some families and staff normally make use of the wider public transport system, particularly public buses. We expect that public transport capacity will continue to be constrained in the autumn term. Its use by pupils, particularly in peak times, should be kept to an absolute minimum.

We are encouraging parents, staff and pupils to walk or cycle to school if at all possible. Due to the potential issues with staggered start times for some working parents, we will be offering a walking bus service from 8:15am in the local area. This service will be run by school staff and places must be reserved on it. This service will only be offered for the classes with the latest start times (Mulberry and Willow) initially and will be kept under review. Routes and pick up points will be determined once demand is established and routes have been Risk Assessed with Northumberland County Council. It is intended to keep to the class bubbles within the Walking Bus although if this is not possible then increased Social Distancing will be exercised.

Families using public transport should refer to the [safer travel guidance for passengers](#).

In the Summer Term 2020, Year 5 and Year 6 children had to also be accompanied to and from school due to the strict lockdown protocols that were in place at the time. We are advising that this remains the case in September; however, children in Year 5 and Year 6 may come to and from school unaccompanied again due to lockdown restrictions being relaxed. This remains under review particularly if stricter local or national lockdown is brought back in.

Attendance

Attendance expectations

In March when the coronavirus (COVID-19) outbreak was increasing, the Government made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and the Government has changed this expectation from September.

School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence

- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Pupils who are shielding or self-isolating

Much more is now known about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high according to the Government guidance. Therefore, following this guidance, the majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will set work remotely either online or to be collected from school. Schools should monitor engagement with this activity (as set out in the section below).

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

If your child has significant risk factors and you are concerned about sending your child back to school please contact us to discuss your concerns as soon as possible.

As usual in September, if your child's attendance is low or is falling you will be contacted by a Senior Member of the school pastoral team to discuss how we may be able to support you in ensuring that your child attends school. Our regular visits from our Education Welfare Officer will also restart in the Autumn Term.

Educational visits

The Government is continuing to advise against domestic (UK) overnight and overseas educational visits at this stage see [coronavirus: travel guidance for educational settings](#).

In the autumn term, we can resume non-overnight domestic educational visits. This will be done in line with protective measures, such as keeping children within their bubble as well as following the COVID-secure measures in place at the destination. We will also make use of outdoor spaces in the local area to support delivery of the curriculum as we usually do and in line with our Learning Outside the Classroom Quality Badge. As normal, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will consider what control measures need to be used we will follow current advice on visiting indoor and outdoor venues.

Residential visits for the Summer Term in 2021 may be able to go ahead. We will begin provisionally planning these in the hope of further relaxations in restrictions by next summer. However, we will ensure that these can be cancelled at short notice in the event of a continuation or reinstating of restrictions in the future.

School uniform

While we relaxed our uniform policy while only certain categories of pupils were attending, we will be following Government Guidance and will be returning to our uniform policy in September. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

All children eligible for Pupil Premium funding will by now have been contacted by school with regards to their uniform for September. However, we recognise that some families who are not eligible for Pupil Premium may still be struggling with uniform for September due to employment restrictions placed on families throughout the lockdown. Please contact school to discuss this if this applies to you as some support may be able to be offered in the Autumn Term.

Additional Protective Measures in school

- Soft furnishings, soft toys and any toys / learning equipment which cannot be easily cleaned will be temporarily removed.
- Sand and Water play in EYFS will not happen until further notice.
- Ipad and laptops will be antiviral wiped down before and after use as will their trolley.
- Bins for tissues and cleaning materials will be emptied throughout the day. These will be double bagged and left securely in the bin store for 72 hours before being disposed of.

- All internal space will be kept ventilated as much as possible through the use of open windows and doors propped open (each door will be assessed for fire safety and safeguarding impact before being propped open).
- As we have done so throughout the Summer Term, we will be unable to accept cash payments for any provision (e.g. lunch, breakfast club etc). Our preferred option for payments is through School Money (contact Mrs Hollocks if you difficulty accessing this). We can now accept card payments over the phone – please telephone Mrs Hollocks if you wish to pay with this method.

Break times

We are staggering Break times throughout the morning and have zoned the outdoor space into three zones. EYFS use the outdoor space throughout the day and do not have an allocated “playtime” as such. Classes will enter and exit for Break through their drop off and collection Access Point (unless stated otherwise)

Class	Time	Outdoor Zone
Larch	11:00am	A
Elder	11:00am	B
Beech	10:00am	A
Chestnut	11:00am	C
Holly	10:00am (using Access B)	B
Mulberry	10:30am	A
Maple	10:00am	C
Willow	10:30am	B

Zone A = Old Mowbray Yard

Zone B = Lower Main Yard

Zone C = Upper Main Yard

Lunch times

We have staggered lunchtime as we have done throughout the Summer Term. This avoids the use of the hall by multiple bubbles and allows structured time for classroom cleaning while the children are outside.

The rota is as follows:

Class	Lunchtime & Location	Outdoor Play and Zone	Classroom Cleaning Time
Nursery	11:30am in the hall	12:00pm – 12:30pm in EYFS Zone A	11:30am – 12:00pm
Reception	12:00pm in the hall	12:30 – 1:00pm in EYFS Zone B	12:30pm – 1:00pm

Larch	12:00pm in the hall	12:30pm – 1:00pm in Zone A	12:30pm – 1:00pm
Elder	12:00pm in class	12:30pm – 1:00pm in Zone B	12:30pm – 1:00pm
Beech	12:00pm in class	12:30pm – 1:00pm in Zone C	12:30pm – 1:00pm
Chestnut	12:30pm in class	12:00pm -12:30pm in Zone A	12:00pm – 12:30pm
Holly	12:30pm in class	12:00pm -12:30pm in Zone B	12:00pm – 12:30pm
Mulberry	12:30pm in class	12:00pm -12:30pm in Zone C	12:00pm – 12:30pm
Maple	12:30pm in class	1:00pm – 1:30pm in Zone A	1:00pm – 1:30pm
Willow	12:30pm in class	1:00pm – 1:30pm in Zone B	1:00pm – 1:30pm

Breakfast Club and After School Care Provision

- Bookings can be taken for breakfast club and the After School Provision via School Money or by contacting Mrs Hollocks in the school office. Payments for Breakfast Club must be through School Money. Card payments can be taken over the telephone – NO cash payments can be taken.
- Following the guidance, we are able to run both provisions. We will be keeping the children in small groups linked to their year groups and Key Stage while they are in the provision which minimises transmission risk as it will limit the number of children and bubbles potentially affected.
- Increased Social Distancing will be in place within the groups by using separate areas of the hall or separate rooms
- Numbers for both Breakfast Club and After School Provision are strictly limited and must be pre-booked. We cannot accept on the day bookings.

Accessing the main office

- Please assess whether you need to access the school to speak to the main office. If you are able to have your query answered by telephone or email please do so.
- Only 2 people can be in the main office area at a time.
- Please follow social distancing procedures while queueing to speak to the main office; markers will be placed on the floor to assist with this.
- Please use hand sanitiser on entry and exit to the main office area.

Appendix A

Cleaning Protocols

Written in conjunction with Gov.uk guidance on COVID-19: Cleaning in non-healthcare settings (updated 26 March 2020)

Key Facts

- Cleaning an area with normal household disinfectants after someone with suspected coronavirus has left will reduce the risk of passing the infection on to the people.
- Wear disposable gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products we normally use (Selgiene).
- Pay particular attention to frequently touched areas and surfaces such as grab rails, bathrooms, door handles, window handles etc.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus, use protection for the eyes, mouth and nose as well as wearing the gloves and aprons.
- Wash hands regularly with soap and water for 20 seconds. Repeat the hand washing process after removing gloves, aprons and any other protection used while cleaning.
- All areas of school will be cleaned using antiviral cleaning agents before school reopens.
- All classrooms, offices and shared areas to be cleaned at least three times per day – morning, lunch and after school by cleaning staff
- Minimum PPE of gloves and aprons to be used when cleaning unless in an area when someone with symptoms of Coronavirus has been in which case full PPE will be worn (see later)
- Cleaning rotas for during the day cleaning have been adapted to fit in around when children, teachers and teaching assistants will and will not be in classrooms

Ensure that you have read the guidance on wearing PPE at the PPE stations and have practiced putting it on and disposing of it before you return to work. You will be able to practice with PPE at your return to work meeting. A video from Public Health England has been emailed to all staff; please watch it as it describes the use of PPE.

Cleaning and disinfection

- Areas where a symptomatic individual has passed through and spent minimal time (such as corridors) can be cleaned as normal providing there are no visible bodily fluids.
- Any surfaces a symptomatic individual has come into contact with must be cleaned and disinfected including:
 - Objects which are visibly contaminated with bodily fluids
 - All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, hand rails etc.

- Use disposable cloths or paper roll and disposable mop-heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings using Selgiene diluted as per manufacturer's instructions
- Cloths and mop heads must be disposed of and should be put into waste bags outlined below (when cleaning infected areas).
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used.
- Any items that are heavily contaminated with bodily fluids and cannot be cleaned by washing should be disposed of.

Laundry

- Wash items in accordance with manufacturer's instructions. Use the warmest water settings and dry items completely. Dirty laundry that has come in contact with an unwell person can be washed with other people's clothing.
- Do not shake dirty laundry as this minimises the possibility of dispersing the virus in to the air.
- Clean and disinfect anything used to transport dirty laundry.

Waste

- Waste from possible cases and areas possible cases have been should be
 - Put into a rubbish bag
 - Double bagged
 - Stored securely in the outdoor storage area for 72 hours before being put in to the bins or until negative test results are confirmed.
- If Storage is not possible for 72 hours is not appropriate, arrange for collection as a Category B infectious waste.