

Covid-19 Policy - Appendix 1

Local Health & Safety Measures

Cidari | All Academies | Internal

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Local arrangements for St Barnabas CE Primary Academy

Supported by the Trust, Becky Ham has been appointed as Covid-19 supervisor for our Academy to work with the Trust to ensure the measures outlined in this policy are implemented and bring any issues or concerns immediately to the attention of the other Senior Leaders on site. Staff will be regularly briefed and actively encouraged to give feedback on the measures outlined to ensure they remain relevant, safe and appropriate.

Opening to the whole school - March 2021

Start and finish times

There will be a staggered drop off and pick up to limit the number of children and parents on school grounds. Mrs Ham and other members of the SLT team will supervise the children as they come to school and leave the school grounds, ensuring that they arrive and leave safely and in an organised manner.

Mr Tierney, our site supervisor, will be responsible for opening and closing the school gates and setting out the traffic cones to ensure that parents park safely.

8.50am - 3.20pm- Years 2, 3, 4, 5 and 6

9.00am- 3.30pm- Reception and Year 1

If parents have children that have different pick up times, they have been asked to follow the latest time so this may mean you have some children coming into class late and being collected later. e.g. If parents have children in Year 2 and Reception, they would drop off at 8.55am and collect at 3.30pm.

Only one parent/carer will be allowed to drop off/collect. Parents must not congregate at entrance or exit gates; these must be kept clear at all times. To avoid this, please do not arrive too early for drop offs or pick ups. The school gate will be opened no earlier than 8.45am for children in Years 2,3,4,5 and 6 and 3.15pm at home time.

Children in KS2 can be dropped at the bottom gate and walk up to the school yard independently. They should not arrive at school any earlier than 8.45am to avoid crowding at the bottom gate. Children will then line up in their class lines indicated by a rainbow class number marker and stand on the blue markers. Year 2 children will go straight into their class on arrival.

Entry to the school is via the bottom gate and parents and children in EYFS and KS1 should wait on the rainbow social distance markers and then drop their child at the rainbow and exit through the top gate.

Children in EYFS and KS1 need to be escorted up the path by their parent from 8.55am and encouraged to keep a social distance on the rainbow markers. Reception will go straight into their class room and Year 1 will line up on the number 6 rainbow marker.

Whilst waiting outside the building, parents are to observe social distancing. We request that EYFS and KS1 parents wait on the school path on the rainbow markers when collecting their child at hometime and not on the pavement. Class teachers will dismiss children from their lines once parents reach the rainbow at the top of the path.

KS2 children may leave the school grounds independently if they are walking home or have agreed to meet their parent in their car at a certain point. Parents are asked NOT to collect their child from around the exit gate. We would prefer parents to wait on the rainbow marked path as it is much safer than next to the road and ensures social distancing can be maintained. There is also better visibility on the path than on the pavement.

Parents will not be able to meet with staff unless it is urgent and pre arranged by calling the office.

It is really important that parents drop off and collect promptly at the specified times to avoid crowding.

Staggered starts & finishes, breaks and lunches

Class	Arrive	Break	Lunch (dining hall)	Lunch (outdoor play)	Hometime
Reception	<u>9.00am</u>	<u>10.30-10.45am</u> <u>(Reception yard)</u>	<u>11.55- 12.25pm</u>	<u>12.25- 1.00pm</u> <u>(reception yard)</u>	<u>3.30pm</u>
Year 1	<u>9.00am</u>	<u>10.30-10.45am</u> <u>(KS1 yard)</u>	<u>12.00- 12.25pm</u>	<u>12.25- 1.00pm</u>	<u>3.30pm</u>
Year 2	<u>8.50am</u>	<u>10.00- 10.15am</u> <u>(KS1 yard)</u>	<u>12.30- 12.55pm</u>	<u>12.00- 12.30pm</u>	<u>3.20pm</u>
Year 3	<u>8.50am</u>	<u>10.00- 10.15am</u> <u>(zone 1)</u>	<u>12.30- 12.55pm</u>	<u>12.00- 12.30pm</u>	<u>3.20pm</u>
Year 4	<u>8.50am</u>	<u>10.30- 10.45am</u> <u>(zone 1)</u>	<u>1.00- 1.25pm</u>	<u>12.30- 1.00pm</u>	<u>3.20pm</u>
Year 5	<u>8.50am</u>	<u>10.30- 10.45am</u> <u>(zone 2)</u>	<u>1.00- 1.25pm</u>	<u>12.30- 1.00pm</u>	<u>3.20pm</u>
Year 6	<u>8.50am</u>	<u>10.00- 10.15am</u> <u>(zone 2)</u>	<u>12.30- 12.55pm</u>	<u>12.00- 12.30pm</u>	<u>3.20pm</u>

Class Arrangements

As per Government guidance, pupils will be grouped into class bubbles. Staff placed with a group of children, and the children within it, will not mix with other groups.

After considering the number of available staff and the sizes of classrooms in our Academy, the following arrangements have been put in place.

Year Group	Teaching Team
Reception	Mrs Wilkinson- Mon- Wed Mrs Govan Wed- Fri Mrs Lyons Miss Baxendale (outdoor provision & interventions)
Year 1	Mrs Araujo- Mon-Wed Mrs Thompson Mon- Fri am Mrs Gardner Wed pm- Fri
Year 2	Miss Ashworth Mrs Singleton
Year 3	Mr Prescott Mrs Pendlebury
Year 4	Miss Flynn Mrs Hegarty
Year 5	Miss Kachwalla Mrs Banks
Year 6	Mr Beaumont Mrs Boatswain

Staffing Arrangements

PPA and subject leadership time will take place on Wednesdays and will be covered by Junior Jam teachers. (see separate risk assessment)

Staff teams will work together in their year group to negotiate break and lunch times to ensure that all members of the staff team receive appropriate breaks away from the children and will adopt a flexible approach.

All teaching assistants will work their normal hours and there is no expectation that they work extra hours.

Staff meetings and CPD will either take place in the hall where social distancing can be maintained or remotely via google hang outs.



If staffing levels were to lower due to illness, we would have to consider reducing the year group teams or merging the teams together. If they lowered considerably then we would have to close.

If the Headteacher who is also the DSL and Covid Supervisor was unable to work due to illness, support would be provided from other members of SLT. If she was self-isolating then she would be able to work from home and continue to fully support the academy remotely, supported by the other members of the SLT, the family liaison officer and the site supervisor.

In making arrangements for the full opening of school, consideration has been given to protect those who are at higher risk and vulnerable by allowing them to work from home or through stringent social distancing if the role allows.

Curriculum and Remote Learning

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who may have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time. Children's mental health and wellbeing needs to be a priority for us and during the first week, each class will take part in fun activities in order to reconnect with their classmates, their class teacher and support assistant again. They will also be taking part in a fun World Book Day Wellbeing Wednesday on the first Wednesday back.

In September we began our updated PSHE curriculum and we have now reconfigured this for Spring 2021 so that work in all year groups centre on health and wellbeing.

Although there are some restrictions in place (e.g. singing in large groups), we fully intend to continue with our normal ambitious and broad curriculum in all subjects from Monday 8th March. We will not be reducing the curriculum to focus heavily on English and Maths and instead will weave English and Maths skills across other subjects. We are also hoping to use the outdoors more often too to further enhance our curriculum.

Resources

For individual and very frequently used equipment, such as pencils and pens, staff and children will have their own items that are not shared. We will provide these so children do NOT need to bring in any stationery or pencil cases. Each child in Years 1-6 has their own tray fitted under their table and these will store their own resources in them. Reception children also have their own trays to store their book bags and work in.

Classroom based resources, such as books and games, can be used and shared within the class bubble; these need to be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. A resource signing in and out sheet will be required to be filled out after using shared resources to evidence when it was last used and cleaned.

Reading books can still be brought home, however on their return to school they will be placed in a box and left for 72 hours before returning to the shelves.



Coats and bags

As children have their own cloakroom facilities in their individual classrooms or cloakroom areas, coats and bags can be left in their normal places. We have asked parents to keep items brought into school to a minimum as much as possible. Infant children should only bring in a book bag as cloakroom space is limited and book bags can fit neatly into their tray. Children in the juniors may bring a small bag as cloakroom space is also limited.

Availability of water on site

All pupils should have their **own named water bottle** that is untouched by other children or staff. No water fountains are currently available at school. Water is available in school to refill children's own water bottles and children are to take bottles home each day to be washed and refilled. If a child doesn't like water, they may bring flavoured sugar free water instead but it must be clear in case it leaks on their school work.

SEND and Behaviour

All year group teams will be supported by their regular class teacher/s and teaching assistant wherever possible.

Careful consideration has been given to staffing to ensure that our most vulnerable and SEND children receive support and nurture from a known adult. Support staff who normally work at close proximity to individual children have been encouraged to maintain social distancing where possible through sitting side by side or behind and where not possible, to wear the appropriate PPE.

Where physical interventions are required, the appropriate PPE may be worn and thorough hand washing to take place immediately after physical intervention.

Individual risk assessments will be in place for all pupils who exhibit anti social behaviour such as biting and spitting, and where necessary and appropriate home learning is put in place to protect staff and pupils.


Toilets and Handwashing

Each of the infant classrooms have their own set of toilets and hand basins.

Years 3 and 4 will share a toilet block and hand basins as well as having hand sanitiser gel both in their classroom and just outside their classroom door. They will stagger the times that they access the toilets and hand basins to avoid mixing between the teams.

Years 5 and 6 will also share a toilet block and hand basins as well as having hand sanitiser gel both in their classroom and just outside their classroom door. They will stagger the times that they access the toilets and hand basins to avoid mixing between the teams.

Handbasins in classrooms can be used for hand washing. Each class will have access to alcohol hand sanitiser as will all key areas throughout the Academy.



Breaks and Lunchtimes

Children need to be supervised washing their hands for 20 seconds before and after lunch. Tables to be wiped down before and after lunch.

We intend to have a full school offer for hot lunches again from Monday 8th March provided by Mellors. We have arrangements in place to ensure that during lunch time separation between 'bubbles' is maintained. Children will always have the chance to wash their hands before and after eating.

We will now have three sittings in the hall. Welfare assistants to stay with their class bubble throughout lunch time. Table rows will be situated at least 2 metres apart, barriers will be in place between the two rows of tables and the hall doors left open to allow for ventilation.

During their sitting the children need to eat their lunch and hall tables and stools will need to be cleaned down between each sitting. Each year group will be allocated a row of tables in order to stay in their class bubbles so they can NOT choose where they sit like the juniors normally do.

Children on packed lunches can start eating their lunch when they sit down and school dinner children are to wait in their seats until instructed by welfare staff to go and collect their lunch (ensuring that bubbles are not mixing so send one class at a time- starting with the youngest class).

Children are NOT allowed to leave the hall as soon as they have finished and must stay in their place for the whole session. They will be taken back to their class or the yard by the welfare assistant assigned to their class at the end of their sitting.

Packed lunches

If children are on packed lunches, parents have been asked to ensure their child has all the cutlery they need and their meal is easy for them to manage on their own. Packed lunches need to be in a **washable box or bag and will be stored in the cloakroom areas**. There is no need to bring lunches in disposable bags like during lockdown unless you prefer to.

Class	Enter / exit hall	Dining Hall	Outside
Reception- Kayleigh Lyons	Enter from main hall doors near library, place coats on seats and straight up to the hatch Exit via hall steps on to Reception yard	11.55- 12.25 (Row 1)	12.30- 1.00
Year 1- Lianne Thompson	Enter from main hall doors near library, place coats on seats Exit via hall steps to KS1 yard	12.00- 12.25 (Row 2)	12.30- 1.00 (KS1 yard)
Year 2- Karen Singleton	Enter through main hall doors near library (wash hands in classroom after time on yard) Exit through main hall doors near library into classroom	12.30- 12.55 (Row 1)	12.00- 12.30 (KS1 yard)

Year 3- Vanessa Kay	Enter from playground through Y4 cloakroom door & wash hands Exit via Y3/4 hall door & into Y3 classroom	12.30- 12.55 (Row 2)	12.00- 12.30 (KS2 yard- zone 2)
Year 4- Debbie Hegarty	Enter from playground through external door near Y4 cloakroom door & wash hands Exit through Y3/4 hall door & into Y4 classroom	1.00- 1.25 (Row 1)	12.30- 1.00 (KS2 yard- zone 2)
Year 5- Carly Craig	Enter hall from Y6 reading area door & wash hands Exit hall via Y5/6 hall door, wash hands & into Y5 classroom	1.00- 1.25 (Row 2)	12.30- 1.00 (KS2 yard - zone 1)
Year 6- Angela Boatswain	Y6 children on school dinners with enter through the reading area door and wash hands & into hall through Y5/6 hall door They will take their lunch back to their classroom via Y5/6 hall door and will eat their lunch in their classroom	12.30- 12.55 (In class)	12.00- 12.30 (KS2 yard- zone 1)

Sitting	Row 1	Row 2
1 12.00- 12.25	Reception 11.55- 12.25	Year 1 12.00- 12.25
2 12.30- 12.55	Year 2 12.30- 12.55	Year 3 12.30- 12.55
3 1.00-1.25	Year 4 1.00- 1.25	Year 5 1.00-1.25

Uniform

It is an expectation that all children **will wear the approved school uniform**. We expect our children to take great pride in their school and this is reflected in the way they dress for school.

From March , we encourage all children to **come in their PE uniform on PE days** to avoid PE bags being left in school and to avoid changing in school. Teachers to inform parents via class dojo about their class PE day/ days during the first week back at school. Plain black or navy leggings or tracksuit bottoms can be worn with their house PE t-shirt and school sweatshirt and trainers. Wherever possible PE should take place outside and if not feasible due to the weather, in the hall with the doors open to provide plenty of

ventilation. Please ensure children are spaced out and equipment is cleaned after use or put in isolation for 72 hours.

PPE

Government guidance states that staff don't need to wear PPE equipment for a return back to teaching. However, PPE will be available to staff if they feel that an activity requires it. They will personally have the choice to wear it if they deem it appropriate. Additionally, PPE will be worn when carrying out intimate care as part of a child's care plan.

PPE provided by the Trust and available in each classroom includes:

- IIR Face Masks
- Nitrile Gloves
- Disposable Aprons
- Eye Protection

These will also be available as personal 'on body' packs for staff on outdoor duties and supervision.

The Covid Supervisor along with the site supervisor is responsible for monitoring stock levels and requesting supplies from the Trust.

All premises and cleaning staff will wear appropriate PPE for the task they are performing.

Wellbeing Arrangements

Each morning there will be a class worship and PSHE time to enable children to talk about how they are feeling and any worries they may have. Their mental health and wellbeing will be a priority. Teachers and support staff in each year group team will be able to provide nurture and support for mental health on an individual basis as well as our family liaison officer, who will be onsite to offer support and guidance to staff to enable them to deliver support in their class bubbles.

Wellbeing for both the children and staff is of the highest importance and is part of the academy development plan. Wellbeing Wednesdays will be established to focus on the wellbeing of the children and staff.

Class teachers will be given extra subject leadership time as well as their PPA time which will be covered by Junior Jam. This will enable them to carry out subject leadership activities in the school day rather than after school.

There will not be an expectation that teachers respond to parents and children on class dojo or google classroom after the agreed time of 8.00am-5.30pm.

Weekly staff meetings will allow staff to discuss any issues that arise.

All employees have access to a confidential Employee Assistance Programme and Wellbeing Support with Schools Advisory Service.



Further Measures -

Clear handwashing routines.

Clear signage and advisory notices to support social distancing, hygiene and the practices expected.

Social distancing as far as can be done when moving around school/ playtimes.

Classrooms will be cleared of some toys and other high-risk items that can't be easily cleaned e.g. Lego.

Use of outdoor/ PE equipment will not be allowed unless it can be cleaned thoroughly after use or kept in class bubbles for their use only.

Configuring classrooms so that they are in line with social distancing advice with desks in rows and children facing forwards in KS2.

Each class to have stocks of disinfectant, and alcohol hand sanitiser.

Each teacher/ child to have stationery that is only for their personal use (this will be provided by school).

Reduce items coming into school and going home

Training children to follow good routines

Outdoor learning used whenever possible as this should reduce risk.

Cleaning schedules will be enhanced to provide additional capacity throughout the day.

The Headteacher, SLT and Trust will monitor the impact of plans and review appropriately. This will ensure we control risks as much as possible.

