

School Phased Re-opening for EYFS, Year 1 and Year 6 Protocol May 2020

School organisation

- Children will be in a 'bubble' group of no more than 10-12 children (we aim to have children from the same class in each group)
- Each 'bubble' group will be led by 2 or 3 members of staff who will stay with the group throughout (this may or may not include the child's normal teacher)
- The children may not be in their normal classroom
- Each group will stay constant and will not mix with any other group at all
- The groups will attend school Monday – Thursday for 4 hours a day
- There will be staggered start and finish times to minimise contact between different groups (see below)
- Critical Worker Reduced Provision will continue to operate. This group of children will not mix with other groups;
- School will be closed to all but critical worker reduced provision on Fridays to allow for enhanced cleaning and PPA time for staff.
- Lunch will be a packed lunch provided either by parents/carers or the school kitchen. These will be eaten in classrooms or outside (weather permitting);
- Groups will be initially be organised based on the children we know are returning (from the survey or conversations with parents). If we have not heard from parents, we will assume their child is not returning.
- Children do not need to wear school uniform but must come in each day in a clean set of clothes.
- If it is wet weather, children must bring suitable outdoor clothing
- In warm weather, children must bring in a sunhat and sun cream must be applied before coming to school

Classroom organisation

- Desks will be placed 2m apart
- Each child will have their own desk with the basic resources they need
- The children must stay at their desk while in the classroom
- Resources available in class will be reduced to a minimum and will be items that can be cleaned easily (including no soft furnishings or soft toys)
- Staff will clean surfaces, 'touch points', door handles, toilets etc regularly throughout the day. Enhanced cleaning will occur at the end of each day (a detailed schedule has been created) and there will be a deeper clean on Wednesday & Friday
- Children will be reminded and encouraged to maintain social distancing, although this cannot be guaranteed all the time
- All classrooms and other areas of the school will always be well ventilated. Windows and doors will be open wherever possible.
- Hand-washing will take place regularly and always when moving between areas of the school and eating/drinking.
- Children do not need to bring in their own hand sanitizer as there is appropriate supplies in each classroom and outside the school building
- The school's outside space will be divided into areas and times allocated for each group to prevent 'bubbles' mixing whilst outside.
- The learning at school will match that on the Google Classrooms
- Children are to bring in a water bottle, reading book and pencil case (if they have one) but nothing else.

Arrival and departure arrangements

- Each group will be allocated a gate to enter from and have staggered start and finish times
- 8:30-12:30
- 9:00-1:00
- 9:30-1:30
- 10:00-2:00
- 10:30-2:30
- 11:00-3:00
- Only one adult should bring the child to school (siblings can be there if necessary but must observe social distancing)
- Parents and children must line up outside the gate at 2m intervals
- A group leader will come to the gate to collect the children; parents are not allowed on the school site
- At the end of the day, parents should collect at the same gate as drop-off, observing social distancing at all times. The group leader will bring the children to the gate
- We ask that parents do not arrive any more than 5 minutes before their start and finish times.
- If a child arrives after the gate has been closed by the group leader, they will not be able to attend that day as the school office will not be open for parents or children. Another group leader cannot take the child to the classroom as this would mean mixing from different groups.

School kitchen arrangements

- Initially, the school kitchen will provide a packed lunch (sandwich/roll, fruit, yogurt biscuit/cake that can be made up in the kitchen and then brought round to the classrooms)
- Parents will need to provide a drink for their child (water bottles brought in will suffice)
- Kitchen staff will operate in teams of 2 to allow for social distancing measures
- Children attending school who have free school meals (either universal KS1/Reception or eligible KS2 children) will be provided with a free meal.
- Parents of children who are attending school will not receive the government's free school meal vouchers (these are for children who remain at home).

Cleaning arrangements

- Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly
- Hand towels and handwash are to be checked and replaced as needed by cleaning staff
- Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush
- Hand sanitiser is available at the classroom door and should be used on entering the classroom.
- Lidded bins in classrooms
- Disposable tissues and antibacterial wipes in each classroom to implement the 'catch it, bin it, kill it' approach.

Social distancing arrangements

- Markings will be placed around the school grounds to ensure everyone maintains social distancing (spots, one-way systems etc)
- Desks in classrooms are spaced 2m apart
- Staff offices are to have one person inside at any one time
- The staffroom will be closed to staff and an outside area will be set up for staff to use during break times (if not in classroom).
- Only children and staff in school will be on the school grounds

- Lunchtimes and break times will be staggered

Infection protection and control

PPE

- Schools and other education or childcare settings should not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. (Effective infection protection and control, DfE guidance last updated 12 May 2020)
- Staff will not be wearing face masks when in the classroom as there is minimal risk of infection given the measures in place
- Face coverings should not be worn by children as it may inadvertently increase the risk of transmission if they do not use them properly.
- PPE is only needed for staff in a very small number of cases including if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting or needs direct personal care such as help with toileting.

First Aid

- Staff will follow their normal practice when administering first aid, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves.
- If a distance of 2 metres cannot be maintained in order to deal with a first aid incident, medical masks will be available for staff to wear.

If someone develops symptoms of Covid-19 whilst at school

- If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the staying at home guidance.
- If a child is awaiting collection, they will be moved to an isolation room with a supervising adult who will wear full PPE, including a face mask / visor
- The adult collecting the child should call the school office when they arrive at their allocated gate and their child will be brought out to them
- Parents must arrange for their child to have a test if they develop symptoms
- Parents of children in the same bubble group will be notified that a child has developed symptoms and will be asked to keep them at home until the results of the test have been communicated to the school.
- If the test is positive, all members of the bubble group must stay at home for 14 days and follow government advice on self-isolation.
- If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Communication between school and parents

- The school office will be closed for parents apart from emails and phone calls
- Parents with enquiries should preferably email the school office or their child's year group
- Group leaders will not be able to stand and speak to parents at drop-off or pick-up times
- Regular letters and newsletters will continue to be emailed home each week

Other information

- Children who regularly don't adhere to the new behaviour policy / expectations will have to be

sent home and may not be able to return to school if it is unsafe for them to do so

- If a parent of a child not in school changes their mind about their child returning, they must email the school office to state they wish for their child to come back to school. The school will contact the parent to give them a date for when their child can return (at least a week's notice is required to allow a new group to be organised)