



The Government has asked schools to adhere to the following [Guidance for full opening – schools. July 2nd 2020](#)

‘We are asking schools to prepare for all pupils to return full time from the start of the autumn term’. Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below.

Essential measures include:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks
- Staff maintaining distance from pupils and other staff as much as possible



System of controls:

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection'.

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
- 2 Clean hands thoroughly more often than usual
- 3 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4 Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 5 Minimise contact between individuals and maintain social distancing wherever possible
- 6 Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

- 7 Engage with the NHS Test and Trace process
- 8 Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9 Contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Schools must 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 layout of the school
- The feasibility of keeping distinct groups separate while offering a broad curriculum

The re-opening of school to all children follows a period of partial re-opening, where children stayed in small bubbles of up to fifteen. The strategy for a safe full opening of the school, whilst continuing to offer a full curriculum to all year groups is based on the following concepts:

Reducing contact

Maintaining good hygiene

Responding to illness

Reducing contact:

In order to fully open the building, a number of actions will take place to ensure staff and children's safety:

- A full risk assessment (in consultation with all staff, governors and unions) to ensure all appropriate safety measures are in place, regarding Coronavirus management. This can be found on our school website
- New classroom layouts (forward facing desks across all of Key Stage 2. In Reception and Key Stage 1, tables will still be in groups but children will be spaced out as much as possible)
- Removal of excess furniture to ensure appropriate spacing



- Spacing of seating and tables in the hall to ensure safety at mealtimes
- Deep cleaning
- Markings and tape to ensure a one-way system of entry and exit, for parents dropping off children
- Signage to issue reminders for hand washing and maintaining distance
- Provision of additional hand cleaning facilities and provision of hand sanitisers in all classrooms and areas around school where there is no sink and soap
- Provision of PPE for medical room and first aid usage
- Review of fire evacuation routes and assembly points
- Provision of door wedges for all classrooms, to ensure good ventilation
- Staff training
- All classrooms now have external doors which will be used for children starting and finishing school and for break and lunchtimes so no groups will mix in corridors
- School will become cashless and paperless as much as possible, please ensure you have signed up to Parent pay (this will become our main form of communication)

Arrival and departure times:

- We will have two year groups at a time arriving at school
- Each class will be assigned a drop off and pick up time (staggered start times)
- Siblings may arrive and be picked up at the family's earliest time slot
- Parents to follow the one-way system around school



Arrival and departure routines:

- Only **one parent per family** to drop off/pick up please
- There is a 5-minute allocation window to drop child off and pick up. **IT IS ESSENTIAL THAT THESE TIMES ARE STRICTLY FOLLOWED**
- Children must stay with their parent at all times
- Parents are not allowed into the school building, unless by prior arrangement. Any quick messages can be passed on at child's door but any messages for the school office or for a longer discussion with class teachers, must be done via telephone or email to school
- If children bring bike/scooters to school, these can be left in the stands as normal but on school pick up, the parent must pick this up and push around school playground following the one-way system until off the school grounds

Classroom layout and routines:

- Children must all face in the same direction. Classes will be set out in rows across all of Key Stage 2. In Reception and Key Stage 1, tables will be more flexible and will still be in groups but children will be spaced out as much as possible
- Water bottles to remain on desks and taken home each night to wash
- Students will be given their own stationary packs provided by school
- Children will only need to bring in a coat, water bottle, school bag (plastic reusable bag provided by school) and packed lunch bag if required. They will also need to bring their PE kits for PE days. Children must not bring anything else in from home
- Mobile phones should not be brought into school – if your child needs to bring their phone, these should be handed into their class teacher or teaching assistant and signed in (class teacher will ensure it is then locked away in the school office until the end of the school day).

Playtimes:

- Children are to be given a designated zone of the yard. Mixing with other groups is not permitted.

Lunchtime:

- Lunch will take place in the hall



- We will use one side of each table to ensure children do not face each other
- Children who bring packed lunches can use their lunch boxes. These must be washed on return home each night. Packed lunches can be sent in disposable bags if you prefer

Maintaining Distance:

- Visitors are not permitted on site without an appointment
- Where possible, children are to keep their distance from other children and staff, but it is understood this is not always possible with younger children
- Large gatherings, such as assemblies, will not be possible in the autumn term, given that adequate distancing measures cannot be maintained. These will be delivered within bubbles
- There will be limited interaction between classes and sharing of resources

Maintaining good hygiene:

Hand cleaning arrangements:

- Hand sanitiser dispensers are positioned at each child, staff and visitor entrance and in classrooms and the hall
- All those entering school are required to wash/sanitise their hands
- Hand cleaning is recommended frequently and required at the following times as a minimum:
 - Entry to the school (at start of day and end of breaks);
 - On entry to the hall;
 - Before and after eating;
- Unnecessary touching of the face is discouraged
- Teachers will remind students to use tissues and bin them once used. If tissues are not readily available exactly when needed, occupants are reminded to cough or sneeze into their arm. Lidded bins are in all classrooms and toilets and are to be emptied regularly throughout the day
- Signage throughout the site to promote good hygiene



Cleaning arrangements:

- School has implemented additional cleaning regimes. This includes the following:
 - Frequent cleaning of classrooms, toilets, common areas and hall
 - Frequent cleaning of all touched surfaces, such as door handles, table tops, play equipment and toys
 - Classrooms furniture and soft furnishings have been reduced in order to improve the ability to effectively clean
 - Antibacterial wipes and gloves provided for use of shared equipment and facilities, such as photocopiers
 - Equipment used by the children and staff will be suitably cleaned at the end of each day or before it is used by another person

Responding to illness:

Children or staff with symptoms:

- **No child or member of staff is to attend school if they have symptoms of COVID-19**
- **If any child has travelled abroad, they must quarantine for the required time as set by government**
- Protocol to follow if child or staff members develops symptoms:
 - Send home and advise to self-isolate for 7 days. Cannot return to school
 - Household members should self-isolate for 14 days
 - Anyone sent home with Covid-19 symptoms is required to get tested. Coronavirus test for children can be booked here: <https://www.nhs.uk/conditions/coronaviruscovid-19/>
 - If test is negative, return to the school and household ends self-isolation
 - If test is positive, individual receives medical advice/treatment



If there is a confirmed case, then we will fully co-operate with PHE's Track and Trace programme. If positive cases are detected within school, we will report to PHE who will investigate and advise, in line with government guidelines.

Manage confirmed cases of COVID-19:

Schools must take swift action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed.

Medical room:

- A room has been set aside solely for managing cases of COVID-19
- If well enough the person with symptoms can remain in the room alone until collected, and observation from staff through door. If needed staff will remain with the child;
- Staff/students who display symptoms of the virus during the school day will be isolated in the medical room until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate;
- First aiders required to assist this person will wear full PPE including, apron, gloves, mask and visor;
- PPE is disposed of in accordance with NHS COVID-19 waste management guidance;
- The medical room will be cleaned frequently and after each use

Readiness to return to lockdown:

- We should all be aware that a class, year group, local lockdown could result in an immediate switch to home learning. In these circumstances it is expected that there will be a seamless transition between curriculum in school and continuing learning at home.



- Children and parents have done extremely well with home-schooling and in the case of another lockdown we will follow the same system on Class Dojo and/or Tapestry.

Responsive curriculum and teaching guidelines:

- Parents have done an excellent job with home-schooling. However, we expect that learning may vary and we will need to respond to this and to any loss of learning as a result of lockdown.
- We will consider what children have learned. This is not the time for a series of formal tests rather the time for **class formative assessment**. We will continue to plan lessons in response to formative assessment in class and teachers will provide high quality instant feedback in lessons.
- If it is necessary for a child to shield, or to temporarily self-isolate (because a member of their household has Covid symptoms) their learning will continue via Class Dojo.

Sensory needs and separation anxiety:

- Government guidance states that all children must return to full time school from September. Staff will be aware that some children will not have left their families for a long while and therefore they might find it difficult to return to school
- All staff will be vigilant and will work together with parents to address any concerns about children returning and will make adaptations if appropriate. Miss Bower and Mrs Smith (our pastoral care team) will be available to all children to talk to and families (if needed) who have experienced trauma/change in circumstances.
- Equally, for many children, a return to the formality, structure and routines of school environment will be welcomed and they will be keen to settle quickly into the structures of a normal school day.
- The local authority has launched an information service to support parents and children finding it difficult to return. Please follow this link for further information: <https://padlet.com/nies1/parentcarerresources>

**Access to toilets:**

- Toilet usage by children in different year groups is permitted, but should be staggered as much as possible. This is achieved by toilet visits being encouraged during lesson times.
- Toilet usage supervised by staff.
- Signage in toilets regarding hand washing protocols.
- All trained to clean hands before entry to the cubicle and wash hands before exit.
- Children will be advised to conduct toilet visits during the day from their classroom base

Events and clubs?

- The running of events will remain under constant review, as new government guidelines are released. From September, schools are permitted to run educational visits which are non-residential, provided they are able to satisfy the requirements of risk assessments.
- Other gatherings are not currently permitted.
- Where necessary, scheduled events are moving online, and staff are working creatively to replicate some of these lost opportunities.
- We will not run any extracurricular clubs initially. Government guidance recognising that schools need to build this kind of provision overtime. We have to consider how clubs can be run safely. For example, these may have to take place in class bubbles.
- Breakfast Club and After School Club will continue to run from the school hall where all children will sit distanced from each other as much as possible.

Fire drills:

- The fire evacuation policy has been reviewed to ensure that there is a clear structure for managing a fire / evacuation.
- Fire evacuation drills will take place at least termly, and children are expected to evacuate the building using their nearest exit, in an orderly fashion.
- Maintaining social distancing is not a priority in the event of a fire drill, given that the risk of fire is greater than the risk of contracting Covid 19 in this setting.