

**CHAPELFORD VILLAGE  
PRIMARY SCHOOL  
COVID 19 RETURN TO  
SCHOOL HANDBOOK**



**SEPTEMBER 2020**  
**Updated November 2020**

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## 1. Overview

We have identified bringing back all year groups will require 7 individual Year Group Bubbles. There will be up to 90 pupils in each Bubble. Within the risk assessment there are still additional measures to ensure that a class is kept as isolated bubble within the year group bubble where possible.

The school will stagger start and finish times. We will avoid pupils moving from one BUBBLE to another and ensure where possible pupils do not need to move through another BUBBLE to get to the toilet.

### **Within each Bubble proportionate protective control measures will be in place that will reduce the risk of transmission:**

- Bubbles will have a shared playtime but each class within the Bubble will have a separate recreational location.
- Bubbles will have a common lunchtime but each class within the Bubble will have separate eating space and outside recreational space.
- Each class within the Bubble will have a dedicated trolley for all resources to support learning so that resource sharing within the Bubble is minimised.
- Each Bubble will have dedicated staff for all teaching support and PPA cover. The 2m teaching box will remain to support the social distancing in the classroom.
- A 1-meter distancing box will be placed in each room for leadership monitoring visits when required.
- The school has reduced all social spaces and shared areas across the school to minimise transmission risks.
- Movement along corridors will therefore be very limited and on a “Keep Left System”.
- Staff will where possible maintain social distancing with other staff and pupils.

These measures will minimise the number of contacts within each of the Bubbles.

## 2. Start of the day

We have introduced staggered starts by adjusting start and finish times to keep groups apart as they arrive and leave school.

### **Timings**

EYFS Start Time 9am – 9.10am	Finish Time 3.10pm – 3.20pm
Year 1 Start Time 8.50am – 9am	Finish Time 3pm – 3.10pm
Year 2 Start Time 8.40am – 8.50am	Finish Time 2.50pm – 3pm
Year 3 Start Time 8.50am – 9am	Finish Time 3pm – 3.10pm
Year 4 Start Time 8.30am – 8.40am	Finish Time 2.40pm – 2.50pm
Year 5 Start Time 8.40am – 8.50am	Finish Time 2.50pm – 3pm
Year 6 Start Time 8.30am – 8.40am	Finish Time 2.40pm – 2.50pm

- Each class will have their own entrance and Bubble toilet and will not pass into any other Bubbles to reduce unnecessary movement around the building.
- When staff arrive at school they can access school through the main entrances or they can access the BUBBLE from the external door to their classroom. Staff must stay in their classroom and allocated area and not move around school unless required.
- All visitors to site including staff are asked to wear a face mask upon entering the school grounds both before and after school.
- **We are now recommending that all staff when moving around school wear a face covering** (mask or visor) to reduce the spread of COVID 19 and keep each other safe. Remember to continue to follow the one-way system and maintain contact (2M) with only the staff in your bubble as much as possible. The government guidance on face masks around school is:  
It is not mandatory for staff and visitors to wear face coverings. In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.
- Staff arriving on site may use the InVentry kiosks to sign in, staff may use the front and rear staff entrance to enter school using their fob. Please use the hand sanitiser provided and the Keep Left system when moving around school. There are two InVentry points within school, front and rear so please use the one nearest your classroom base.
- Staff will wait by the external door and invite children in from the outdoor space 1 at a time. Preferably invite the child sitting at the furthest end of the classroom first. The children must stand at their workstation (not touching anything) and wait for all children to enter. The workstation MUST be clearly labelled and only used by that child at all times
- Children must then be directed to wash their hands at the classrooms sink) as per the guidance. Whilst this is happening a task must be on the board – PowerPoint, video clip, music, timetables
- Once the door is shut (after the 10-minute arrival slot) this MUST NOT be opened unless in an emergency/or directed by SLT.
- Children, unless unwell, **will not** be able to arrive or leave school at any other times other than their drop off and collection times Unless prior appointment has been made via the school office. Children cannot be dropped off at any other location in school.
- From 9.30am to 2.40pm all windows and internal doors must be open. The classroom internal door will be propped open in the morning by site staff during their morning checks. The classroom door should also remain open during the course of the day to allow ventilation of air. During break times and lunchtimes when children are outside you may wish to prop your external doors open to allow air circulation however these doors can be closed once the break is over and lessons resume.
- Once the children have arrived all blinds must be open by the member of staff only.
- Pupils and staff must wash their hands immediately on arrival and dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

### **3. End of the day**

- Children will be dismissed one at a time from the external door starting with the nearest child to the door.
- Children **MUST ONLY** walk home alone if parents have given written permission.
- Equipment returning to school for example reading books will be collected in a plastic box and stored for 72 hours before being returned to stock.
- Hands must be washed before the children go home- one at a time as per the guidance.

### **4. Procedures in the classroom**

- When the children come into the classroom they must sit at the same desk each day and put their coat on the chair they are sitting on and their lunch under the table (if packed lunch)
- Children must only bring a coat, water bottle, packed lunch, PE Bag, Reading Bag and only items relevant to school. Teachers should discourage any other items. This includes children bringing in their own pencil cases and resources as these will be provided by school.
- Children must be directed to go and wash their hands by the staff, at the beginning of the day, before break, after break, before lunch, after lunch, end of the day and anytime the child uses the bathroom. This **MUST** be handwashing as per the guidance and not solely hand sanitiser. This is as an additional measure around these times.
- Children must not move around the classroom, unless directed to move by the staff. On the first day children will be trained on the most socially distanced way of moving around the classroom from their space.
- Children will remain in their BUBBLE and not visit other BUBBLES.
- Staff will also remain in their BUBBLE and not visit other BUBBLES unless it is essential to do so.
- A means of communicating between each BUBBLE and the school office will be implemented i.e. 2-way radio or telephone to reduce movement around the school.

### **5. Equipment**

- Equipment will be kept on the child's table in their tray
- Each child will be allocated their own equipment for their sole use. Equipment will include pencils, writing pen, coloured pencils, ruler, rubber, pencil sharpener. The stationery will be kept in a see-through wallet with the child's name on.
- IPADs will be cleaned after each use with cleaning supplies provided in the Bubbles (ie. Sanitising Wipes etc).
- Books and games etc can be shared between a BUBBLE however they will be cleaned more regularly.
- Equipment should remain in the BUBBLE. If removed from the BUBBLE it will be deep cleaned
- Essential learning resources may be taken home but will be cleaned before and after leaving the BUBBLE.

- Desks are to be labelled with the child's name. Desks in Years 3-6 will face forwards. In Early Years, Years 1 and Years 2 there will be a carpet spot in rows facing forwards for teaching input.
- Any additional resources that children require e.g. 3D shapes, where possible resources that can be sanitised or individual to the child is preferred to reduce any spread however to ensure high quality high teaching when sharing resources teaching and support staff need to risk assess and use precautionary measures.

## **6. School Uniform**

- School uniform is to be worn
- Appropriate outdoor shoes should be worn.

## **7. Food, drinks and snacks**

- Packed lunches to be brought to school by the child, if desired.
- For Years 2-6 Hot Packed lunches ordered from the school kitchen will be brought to the Class BUBBLE by a member of the kitchen staff.
- Staff may make drinks in the staffroom as long as they follow the protocol, wash hands using the gel provided, wipe down using the disinfectant before leaving the area.

## **8. Toilets**

- Children must ask staff for permission to go to the toilet this can only be one child at a time.
- Toilet routines should be built into the structure of your day.
- They must wash their hands before and after they go to the toilet
- Each class BUBBLE will be allocated a designated toilet and handwashing station which is located as close to their class BUBBLE.
- The number of children going to the toilet at any one time will be monitored and managed.
- Regular toilet breaks are encouraged and should occur directly before children go outside at any point.
- All surfaces that staff and children touch throughout the day. Example: backs of chairs, door handles, sinks, toilet, will be cleaned regularly throughout the day.
- Cleaning products will be available for staff, should they wish to clean surfaces such as the back of chairs, door handles, sinks etc before they use them. There will be increased cleaning throughout the day by cleaning staff. Toilets will also be cleaned at regular intervals.

## **9. Playtimes**

- Hands must be washed before and straight after all break times – one at a time as per the guidance
- Each class BUBBLE will take their break in the specified area – see school plan
- Wet break- children will remain in their BUBBLE with BUBBLE staff in supervision, supported by welfare if possible. A film or other source of broadcast will be available for children to watch from their own individual seats.

## 10. Lunchtime

- Lunch will be provided in the Dining Hall for Early Years, Year 1 and Year 2 in dedicated zones and Years 2 – 6 will eat their lunch in their own classroom as detailed below: -

EYFS Start Time 12.50pm – 1.30pm	Main Hall
Year 1 Start Time 12.10pm – 12.40pm	Main Hall
<b>Year 1 Start Time 12.30pm – 12.50pm</b>	<b>Main Hall</b>
Year 2 Start Time 11.30am – 12pm	<b>Classroom</b> – wef 24.11.2020
Year 3 Start Time 12.25pm – 1.05pm	Classroom
Year 4 Start Time 11.45am – 12.25pm	Classroom
Year 5 Start Time 12.25pm – 1.05pm	Classroom
Year 6 Start Time 11.45am – 12.25pm	Classroom

- The table will be sanitised with a wipe before and after the children eat their lunch by the child (age appropriate) lunchtime staff will support children if necessary
- In **Y2-6** the children will eat their packed lunch in the classroom, at their desk
- Hands must be washed before and after eating lunch
- Part of the lunch break will be spent eating lunch inside the classroom; outside in the specified area and some time will be spent in the classroom.

## 11. Assembly

- Assembly sessions will not take place as a collective but as class Bubbles or via Zoom.

## 12. Messages

- Parents and carers to communicate via email or phone calls. Access to the school office is via appointment only.

## 13. Covid Information

### What are the symptoms?

The main symptoms of COVID-19 are:

- new continuous cough and/or
- fever (temperature of 37.8°C or higher)
- Loss of or change in, normal sense of taste or smell (anosmia)

### What is the mode of transmission?

COVID-19 is passed from person to person mainly by large respiratory droplets and direct contact (close unprotected contact, usually less than one metre).

These droplets can be directly inhaled by the person, or can land on surfaces which another person may touch which can lead to infection if they then touch their nose, mouth or eyes.

### **What is the incubation period?**

The incubation period (i.e. time between exposure to the virus and developing symptoms) is between 1 and 14 days (median 5 days).

### **When is a person infectious?**

A person is thought to be infectious 48 hours before symptoms appear, and up to ten days after they start displaying symptoms. 48 hours should be used to determine close contacts and not two days.

### **Are children at risk of infection?**

Children of all ages can catch the infection but children make up a very small proportion of COVID-19 cases with about 1% of confirmed cases in England aged under 19 years. Children also have a much lower risk of developing symptoms or severe disease.

### **Can children pass on the infection?**

There is some uncertainty about how much asymptomatic or mildly symptomatic children can transmit the disease but the evidence so far from a number of studies suggests children are less likely to pass it on and do not appear to play a major role in transmission. Most children with COVID-19 have caught the infection from adults and not the reverse.

While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.

### **How long does self-isolation last?**

- If a child or staff member is a confirmed case they must not leave home for **10** days from the onset of symptoms or the date of test if they have no symptoms. The day of onset of symptoms/date of test is considered day 0. For example if a person develops symptoms on 1<sup>st</sup> October then day 0 is 1<sup>st</sup> October and 11<sup>th</sup> October is day 10. Child/staff member can return to school on day 11 i.e. 12<sup>th</sup> October.
- If the child or staff member has been identified as a close contact of a confirmed case they must not leave home for **14** days from the date they last had contact with the case. The date they last had contact with the case is considered day 0. For example if a child last had contact with the case on 1<sup>st</sup> October then day 0 is 1<sup>st</sup> October and 15<sup>th</sup> October is day 14. Child/staff member can return to school on day 15 i.e. 16<sup>th</sup> October.

### **What does self-isolation mean??**

Self-isolation means the child/staff member should

- Not go to school, work or public places



- Not attend any other out of school activities or go around to a friends house
- Not use public transport or taxis
- Not go out to shop – order it online or ask a friend to bring it to your home
- Not have visitors in your home except for people providing essential care
- Not go out to exercise – exercise at home or in your garden, if you have one
- Inform GP practice or hospital or other healthcare setting that they are self-isolating if they must attend in person

**What to do if a child is unable to attend school because they have the following COVID-19 symptoms**

**Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate. They should not attend school and should follow the steps below.**

- Parent/Carer should notify the school of their absence by phone
- Direct to [Stay at home](#) guidance for isolation advice for child and their households. The person with symptoms should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 14 days.
- Advise that the child/ should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms.
  - Advise school of any positive cases via phone or email to [covidreporting@chapelfordvillageprimary.co.uk](mailto:covidreporting@chapelfordvillageprimary.co.uk)