

1. The following guidelines are to help parents understand the routines and procedures the school will be instigating in order to reopen during the COVID-19 emergency. These will be updated whenever we received further guidance from the government and/or public health.
2. COVID 19 and the school setting. Social distancing in the primary setting is achieved by halving class sizes, keeping these classes largely independent of each other, minimising contact and mixing (pupils and adults), avoiding contact with anyone with symptoms, frequent handwashing and good hygiene practices and regular cleaning of settings. There is no expectation for primary age children to remain 2m apart from each other or staff.
3. The virus is transmitted either through the air (coughs, sneezes and normally breathing) or via airborne droplets landing on a surface - you then make contact with that the surface and ingest the virus through touching your face (mouth, nose, eyes).
4. To prevent virus transmission via surfaces. We will keep surfaces and school resources as clean as possible. Classrooms and offices will have a supply of anti-bacterial spray, clothes and wipes. Tissues and paper towels will be available. We will have a routine that empties bins during the day and wipes bannisters/door handles. Staff (and pupils) will wipe resources and surfaces on a self-help basis throughout the day. Staff will model good hygiene practice at all times.

All pupils will have a robust handwashing regime. The children wash hands as soon as possible on entering the site (and last thing before they leave). They will also wash hands before/after use of a resource such as a laptop or change in environment or activity (e.g. lunch or break time). The magic number is six – at least six hand washes a day (although these do not all need to be in school). Staff will regularly remind children not to touch their face. Transmission of the virus through surface contact is significantly lower than catching through the air and good general and personal hygiene standards will ensure contact transmission in school will be very low risk. We will reinforce the ‘no contact’ with each other rule, as we are all a ‘surface’.

5. To prevent airborne transmission of the virus. The virus is primarily contracted by breathing in. Coughs and sneezes release particles into the air in large quantities, which we then breathe in. The spread of a sneeze in a room will depend on the size of room and time. Coughs and sneezes propel the virus across space diluting to the volume of air present. Normal breathing will also expel the virus into the atmosphere but not to the same extent as coughing or sneezing.

To lower the risk of air transmission indoors we will ensure good ventilation. We will keep doors and windows open if possible to maintain airflow (and reduce risk of contact transmission from door handles). Coughing and sneezing is high risk so anyone showing those symptoms should not be in school and if they show these symptoms when in school, will be immediately isolated and then sent home. Transmission through normal breathing is low - but we avoid activities indoors that raises breathing rates (collective singing for example). Outdoors, any airborne particles are quickly dissipated reducing the risk to very low. Classes will plan to spend as much time as possible outside – lessons in the open air.

6. The measures to social distance in school tackle all aspects of the potential transmission and do reduce the risk significantly.

## School Procedures:

7. To have a place in school for your child, it will be necessary to have pre-booked. This allows us to ensure correct staffing is in place in school (the school will only have on site the staff required for the expected number/year group of children). We will provide for pupils in school and those that remain on home learning. Given the personal circumstances of staff, allocation of teachers and support staff to pupil bubbles, key worker groups and maintaining home learning will involve flexible use of staff. We will allocate staff to bubbles and for them to remain with that bubble. Staff will be redeployed as necessary (for example staff absence).

8. The following procedures will be in place:

- Coming on to site – maintain 2M social distancing outside of school site. Try to avoid using public transport. Do not car share with people from another household. Parents/carers will not be allowed on site unless by appointment or by pre-arranged agreement. We aim to communicate digitally with you as much as possible.
- Parent/carers will NOT be permitted to come through the gated area of the school site. The year six children must enter via the vehicle entrance and come on to school grounds through the first black gate (the one with a path to the rear of the school hall). Reception parent/carers must enter the school site via the vehicle entrance too and the children will come on to the school grounds via the slim gate attached to the large double silver gate. Year one children must enter the school site via the front pedestrian entrance. If you have children in more than one year group, please enter via the silver gate (vehicle entrance). Photos will be shared on Facebook to help demonstrate this.
- Once on site, pupils will go straight to classrooms and wash hands. For obvious reasons, we will be unable to hold children's hands to encourage them on to the school site and therefore it is important that you have talked to them about returning to school so they are best prepared to come into school independently and confidently.
- Pupil resources including lunch boxes/water bottle will stay on their desk – KS2 pupils may bring a reading book to school but this must go home with them at the end of the day. For Y6s much of the learning will be focused on their transition to secondary school with some English and maths revision lessons.
- EY/Y1 will have a play based continuous provision focused on outdoors/play based. All resources will be carefully selected (ideally washable) so that they can be cleaned at the end of each day. The children will be unable to come together for carpet/story times and so some of their routines will be different but they will still have a play-based day.
- If pupil numbers allow, we will provide a laptop for each – this laptop will remain with that pupil if possible.
- Pupils will be in bubbles (mini classes) that will remain apart from other bubbles.
- Pupils must wear PE kit – if possible washed daily.
- Pupils should arrive with sun cream applied and have sun hats. Pupils if needed can bring hand cream as well as hands can get sore with repeated washing.
- Please carry on reminding children of good hygiene, handwashing and non-contact.
- Classrooms will be quiet, ventilated environments. In KS2, there will be minimum movement around the classroom and pupils will remain at their desks unless otherwise directed. It is essential that all children follow the behaviour policy and new expectations implicitly. Should a child be unable to manage with the expectations, Mrs Reader will contact the family to ensure everyone's safety.
- Each bubble will have an allocated outside area. Their area will be used for breaks and lunch and will not be able to mix with other bubbles. Children are not permitted to use any of the play equipment, in line with government guidance. The bubble (mini classes) will use their outdoor area whenever needed including for lessons.
- Bubbles will be allocated toilets to use and a strict hygiene routine will be in force. Pupils will wash hands before and after. Toilet door handles will be cleaned during the day.
- Break snacks must be brought from home.

- Any bubble moving around the school will be in single file with clear, non-contact spacing between them. We will encourage children not to touch surfaces as they walk and where possible enter/exit classrooms directly to outdoors.
- Lunch will be scheduled (20 mins) for each bubble to restrict numbers outside. In wet weather, pupils will eat at desks. All packed lunch waste will be returned home. School packed lunches will be brought to the classroom and waste to be put into black rubbish sacks available in class. Lunchtime is a functional event – ideally taken outdoors. There will be no contact or equipment to play with during play or lunchtimes.
- The children will take home everything they brought in the morning.

#### 9. Medical

- We have accurate non-contact thermometers in school. There is no requirement to take temperatures on arrival but we will take the temperatures of any children feeling unwell.
- PPE is not worn in school unless directed. If a child or adult arrives at school wearing PPE (e.g. facemask) it is to be removed and placed in a plastic bag and kept in that bag ready for use on exit.
- An isolation room has been nominated which contains PPE. Anyone who shows signs of the virus will be taken to this room. Any staff waiting with a child with suspected virus symptoms will wear the PPE provided (apron, gloves, facemask, face screen). If a pupil shows covid symptoms they will be isolated from their bubble, then sent home and advised to self-isolate for 7 days. Their fellow household members should also self-isolate for 14 days. All staff and pupils who attend school have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in such a scenario. Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. Where the child or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 14 days. The other household members of that bubble do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.
- In the case of a positive test, Public Health England's local health protection team will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole site or a year group. Where schools are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole school will not generally be necessary.

10. Adherence to anti-Covid-19 procedures is extremely important. Failure to comply by pupils will be a serious matter. We will educate, instruct and direct pupils however, failure to comply may result in a reduced timetable or 'stay at home' agreement. All previous sanctions, including exclusion, remain extant.

11. All contact between parents/carers and school will be via telephone or email.