

# Full Return to School Policy July 2020



**LOWER SCHOOL**

*Where Learning Starts*

<b>Reviewed</b>	N/A
<b>Adopted</b>	July 2020
<b>Policy Status</b>	Good Practice
<b>Review Period</b>	As required (government guidance)
<b>Person Responsible</b>	Head Teacher

### **Intent**

Following the closure of schools on 20<sup>th</sup> March 2020 due to the coronavirus pandemic, then the phased re-opening of schools from June 1<sup>st</sup> 2020, the government have now announced the full reopening of schools in September 2020. This policy outlines how Westoning Lower School (WLS) intends to implement this full return along Government guidelines. It focuses on how children will be admitted and how this will be organised, how health and safety measures will be implemented to safeguard children, staff and parents/carers and how the school day routines and procedures will be organised.

The school aims to work closely with staff, children and parents to ensure the health, safety and well-being of all, whilst supporting our children to continue on their educational journey.

### **Return to School**

In the Government's proposal for the full re-opening of schools it has stated that all year groups are to return full time from the beginning of the Autumn Term 2020. Attendance will again be mandatory for all pupils.

### **Procedures**

#### **School organisation**

The government has indicated that pupils should be organised into class, year or phase groups. These group, or 'bubbles', are to operate independently of each other. Staff are permitted to access other groups.

- Each child will be in their class group bubble.
- Staff will be organised into Key Stage bubbles so that PPA, interventions and other cover can be managed.
- Each class bubble will have their own room, designated times in an outside space and toilets.
- Children in Years 1 to 4 will be desk based, with seats facing the front of the classroom.
- Children will keep their belongings, i.e bag, coat, hat, lunchbox and water bottle in their own space. These are the only items permitted to be brought in from home.
- Assemblies will take place in classrooms.

#### **Arrival / collection**

In order to minimise the risk of infection, the Government guidance indicates that social distancing of 2 metres should be kept to wherever possible amongst the adults in school, along with restricted social gathering.

- One parent / carer must drop off and collect their child/ children.
- Parents will not be permitted into the school premises, if you need to communicate with the staff please email or phone into the school office.
- Different times for drop off and collection are to be given to each class bubble, along with a different entrance point. Parents will be advised in writing of their child's arrangements. Please keep to these times.
- When waiting to drop off or collect, we ask all parents / carers to adhere to the 2 metre social distancing markers in place, and to kindly follow the direction of supervising staff.
- No bikes or scooters can be brought into school during this period.
- Parents are asked not to congregate and chat once they have dropped off their child.
- Children will only be allowed to be picked up by a member of their household or designated child care provider.
- Children will not be expected to bring PE kits into school, nor any other items from home, apart from a packed lunchbox, water bottle, bag and coat/hat.
- Uniform is to be worn. Footwear can be sturdy school shoes or trainers suitable for outside play.

#### **Lunch time / Snacks**

- Tables will be cleaned before and after all children eat.
- Children will have access to their own water bottle brought in from home.
- Universal free school dinners (Yr R,1 & 2) will be available in the form of a packed lunch during this time, as will those entitled to free school meals, or a packed lunch may be brought in from home. No hot dinners are currently available.
- At lunch time children will be supervised by a lunch time supervisor who will be designated to their class bubble.
- Children will all have access to a designated outside area, with equipment for their class bubble's use.

## WLS Full Return to School Policy July 2020

- Children will be encouraged and supported to play games and activities that respect social distancing where possible, although the government guidance does recognise that it is not always possible with younger children.

### **In the classroom**

- Lessons and activities will all be planned by the child's class teacher.
- Use of the outside areas will be maximised for learning opportunities.
- Classroom doors and windows will be open, to allow good ventilation.
- Children will be able to use their designated toilet as needed, by co-ordination with staff to ensure only one child uses them at a time.
- Physical activities will be planned frequently throughout the day, to ensure children's mental and physical well-being.
- Each child will have their own resources, including pencils, pens etc. kept on their desk for their use only. PLEASE DO NOT SEND PENCIL CASES INTO SCHOOL.
- Children's work will be marked in line with the government guidance and adjusted school policy.
- Each child will keep a reading book on their desk, so regular practise can be prioritised.
- Reading books and folders will be sent home at the beginning of the week and can be returned at the end of the week to change books.
- Routines will be introduced to move children around the school when necessary, keeping to a one way system and respecting social distancing.

### **Health, safety and hygiene**

The Government has consistently and ongoingly promoted that the key to tackling the Covid-19 virus is through rigorous hand washing and strong hygiene routines. At WLS this will be a priority to keeping everyone safe and well.

- Children are to wash their hands on arrival, each time they have been outside, before and after they eat and before they leave.
- After using the toilet, staff and children are to wash their hands, then to use hand gel.
- Moisturiser will be available if children need it, if parental permission has been given.
- Wherever possible, children will be supervised in handwashing.
- Table tops, sinks and taps, handles etc. will be wiped down frequently across the day.
- Most internal and toilet doors will be propped open to avoid excess contact. On internal fire doors, a Dorgard device, which is sound activated, has been fitted.
- Equipment to be thoroughly cleaned before it is moved between 'bubbles'.
- Where equipment cannot be washed, it is to be set aside for 2 or 3 days in line with guidance.
- Staff are to wear gloves, apron and a face mask/shield when supporting changing clothes (i.e. if child had wet themselves).
- One child at a time will be permitted to use the toilet.
- Children to be encouraged to adopt good hygiene regimes, including 'catch it, kill it, bin it' and sneezing or coughing into the inner elbow. Tissues to be disposed of immediately and double bagged (in nappy sack) then put in bin with closed lid.
- Children will be encouraged not to touch their face.
- It is expected that parents will support their children by helping embed these ongoing good hygiene practises at home
- PPE equipment will be made available to staff if required when dealing with unwell children.
- A first aid kit is to be assigned to each room, for use in class and at lunchtime.
- An adjusted evacuation plan will be put in place and shared with staff and children, then practised in the initial return phase.
- All day protective sun cream should be applied before school, and your child should come in wearing a sun hat.
- General good hygiene practises will be embedded into school routines, via rhymes and activities.

### **If a child feels ill (potential Covid-19)**

The symptoms of Covid 19 are recognised to be a high temperature (above 37.8) or a new and persistent cough. In children, a rash, sickness and diarrhoea have also been linked to Covid-19. In view of the fact young children find it difficult to describe and articulate how they feel, during this phase we are not able to risk keeping any child in school who maybe unwell.

- If a child reports feeling unwell, their symptoms will be ascertained as quickly as possible.

## WLS Full Return to School Policy July 2020

- If it is considered that the child has any symptoms linked to Covid 19, the child will be taken by an adult to a room or outside space away from others.
- If a child has sickness or diarrhoea in class or the class toilets, the rest of the class will be removed to a safe space.
- A digital non-contact thermometer will be used to take temperatures.
- If a child presents a temperature they will be taken to a safe space or outside weather permitting. The temperature will be checked again 30 minutes later, and if it is still 37.8 or above the parents/ carers will be contacted.
- The staff member asked to stay with the child will be provided with suitable PPE equipment and asked to wait with the child in a separate area, away from others.
- Once the child has left, the items and area the child has been in touch with will be cleaned, and if necessary left unused for the next 72 hours.
- If a child has non- Covid-19 symptoms, staff to follow normal protocol i.e. contact the office to phone parents.
- We ask that if you need to give your child Calpol before coming to school, you keep your child at home until their symptoms have passed.
- If a member of staff feels unwell, arrangements will be made for the cover and supervision of the children. Whilst waiting, staff will keep their at least 2 meters from others.
- A government leaflet, explain the procedure of staying at home, will be given to any unwell person.

### **Positive test for Covid-19**

If a child or staff member tests positive for Covid-19, the school will follow the procedures that are current at the time. The school will also fully comply with the NHS Track and Trace service.

### **Attendance**

During this period it is important that information about health and sickness is promptly shared, for everyone's safety.

- All children are now expected to attend school full time.
- If children are not in, parents need to contact the office on the first morning, detailing reasons.
- If a child has symptoms of Covid-19 they need to inform the school, arrange for the child to be tested, and report the outcome of the test to the school.
- If someone in your household has the symptoms of Covid-19, you need to self-isolate for 14 days, or until a negative Covid-19 test result is received.

### **Behaviour**

An appendix has been added to our Behaviour Policy to reflect expectations on behaviours under the current social distancing guidelines for school. Staff will use their knowledge of each group of children, along with age appropriate expectations to implement these new rules. It is fully intended that the children will contribute to developing these rules within the classroom settings, as part of their ongoing Personal, Social, Health and Emotional sessions.

### **Well being**

The Covid-19 pandemic has impacted differently on adults and children. At WLS we understand that a child's happiness and well being is a vital part of their ability to engage with learning.

- A questionnaire will be sent out to all returning children, giving the parents an opportunity to share any change in needs / family information. Staff will phone and speak with parents if necessary.
- On the return day for children, time will be given to PSHE sessions, along with introducing the new rules and procedures to keep us safe and healthy.
- Ongoing sessions to be planned in, to embed new rules and procedures, and support the children's' mental health.
- A range of resources to support bereavement will be available to support children as necessary.
- If a child is struggling and/or showing signs of distress or anxiety, staff will contact parents to chat things through. Extra support will be provided in school to support the child.

### **Communication**

#### **With parents**

- Initial information and policies will be sent to parents in advance of their child coming into school.
- If a parent wishes to speak to staff, they are asked to ring into school or send in an email to the school office.

## WLS Full Return to School Policy July 2020

- If staff need to speak to parents, they will communicate by email or phone.
- Bumped head notes will be emailed only, and verbally told to parent at pick up (keeping 2 metres distance).
- Communication books will not be operated during the initial period.
- Parents will only be allowed into school if a prior arrangement has been made (i.e. to collect a sick child) and safety guidelines have been put into place. These arrangements will be communicated by school office.
- If a parent requests a meeting with staff, an online or telephone appointment will be arranged.
- Reading books and folders will be sent home at the beginning of the week and books can be returned at the end of the week to allow a quarantine period on returned items.
- The library will not operate to begin with. Any library books at home can be returned on the first day back in September to be taken to into quarantine.
- Weekly newsletters will continue to be sent out with updated information.

### **With children not in school (due to individual or wider isolation / lockdown)**

- Children not in school will receive work set by their teacher on a week by week basis.
- Children at home can continue to contact their teachers by email for feedback and comment.
- Where appropriate, Google will be used to provide online learning.
- Weekly newsletters will be sent out by Mrs Boyle with updated information.

### **Additional Guidance for Stars Class / Saturn Class**

The children in our early years classes are not used to being based at desks, as this is not age appropriate. The Government recognises that keeping young children socially distanced is not achievable, and hence the provision will be set up along the guidelines.

- The provision (both inside and outside) will be set up with a range of activities that are spaced out, to encourage social distancing.
- Resources and equipment used will be able to be thoroughly cleaned.
- Children will be taught through rhymes and stories about how to keep themselves safe and healthy.

### **Review and Monitoring**

This procedures contained in this policy will be regularly reviewed in line with updates to the government guidance.