

# SEPTEMBER 2020 RETURN TO SCHOOL ARRANGEMENTS

## at ST CHADS PRIMARY SCHOOL



### 1.0 Overview

- i. All children will return in full school uniform. School PE kits to be worn on PE days with school sweatshirt/cardigan.
- ii. Classes (children and staff) will be a bubble and so children can interact with each other, keeping distancing if and where possible.
- iii. At times we will require whole year groups to be a bubble eg if year 3/4 are separated for music lessons- all year 3 will mix and all year 4 will mix. Therefore in this instance we have widened the bubble to the year group but this will be only a few occasions as possible.
- iv. EY will be one bubble although we will keep to our class bubbles as much as possible.
- v. Staff may choose to have a line taped on the floor around your desk or at the front of the classroom which children cannot pass- their choice.
- vi. Staff should keep their head well above the height of children and stand behind them where possible
- vii. Staff should plan how the children will enter and leave the classroom; how the class will line up and how they will need to enter the classroom eg children sitting at tables at the back will be the last to leave and first to re-enter so they need to line up accordingly.
- viii. When children use toilets, staff should check hands are washed/ hand gel applied.

### 2.0 Classrooms

- i. In years 2-6, desks will all be facing forward with two children to a desk so no children are facing each other- there will be gaps between each table, where possible.
- ii. Staff should try and avoid children passing each other once seated and when moving around the classroom.
- iii. KS2- Every child will have a zippy bag on their desk with their own equipment inside. This will be given to Y3-5 in the first three days and taken with them to their new classes on 7<sup>th</sup>. **List of equipment to be distributed by Jo.**
- iv. KS1 children have their own pot on the desk with their own equipment.
- v. Exercise books can be kept centrally and given out each day.
- vi. Reading books will be sent home and when returned- placed in a box for decontamination (approx. 6 days) and then returned to the shelf. New books can be taken directly from the bookshelf. EY and KS1 children must have a book bag. KS2 should bring their books in a zippy wallet/ book bag or small bag from home. This does not include large and bulky rucksacks etc.

A small tote bag would be ideal. The children will also be taking home- reading diaries, spelling and homework books.

- vii. For the first half of the autumn term (to start with) children will come to school in their PE kit on the days they do PE (2 x per wk), but will need to wear the correct PE kit (see uniform on our website) and they must wear their school sweatshirt/ cardigan. This will prevent the need to bring in and take home PE kits each week. Parent will be informed of PE days at the start of the autumn term through the class newsletter.
- viii. Children will not bring lunchboxes but bring their lunch in a small bag which can be thrown away or taken home and washed.
- ix. Children will be able to bring a drinks bottle of water to school each day which can be kept on their desk and a piece of fruit for break time. Please note fruit juice will not be provided by school or the DFE at the start of the autumn term.
- x. Disposable cups will be available for children without bottles.

### **3.0 Break times**

- i. Each class will have a zone on the playground which they will use at playtime and lunchtime. They will always line up in up in their zone.
- ii. All Year 3/4 will have playtime at the same time in 3 separate zones. Year 5/6 will have a different playtime to Y34 and will have 3 zones. Year 1 & 2 will have 3 zones for playtime- all at the same time. **The zones will be set up on the INSET day.**

### **4.0 Lunchtimes**

- i. Lunchtimes Year 3/4 will have their lunch in their classrooms 12:15-12:45 with one LTS in the Y34 mobile (34C/ 34B) and one LTS in 34M classroom. Lunches will be delivered by the kitchen staff to the classroom before 12:15. The two LTS's will stay with the Y34 classes for the whole of lunchtime. At 12:45 Year 3/4 children will be taken outside to their 3 zones for outdoor play with the LTS's. The children will line up in their zone at the end of lunchtime.
- ii. Lunchtimes Year 5/6 will go outdoors to their three playground zones 12:15- 12:45 with their two LTSs. At 12:45 they will go indoors for lunch in the hall with their LTS's. When wet play- one LTS will go to 56D mobile and one LTS to the 56S/56DE mobile. Tables will be wiped by the kitchen staff before Year 5/6 use them. Year 5/6 will remain in hall 12:45-1:15 and teachers will collect them at 1:15pm. They will help LTS's and kitchen staff put tables and chairs away at 1:10pm. Mopping to be done after 1:15pm
- iii. Lunchtimes Years 1& 2 will be taken in to the hall by their teacher/ TA/ two LTS's and sit in their classes. They will take their coats with them. The children will sit alternately at tables so that no child is directly facing another. The lunch bags will be on the tables ready for them at 12pm. The children will remain in the hall and seats until all children have finished their lunch. This time can be used for children to visit the toilet. At approx. 12:35/12:40 (at the latest) all children will go to the KS1 playground with the LTS's with their coats on. Kitchen staff will wipe down tables ready for Y56. The children will line up in their zones. As the children will use the toilet during their stint in the hall, there will be no Y6 monitors on the doors.

- iv. Lunchtimes Reception will be in their classrooms with a LTS each and lunches will be delivered by the kitchen staff prior to 11:45pm.
- v. Lunchtime Nursery- all Nursery children will have their home lunches in one classroom with two LTS's.

## **5.0 Start and end of day**

- i. All children will start at normal time of 8:50am.
- ii. One way system around school.
- iii. KS1 will now line up and be dismissed from the KS1 playground.
- iv. Parents and children must not pass/cross each other on paths but wait behind each other at a minimum 1m distance.
- v. Where children are brought to school by an adult, this must be kept to one adult per family.

## **5.1 Reception & Nursery**

### **Mornings**

- Parents will enter through the front school gate (EY parents must not use the back gate) and walk along the path following the arrows on the floor. Once at the early year's gate parents will hand over their child to staff. Parents will not be permitted to pass the blue barriers or enter the Early Years playground. Once parents have handed over their child they must continue to follow the direction of the arrows and go out of the gate opposite the office and follow the arrows across the car park. (See KS1 instructions if you also have to drop off KS1 children)

### **End of school and Lunchtimes (Nursery only)**

- Parents will enter through the front school gate (EY parents must not use the back gate) and walk along the path following the arrows on the floor. Once at the early years gate staff will hand over the child to designated collection person (All Nursery children at 3pm and Reception children at 3:10pm. Parents will not be permitted to pass the blue barriers or enter the Early Years playground. Once parents have collected their child they must continue to follow the direction of the arrows and go out of the gate opposite the office and follow the arrows across the car park. (See KS1 instructions if you also have to collect KS1 children)

## **5.2 Years 1 & 2**

If you have EY children as well as KS1 children-please drop EY children off first following the instructions above and then proceed to the KS1 playground.

### **Mornings**

- Parents will enter through the front school gate (KS1 parents must not use the back gate) and walk along the path following the arrows on the floor. Parents should not overtake each other on pathways, but wait in line. Parents should take their child on to the **KS1 playground** where the children will line up. Staff will collect the children at 8:50am. All parents must try and maintain distance from each other and from staff.

Once the children have gone into class, parents will leave the playground following the arrows and exit onto the staff car park at the gate by the steps to KS1 main building. They should then follow the arrows out across the car park.

### **End of school**

- Parents will enter through the front school gate (KS1 parents must not use the back gate) and walk along the path following the arrows on the floor. Parents should not overtake each other on pathways, but wait in line. Parents should walk on to the **KS1 playground** where the children

will be brought by their teachers. The children will be dismissed from behind a barrier on the playground which parents must not cross. All parents must try and maintain distance from each other and from staff.

- Once children have been collected, parents and children will leave the playground following the arrows and exit onto the staff car park at the gate by the steps to KS1 main building. They should then follow the arrows out across the car park.

### 5.3 KS2

Parents of KS2 pupils who also have KS1/EY children should see section- Children in KS2 with siblings in EY/KS1

- Mr Dobberson's class should follow the same instructions as KS1 since their classroom is on the KS1 playground.
- All KS2 children and parents **must** enter school from the rear gate at the beginning and end of the day (except those arriving with siblings in EY/KS1 and Mr Dobberson's class)

#### Mornings

- Parents enter through the rear school gate. KS2 parents/children must not use the front gate on arrival (except those arriving with siblings in EY/KS1 and Mr Dobberson's class).
- Children should line up in one of two zones- Y34 on one zone and Y56 in another zone. Staff will collect the children at 8:50am with the bell. All parents **must** try and maintain distance from each other and from staff.
- Parents must not cross/ pass the blue barriers near the mobile entrances.
- Once the children have gone into class, parents of KS2 children will leave the playground through the rear school gate or they can exit through the gate on the KS2 playground and follow arrows on the floor across the car park.

#### End of school

- Parents enter through the rear school gate. KS2 parents must not use the front gate to collect their child (except those arriving with siblings in EY/KS1 and Mr Dobberson's class).
- Children will be dismissed onto the KS2 playground from the blue barriers-which parents must not cross.
- All parents **must** try and maintain distance from each other and from staff.
- Once the children have been collected, parents/ children of KS2 will leave the playground through the rear school gate or they can exit through the gate on the KS2 playground and follow arrows on the floor across the car park.

### 5.4 Children in KS2 with siblings in EY/KS1

#### Mornings

- Parents will enter through the front school gate. Any parent with EY/KS1 children must not use the back gate. Parents should not overtake each other on pathways, but wait in line. Parents should take their younger child(ren) to the EY department/ KS1 playground- following those arrangements. KS2 children will leave their parents at the steps to the KS1 building and follow the path round onto the KS2 playground. There will be staff at key points to help them find their class and show them where the children will line up in their three zones. Staff will collect the children at 8:50am. All parents must try and maintain distance from each other and from staff.

#### End of school

- Parents will enter through the front school gate. Any parent with EY/KS1 children must not use the back gate. Parents should follow the arrangements for collecting in EY (Nursery- 3pm and Reception 3:10pm) and/or KS1 (3:15pm) first and then proceed round to the KS2 playground to collect KS2 children (3:20pm). All parents must try and maintain distance from each other and from staff.
- Once the children have been collected, parents/ children will leave the playground through the rear school gate or they can exit through the gate on the KS2 playground and follow arrows on the floor across the car park.

## **6.0 Health and safety and cleaning**

- MK will clean over lunchtime instead of Ranger role for first 4 weeks- door handles/ light switches/ desks/ telephones etc
- Outdoor play equipment will not be used in the first half term, including exercise equipment.
- No play equipment is to be used from Play Leader sheds.
- Indoor Gymnastics will be floor work for the first 3-4 weeks. If mats used they must be wiped down.
- Outside toilets will be open for use and cleaned every afternoon- MK?
- Children should not be coming to the staffroom for ice unless an emergency at then it must be an adult.
- When the barrier is lifted for parents to cross the car park - no vehicles can enter or exit the site. One gate will be closed and a sign placed on the gate stating no entry/exit between 8:45-9:10 or 2:55-3:30- office responsibility.
- Car arriving or wishing to leave at those times should park on the street.
- Barrier must be closed after parents have left the site at 9:10 and after 3:30- office responsibility
- Back gate must be locked at 9:00am and opened at 3:10pm (56S to do this)

## **7.0 First Aid**

- Each LTS/ teacher/ TA/NN must have a first aid equipment bag/box in their classroom and it should be taken outdoors at break times/lunchtime. First aid books can be completed at the end of break/lunchtime.
- If significant First aid is required LTS/ teacher/TA is to telephone school office for help- therefore mobile phones should be taken outside and only used in a an emergency.
- Any child requiring isolation due to symptoms- will be taken to the Y56 spare classroom where this will be set up as first aid room. Plastic flooring will be in situ in case of sickness.
- Staff who are with ill children with symptoms of Covid should wear full PPE whilst waiting with the children until collection by an adult.
- Sun cream should not be brought to school but applied prior to coming.
- First Aid bag should contain a bin liner

## **8.0 Movement/ Social distancing**

- Staff room must only have 7 people in max at any one time- sitting alternately.
- Morning briefing will take place- standing room only in 2W.
- Photocopier room should not contain more than 3 people at a time.
- Staff should not enter the office at any time- but can stand at the stable door.
- Staff should only use the cordless phone in the office which is wiped down after every use. This is located next to the door.
- Staff should not help children tie shoelaces - so Velcro or slip on where required.

- vii. Parents should be asked not to use the school office where possible but to email/ text or phone.

### **9.0 PPE/ Safety**

- i. Staff can wear masks if they wish.
- ii. Children should be trained to wipe down tables.
- iii. Children cannot bring masks from home- to avoid contamination
- iv. All doors (internal and external) and windows should be open to allow flow of fresh air - if warm enough and repeated touching of door handles should be avoided where possible
- v. Bins in classroom should be regularly emptied by tying the top of the bin bag securely. Gloves should be worn.
- vi. Computer keyboards/ IPADs must be cleaned after each use with a disposable cloth
- vii. Display posters around school- Jo
- viii. Every classroom to have:
  - Boxes tissues
  - Bin with bin bag inside
  - Hand gel/ sanitizer
  - Desk wipes
  - Disposable clothes
  - Anti bacterial spray
  - Roll bin liners
- ix. Equipment box in every classroom in use to contain:
  - Aprons
  - Gloves
  - Goggles
  - Face masks
- x. Janitors to ensure every day that soap dispensers are full and there are enough toilet rolls and paper towels in each toilet/ classroom
- xi. At the end of the (or during the day) staff can write a note on the whiteboard for the cleaner helping them to know what has been done and what needs doing. They may also leave you messages- so leave a whiteboard pen handy!
- xii. Parent will be expected to administer any medicines. If child sneezing with hayfever, parent must give medicine or take child home.

### **8.0 Instructions for kitchen staff**

- i. Tables to be placed in three separate groups with enough tables for only 3 children to a table (G1 Y1- 28/ G2 Y2- 20 /G3 Y2 20) (G1 Y56- 22/ G2 Y56-21/ G3 Y56-20). **A plan will be made of where tables go**
- ii. Lunches to be provided to Reception in the classrooms before 11:45am
- iii. Lunches to be on tables ready for Y1 and 2 in the hall by 12:00pm
- iv. Lunches to be provided to Y34 in classrooms before 12:15
- v. Table to be wiped down at 12:40 between Y12 lunch and Y56 lunch
- vi. Year 56/ arrive in hall 12:45. Year 56 to help LTS's and kitchen staff put tables away.
- vii. Y56 will line up in the hall when bell goes at 1:15. Teacher will collect them from the hall.
- viii. LTS (TB or DD) to mop floor after 1:15pm