

Covid-19 risk management information for parents

Below are the main details of the measures being taken by school to limit the risks to pupils, staff and parents during the reopening of the school from the 2nd June 2020. The full detailed risk assessment will be available on the school website as soon as fully completed and approved by the Local Authority. I've shared more detail of the measures relating to parents, so you can start to understand what we are asking of you to support us too.



The school will be regularly inspected for safety and compliance

- There will be frequent inspections of cleaning by the headteacher, site manager and the Health and Safety governor.
- The head and site manager will regularly check that sanitiser stations are kept up with stock and in location prior to the start of each day.
- Staff training on all procedures will be conducted prior to the 2nd June.
- Staff are encouraged to inform senior school leaders if there is a slip in standards in cleaning or other measures.
- As a work place we will be subject to workplace inspections by the Health and Safety Executive to spot check for Covid-19 safety compliance.
- Staff can report the school to the Health and Safety executive if they feel that safeguarding measures are not being adhered to.
- A fire drill will be conducted at some point early in the reopening with pupils following 2 metre social distancing.



There will be lots of stations for hand washing and use of sanitiser, which everyone will use regularly

- At all entry points to the school (for both adults and pupils) there will be hand sanitiser stations set up. These will be located outside the classrooms entrances and the front entrance. All pupils will hand sanitise on entry to the class space first thing in the morning and after every period outside.
- Through the internal corridors the doors will be kept open, with the exception of the front security door. There will be sanitiser stations at either side of this door.
- All teaching spaces will be equipped with a clear plastic box containing, first aid kit, hand sanitiser, disposable gloves, plastic apron, sanitiser wipes. This will be taken to wherever the class go.
- Access to the staff room will be limited to two at a time (maintaining social distancing). Staff will be asked not to linger here and to return to their teaching space to consume drinks use suitable sanitising wipes to clean everything they touch whilst in there. A hand sanitiser station will be located in the staffroom too.
- Access to each of the school adult toilets will be strictly one at a time. With staff cleaning any areas touched with suitable sanitising wipes.
- Toileting for children will be strictly one at a time to toilets allocated to each teaching group. Children will be advised to sanitise or wash their hands before and after use and use the available sanitiser wipes to clean where they have touched. This will be monitored by a staff member in Reception.
- Pupils will be regularly reminded of hand and respiratory hygiene and shown the correct process for hand washing. Clear, visual signage will remind students to stay apart and wash their hands.
- Staff will ensure that they wash their hands regularly or use sanitiser. This should be done immediately on arrival at the school and at regular intervals during the day.
- Pupils will clean their hands prior to and after each meal time.
- Immediately after dealing with intimate care, a child with suspected symptoms, or after the removal of PPE both the pupil and the adult will sanitise or wash their hands.
- Regular orders will be placed and advanced orders too for essential items for cleaning and sanitiser for during the outbreak.



There will be much smaller class sizes, socially distanced as much as practical and possible

- Pupils will be allocated to a small and consistent teaching group. This will be no more than 15 pupils and will be based around their circle of friends as much as we can (see social bubbles section).
- Within the room allocated to each teaching group, tables will be separated as much as is feasible. The 2 metre distancing should be attempted for classroom settings, or as near as we can manage it. Pupils will be allocated a designated workspace.
- We will encourage as many activities to take place outside as is possible, in line with government guidance (see timetabling section).
- For Early Years and Year 1 we accept that from time-to-time pupils will naturally (and without fault) break adult social distancing requirements. Staff are to respond proportionately to these events and encourage wider spread group play or active learning.
- Teachers will mark a two metre teaching zone to ensure their social distancing.
- Social distancing of 2 metres will be maintained in PE sessions. Sessions will be skills based or create personal challenges to be achieved in the session.
- Lunches will be staggered too in line with start times. All pupils will have meals delivered to them on trollies by the kitchen staff, to be consumed in their rooms. This measure will result in maximizing hall time for dance/PE and limit cleaning tasks across the school. Lunch staff delivering the food to the classroom will not enter the room, but provide the trolley of meals for the staff member with the teaching group to distribute.
- In Reception pupils will be allocated separated tables for more formal work inside. This may well be split with some pupils from that working group in a small group more naturally spread out outside.



If a child is ill in any way they cannot come to school

- All parents will be asked to temperature check their children prior to school, and should not send them in if it is higher than 37.8 degrees.
- Parents are asked that no child displaying any form of illness will be sent to school at the present time, and that they should keep them off until they are better. This is due to the expanding understanding of symptoms seen in children with Covid-19.
- School will immediately send home any child displaying any illness symptoms.
- Any child with symptoms will be isolated in the medical room until they are collected by parents. Parents will be phoned immediately. The music room will be a backup if there is more than one child. Attendant staff will wear appropriate PPE as per government guidance.
- If the child with symptoms requires the toilet they must use a different one from the other children and staff. Therefore the toilet in the library will be retained for this purpose.
- If a serious localised outbreak occurs in the school. PHE will be advised and the school will support contact tracing attempts.



There will be a very thorough regime of cleaning throughout the school

- All class spaces will be cleaned at the end of each day. The cleaning regime will be focused around all hard surfaces and anywhere that pupils or staff could have left virus on a smooth surface. Particular areas of focus in class and communal areas and at touch points will include:
 - Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates
 - Cupboard handles and doors
 - Trays
 - Light switches
 - Large equipment and equipment controls
 - Telephone equipment
 - Keyboards, photocopiers and other office equipment
 - Classroom desks and chairs
 - Floors
- Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined in waste management controls.
- Any items that are heavily contaminated with bodily fluids and which cannot be effectively cleaned should be disposed of.
- Staff will be supplied with suitable sanitising wipes, disinfectant spray and disposable cloths and gloves for keeping touched items spot cleaned during the day.
- All items (aside from the personal basic school kit) will be spray cleaned or suitable sanitiser wiped after use.
- Soft items will be removed from classrooms as much as is possible, as spray cleaning of these is less effective.
- Additional contracted cleaning time will be needed to maintain high standards in this area.
- In Reception class areas the following will not be used: sand trays, soft toys, anything which will be difficult to clean.
- In Reception and Year 1 classes, items which are hard to clean after use by a child (such as a small tray of lego) will be sprayed with cleaning solution, and placed into a quarantine area for 4 days until it can be used again.
- All PE resources will be spray cleaned or wiped after use. For some equipment used in a lesson, there may be value in wiping down surfaces during activities.
- Appropriate PPE will be worn by all cleaning staff, as per the Local Authority guidance.
- Waste bins from classrooms will be left in the school corridor at the end of the day in order that waste materials can be managed safely and quickly.
- Bins will be emptied daily.



There will be changes to the school day, including staggering the start and finish times

- The start and finish times of the school day will be staggered to support the safe flow of people onto the school site. Different groups will start at 15 minute intervals to each other. Initially we will only require 3 staggers (8.40, 8.55 and 9.10) with corresponding finish times of (3.00, 3.15 and 3.30).
- Break times and lunchtimes will be built into a new staggered timetable structure which will maximise outdoor usage.
- Timetables will be designed around 40 minute blocks of work (Y1 and Y6) using indoor and outdoor facilities.
- Staggering of the school day will limit footfall in spaces such as the staffroom and toilets.



Learning sessions will use our brilliant outdoor spaces as much as possible

- Outdoor learning zones will be split into 7 areas with temporary fencing. Timetabling of all of our outdoor spaces will be created to maximise this opportunity.
- During the initial phase there will always be an outdoor space available to every teaching group during the day.
- Reception pupils will also have the sole use of their outdoor area.
- Outdoor fixed play equipment and the tree houses will unfortunately not be accessible during the initial phase. They will be fenced off with temporary fencing, as will the slide in the Reception outdoor area.



There will be measures in place for social distancing for adults on the school grounds

- Perspex screen will be fitted in the foyer as there is high volume proximity contact with the public here.
- A one way system will be employed for access to the school site. This will utilise both school gates, with an in and an out gate. These will have clear signage and use barriers to control the flow.
- Staff / parent meetings will be conducted if appropriate in a quiet outdoor space maintaining 2 metre social distancing. If possible parent meetings will be conducted over voice or video call. If a meeting is of a confidential nature and privacy is required then the meeting can be conducted in either the music room or the heads office with 2 metre social distancing.
- Parents will be directed to drop-off waiting zones specific to each teaching group and reminded to keep 2 metre social distancing while on the school site.
- Staggered start and finish times will be employed to further limit the foot fall during peak periods.
- Parents will be encouraged to arrive just before the published drop off time for their child. If they have two drop off times for two different children they may wait in a quiet part of the grounds or move to their second drop off location. School will endeavor to keep drop off times for any family as close together as possible or at the same time of we can.
- Parents will be advised to get children to walk to school if at all possible. If a child cycles, we ask that cycles are locked with no more than two people locking their bikes at any one time in the cycle park area and waiting parents and children keep two metre social distancing outside the cycle park entrance.
- A one way system will be employed for access to the school site. This will utilise both school gates, with an in and an out gate. These will have clear signage and use barriers to control the flow.

- Parents wishing to visit the school office will be asked to queue in a one-way loop starting from the clear 2 metre spaced markers from the front entrance gate along the side of the hall to the front door into the foyer. Only one parent will be buzzed into the foyer at a time and when they leave they will follow the one-way exit route past the preschool and exit using the preschool gate. Parents will be requested to keep interactions brief and to the point to limit long queues forming.
- Parents will not be able to enter the teaching spaces with their children. A member of staff will come outside to receive children so that, as far as possible, the child is welcomed and guided through the threshold by a trusted adult. For Reception children and parents this may be difficult, a bench will be provided in a quiet space for parents to take a child to if they are distressed on arrival. Staff will assist them to come in and will guide them by the hand, but not bend down to their level and become very close.
- At all times school staff must keep 2 metre social distancing between each other.
- Staggering of the school day will limit footfall in spaces such as the staffroom and toilets.
- Teaching staff are to keep (where at all possible) a 2 metre distance between them and their teaching group.
- On entering rooms staff will knock before entering to allow time for staff close to doors to move away.
- Access to the staff room will be limited to two at a time (maintaining social distancing).
- Access to each of the school adult toilets will be strictly one at a time. With staff cleaning any areas touched with suitable sanitising wipes.
- All staff meetings will be conducted using Zoom until further notice.
- Lunch staff will keep two metre social distancing whilst preparing food.



School equipment will be managed, allocated and cleaned to avoid cross-contamination

- School will provide pupils with their own set of basic school kit, for them to retain at their classroom designated workspace. This will limit pupils moving around the room. This kit will consist of a set of colouring pencils, writing pencils (and pen for Y6), scissors, ruler, rubber, pencil sharpener, whiteboard, whiteboard pen and any books in use. These will be kept in a tray by their workspace.
- Pupils will keep in-school reading books in with their personal kits and change them by putting them into a box to be quarantined for 7 days. Home reading books returning from home will be placed in quarantine too.
- When choosing home reading books pupils will choose three or four at a time to be taken home in their book bags. A set day for this will be communicated to parents by teachers and the book bag need only come in on that day.
- Children will keep their water bottle on their table and take it home each night to be refilled, as this will limit the number of times children will need to touch the taps.
- Coats will be stored on the backs of chairs at their workspace to avoid social gatherings in cloakrooms.
- Sets of equipment such as lego and toys this will be split into multiple small trays for individual use and quarantined for 4 days after use.
- If children in a teaching group engage in PE activity, they should avoid shared resources. Items will be for the sole use of that child during the activity (ropes, balls, sticks, bats, rackets, gym mats, etc).
- Pupils should be wearing active wear. Pupils will not be able to bring in a change of clothes for PE.
- There will be no passing out or collecting of books after the initial distribution on the first day. Books will stay in pupil's trays by their table.

- Teachers will provide feedback without touching the books, if required written feedback will be provided on small whiteboards or pupils will self-assess with staff support.
- All items (aside from the personal basic school kit) will be spray cleaned or wiped with a suitable sanitiser after use.
- Soft items will be removed from classrooms as much as is possible, as spray cleaning of these is less effective.



Transitions around the school will be minimised and external doors used

- Classes will wherever possible come and go through their external doors.
- Transition down corridors will only be one at a time for using toilets or medical attention.



How we will manage 'social bubbles'

- Pupils and staff will stay in their teaching group 'social bubble' and with the same consistent adult/s for the duration of the term. These groups are fixed once set and cannot be altered.
- For groups being supported by part time staff, this will be limited to two adults across a week.
- One teaching group will consistently use the same classroom with the same adult (unless unavoidable).
- Staff will stay with their teaching group permanently and not work with other groups.
- Peripatetic staff cannot work with the children inside the building. They may though conduct sessions outside or via video link.
- Staff or children may choose to wear a face covering or mask in certain circumstances outside of the prescribed use of PPE.
- If one member of the teaching group is diagnosed with Covid-19 then the entire teaching group and staff member will self-isolate for 14 days.

Please remember this is not the full list of measures we are putting in place (which is twice as long). They are the main controls we are putting in place, and will hopefully help you to make your decision to send your children in or not. If you'd like further clarity on any point or would like to ask whether we've covered a certain issue important to you, then please email me at any time.