



Mill Lane Community School & Windmill Community Nursery

Growing, Thriving, Flying

Management of Coronavirus (COVID 19) Policy

This policy applies to Mill Lane Community Primary School and the attached Windmill Community Nursery, as well as the extended services provision provided by Mill Lane.

This policy will regularly be updated in line with Public Health England (PHE) and Government guidance.

We need to ensure we are doing everything we can to minimise the risk of spread of the virus, in order to protect all members of the community, but particularly the most vulnerable.

Class Group Guidelines

The children will be in 'Class Bubbles' linked to each year group. The goal when creating bubbles is to ensure everyone is as safe as possible. These are the guidelines used to create the bubbles;

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. They have been used in schools in 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.

Attendance

- Children are expected to attend school every day.
- Parents must report an illness to the school office and provide a list of all symptoms in advance of their Class' start time.
- Our normal attendance procedures will be followed and if a child does not attend, we will telephone the parent to find out the reason for the absence.
- Parents need to maintain contact with the school if their child continues to be absent for a period of days and will need to let the school know the reason for absence each day.
- If a child is going to be late for school, parents must telephone school. Come to the front reception if you have missed your allocated slot.
- If a child becomes upset, staff will attempt to shepherd the child in to class. If they continue to be upset and won't leave their parent / carer, then they will have to go home and return the next day.

Drop off and pick up arrangements

The following expectations and procedures are in place to ensure the health and safety and hygiene standards are met.

- All movement around and within the building is to happen with the expected 1m+ distance. Where 2 people in a corridor or cross on a path, one should step aside and wait for the other to pass.
- Everyone needs to follow the arrows that denote the direction of movement around different areas of the school.
- Where possible, there should only be one parent / carer on site.
- A system of staggered starts and ends for each class must be adhered to.

- Children will wait at the start of the day to be allowed in to their class. Whilst queuing children & parents need to keep 2m and children need to stand by their parent / carer until asked to enter the class by the class teacher.
- Children will have their temperature taken on entering the classroom and will be asked to wash their hands thoroughly.
- At pick up time, parents must wait on the allotted playground, keeping a 1m+ distance from other parents / carers. Children will be released one at a time from class, as teachers see an appropriate adult for that child.
- Children who are walking home on their own, must have brought a letter from home saying that this is the agreed arrangement.

1m+ distancing for staff

- 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 possible, ideally 2m from other adults.
- Staff will need to maintain a distance between themselves and the children in their bubble.
- Staff will wear visors when supporting children in a group as they may need to be closer than 1m in order to support a child.
- Shared areas such as staffroom will be monitored to ensure no more than 5 teachers use at any one time and a distance of 2m is maintained
- Children to be sat facing forwards, not towards each other, and staff to maintain a 1m+ distance from children where possible.

Wrap around care

Children will be able to attend the breakfast and the after school club. Children attending any wrap around care will be kept in their separate class bubbles with each group having their own equipment. Breakfast club will provide a limited menu but there will be no snack provided at after school club. Breakfast will need to be ordered in advance.

Lunch arrangements

All lunches will be packed lunches, either brought in from home or provided by the school kitchen. Lunches will need to be ordered in advance. Children will eat their lunch in the classroom and there will be staggered times in order for them to be able to play outside and maintain the class bubbles.

Moving around school

- Movement around school will be kept to a minimum.
- Everyone washes or sanitises hands before moving to another section of the school
- Keep to the left when moving through corridors.
- Move through doorways one at a time.
- Avoid touching anyone or anything

Classrooms and use of materials

- Staff within each bubble will be responsible for sanitising the classroom and resources throughout the day.
- All school materials to stay at school and no home materials are brought to school.
- Each child will have a set of personalised resources in Year 2 to Year 6
- In early years and Year 1 children share resources more but these resources are cleaned more frequently.
- Children's coats and bags to be kept by their classroom space or on their pegs.
- The school library will remain closed, instead children can use 'Bug Club' to access books online.
- Each class will have their own playground equipment to limit the amount of sharing of resources.
- Each bubble has its own designated toilets and children only go one at a time.

Visitors and Parents

The school will be limiting the number of visitors to the site and visitors will have to contact the school to make arrangements. Parents are asked to only come on to the school site for drop off and pick up and to only come to the front reception when absolutely necessary.

All visitors to the school site must wear a face mask. Visitors, such as educational psychologist, who will be working with children, must keep a 2m social distance and wear a visor. Visitors must report to the reception area to sign in and await instructions or further help.

Teachers delivering music lessons must wear visors and will undertake lessons in the dedicated music room. Surfaces must be wiped down between each student receiving a music lesson.

P.E

Children to come to school wearing their P.E kit on their P.E day. Lessons will take place outside as much as possible. No after school sports clubs will take place as this will involve children from different bubbles mixing.

Forest School

- Forest school sessions will still be offered to the classes. The Forest School Association believes that, due to the nature of forest school sessions and facilitating the play needs of children and young people, the most appropriate precaution that can be taken is to create and maintain bubbles. This means that equipment, resources and the environment can be shared within each bubble without significant risk.
- We will endeavour to adhere to social distancing of 1m+ but the risk of catching covid-19 is less in an outside setting.
- A drink or a snack will no longer be offered.
- Children are to come to school wearing their forest school kit.
- Anyone volunteering to help with forest school, will need to wear a visor.
- Forest school has its own facilities for regular cleaning and sanitising.

First Aid

- Each bubble will have its own equipment for dealing with first aid matters.
- Each bubble will keep its own record of accidents and keep its own store of accident letters for parents.
- Staff to wear PPE when dealing with a child requiring first aid.

Health and Safety Guidelines

Below is a summary of the common symptoms of coronavirus. A test is needed for anyone who has **one** of the most common symptoms of the virus outlined in Section A or at least **two** of the other symptoms outlined in Section B.

Section A

- A high temperature – above 37.8 or you feel hot to touch on your chest or back
- A new continuous cough – this means you've started coughing repeatedly
- A loss, or change in, your normal sense of taste and smell (anosmia)

Any one of the above symptoms gives reason for high level of suspicion for Covid-19.

A well person or child: feels 100%, seems themselves and not displaying any changes in behaviour or their daily routines.

Section B

An unwell person or child could be a possible case of Covid-19.

A combination of symptoms (two or more) below gives reason for high level of suspicion for Covid-19:

Vomiting/nausea/off their food, diarrhoea, sleeping more than usual, complaining of not feeling themselves, listless/agitated, shortness of breath, feeling cold, headache, severe body aches, sore throat, congested or runny nose, skin rash – anything that is not themselves.

If a child becomes unwell at home or if anyone in the household is unwell as outlined above, they should not attend school. Parents will need to let the school know the reason for a child's absence and we will discuss whether a test is required using the criteria above.

If a child becomes unwell whilst in school, we will contact parents and the child will need to be sent home. The child will be supervised separately from other children and other members of the school community while he or she is waiting to go home. We will advise that the child should get tested. A test can be arranged online at nhs.uk/coronavirus. The child must remain at home while awaiting the test and the result, and all members of the household, should not come in to contact with other people outside of your household.

What to do when you get the results of the coronavirus test

Once the test results have been received, or the results of anyone else in the household, the school must be contacted and informed of the results. Even if the results are negative, the school should still be informed. This is to protect the rest of the school community.

What to do if the coronavirus test is negative

The school must be informed straight away. A child can return to the school provided they feel well enough and they have not had a fever, diarrhoea or vomiting for 48 hours. Household members can also end their isolation, unless someone else is awaiting results of a coronavirus test.

What to do if the coronavirus test is positive

The school must be informed straight away so that the next steps can be taken to protect others. If a child attended school in the 48 hours prior to the onset of symptoms and up to the point of testing, Oxfordshire Public Health will work with the school and family to establish any contacts that may have been made with others in the community, both in and out of school.

The child will need to self-isolate for at least 10 days until they feel better and symptoms have gone. A cough or lack of taste and smell might last longer than 10 days, but they can still return to school. The household and any other contacts must isolate for 14 days and watch for symptoms. If these appear, then they will need to be tested.

What to do if a child is sent home because another child in their 'bubble' (e.g. class or group) has tested positive

If the other child with a positive test outcome attended the school in the 48 hours prior to symptoms appearing, a decision may be made that your child's class or year group has to go home for isolation. This is to protect members of the school community and others.

If a child is sent home, the school will inform you of this and he / she will need to self-isolate for 14 days and watch for symptoms. Members of your household will not need to isolate, unless he / she develops symptoms. All pupils in the bubble will need to isolate for 14 days even if they have a negative test result during this time.

If children are sent home, they will be provided with learning to complete at home during the period of isolation and we will keep in touch with you.

Daily Cleaning and hygiene

- Table tops, door handles and other surfaces that are frequently touched will be cleaned using spray and wipes.
- I-pads, laptops and computers will be cleaned before and after use.
- The photocopier and laminator will be cleaned before and after use.
- Portable hand sanitisers are in each bubble
- Equipment used by the children throughout the day will be cleaned by members of staff within the bubble.

September 2020