**CHAPELFORD VILLAGE PRIMARY SCHOOL**

**COVID 19 RETURN TO SCHOOL HANDBOOK**



**SEPTEMBER 2020**

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28. **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.

1. **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 must access the BUBBLE from the external door to their classroom and not enter school in the usual way – staff must stay in their classroom and allocated area and not move around school unless required.
* Staff must call the office to advise of arrival to be signed in and on departure (INVENTORY MUST NOT BE USED).
* Staff will wait 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 work station (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 external doors must be open (hall external and hall doors included).
* 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.

1. **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.

1. **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.

1. **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.

1. **School Uniform**

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

1. **Food, drinks and snacks**

* Packed lunches to be brought to school by the child, if desired.
* For Years 3-6 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.

1. **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.

1. **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.

1. **Lunchtime**

* Lunch will be provided in the Dining Hall for Early Years, Year 1 and Year 2 in dedicated zones and Years 3 – 6 will eat their lunch in their own classroom as detailed below: -

EYFS Start Time 12.50pm – 1.30pm Community Hall

Year 1 Start Time 12.10pm – 12.40pm Main Hall Zone 1

Year 2 Start Time 11.30am – 12pm Main Hall Zone 2

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 Y3-6 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.

1. **Physical Education**

* Where possible this will take place outside for individual class BUBBLES. In the event of this not being possible the Main Hall will be used with a deep clean after each use. Equipment will also be cleaned after each use.

1. **Assembly**

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

1. **PPA and planning for remote learning**

* All teaching staff will receive PPA and allocated working spaces will be provided.

1. **Registers**

* The in class register (including lunch register) will be completed by the allocated staff at the start of the day using e-schools. Training will be provided by Laura Brownbill for any staff requiring this training.
* There will be a laminated register in each classroom in the holder by the door. (this will act as the evacuation register)
* Lunch option – EYFS – Y2 Hot Dinners or packed lunch from home, Y3-Y^ Hot Packed lunch provided by school kitchen or cold packed lunch from home

1. **First Aid**

* A grab box will be within each room in each class bubble, this will contain a grab bag of first aid with the usual medical supplies. It will also contain a face masks, aprons, wipes, sanitiser and gloves.
* If there is an emergency, a first aider may be called for and they will break the class BUBBLE.
* When administering first aid please work side by side where possible rather than face on.
* The virus affects the respiratory system so; we need to minimise our direct face-to-face contact with others.
* When changing nappies/pad or dealing with cuts and grazes it will be good practise to have the child side on to yourself.
* Where possible stand behind children when picking them up or directing them back to their desk. Teachers do not need to bend down to children’s height to provide feedback to children.
* When administering first aid or dealing with toileting accidents staff have been asked to stand to the side and avoid face to face conversations. PPE will be provided for both situations if required.

1. **Messages**

* Messages will be conveyed via the class telephone in all class BUBBLEs. Walkie Talkies will be used by Site/Admin/SLT when appropriate.
* Parents and carers to communicate via email or phone calls. Access to the school office is via appointment only.

1. **Moving around the school – adults and children**

* Adults will stay within their BUBBLEs, unless there is an emergency situation. Any communications are to be carried out via the class telephone
* Children are not to travel around school, unless they are supervised or there is an emergency situation.
* Movement around school should be kept to a minimum.
* When moving around the school please keep left

1. **EHCP**

* Children with EHCP 1:1 support/behaviour needs who are in attendance will have individual risk assessments completed. PEEPS will be considered and reviewed on an individual basis if required.

1. **A child or adult who shows symptoms of Coronavirus**

* If a staff suspects a child is showing symptoms of Covid 19, they are to call a member of the SLT who will once in full PPE collect the child from the class BUBBLE and take them to the Front Interview room, where they will be isolated.
* Once the child is inside the room admin are to open the front doors for ventilation – the door to the interview room is to be opened and the member of staff is to wait outside the interview room against the wall keeping 2-meter distance at all times
* Cough or sneeze into a tissue and put it in the lidded bin or if you don’t have a tissue, cough or sneeze into the crook of your elbow.
* As the child is collected admin are to have prepared the agreed ‘suspected coronavirus’ letter for parents to collect which will advise on test and trace
* The school will be deep cleaned after someone who is suspected of having coronavirus has left the school.
* Where possible the area is closed and secure for 72 hours before commencement of the deep clean.
* Suitable PPE as shown below MUST be worn. Once used all PPE must be disposed of together with all cleaning cloths.
* A flow chart providing an overview of the procedure is enclosed with this handbook.

## **Coronavirus (COVID-19) testing eligibility and how to book**

## If you need to arrange for a Covid Test, there are a number of ways in which this can be done.

* Testing is available to anyone in England and Wales who has symptoms of coronavirus (COVID-19), whatever their age. Tests are free and can be requested through the NHS Website.
* Priority testing is available for essential workers and anyone they live with who display symptoms of coronavirus (COVID-19), this includes all education and childcare staff.
* Priority testing can be arranged through the self-referral portal on GOV.​UK. [Apply for a coronavirus test if you’re an essential worker](https://www.gov.uk/apply-coronavirus-test?utm_source=8%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19).
* This then takes you through a simple process in which you book a test. There are three test centres to choose from, Haydock Race Course, Liverpool Airport and Runcorn.
* The tests run from 8am until 12.30pm each day and the results are back within 48 hours, but results have been within 24 hours at the moment.
* There are other ways in which tests can be booked, we can book it on your behalf through the employer portal or through NHS direct however my advice would be to go through the government link listed above, as Essential Workers we are able to use this link and if accessed early enough on the day, tests can be booked for the same day.

1. **Photocopier and resources**

* Year Group Leads will be responsible for any photocopying to be done
* If staff want any photocopying, they must inform their YGL, the previous day via email. This will then be delivered it to outside the BUBBLE. Photocopying will be kept to a minimum as we do not wish to increase the risk.

1. **Breaks for staff**

* Staff within class BUBBLEs will work out together when they can have their comfort break.
* MDAs will cover lunchtime, so that staff can take a break which will be 30 minutes. This is due to shortening the school day.
* Breaks will take place in the staff breakout areas. See the map.
* The recommended use for staff toilets are within each bubble located on the map. Within this bubble toilet will be allocated staff toilet. However, if staff choose to use the alternative staff provision in the community changing rooms. It is essential that the bubble is not broken and staff follow the safe system of work to use this facility.

1. **Mobile phones**

* The normal School Mobile phones will apply from September 2020.

1. **Safeguarding**

* Safeguarding policy remains in place.
* Report any safeguarding concerns in person to the DSL as normal procedure and ensure that any concerns for your bubble group are logged onto CPOMS.

**21. Enhanced hygiene practices**

* Hand Sanitiser stations located at front and rear entrance, across the school and in each individual classroom, these will be checked regularly however please alert the maintenance team if they are empty.
* All Toilets have hand washing facilities with soap and water available.
* Each staff member, pupil and visitor is required to sanitise on entry to the school.
* Children should wash their hands on arrival, at break, lunch and toilet breaks.
* Lidded PPE bins located in each bubble, please place any tissues into this bin using the pedal provided.
* There will be larger “normal” bins for lunch waste and general waste.
* Staff and pupils are encouraged not to touch their face with young children this will need to regularly reinforced
* Regularly clean frequently touched objects
* Face covering are not mandatory for school use however if staff wish to wear one please follow DfE guidance.
* “Catch it, bin it, kill it” is encouraged
* We will actively teach hygiene through our curriculum. The first lesson on the first day that children return will be dedicated to this.
* All staff who are using PPE must follow the doffing and donning guidance that is provided within this training.
* PPE once used should be disposed of in a bin sack which is double bagged and placed in the lidded bin.
* Where general hand washing facilities are not available hand sanitiser is provided. NOTE: overuse of hand sanitiser can lead to skin irritation and/or blistering. Therefore, it should only be used in areas where hand washing facilities cannot be provided. Hand washing and hand sanitiser is available to all staff.

1. **Fire Evacuation**

* Please refer to the amended fire evacuation plan which is in each classroom/office. The muster points are clearly marked around the perimeter fence.
* Staff within the bubbles will ensure the children evacuate in a safe controlled manner, ensuring social distancing is maintained once the pupils have evacuated the premises.
* Please take your evacuation register with you.

1. **Next steps**

* Staff Risk Assessment to be shared
* Social Distancing policy
* Copy of Return to School Handbook to be shared
* Fire Evacuation to be shared
* Flowchart for covid symptoms
* School Map
* Any questions…