

Covid-19 Policy - Appendix 1

Local Health & Safety Measures

Cidari | All Academies | Internal

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Local arrangements for Newchurch St Mary's Church Of England Primary Academy

Supported by the Trust, Pauline Nightingale Head Teacher, 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 Matt Mciver, Chief Operating Officer. Staff will be regularly briefed and actively encouraged to give feedback on the measures outlined to ensure they remain relevant, safe and appropriate.

September Opening of Whole School

Having followed the government guidelines, we are satisfied that all appropriate measures are in place which will allow us to open with the confidence that we are putting the safety and wellbeing of children and staff first.

Start and finish times

EYFS - **for the first week only** will start at 08:50am and finish at 3:00pm. Then for the following weeks will **finish at 3:15pm**.

KS1 - for **the first week only** will start school at 09:10am and finish at 3:15pm. Then for the following weeks will **start at 8:50am**.

KS2 - will start school at 09:00am and finish at 3:30pm

If parents have children in two key stages, they will drop their children off at the earliest start time and collect at the latest. For example, if one of their children is in EYFS and the other in KS2, their starting time would be 08:50am and they would collect them 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. 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 teams of no more than 30 children. Staff and children will not mix with other groups as far as is practical and possible.

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

St Mary's will have two teams - Infants and Juniors and will be sited in their original classrooms.

Infant play times will be 10:30am and 2pm. Junior playtimes will be 10:45am and 2:15pm.

Infant lunch time 12-12:45pm. Junior lunch time 12:30-1:15pm. Meals will be eaten in the school hall.

Staffing Arrangements

Staff on site at St Marys each day will be:

Mrs Nightingale - Headteacher, SENDO, DSL

Mrs Whittaker - KS2 teacher, DDSL

Mrs Taylor - KS2 L3 Learning Support Assistant, SENDO Assistant

Mr Whittaker - EYFS/KS1 Teacher

Miss Stephenson - L3 EYFS Key Worker, KS1 Learning Support Assistant

Miss Scott - Office Administrator

Mrs Macfarlene - Cook

Mr Duxbury - Caretaker

If for any reason the DSL/SENDO is unavailable, the deputy DSL and SENDO Assistant would ensure that the learning environment remains safe and the curriculum meets the needs of every child. If both DSL's were unavailable, all remaining staff receive regular Safeguarding training and know how to contact MASH for advice if required.

All children will be taught a wide and varied curriculum by their respective teachers, who will be supported by the above mentioned Teaching Assistants. As a large number of children will not have been in school for several months, we have planned into the curriculum a series of activities with a focus on mental wellbeing. If in the future we have cases of COVID-19 or pupils need to isolate for other virus related circumstances, online learning will be provided via google classroom, ensuring as far as possible that these pupils do not fall behind their peers.

As we do not have a 'staff room', staff will eat their lunches in a designated area in the hall; to allow for social distancing.

Service Alliance would provide a stand in cleaner if the Caretaker was unavailable.

The Trust would organise relief if either the Office Administrator or Cook was unavailable.

All of the above changes to the daily routine have been made in consultation with all members of staff.

In making arrangements for the whole school 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

In school, each child will have their own workstation - Chrome book, writing/colouring equipment. If a child who is home learning does not have access to the appropriate IT facilities, arrangements will be made for them to be able to use their school Chrome book.

Resources

Resources will be split between Teams, and where required purchased to support delivery of the curriculum. When resources have to be shared between classes, the appropriate disinfecting and time lapse (48 hours for books, paper. 72 hours for plastic) will be adhered to.

SEND and Behaviour

We will continue to work with Mrs Claire Ashton, Specialist Teacher, ensuring that all interventions outlined on each child's Pupil Overview of Provision continue to facilitate learning and progress. In class support will continue and 1-2-1 interventions will take place in the hall to enable sensitive social distancing.

Each member of staff will be equipped with a hip bag containing PPE - masks, gloves, aprons, eye protection, antiseptic wipes and plasters to protect both staff and pupils if physical intervention is required.

TAF meetings with the necessary education/health professionals will continue.

If a telephone conversation is not appropriate, parents can meet with staff by appointment.

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

There is alcohol hand sanitiser at each entrance to school, as well as hand basins in classrooms which can be used for hand washing. Each class will have access to alcohol hand sanitiser and antibacterial surface wipes at all times.

Everyone will wash their hands before entering and leaving the building, before they eat their snacks/fruit and lunch. There will be signage strategically placed around school reminding everyone about the 20 second rule for washing away germs. The wall mounted hand sanitiser at the entrance to each room must be used each time a person enters/leaves that room. At all wash/sanitiser stations floor markings will remind children/adults how to socially distance.

There are four pupil toilets, two for boys, two for girls. In each toilet block, one will be signed for use by the Infant Team, the other for the Junior Team. Two children will be allowed in each toilet block at any one time, with social distancing floor markings outside the toilets reminding children how to wait for their turn.



Different playtimes and lunch times will ensure there are not long queues for toilets/wash stations.

There remains one toilet for the staff.

When we welcome children back to school, the staff will talk about/reassure the children of the need for these new rules.

Visitors will use the foot operated hand sanitiser at the school's main entrance.

Breaks and Lunchtime

Infant play times will be 10:30am and 2pm. Junior playtimes will be 10:45am and 2:15pm.

Infant lunch time 12-12:45pm. Junior lunch time 12:30-1:15pm. Meals will be eaten in the school hall.

Pupils will be asked to bring into school their own drinks bottle as the water fountain will not be in use.

Uniform

Children are required to wear full uniform.

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 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

As already stated children's wellbeing is a priority at St Mary's, activities will be planned to meet the wellbeing and transitional needs of our pupils. We will be using both the PSHE Association and the Scarfe resources to plan lesson activities for all of our pupils.



Staff continue to have access to supervision sessions.

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

Further Measures

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.

Classrooms will be cleared of some toys and other high-risk items e.g. Lego.

Soft furnishings will be removed from classrooms.

Use of outdoor/ PE equipment will not be allowed.

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.

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

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

Parental one way system around school to avoid congestion at gates.

All visitors and contractors to school to complete a COVID-19 Declaration Form.

Updated August 2020 by P Nightingale – Headteacher

G Scott – School Administrator

