



Inspiring everyone to **R.E.A.C.H** through

Faith, Hope, Love



Measures to ensure safety of staff and children working in the school.

Meetings

There will be no meetings in school for the foreseeable future. All meetings will be done remotely via zoom. Weekly staff meetings will take place on **Wednesday afternoon at 4:30pm.**

Managing the school building

The leadership team will make every effort to ensure that pupils and staff follow the government guidance as set out in the link: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>. Please also refer to the detailed 'Road Map' for further information

Social distancing Markings/Signs.

Tape will be used on floors in classrooms and in and around the school to help identify personal space for individual pupils. Clear signage will be used on all doors to ensure managed movement of people inside the building. Posters will be used around the building to ensure key messages are reinforced.

Keep your distance from other people as much as possible

The risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact: you are very unlikely to be infected if you walk past another person in the corridor. Some corridors at St Joseph's are not 2 metres wide so movement around the school will be limited. Please try to keep 2m away from people whenever you can.

Avoid being face to face with people

You are at higher risk of being directly exposed to respiratory droplets released by someone talking or coughing when you are within 2m. You can lower the risk of infection if you stay side-to-side or turn away rather than facing people.

Setting up classrooms

Classrooms will be set up to ensure the maximum amount of space between individuals, currently our classrooms can have no more than 8 children if we comply to 'social distancing' guidance. Soft furnishings such as cushions, blankets or soft toys will be removed from classrooms. Each child will have an allocated table with their school tray, a pack of resources in a named plastic wallet and a book for their work to go in. In Reception, there may be additional resources such as play dough and beads for counting. Each child in YR and Y1 will have 4 reading books put in their trays on a Monday. **These books are not to be taken home.** On a Thursday, the books will be put into a box until the following Monday. New books will be give out each Monday. In Y6 children will have one 'novel' style book. When they have finished this, they will put their book in a box on Thursday and be provided with a new one on a Monday. Children do not need to bring in bags and their own coats will be placed on the back of their chair. Water bottles need to go home at the end of each day. No water fountains are to be used

Keep your hands and face as clean as possible.

Wash your hands on arrival and often throughout the day using soap and water, and dry them thoroughly with a disposable paper towel which should then be placed in a bin with a lid. Use sanitiser provided in the classrooms, as you enter a building and after you touch any hard surface. Avoid touching your face (especially mouth, eyes, and nose) and wash your hands if you do. The children need to wash their hands with soap and water as soon as they come in, before and after eating and after sneezing or coughing. We are adopting a 'catch it, bin it, kill it' approach. You will need to ensure that help is available for children who have trouble cleaning their hands independently. Consider how to encourage children to learn and practise these habits through games, songs and repetition.

Avoid sharing equipment with different people.

Each child will be provided with their own personal set of school resources (see above). Everyone should use their own classroom equipment and not share with other staff or children. Each child will have their own desk and chair and will be encouraged to stay in this allocated space. Each of the 'bubbles' (see 'Road Map') will have their own set of outdoor play resources. This will not be shared across the different 'bubbles.' Wipe frequently touched surfaces, door handles, equipment with cleaning materials provided in each classroom (cleaning 'pod'). All waste needs to be put in the double bagged bin with a lid.

Limit the number of people you spend time with in school as much as possible.

You must only work with the children and staff in your allocated 'bubble.' You **MUST** not move between any two bubbles in order to avoid cross contamination. Equally, the children must also stay in their allocated bubble. **Each 'bubble' will only use their allocated entry and exits, as well as their own allocated part of the field and playground, or toilets.**

Break times and lunchtimes

These will both be different for each class and on a rota system of time and allocated 'zones.' Please see the 'Plan for Staff' which clearly outlines this. You **MUST** stick to your allocated time and zone in order to avoid cross contamination between 'bubbles.' Packed lunches will only be offered by Caterlink for UFSM and FSM as well as any other child that orders a lunch. Where possible, the children should eat outside. If not, tables need to be wiped down before and after the children eat their lunch in their allocated places.

What happens if a child becomes unwell?

If anyone 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 the [COVID-19: guidance for households with possible coronavirus infection guidance](#). The child will be taken, by a member of staff, to the Y4 'isolation' room. The staff member must wear full PPE (set up outside of the class) whilst caring for the child while they wait to be collected. If a member of staff has helped someone with symptoms they do not need to go home unless they develop symptoms themselves. In this case, a test is available. Thorough handwashing for 20 seconds after any contact with someone who is unwell is essential.

Collective Worship and Prayer

We will not be holding whole school collective worship in the hall together, but I will be doing a form of Collective worship through Zoom. This means that the children can stay in their places in the classroom. Class prayers will also need to take place in the classroom. It is really important that the children continue with the prayer life of the school including the morning, lunch and end of day prayer.

Wash your clothes regularly.

There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter, so wash your clothes at the end of each day. Do not wear the same cloths again to school without washing them. We are asking the children to wear PE kit Monday, school uniform (winter or summer) Tuesday, PE kit Wednesday and school

uniform (winter or summer) Thursday. This gives parents the opportunity to wash the children's clothes each evening.

Work outdoors if you can. Keep indoor spaces well ventilated.

Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors. Try to work outdoors as much as possible ([although this needs to be a coordinated approach that Natalie and Hannah will lead on](#)). All doors to your classrooms will be propped open, but must be closed when not in use. Key Stage 1 toilets will be propped open as well. Windows should be wide open all of the time. Internal fire doors will remain closed.

Office use

Only one person to be in the office for any reason at any time- if you need to ask Laura or Suzie a question, please use the telephones located in KS1, and KS2 (upstairs). You must wipe the phone down after use with an antiseptic wipe. Y6 and Y5 staff must knock on the glass at the office in order to gain their attention. You **MUST NOT** go inside the office whilst the admin staff are at their desks.

Wipe the Photocopier down with antiseptic wipes before and after use every time.

Don't use the office to make phone calls- please contact the admin team via email or telephone.

No access to the stationary cupboard at any time. Any requests for stationary must be via email to

slt@st-josephsgloucs.sch.uk

You must only use your own laptops. Please remember to wipe them down regularly.

First Aid kits

First aid kits will be placed in each classroom. Please ensure that children who need inhalers have them placed in their trays on their tables.

Toilet Use

Reception children will use the 'Girls' KS1 toilets. The middle toilet will be out of use. Y1 will use the KS1 'Boys' toilets. Y6 (Bubble A and B) will use the Y6 toilets. Key worker children will use the Y3 and Y4 toilets. The cleaners will be in at lunchtime, in PPE, in order to clean the toilets. Please ensure that during this time, the children are either in their classrooms or outside in their 'play zones.' (see Plan for staff regarding lunchtime timings)

Additional cleaning

In each classroom, there will be a 'cleaning pod.' Please use the materials in the pod in order to clean the children's tables at break times as well as door handles, door panels and other areas as necessary. Break time will be staggered and for 20 minutes which provides time for staff to complete this. There will be a deep clean at the end of each school day.

You should not attend school if you have symptoms of COVID-19 (cough and/high temperature/loss of smell or taste)

You **MUST** not come into school if you think you may have the virus.

You **MUST** make a member of the senior leadership team aware immediately if you have any symptoms of COVID-19 or if you feel any child in your care may be presenting symptoms. The most common symptoms are High temperatures, persistent cough and loss of smell/taste.

What happens if there is a confirmed case of coronavirus in my child's school, college or childcare setting?

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.

We are told that “All staff and students who are attending an education setting will have access to a test if they display symptoms of coronavirus”.

Where the child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the child or young person’s cohort or in the wider education or childcare setting, Public Health England’s local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure.

Finally

You will be on site from Monday-Thursday unless you are supporting key worker’s children. At the end of each day, please leave the school site as soon as possible. On Friday morning at 9:00am, we will be having a staff meeting via zoom. Please ensure you are available for these.

If you have any concerns or questions, then please talk to either Wendy or Clare.

Thank you for your continued support [Team St Jo’s!](#) You have all been AMAZING!

