



## **Our Lady of Lourdes RC Primary**

### **Covid-19 Protocols-Updated Information for Staff, Parents/Carers and Visitors**

**Date: 1<sup>st</sup> August 2020**

**Review: Ongoing**

Our Lady of Lourdes is committed to providing pupils, staff and all stakeholders with a safe place to be. These protocols for reopening are based on rigorous risk assessments in partnership with the Local Authority and the government *Guidance for the full opening – schools-Published 2<sup>nd</sup> July 2020*. This document is based on the information at the time and should further information come to light, or circumstances change, this guidance is subject to change.

Date:	School is open to:
From Thursday 3 <sup>rd</sup> September	All children in Reception to Year 6

### **Our Aims**

These are incredibly difficult times where parents, children and staff may have anxieties about returning to school. Some children will be excited about coming back and some will be more apprehensive. We will:

- Do everything we possibly can to keep your children safe
- Offer a caring and nurturing environment for all
- Support children with their anxieties and emotional wellbeing whilst they are with us
- Provide a fun and engaging curriculum

### **Protective Measures we are taking in Light of Coronavirus (COVID-19)**

First and foremost, it goes without saying that the safety of your child and of our staff is our top priority.

Some of the steps we are taking in readiness for the full reopening of our school include:

- Asking that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend school. That includes children and staff who work here.
- Keeping our children in group 'Bubbles' with as much consistent staffing as possible, and minimising contact with other groups around the setting.
- Cleaning our hands more often than usual. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

- Ensuring our children will understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the setting.
- Implementing an enhanced cleaning schedule, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including table tops, door handles and play equipment.
- Asking parents and carers to physically distance from each other and from staff when dropping off and collecting their children and to limit drop off and collection to one parent or carer per household.
- Asking If possible to wear fresh clothes each day and wash clothing as soon as you can.

### **School Day**

**The following arrangements prioritise the safety of all our pupils and staff to prevent the spread of the Covid -19 virus. It is essential that these guidelines are followed at all times. In the event that a pupil or staff member is unable to follow these guidelines, a member of the Senior Leadership Team should immediately be notified. The health and safety of all of our pupils, staff and families is of utmost importance.**

The arrangements that will be put in place in our school are set out below. Pupils and staff are required to follow these arrangements at all times in school.

- The provision in school follows the 'Bubble Model' as recommended by government guidance.
- Social distancing is key. This applies to all interactions with pupils and staff whilst in school. The pupils also have an obligation, in accordance with the Government's guidelines, to be socially distancing where possible outside of school too.
- Your child should use the same equipment and facilities throughout the day such as iPad, laptops, stationery, cups/water bottles, toilets and wash basins

### **How will the Bubble Groups Work?**

- Each bubble will have separate allocated times for breaks and lunchtimes
- Each of the different Bubble groups will be taught within their own learning area/ classrooms where possible.
- Mixing between Bubble groupings will be limited.
- Each Bubble group will have allocated toilet and handwashing facilities.
- Toilet visits will be managed to avoid congregation of pupils.

## Movement around School

Travel around school will be limited to avoid congestion and to limit close contact. To maximise space within school corridors and to limit overcrowding of belongings, children will be asked to place their coats and PE bag (drawstring bag only) on allocated pegs. Only official school book bags will be allowed in school as these will be stored in class. Toilet trips and regular handwashing will be carefully managed to ensure groups of children do not congregate.

## Cleaning and Hygiene

Our caretaker and cleaner will play an important role in keeping our pupils and staff in school protected against coronavirus. School will maintain its increased daily cleaning regime. As part of the cleaning regime all frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly each day.

Hand washing and hygiene will be a key priority for school. We have ensured that we have adequate hand washing facilities and plentiful supplies of soap and hand sanitiser. Children and staff will be expected to wash their hands or use hand sanitiser on entry to their area and each time they exit. Within these areas, children will be encouraged to wash their hands or use hand sanitiser **throughout** the day.

Each day the following will take place:

- All pupils will wash their hands-on arrival at school.
- After handwashing, all pupils will be seated at their own table/area with appropriate distance between each pupil.
- All pupils will be briefed in their classroom each day about hygiene rules and social distancing. The briefing must happen every day for all pupils.

## Handwashing

Each pupil will be directed to wash their hands at the following times:

- On arrival at school
- Immediately before entering a new classroom or designated area for activity
- Before break and lunchtime
- After break and eating
- After using the toilet
- After activities sessions
- After sneezing or coughing
- At the end of the school day

Staff must also wash their hands upon arrival at work and before departure, before and after eating and whenever they change location or activity. Pupils and staff should try to avoid touching their faces. Younger children will have to be reminded of this.

**On a morning we are allowing phased entry into school, for all pupils, at any time from 8.30am. Registration will take place at 8.55am**

Staff will be situated at the following main entry points

- The main gate into the yard
- The main school Reception Door (Year 4 only)
- The Early Years Outdoor Area (Reception only)

The grid below informs you where your child will enter and exit school. Please note siblings **can enter/exit via the youngest child's entry point if entrances are on opposite sides of the school.**

On a morning, we ask that parents say goodbye to their children at each of these main entry points. A member of staff will greet your child and we will make sure that they enter school happily and safely. This will ensure that traffic in the carpark will flow and the school site and carpark areas will not become congested.

**At home time, there will be 2 finishing times - 3pm for children in Years Reception-Year3 and 3.30pm for Years 4-6.** If you have children across both pick up times, to make it easier for you, your children can be collected at the later time of 3.30pm. At home time we would ask that cars are parked in the year group's designated area (as below) and an adult collects the children from their set exit points as below. Families are asked to ensure that only **one adult** collects the child and everyone must **observe social distancing at all times** whilst on the school site. A one-way system will be in place on the school yard to help with social distancing and we ask that once your child is collected, you make your way swiftly out of the school grounds without congregating or socialising with other families. Please do not enter the school site earlier than your given time to park your car.

Sadly, there will be no opportunity to speak to your child's class teacher face to face at the beginning or end of the school day. However, please communicate via telephone or email the school office. We want to reassure you that we are still here for you and your family albeit in a different way.

Only Year 6 pupils will be allowed to walk home by themselves (with a letter of permission from parent). These pupils will be briefed on the importance of socially distancing both inside and outside of school.

## Drop off and Pick up

<b>Class</b>	<b>Morning drop off times</b>	<b>Designated parking area for drop off and pick up</b>	<b>Morning - children's entry point</b>	<b>Afternoon- cars on site (to park at designated area)</b>	<b>Finishing times and where children are to be collected from</b>
<b>Reception</b>	Between 8.30-9am	Area outside of Main School Reception	Reception Class outdoor area at top of the carpark	Cars can enter site to park from 2.50pm	3pm from Reception outdoor area gate
<b>Year 1</b>	Between 8.30-9am	The new car park	Main gates on school yard	Cars can enter site to park from 2.50pm	3pm from Year 1 veranda door
<b>Year 2</b>	Between 8.30-9am	The new car park	Main gates on school yard	Cars can enter site to park from 2.50pm	3pm from last year's Year 6 door
<b>Year 3</b>	Between 8.30-9am	The new car park	Main gates on school yard	Cars can enter site to park from 2.50pm	3pm from veranda door
<b>Year 4</b>	Between 8.30-9am	Area outside of Main School Reception	Through the main School Reception door	Cars can enter site to park from 3.15pm	3.30pm from Main Reception
<b>Year 5</b>	Between 8.30-9am	The new car park	Main gates on school yard	Cars can enter site to park from 3.15pm	3.30pm from Year 1 veranda door
<b>Year 6</b>	Between 8.30-9am	The new car park	Main gates on school yard	Cars can enter site to park from 3.15pm	3.30pm from veranda door

When dropping or collecting children to/from school, parents should note the following:

- **Only one adult will be allowed to drop off/pick up children** (we understand that you may have young siblings with you and this may be unavoidable so this will be allowed)
- Any children who walk to school themselves (Y6 only) will be allowed immediate access to school.
- There will be a clear one-way system onsite and 2 metre demarcations will be used to remind those onsite of the need for social distancing
- **Parents should not stop or congregate anywhere on the school site when dropping off or collecting children**
- There will be a marked exclusion zone around classroom doors and parents should not enter this zone
- Any parent who refuses to adhere to these protocols will be asked to leave the school site

### **Breakfast Club and After School Clubs**

Breakfast club will be available from September and will **start at 7.45am every morning** at a cost £2 per pupil per session. Breakfast will be served in each bubble rather than altogether in the main hall.

**Unfortunately, there will be no after school clubs until further notice.**

### **Registration of pupils**

Registration will take place every day at 8 55am and it is essential that we know who is in school every day. A register will be taken in classrooms at the start of the day and after lunch. Mrs Armstrong will ensure attendance data is complete and will telephone parents if a pupil who is expected into school is absent. There is an expectation that all pupils will attend school from September 2020 unless a statutory reason applies. Unauthorised absences will be followed up by school.

### **Pupils who Arrive Late to School**

Parents of pupils who arrive late must contact the school office, and then wait outside of the main entrance point for their child to be collected. If there are other parents/pupils present they must socially distance themselves. If your child is late on a number of occasions, parents will be contacted to discuss next steps. **It is vital that all pupils arrive at school on time not only for their education but also for the health and safety of all other pupils and staff in school.**

## **Uniform and Equipment**

From September, children should wear their school uniform on their return to school. Guidance on school uniform, including our PE kit, can be found on our website. All school equipment will be provided; therefore, children should not bring pencil cases or any other equipment into school. Suitable footwear must be worn and parents are reminded that we have a no jewellery policy.

*Government guidance states that washing your clothing more regularly reduces the risk of spreading coronavirus. Wearing clean clothes every day is recommended.*

Pupils will also require a water bottle each day. These should be taken home at the end of the day, cleaned and refilled with fresh water.

## **During the School Day**

- Learning will take place in well ventilated classroom areas, wherever possible, to reduce the risk of infection.
- Pupils must always sit at their permanently allocated desk/table.
- Unnecessary movement around the classroom will be discouraged.
- Pupil desks will have essential equipment placed on it. Pupils must use that equipment - they are not allowed to bring their own equipment into school. Equipment must not be shared.
- Where possible staff should avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- Any planned activities should be non-contact. If it is unavoidable for multiple pupils to handle the same resource, pupils should wash their hands before and immediately after the activity and should use antibacterial sanitising wipes to clean the item.
- Mrs Armstrong will be located at the school office. There should be no access to this room other than to the office staff and SLT members who need to communicate with her.

## **Playtimes and Outdoor Learning**

To minimise risk, playtimes will be staggered to ensure bubbles do not mix. Children will not have access to the fixed playground equipment but each pod will have its own portable equipment which will be cleaned after each use. We will use the field as much as we can.



## Lunchtimes

To minimise mass circulation internally, children will not be using the hall for dinners. School lunches will still be prepared on site for children and will be delivered to the Bubbles.

If you are providing a packed lunch for your child, please follow the school's advice regarding the appropriate contents for a healthy packed lunch. This information can be found on our school website. Pupils will eat their packed lunch with their Bubble group. We ask that any packed lunches brought into school, wherever possible, are put in a disposable bag which can be thrown away. If this is not possible, and a container is brought in, we will make sure that the outside is cleaned.

Packed lunches will be stored in each classroom.

## Pupil Behaviour

The School behaviour policy, Respecting Relationships should be adhered to by pupils and staff at all times. This has been updated in light of Covid-19.

Staff and pupils will develop their own Bubble Charter in September which will reflect the current situation. Children will be reminded constantly about expectations, routines and their charter and this will be integral in the teaching of PSHE and RE.

If a pupil is found to be deliberately in breach of our guidelines, this will be addressed in accordance with the school behaviour policy:

Behaviour that could cause harm to others will be addressed in line with the behaviour policy. We reserve the right to fixed-term exclude or in very serious cases permanently exclude for breaches of behaviour including breaches of protocol related to Covid19.

Pupils who have additional needs will be risk assessed and measures, where appropriate, will have necessary adjustment.

**We cannot, however, under any circumstances, allow behaviour that puts another member of our community, pupils or staff, at risk.**

## Emotional Wellbeing of Pupils

We understand that for the children, school will seem very different when they return. Please be assured that the emotional wellbeing of children will be a priority for all staff in school.

## **Safeguarding**

When working in school, staff should revert to our usual safeguarding practice, as outlined in the school's Keeping Children Safe in Education policy September 2020.

## **Visitors on Site**

- Wherever possible, visitors to site are to be discouraged.
- No visitors are to be allowed on site without a prior appointment.
- Unexpected visitors will not be allowed access to the school site.
- The office window will remain closed to allow staff to stay behind glass.
- All visitors must be told to wash their hands upon arrival.
- Visitors are to sign in using the signing-in system in school. This must be cleaned after every use.
- Social distance measures must be maintained by all visitors. Information will be provided to visitors on entry to school.

## **Deliveries**

- Post can be delivered at the main entrance.
- Deliveries which are large to be left just outside the main door.

## **Fire Evacuation Procedures**

Our current fire evacuation procedures will mainly remain the same with only a few minor adjustments. Fire evacuation assembly points will remain the same but children will be encouraged to remain 2 metres apart in lines. Pupils will be informed of the fire procedures and an evacuation practice will take place in the first half term or as and when required.

## **First Aid & Intimate Care**

Where social distancing is not possible in dealing with first aid or intimate care in Bubbles, we will have a designated first aider in school who will administer the required first aid/care to children using personal protective equipment (PPE).

There will be a First Aider assigned to each Bubble group.

## **In the Event of a Suspected COVID-19 Case**

School will adhere to government guidance: *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.*

In order to reduce the risk in school and to further drive down transmission of coronavirus, school will ensure that pupils, staff and other adults do not come into the school if they have coronavirus symptoms or have tested positive in the last 7 days. <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

All school staff must be aware of and follow the process below:

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

They will immediately be taken from their Bubble and taken to a designated room for such a case occurring with a staff member using full PPE. Parents will be contacted immediately to collect their child.

Government guidance sets out that they must self-isolate for at least 7 days and should arrange to be tested. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If the child needs to go to the toilet while waiting to be collected, the toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. *Guidance for full opening - schools - GOV.UK* should be followed.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools-Gov.UK>

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop

symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. The COVID-19: cleaning of non-healthcare settings guidance will be followed:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcaresettings>

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus.

: