

## **Practical Arrangements for Reopening**

This booklet is designed to give you information about the adaptations we are making to routines and protocols in school to minimise the risks posed by COVID-19 to our whole community.

It cannot hope to detail all the steps we are taking, but we hope it will give you some idea of what experience children will have if they return to school. There has been a lot in the media recently about severe social distancing measures in schools, with depictions of classrooms stripped of all resources and children limited to isolated desks. Guidance from the DfE makes it clear that social distancing, especially among our youngest year groups is not possible and that instead we should implement protective measures focused on:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing

Some procedures listed here might feel very 'formal' as you see them in print but please remember that the school will still be staffed by familiar, friendly North Leigh folk and rest assured that we have and will continue to consider the balance between children's mental health and wellbeing and our risk management and distancing measures.

## **Start and End of Day Procedures and Contact with Parents**

- Staggered arrival and departure times for each 'bubble' of children with identified entrance and exit points from school ensuring class 'bubbles' don't mix;\*
- Only 1 adult to drop off and pick up. Parents should not enter the school site;
- Member of staff (linked to bubble) at each gate to meet and direct children to classroom entrance;
- 2<sup>nd</sup> member of staff (linked to bubble) meets children by classroom entrance.
- Children wash hands on entering school;
- Parents to communicate with the school electronically or by phone if there are day to day issues;
- At pick up, children are collected from identified exit point. Member of staff (linked to bubble) matches child and parent;
- Office will only admit visitors to the building on 'urgent' matters. Only one person to enter reception at a time;
- Anyone admitted into school must use hand sanitiser provided when entering and leaving the premises;
- Visitors to communicate with office from two meters through hatch;
- Face masks offered to visitors if they need to move through the school site;
- Regular cleaning of surfaces and door handles etc in the entrance area;

\*Parents with children in different cohorts to be given the option of children being in the same 'bubble'. If they choose to send children to different bubbles then they can drop off both children at the same time and one child will go to holding area on playground until his/her bubble arrives.

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## Class Organisation and Accommodation

### **Critical Worker Bubbles**

- To occupy Rowan and Willow classrooms;
- Separate handwashing facilities for each class are available in the adjacent Art Area;
- Toilets are available in Rowan cloakroom and disabled facilities in corridor;
- Children can use the lower playground and part of the school field for outdoor activities and breaks.

### **Reception Bubbles**

- To occupy Holly classroom;
- Classroom has size appropriate toileting and washing facilities;
- Children can use the discrete outdoor area for outdoor activities and breaks.

### **Year 1 Bubbles**

- To occupy Maple classroom;
- Children will also be able to use Hazel classroom should teaching team wish to spread out;
- There are integral sinks for handwashing and infant toilets are available in the cloakroom area;
- Children can also access upper playground as a discrete outdoor space during the school day.

### **Year 6 Bubbles**

- To occupy Ash classroom;
- Children will also be able to use Oak classroom should teaching team wish to spread out;
- There are integral sinks for handwashing and junior toilets in this block;
- Children can easily access the field as a discrete outdoor space during the school day.

## Classroom Environments

- Soft furnishings and toys as detailed within DfE guide
- Open access to resources will be reduced so that staff can clean and which require cleaning;
- Regular rota for cleaning and disinfecting of resources swapped between bubbles
- Tables used by Reception/Year 1 children will have limited crowding together and activities will have number 1 children can paint in the art area, only three children can play with the lego);
- Desks used by older children will be arranged to provide as much distance as possible between children within the classroom;
- Excess furniture will be removed to limit amount of cleaning necessary;
- All children have individual learning packs containing essential equipment (pencils, scissors, glue stick, white board, pens etc) to minimise these resources being shared;
- Classrooms to be well ventilated at all times;
- Surfaces within classrooms to be kept clear of all clutter to allow for effective wipe down of surfaces door handles etc during the day and cleaning at the end of the day.

## Curriculum and Learning

- Children will take part in a variety of learning activities from across the curriculum, as appropriate for their age, as they usually would;
- These activities will link to those given as home learning to try to give some parity between children attending school and those still at home eg topic, maths and writing foci for the week will be the same;
- Where possible teachers will use the outdoor environment to support learning;
- Some activities involving very close contact (eg some sporting activities) will be avoided;
- Activities bringing whole groups together, eg assemblies, will not take place;
- However, children will not sit at individual desks all day.



## Emphasis on Hand and Respiratory Hygiene and Monitoring of Health

- School will have sufficient stocks of hygiene resources (soap, hand sanitiser, anti-bacterial wipes, gloves, aprons, tissues, paper towels and means of disposing of these safely (lidded pedal bins));
- Children will be made familiar with the toilets/sinks for handwashing their bubble will use:
  - Reception - Holly toilets & sinks
  - Year 1 - Maple/Hazel cloak & classroom sinks
  - Key Workers A - Rowan cloakroom & Art Area sink 1
  - Key Workers B (if required) - disabled toilet & Art Area sink 2
  - Year 6 - Ash/Oak cloak & classroom sinks
- Classroom routines will allow for regular washing of hands with soap and water;
- Younger children will be supervised in using toilets to ensure they wash their hands;
- Toilet areas will be cleaned with greater frequency;
- Children will re-receive age appropriate lessons on importance of handwashing and respiratory hygiene (Catch IT, Bin It, Kill It);
- Children or adults displaying symptoms of illness will be immediately isolated from their bubble and sent home;
- School will take a child's temperature (infrared thermometer) if they are concerned and children with temperatures above 37.8 will be sent home;
- Staff will not routinely wear PPE, but may use masks, aprons and gloves as appropriate when dealing with intimate care (eg helping a child change after a toileting accident), administering first aid or assisting a child who is believed to be ill with COVID-19 symptoms.

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### Snacks, Lunch and Breaks

- Children should bring in their own snacks and water bottle from home each day;
- The School Lunch Company will provide a packed lunch for Reception and Year 1 children (and Year 6 children in receipt of FSM or at cost of £2.30) or children can bring in a packed lunch from home;
- Children will eat lunches outside with their bubble (if weather permits) or in their classrooms;
- At break times children will play with the children within their bubble. They will not play with other children (who will not be at break at the same time or will be playing in a different outdoor space);
- Children will have access to limited play equipment, but will be encouraged, by adults, to play games which do not involve excessive physical contact; they will, however, play communally and use the whole space;
- Children will be supervised during break and lunch by adults linked to their bubble.



### Cleaning Routines

- Enhanced daily timetables/task lists have been drawn up for cleaners to ensure toilets, sinks and surfaces are kept clean throughout the day and school undergoes full cleaning at the end of the day;
- A deeper clean of all classrooms and resources will take place on Wednesdays;
- All classrooms will have easy access to 'easy to use' cleaning equipment (e.g. wipes), and PPE (masks, aprons, gloves) and hand sanitiser if required to support ongoing cleaning/adherence to hygiene protocols for each classroom in use to allow for this;
- All classrooms will have accessed to lidded bin (pedal operated).

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## How can Parents Help at Home?

- You should ensure that all members of your household are observing recommended social distancing guidelines;
- Parents should ensure that their child only attends school if they are well;
- If your child is ill (even if they are not displaying typical COVID-19 symptoms) then they **MUST NOT** come to school;
- Taking your child's temperature every morning is good practice. If your child has a temperature above 37.8 they **MUST NOT** attend school;
- Only send your child in with limited things from home - a water bottle, a snack/lunch and a sun hat/raincoat as necessary;
- Apply 24-hour sun screen to your child before school - we cannot apply this in school, nor can we accommodate 15 sticky bottles in each classroom;
- Send your child into school in clean uniform each day. They will not have to change for PE or outdoor activities so please dress them accordingly and ensure they are wearing trainers or shoes they are comfortable running in;
- Tie back long hair so children are not having to push it out of their faces with their hands;
- Talk to your child about the importance of hand and respiratory hygiene and keeping their distance prior to them coming into school (we hope to share resources we will be using in school with parents before children return to school);
- Be confident and positive about your child's return, explain that things will be different but they will still have fun.

**If you are a parents of children in Reception, Year 1 and Year 6, please remember to email the school office by Monday 25 May to confirm that either:**

**you are considering sending your child into school on 4th June**

**OR**

**you do not intend to send your child back during the summer term**

**If we do not hear by this date, we will assume that your child will not be attending.**

