



Luke 10:25-37

**'My neighbour is anyone who
 needs my help'**

Headteacher:
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Summary of School Covid Procedures

Daily Timetable

- We will run **staggered start and end times for the school day**, and we ask all parents to adhere to these:

	Drop-Off Time	Pick-Up Time
Autumn Class	8:40am	3:20pm
Summer Class	8:45am	3:10pm
Spring Class	8:50am	3:00pm
Winter Class	8:55am	2:50pm

- If you have more than one child in different classes, use the earliest drop-off time and latest pick-up time
- In the morning we will implement a **rolling- drop for all children**. We ask you to pull up outside school facing in the direction of travel towards Trowbridge. A member of staff will help your child out of the car and into school. You do not need to park or exit your vehicle yourself. If you need to turn round in your car in order to be pointing in the right way, please do this further into the village not right next to the school to help us ensure we keep the environment safe around the school.
- At the end of the day we ask for one adult to enter the playground at the allotted time to collect their child. Please leave the school site as quickly as possible once you have collected your child.
- If children are late being dropped off or picked up, they will have to wait until the end of the entire process for us to be able to facilitate them entering or leaving school safely without them coming into contact with other children.
- If your child is eligible to use the Bulkington or Steeple Ashton Bus, you will need to confirm with Mrs Fish (tfh@keevil.wilts.sch.uk) a regular timetable for when they will travel on this. We will not be able to accommodate last minute alterations to this.
- Children will have a **fixed place** within the classroom to sit and work. They will not share this.
- Children will have their **own learning pack** of resources, such as pencils, pens, books, etc, that will not be shared with others.
- Children will **wash their hands at the beginning and end of every different activity** that they undertake during the day, most particularly before and after they use any 'shared' equipment eg. playground toys.
- Sharing of equipment will be limited as much as possible**. Nothing will be shared between different groups, and these items will be cleaned regularly.
- Children will have **staggered break and lunch times** so that different classes will not mix in the playground.
- Children will **eat lunches in their classrooms**. Due to the current regulations and the restrictions of our site, we are only able to accommodate packed lunches either brought from home or provided by Lataca, which can be ordered through WisePay.
- Frequently touched surfaces will be cleaned regularly during the school day.**
- The school will be thoroughly cleaned every day according to Government protocols.**

Organisation at Home

- Children are **only allowed to bring a lunch box (preferably hard plastic), water bottle, coat and book** into school. Any toys or other equipment that have been brought, will be removed by a member of staff at the rolling-drop and left in the car.
- Children are **allowed to bring a school book bag or a drawstring kit bag to school but we are NOT able to accept any rucksacks**. Bags and coats still have to be stored within classrooms, so we do not have space for anything beyond book bags.
- Children will be **allowed to take school books home**. However we will have to be rigorous in our procedures around this, so we will only be able to facilitate children in KS1 having their book changed once a week.
- **Home-School Contact Books will be able to travel between home and school**. These remain a good way of passing messages on to the teaching staff in your child's class.
- **School uniform should be worn as usual**. Government guidance states that nothing beyond usual washing of clothes is required, and that face masks or coverings are not recommended in schools. Children under the age of 11 also do not need to wear face masks on school transport.
- If the weather is hot and sunny, please **do not send your child with a sunhat**. We will provide shade in the playground for them. Please **apply a long-lasting sun block at home**. We will not be able to accept sun cream being sent into school or be able to re-apply this.
- On cold days please **do not send your child to school with a hat, scarf or gloves**. A warm coat with a hood is all that they require at break times.
- **Please endeavour not to send any medication into school with your child**. If you have to do this, you will need to print a medication form from the school website (<https://www.keevil.wilts.sch.uk/website/forms/318216>). Please put the completed form and the medicine in a sealed plastic bag labelled with your child's name, and hand this to the member of staff at the rolling-drop.
- If you have any paper/letters to send into school, these can be handed to a staff member at the rolling-drop or posted into the black letter box on the front wall of the school outside Winter Class.
- **We very respectfully ask you to remember that we are being asked not to allow parents into the school at this time**. Even though this is the case currently, we do not want you to feel that we are not here for you. We would just ask that you use email and/or the phone to contact members of staff, as you will not be able to pop into the office or classrooms for a chat.
- We would ask you to be organised and **send your child into school with everything they need** at the start of the day, and to **prioritise school dropping-off and picking-up times and routines**.

PE

- We will be unable to send children swimming or to gym at this time.
- All PE will take place in the school playground, delivered by class teachers and/or Acorn PE Coaches.
- Only non-contact sports will be played, and equipment will be carefully cleaned.
- **Children will be asked to wear their PE kit into school and for the whole day on days they will be doing PE** – class teachers will let you know when this is. No PE kits are to be brought or stored in school.

Clubs

- **No after school clubs or wrap around care will be provided in school whilst Covid restrictions remain in place**. This includes breakfast and after school clubs. We hope to resume these as soon as possible, but only when we can meet guidelines that ensure that we can operate these safely.

Response to Infection

- The **staff room will be our designated First Aid/Medical Room for all non-covid-19 related symptoms and/or incidents**, and we will follow the appropriate protocols in this area.
- We have a **designated Covid Isolation Bay which we will use if a child presents with covid-19 symptoms during the school day**. We will follow all Government protocols when dealing with this.
- We have a **supply of PPE in school**. This will only be used, as we have been directed, if a child is displaying covid-19 symptoms, not for routine first aid or medical treatment.
- We **do not require you to take your child's temperature every day** before sending them to school. This is not deemed a reliable means of identifying coronavirus.

Illness Protocols

A child or staff member presents with a possible Covid symptom

- We are following the Government list of possible Covid symptoms
 - A high temperature
 - A new, persistent cough
 - A loss or change to sense of taste or smell
- If someone presents with one of these symptoms in school, we will follow Government-prescribed protocols including isolating the person and ensuring they leave the site at the earliest possible time. We will endeavour to maintain a 2m from the person with symptoms at all times. If this is not possible, staff may be required to wear PPE.
- If someone presents with one of these symptoms, either at home or in school, we will ask the person to undertake getting a test through the national system.
- We ask for school to be kept informed on at least a daily basis of the status of the test procedure and the result, including over weekends and holidays.
- We ask for the household of the affected person to follow Government advice about isolating.
- We will inform the rest of the class or 'bubble' that a person has possible symptoms and is being tested. School continues as normal during this time.
- The child/staff member is free to return to school once the negative result has been received and they are feeling well enough to return.

A child or staff member has a confirmed case of Covid

- The class/bubble of the affected person will be immediately closed on the receipt of a positive test result. Parents will be expected to collect their child from school straight away.
- The class/bubble will remain closed for a 10 day isolation period.
- On-line learning will resume for the affected children during this isolation period.
- If other people develop symptoms during this time, they should be tested and school must be informed.
- Other household members do not need to isolate unless the child/staff member develops symptoms.
- The rest of the school will be informed by letter that this has happened.
- We ask all children and household members to engage with the NHS Test and Trace system if required.
- The school will inform and work with the local Public Health Protection Team throughout this time, and follow all advice given. We may be asked to close the whole school temporarily by this body.

A child or staff member presents with non-Covid symptoms

- Treat this illness as you would normally, keeping children at home if they are not well enough to be in school and for 48 hours after the end of any bout of vomiting or diarrhoea.

School Closures

- During closure of a bubble or the entire school, teachers will instigate a system of remote learning. Please see our Remote Learning plans for more details about this provision.
- If the entire school is closed and we are directed to by Government, we will provide in-school provision for the children of critical workers and vulnerable families.
- If you feel your child is eligible for this provision due to the nature of your role, you need to contact school to register this. We will prioritise our provision for:
 - single-parent families
 - families where both parents are keyworkers
 - workers in the NHS, social care and education sectors
- You may be required to provide proof of your critical worker status.
- Provision for the children of critical workers and vulnerable families runs from **8:45am-3:15pm on a daily basis**.
- We will liaise with Wiltshire Transport regarding the running of buses during school closures, and communicate with families accordingly.
- In-school provision will endeavour to support all children to access their remote learning package.
- The limited provision operates according to all the procedures described above.
- Families who are eligible for Free School Meals will be contacted regarding the arrangements that will be put in place to fulfil this entitlement during the period of the closure.