**Covid-19 Policy - Appendix 2**

**Local Health & Safety Measures**

**Cidari | All Academies | Internal**

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## Local arrangements for St Luke and St Philip’s Primary Academy

Supported by the Trust, Ann Webster 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 Headteacher or Senior Leader 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 of school to vulnerable children or those whose parents are Key Workers

Opening of school to these groups when we are satisfied that all appropriate measures are in place will allow us to open with confidence that we are putting the safety and wellbeing of children and staff first.

**Start and finish times**

All children in pods attending school from 9:00am - 3:30pm.

Reception and KS1 classes use the entrance by Reception class, KS2 classes use the main entrance. Both entrances are manned by a member of staff, using walkie talkies to communicate with teachers as children are sent to their class fire doors at a safe distance. Additional members of staff are strategically positioned around the perimeter of school to ensure children are walking socially distanced.

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. Whilst waiting outside the building, please observe social distancing.

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.

**Class Arrangements**

As per Government guidance, pupils will be grouped into pods of no more than 10 children. 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.

Children will work in their year group classes, allowing easy access to the live learning, with the class teacher and one Learning Support Assistant (LSA).

**Staffing Arrangements**

*In the event of the Head teacher, the Deputy Head teacher and the INCO being unable to come into work and unable to work remotely, the Academy would close until the return of either the Head teacher, the Deputy Head teacher or the INCO. Both the Head teacher and Deputy Head teacher are DSLs, along with the Pupil Wellbeing Lead.*

*In the event of the Site Supervisor being absent, the Head teacher/Deputy Head teacher will open and close school and take on the role in supervising the cleaning of the school.*

*In the event of all cleaning staff being absent, the Academy would contact Andy Tierney at St Barnabas’ Academy to see whether there is capacity within the Trust to support. If not, contractors would be hired.*

*Approach to PPA and staff breaks/ lunch arrangements -* Staff breaks and lunchtimes are staggered throughout the day. A larger space (the computer suite) has been allocated as the staffroom to allow staff to sit socially distanced. All teachers will take PPA on a Friday afternoon, with LSAs covering the pod, completing creative activities planned by the teacher. Children working remotely will complete activities pre-set on Google Classroom. Teachers will take their PPA in school, utilising the resource areas and hall to enable working at a safe distance.

In making arrangements for wider opening, 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. This also include BAME and those who have members of their household who are shielding.

**Curriculum and Remote Learning**

All children will access remote learning from 9:00am - 3:30pm.

Each day there is registration in the morning and afternoon, with English and Maths taught every morning and Science or a foundation subject taught in the afternoons. All lessons are planned to deliver new learning building on previous learning, following the medium term plans for Spring 2021. Teachers will deliver live lessons daily at regular intervals using Google Meet, followed by independent learning activities set on Google Classroom. The live lessons may focus on different groups to allow for differentiation, and follow-up activities will also be differentiated according to the children’s needs. Children with EHC plans are working in school with their SSAs and if needed, will follow a separate timetable depending on their learning needs.

Read Write Inc. for Reception and KS1 will continue through differentiated live lessons led by trained leaders. Identified children in KS2 will take part in small group live sessions and certain children will take part in 1:1 live phonics sessions. There is a timetable of support through live lessons for EAL children, and those with little or no English will have 1:1 sessions 3 times a week.

White Rose Maths resources will continue to be used across school for live maths lessons, following a progressive sequence of learning.

Children will also have access to pre-recorded videos (eg RWI phonics, Oak Academy). Where these videos are used as the main teaching, the class teacher will also be present via Google Meet to address any misconceptions as the lesson progresses.

Children will be signposted to prepared activities linking to the curriculum on Purple Mash, Oddizzi, Digimaps, Times table Rockstars and Oxford Owl Reading/Spelling.

**Resources**

Resources will be split between pods, and where required purchased to support delivery of the curriculum.

**SEND and Behaviour**

Children with SEND or a EHCP will have an individual risk assessment ensuring their specific needs are met and is adaptable according to their needs and following government guidance on safe working. This is shared with all members of staff and discussed/shared with parents. Those with 1:1 support will be in a pod with their key worker.

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**

*Infant classes use infant toilets, Junior classes use Junior toilets. Staff in Pods use walkie talkies to communicate with each other when a child is using the toilets. Only one child allowed at a time in each toilet area. A member of staff from the relevant pod to monitor.*

All children to wash their hands after being outside. Hand basins in the toilet areas and resource areas can be used for hand washing - monitored by members of staff from the pods. Each class will have access to alcohol hand sanitiser as will all key areas of the Academy.

**Breaks**

*Break times are staggered to ensure a safe, large space for play and providing opportunity for hand washing, collection of coats and toileting without mixing with children and adults from another pod.*

**Lunchtime**

*Lunch times are staggered. Children will eat a hot lunch in the hall following a staggered timetable supported by the same welfare staff member each day. Children to wash their hands before and after eating.*

**Uniform**

*Children are expected to wear school uniform everyday. On the allocated PE day, children will come to school in wearing their PE kit with their school jumper.*

**PPE**

Government guidance states that staff don’t need to wear PPE equipment for a return back to teaching, however all staff have agreed to wear either a mask or a visor in all communal areas when walking around the building. Additionally, PPE will be worn when carrying out intimate care as part of a child’s care plan, if any child requires first aid treatment, and during any occasions where staff are communicating with parents at the gates.

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 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**

*Staff -*

* *Have access to SAS wellbeing app*
* *Receive regular emails regarding updates from SAS ie relaxation sessions*
* *1:1 catch-up meetings with individuals who are ill, isolating or any other occasions where it is deemed necessary*
* *Individual staff needs are addressed as and when required eg bereavement*

*Pupils -*

* *Pupil Wellbeing Lead is in school everyday to monitor the needs of vulnerable children and to communicate with parents where necessary*
* *PSHEC lessons delivered on a regular basis as part of the weekly timetable*

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

**Further Measures - *Feel free to add as appropriate***

Clear hand washing 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.

Use of outdoor equipment - trim trail and climbing frame - not allowed.

Each pod to have their own box of outdoor equipment for their use only; cleaned following the guidance.

Configuring classrooms so that they are in line with social distancing advice.

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).

Training children to follow good routines.

Outdoor learning used as this should reduce risk (weather dependent).

Cleaning schedules 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.