

# **Higher Walton CE Primary School**

## **Return to School Manual**

EYFS edition

June 2020

## Introduction

*“As a result of the huge efforts everyone has made to adhere to strict social distancing measures, the transmission rate of coronavirus (COVID-19) has decreased. We therefore anticipate, with further progress, that we may be able, from the week commencing 1 June, to welcome back more children to early years, school and further education settings. We will only do this provided that the 5 key tests set by government justify the changes at the time, including that the rate of infection is decreasing and the enabling programmes set out in the roadmap are operating effectively. As a result we are asking schools, colleges and childcare providers to plan on this basis, ahead of confirmation that these tests are met.” (HM Government – 11/5/2020)*

## Overarching Guidance

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

## The EYFS Bubble

We will begin wider reopening for EYFS from Monday 29<sup>th</sup> June, with EYFS as one of our “bubbles”. **It is entirely your choice whether your child returns to school before September – based on your own family circumstances.**

**Places in the bubble must be applied for.**

Each “bubble” of children has its own class base, opening hours, staff and timetable, organized to ensure bubbles do not mix during the day. EYFS will be based in **EYFS classroom**. Their allocated toilets are the EYFS toilets.

Staff working with this bubble are Mrs Noblet (teacher) and Mrs Bethell (teaching assistant). They will be split into 2 groups of 10 maximum<sup>1</sup>, each open for 2 days (Monday/Tuesday or Thursday/Friday) with Wednesday for thorough cleaning in between groups. After school care is not available.

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<sup>1</sup> If demand exceeds 20 places we will open a third group from 6<sup>th</sup> July based in Year 1/2's classroom with Miss Bray and Miss Roberts.

# Getting ready for school

## Start of the day

Each “bubble” of children returning to school has a different starting and finishing time.

EYFS children will arrive at **9 am** and leave at **11.50 am** in the **first** week, and **2 pm** in subsequent weeks.

Parents will enter by the main yellow gate and wait in the playground, where each parent/child has an allocated numbered spot for waiting.

The gates will be opened just before 9 am. Please note the pedestrian gate to the ginnel will be kept locked to avoid use of the narrow pathway.

A member of staff will be waiting to receive children in the playground. Once the children have been taken into school, parents are asked to leave the site swiftly, and the yellow gate will be locked after all parents have left.

Only one parent should accompany their child to and from school. Please keep your child by your side until the teacher has collected them. Please leave the site swiftly; we ask that you do not stop to talk to other parents either on the playground or car park.

Please remember to park safely and considerately in the car park.

## Lateness

All parents are asked to be punctual in bringing their child to school to avoid interaction with other bubbles.

**No children will be allowed into school via the main entrance.** Families who arrive after their bubble's allotted time must remain in their car until 9.40am when all bubbles been admitted and parents left the site. A member of staff will then escort the child to their bubble safely.

## Equipment needed

Children should not bring any school bags to school. The only things they should bring to school are;

- filled water bottle
- packed lunch and snacks (if they are not ordering a school packed lunch) - *please try to ensure that your child can open their packed lunch contents independently if possible.*
- sun hat / coat if it looks like rain
- suncream, hand cream and/or hand sanitizer (these should be named and left in their box in school)

**Please make sure you bring everything necessary at the start of the day** – we are unable to deliver forgotten lunchboxes, coats etc as this exposes children and staff to greater risk by increasing numbers of people in their bubble.

### **Children SHOULD NOT bring**

- PE kits
- book bags
- rucksacks / school bags
- toys
- books
- masks - Children may wear masks on the journey to and from school but should take these off and leave them with a parent before entering the building. This is to avoid spreading germs through playing with face coverings or picking up discarded face coverings

### **Clothing**

We are not expecting children to wear school uniform, but clothing should be of a practical nature, suitable for outdoor activities and play. Footwear should be trainers.

Children should wear a fresh set of clothes each day.

### **Food, drinks and snacks**

Children are still entitled to their Free Universal Infant Meal, which will be a packed lunch. These will be delivered to each "Bubble" at lunch time each day. You may provide your own packed lunch instead if you wish. *(For the first week, when the children finish at lunchtime, they will be given the packed lunch to take home with them.)*

All children must also bring a filled water bottle.

Tuck shop will not be operating, but children may bring a healthy snack for playtimes.

### **End of the day**

At the end of the day the yellow gate will be opened just before **2pm (11.50am in week one)** for parents to go to their allocated waiting spot.

A member of staff will call children out when their parent has arrived. Again, please leave the site swiftly and keep your child by your side.

Children must not play on the field or playground at the start or end of the day.

## The daily timetable

<b>Arrival</b>	9.00
<b>Handwash and Register</b>	9.05 – 9.15
<b>Lesson time</b>	9.15 – 11.45; handwashing regularly throughout
<b>Hometime</b>	11.50 – week 1
<b>Week 2 onwards</b>	
<b>Worship</b>	11.45 – 12.00; handwashing before dinner
<b>Lunch</b>	12.00 – 12.45 ; ending with handwashing
<b>Lesson 3</b>	12.50 – 1.45
<b>Tidy up and handwashing</b>	1.45 – 2.00
<b>Leave</b>	2.00

### Learning

The curriculum taught in school will mirror that offered to children still at home, so that teachers have a manageable workload.

Areas of provision will include reading corners, construction, small world and creative. Phonics will continue to be taught. Outdoor learning and wellbeing activities will continue to be a focus.

### Playtime

Each bubble has a different playtime and designated area; staff will supervise children and ensure that the designated area is unoccupied prior to playtime starting.

Wet playtimes will be held in the bubble room, and distancing will be maintained throughout.

### Lunch time

Children are entitled to a packed lunch from school, but they may bring a packed lunch from home if preferred. They will wash their hands thoroughly before lunch is eaten.

Lunch will be eaten in each bubble's classroom area, or if weather permits, lunch may be eaten picnic style outside on the field in distanced bubble groups.

Children will be encouraged to use the toilet before going out for lunchtime play to reduce the need to come inside. Children are not to access the building during lunch time other than via their own classroom door to use their own bubble's toilet, with permission from their bubble adult.

The teacher will supervise children eating their lunch, and the TA will supervise children playing at lunchtime. Children will be encouraged to play and any equipment used will not be shared with other bubbles until it has been disinfected.

During wet dinner breaks, each bubble will move to a different room after eating their lunch to enable cleaning to take place safely. EYFS will move to their covered play area.

## **Keeping everyone safe**

### **Social Distancing**

It is accepted that children of this age may find it difficult to adhere to social distancing between themselves or adults. We set up the classroom space with control measures which include:

- each child having their own resources for activities such as drawing, writing, water play and playdough
- limiting shared resources to equipment that is easily washed and disinfected after use
- windows and doors open where possible to aid ventilation
- accessing rooms directly from the outside
- no movement around the building other than to go to their toilet area
- no areas of the school are being shared between bubbles
- removing unnecessary items from the rooms
- not sending work or reading books home

### **Handwashing**

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

The latest guidance and video on hand washing can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

Handwashing will be a frequent part of our daily routine.

### **Cleaning**

We are operating an enhanced cleaning regime in school. Particular attention is given to frequently touched surfaces such as door handles, table tops, play equipment, toys, electronic equipment and toilets are cleaned. Welfare assistants will clean surfaces and toilet areas at lunchtime while the children are outside at play. Our site supervisor cleans all rooms thoroughly every day.

## **Behaviour expectations**

Our behaviour policy has an addendum covering changes as a result of social distancing.

Pupils are expected to follow staff instructions for hygiene and social distancing.

Pupils must keep to their own room and designated outdoor spaces.

Pupils must not share drink bottles or lunches.

Pupils must not have physical contact with other pupils (eg hitting or kicking) or deliberately cough or spit at others.

Pupils will be given a warning if they fail to comply with rules, and repeated ignoring of rules will result in them being sent home for a fixed period.

The first lessons back will be designed to help to settle the children. We will ensure children become familiar with new routines and behaviour expectations, and reinforce handwashing and tissue hygiene throughout the day.

Key points to be included are

- no physical contact
- use of toilets
- handwashing
- catch it, bin it, kill it – tissues and bins
- breaktime expectations – keeping to their own areas and avoiding physical contact

## **Moving around the classroom/school**

No child should enter another bubble.

Children should enter and exit their classes from the exterior doors, and should not leave their bubble room to go anywhere else in school other than to their allocated toilets.

## **First aid**

Each classroom will have its own accident book and first aid book. There will also be PPE available in the first aid box.

## **Communicating with staff**

To keep everyone safe, all communication between staff and parents should be telephoned or emailed via the school office. On no account will parents be allowed into the school building without an appointment.

The glazed panels in the office will not be opened, as a measure to protect staff.

## **Adults in the classroom**

Adults have rearranged the areas of provision and furniture to ensure there is enough space for children to move around and purposefully interact with the resources and equipment, whilst encouraging social distancing. The adults will work either with small groups or with individuals within each bubble.

Adults are not required to wear a face covering but may choose to do so. Adults dealing with first aid will wear PPE (disposable gloves and aprons; masks if considered necessary).

## **Preparing to return – children who may need more support**

Staff will be particularly aware of the needs of SEND pupils, and will support them in understanding rules

Social stories/ video / photos will be prepared to explain changes to children returning to school

Individual risk assessments prior to re-admission will be undertaken for all children with sensory needs, behaviour plans or high needs SEND, to establish if they can safely be admitted at this time.

Staff will encourage any anxious children to come into school but are unable to take their hand and lead them away from carer; parents will be asked to take home children who are reluctant to separate from them, and try again another day

## **In case of illness**

### **Illness**

Parents asked to keep children at home if they are feeling unwell, regardless of whether their symptoms are COVID related, to avoid compromising safety in a bubble by a member of staff having to look after sick children.

If a pupil displays symptoms of COVID-19 they will not be permitted to remain in school. Their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be moved to the group room, observed by a member of staff, until they can be collected.

Parents are advised to use the 111 online coronavirus service to access testing for the child, and to report results of tests to the school in order that appropriate further action can be taken.

If the test is negative, they can return to their setting and end the self-isolation of their household.

If any staff or children from the bubble test positive, the whole bubble will be sent home and advised to isolate for 14 days. The other household members of that group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.

Staff and families are asked to abide by advice from the test and trace programme in order to keep the whole school community safe.

### **School closures**

Bubbles may need to close for 14 days at short notice due to COVID related isolation periods.

Also, due to not being able to use supply staff, bubbles may need to close at short notice for shorter periods due to non-COVID related staff illness or absence.

Parents will be notified by Parentmail of any school closure; parents are asked to check this daily prior to setting off for school to avoid wasted journeys.



**And finally ...**

**Home School Agreement**

All parents must read the revised home school agreement document and go through it with their child; you will be asked to confirm this via a Parentmail Form.

We are looking forward to welcoming our children back into school, and hope everyone will continue to keep safe and support our school community at this time.