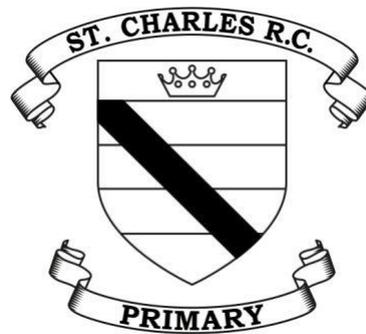


St Charles RC Primary School



Covid – 19 Handbook
Reopening from 7th September
2020



Drop off and pick up arrangements

The following expectations and procedures are in place to ensure the health safety and hygiene standards are met.

In general:

- All movement around and within the building is to happen with the expected 2 metres distance, where 2 people pass in a corridor – one should step into an alcove and wait for the other to pass.
- Children and staff are not to be in school if they show any symptoms of illness. Parents and staff must report an illness to the school office and provide a list of ALL symptoms before 9am.
- Children are on site only for the duration of the school day.

Staggered drop off and pick up times

- **For siblings, drop offs and pick-ups are at the YOUNGEST CHILD'S time and gate**
- In September, we will be extending the drop-off and pick up times each day. Only one parent/carer over the age of 18 can bring their children onto the school site.
- All drop offs and pickups are to take place at the gates assigned – Only one parent/carer to drop off and pick up
- Social Distancing to be maintained by parents at gate or in the playground

Year group	Entry point	Drop off time	Afternoon Pick up Time
Nursery and Reception	Nursery and Reception playground	9.00am	3.00pm from Main car park gate 12.30pm Fridays
Year 1 and 2	Key Stage 1 playground (near Year 1 and 2 door)	9.15am	3.15pm from KS1 playground gate 12.45pm Fridays
Year 3 and 4	Key Stage 2 playground (near Year 3 and 4 door)	9.30am	3.30pm from KS1 playground gate 1.00pm Fridays
Year 5 and 6	Moorside car park entrance	9.30am	3.30pm from Moorside car park 1.00pm Fridays

Expectations for children

- Children will be allowed in the building at the assigned staggered start time.
- Children enter the building without parents at the car park gate.
- Children must sanitize hands when entering the building.
- We urge parents to check their child's temperature before leaving for school.
- Children should bring a coat and sun hat to school but no school or book bag. They may bring a lunch box if they have a packed lunch. Cloakrooms are not in use.
- In order for these arrangements to work well, it is really important for children and parents to stick to these times as much as possible.
- If a child is late, please buzz the gate and open it, say goodbye to your child and a member of staff will meet them on the path, please can we ask that you wait until they are met and close the gate behind you.
- If you will be collecting your child before the end of the school day, please ring the school office 10 minutes before you arrive and they will be brought out to you.
- Children will be ready at their pick up points. When parents are there to pick up their child, the children will be released by the teachers.

Expectations for parents

- Parents will arrive at the assigned staggered start time and dismissal time – it is very important to keep to these times to encourage social distancing.

Staff

- Staff must enter through the main entrance.
- Staff must sanitize hands when entering the building.
- Staff need to use the two metre distancing when entering and leaving the building.
- Staff should limit their presence at school and are encouraged to leave shortly after the children have all been dismissed.



Entering and exiting the classroom

Beginning of the day:

- Children will bring all their belongings with them to the classroom, including their coats, hats and lunchboxes. The cloakrooms will not be in use.
- On entering the classroom they must sanitise their hands.
- Once their hands are clean, they go straight to their assigned seat, placing their coats on the back of their chair
- They are then ready to begin the day

During the day:

- Each child is encouraged to bring a perfume-free hand lotion that they can stay in school to be used after sanitizing and washing hands to prevent dry skin
- Students must wash their hands when they enter and exit the classroom; before and after going out to play, before going to PE, after going to the toilet or any other time they enter or leave the room
- Each class will have use of the toilets within their unit, there must only be one child in the bathroom at once.

End of the day:

- Students put on their coats
- Students wash their hands before lining up to be taken to their dismissal point
- Students sanitize their hands before walking out of the door



Expectations around use of materials

Classrooms and use of materials

- Teachers will maintain the sanitizing of the classroom and materials throughout the day.
- All toys must be washed twice daily. If they cannot be washed they must be packed away.
- All school materials stay at school; no home materials are brought to school
- Each child will be provided with a pencil case with a set of personalised resources
- Children cannot bring personal toys or pencil cases to school
- Each child will have a tray on their desk to store their resources in

Toys and manipulatives

- All toys and manipulatives to be washed after school
- Soft toys and pillows/cushions/blankets should be removed from all areas of school

iPads, laptops and mice

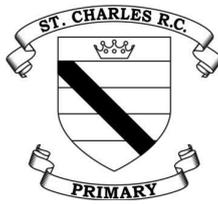
- Must not be shared while using
- Need to be wiped before and after use several times daily with wipes
- Students must wash hands before and after use
- Ipad should be wiped before returning to the trolley for charging
- Keyboards should be wiped with a damp cloth after each use

Other materials

- White boards and markers wiped down after use and stored in child's tray
- Other art materials i.e. pastels etc. used, cleaned and then packed away
- No play dough/plasticine/clay
- Role play corners removed

Classroom libraries closed. Instead:

- EYFS: a small selection of books available daily. Once a child has read the book it is packed away and cleaned at the end of the day.
- Oxford owl used instead of reading scheme.
- No reading books will be sent home.
- Teachers have a box of books relevant for the day which they use, clean and pack away.
- Older children can store a book in their class tray until complete, upon which it is wiped down before being stored/swapped



Health and safety guidelines

How long does the virus survive?

The virus is coated in a fatty membrane which enables it to live on surfaces. A FOMITE is a surface which transmits or transfers diseases. Humans are exposed to transmission of the virus when they touch an exposed fomite.

Clothing

The virus can live on clothing for up to 6 hours (until it dries).

Surfaces

The virus can live on smooth surfaces for up to 6 days. Warm soapy water is sufficient to kill the virus.

Paper (in regards to marking)

Normal paper/books is similar to clothing (6 hours) so leave paper in a holding space for 12-24 hours

Soapy detergents like washing up liquid should be used to wipe surfaces.

Sick students

Students or members of staff who show any signs of illness must not attend school.

Please do NOT send your child to school if he or she is showing any symptoms of illness which could be passed onto another child or adult.

If any member of the household has symptoms of Covid-19, do NOT send your child to school

Children who show signs of illness or have a temperature of 37.8 C (100 F) or higher will be sent home from school. They will be isolated until a parent arrives to collect them.

Parents and staff must report an illness to the school office and provide a list of ALL symptoms before 9am.

Handwashing and hand sanitizing

Children will enter school through the main school gate, one at a time, two metres apart and will remain two metres apart the entire school day. Each bubble will have an assigned sink and toilet.

Handwashing Lesson

- Upon entering school children will use hand sanitizer before to their classroom.
- Children will wash their hands every time they leave the classroom
- Children will wash their hands before eating
- Children will wash their hands regularly

Two-metre distance

- Two-metre markers will be placed before doors
- Where possible, the children will be separated by two metres throughout the school day both in the class and when transitioning to/from the playground

Cleaning of the building

- Hand sanitizer machines have been located around school
- Portable hand sanitisers are in each classroom
- door handles will be sanitized on a continuous basis throughout the day by members of staff as they move around school.
- Toilets and sinks will be sanitized on a continuous basis throughout the day

Classrooms and use of materials

Teachers will maintain the sanitizing of the classroom and materials.

All toys must be washed twice daily. If they cannot be washed they must be packed away. Children's personal toys and pencil cases must stay at home. iPads, laptops and mice are not to be shared and will be wiped before and after use.

PPE

A selection of PPE has been secured from the Local Authority including gloves, aprons and face coverings.

The Government guidelines continue to state that PPE in schools is not required.

Keeping your family safe

It is advisable that you change your clothes and shower on returning home from work. Clothes should be placed directly into the washing machine. You must also remember to encourage family members to continue to maintain a regular handwashing routine at home.



Emergency learning: How to keep your distance as an adult

Working and collaborating together will look and feel different. It is likely to be awkward and certainly will take getting used to. In addition to following the guidelines for moving around the building, please use the following guidelines:

- Staff should enter via the main entrance
- Staff must wipe down their computer, iPad, mouse, etc. several times a day
- When working in the same room, adhere to the two metre distance guidelines, spread out in communal areas and wash hands before entering the room and after leaving the room
- Use of staff rooms is allowed only if adults wash hands when entering and exiting the staff room and apply social distancing expectations.
- Adults - When talking to children:
- Keep a 2m distance
- Talk to them from above – rather than on par with them
- Start holding/clasping your hands together as you walk around to stop yourself from touching backs of chairs or tables etc.



Home learning plan

We are very pleased to offer students not at school opportunities for Home Learning during this emergency learning situation. Children who remain home will be able to access similar lessons and activities as their classmates who are in school.

What does “home learning” look like?

Children at home will receive instructions and activities of maths, reading, writing and well-being through Google classroom and Studyladder. Lessons will be posted as activities in Google Classroom so all children have access.

Who is making home learning?

We have a caring team of home learning coordinators. The team coordinates and posts lessons for all students in Google classroom. They will take lesson plans designed by the teachers and use them to create activities.



Hygiene procedures for the classroom

Daily routines / could be done during playtimes

- Clean tabletops, door handles and other surfaces that are frequently touched by using cleaning wipes or spray
- Let the disinfection solution sit for 30 seconds and wipe the surface dry with paper towels if still wet.

Before and after lunch:

- Before the students eat, wash the tabletop with the damp cloth and spray.
- After lunch, empty waste into food caddy, stack the plastic trays and cutlery. These will be picked up again by the kitchen staff.
- Wash the table top again with the damp cloth to remove food waste, followed by another round of spray disinfectant to remove virus/bacteria.
- Please place the plastic food containers in a big plastic bag and the yellow cloth in a small bag.



Movement of all people in, out and throughout the building

All movement of children around and within the building is to be supervised by an adult and they must adhere to the expected two metres distance. When children are moving around the building, they need to be taught the following expectations. These expectations must then be reinforced consistently by all teachers.

They include:

- Everyone washes hands before moving to another section of the school
- Move on the right when moving through the corridors
- Move through doorways one at a time
- Keep hands and bodies to him/herself
- Use the assigned bathrooms
- One child at a time uses their assigned toilet
- Children must wash hands after using the toilet

Visitors

Except for emergency repairs, no visitors are not permitted onsite.

Anyone outside of the staff team, who enters the building, will be expected to provide details of their reason and their full name, address and telephone number.



Outdoor play

A revised playtime schedule has been created to provide increased outdoor playtime for all children and limit the number on the playground at one time. Each bubble will lead their own supervision.

Children's expectations for outdoor play

- Children are expected to follow the school rules and cooperate when instructed and directed
- Children are expected to adhere to all new procedures so the school can follow the guidelines for health and safety
- Children must maintain a two metre distance when playing
- Football or any ball play is not permitted during this time
- Students will not have access to playground toys and bikes
- Children will not be able to play on the tree house or apparatus nearby
- Children will be able to play on the other fixed playground equipment – stage etc



Staff illness

Staff who show signs of illness or have a temperature of 37.8 C (100 F) or higher should not come to school or if already at school go home immediately.

You are considered sick when there are symptoms of illness, even with mild symptoms of illness. This means that in case of symptoms of illness you have to stay home from work.

You must inform school of your symptoms so that we can look for patterns in sickness throughout your bubble.

Staff can return to school 48 hours after they are no longer showing ANY symptoms of illness. This means that if you have symptoms of illness, you should stay home until you are well.

If a person who has been at school is confirmed (or suspected) to be infected with COVID-19, the school must be informed of it in order to inform the persons with whom he/she has been in close contact.

It is recommended that persons with proven COVID-19 isolate themselves as much as possible in the home away from others family members and avoid all physical contact with persons in the home.

When a family member is ill

When you suspect someone in your house has COVID-19, stay at home out of caution. Do your best to isolate yourself from the ill person. Ask to have the ill person tested as you are a key worker and need to return to work. If it is confirmed that it is not COVID-19, you should return to work.



Students of concern

Due to the nature of emergency learning, the school's capacity to manage particular behaviours will be limited. As such, it is important that students follow school rules with a greater degree of independence. Unfortunately, children who can not meet the new expectations will not be permitted to stay at school. Teachers and staff will monitor the emotional well-being of children in the new learning environment. Parents are also asked to share any concerns with their child's class teacher.

We will be particularly aware of the following situations and issues:

1. Reluctant children*
2. Social / emotional concerns including new concerns because of new class, teacher, environment, friendships
3. Behaviour / disciplinary issues
4. Late and absent students
5. Child protection issues

*children who are not agreeable to coming to school, who have difficulty separating from parents, who refuse to enter the building, who make excuses during the day to be sent home

Concern	Response
Reluctant children	Teachers and staff will make reasonable efforts to encourage children to enter and stay in school. Children who are not able to cooperate easily and quickly will be sent home.
Social/emotional issues	Teachers will report children of concern to SLT
Behaviour/ disciplinary issues	There is an enhanced expectation for children to follow school rules, classroom agreements and cooperate when instructed and directed. Children are also expected to adhere to the new hygiene and distancing procedures so the school can follow the guidelines for health and safety. Children who can't meet the new expectations will not be permitted to stay with the bubble. Teachers should call for CC. Next steps will be determined on a case by case basis.
Late and absent students	Regular recording of attendance will continue.
Child Protection issues	The same child protection procedures are in place. Teachers should inform a Designated Safeguarding Lead if they have concerns.



Teaching and learning

Teaching

This is an emergency learning situation. Our goal is to provide children with some familiarity of school routines for social/emotional/academic learning in a school environment. Lessons will be designed to provide practice for consolidating skills and will focus on some new learning, where possible. Lessons should be as independent as possible. Teachers will use teaching materials, strategies and teaching styles that are familiar to them. The academic work for children will be as familiar and as independent as possible.

There is no homework assigned during emergency learning. School books, notebooks and materials may not be brought back and forth from home to school. Children will be encouraged to read independently at home.

Timetable

The emergency learning timetable is designed to limit the movement and contact of staff and children throughout the building.

The focus of lessons will be revision of reading, writing, math and “well-being” (social/emotional learning) within their assigned bubbles. The members of staff within each bubble will organize the daily schedule of lessons within the arrival/dismissal time and play times. All lessons will take place in the childrens’ assigned bubble room or outside in the open air.

No external providers will be permitted on site during the crisis.