



**APRIL 2021 OPERATING PROCEDURES
SALTFORD PRIMARY SCHOOL**

The following arrangements and procedures will be in place in April 2021 to support the return to school for all children following the Easter break.

Please be aware that our risk assessment will be reviewed at least weekly and some changes may result from this. You will be notified of these by email as they arise. It may also be possible that we will have to close some or all provision at very short notice if we have a Covid infection on our site and if this is the case we will notify you by email and text.

There is a requirement that all adults (unless exempt) wear masks on our school site. Please be reassured that if we see a parent without a mask we will have touched base with them and the reason they do not have a mask is that they meet the exemption requirements.

All times and drop off and pick up points are as they were last term apart from our Reception classes. Please note if you have multiple siblings please use the arrangements that worked for you last term – albeit if you are crossing the school field stay well away from the school buildings and please don't take short cuts on paths that take you right next to the school buildings.

Year Group pick up and drop off times Please do stick to these times to ensure we keep year groups separate from each other.	Suggested arrival time so children are in the classroom for the register to start on time	Entrances
Reception 9 – 3:15pm	8:55am	Claverton Road entrance
Year One 8:45 – 3pm	8:40am	Top gate via field
Year Two 9 – 3:15pm	8:55am	Top gate via field
Year Three 8:45 – 3:00pm	8:40am	Claverton Road via the playground
Year Four 9 – 3:15pm	8:55am	Claverton Road via the playground
Year Five 9 – 3:15pm	8:55am	Side gate
Year Six 9 – 3:15pm	8:55am	Side gate

Aspect	New arrangement/procedure
Staffing	Staffing will be consistent throughout the day and week where possible (recognising that some staff work on a part time basis.) You will receive a letter from the class teacher revisiting information shared with you last term – for example days for PE, homework etc.

Behaviour	<p>Our school Positive Behaviour Policy has been revised to include new expectations of behaviour specific to support infection control. Policy details are in the <i>Key information/behaviour</i> section of our school website: www.saltfordschool.org.uk/key-information/behaviour</p>
Circulation around the building and toilets	<p>We have a single storey building and therefore all classrooms can be accessed via external doors. Each classroom will be allocated their toilets. Our toilets are spread out across the site and this will support our measures.</p> <p>The site is divided into separate zones and additional spaces and rooms within the school will be allocated to each zone – for example the Rainbow Room will be used by Year One and Two only.</p> <p>The school gate and the time for each year group to enter school has been shared with all our families. Families are required to follow the procedures and signage in place to minimise the risk of infection on our school site. We appreciate you may need to walk a bit further but that will support us minimise the risk of additional parents and pupils on our site. These procedures are identical to those followed in Terms One and Two other than the change to the start and pick up time for our Reception children.</p> <p>Cycle and scooter pods: Years Five and Six can access the storage area adjacent to their gate. Reception and Years Three and Four can access the storage area adjacent to the Claverton Road gate.</p> <p>Please can Key Stage One parents take any bikes and scooters home with them at drop off unless they are entering the school via Claverton Road – apologies for any inconvenience.</p>
Wrap around care	<p>Wrap around care is open. Chuckles will have their own operating procedures and risk assessment which they will share, including drop off and pick up points.</p> <p>It is very important that adults dropping off at Chuckles do not enter the school buildings at any point.</p>
Other clubs	<p>Some of our other clubs offered by outside providers and school staff have restarted now the school is fully operational. The school office or club providers will contact you as they become operational and our school website is fully up to date with the current offer. All clubs have their own operational plan and risk assessment.</p>
Outdoor play	<p>Pupils will remain in their distinct zones and year groups when outside. Outdoor equipment will not be used unless we ensure that it is appropriately cleaned between groups of children using it and multiple groups of children do not use it simultaneously.</p> <p>A staggered rota will be in place for break and lunchtimes. Each year group has their own box of playtime equipment to use. Each year group will remain separate on the playgrounds or fields or stay in their classroom, if wet play.</p> <p>Year One and Two and Year Three and Four will be alternating the use of the field and playground space so that they can experience different elements of play. Year Five and Six will continue to use the field adjacent to the Parish Council play park as it is suitable for their age and stage. Reception have access to a field and garden and will be remaining in their zone until</p>

	<p>government guidance changes – as we have set this space up for them with some larger equipment.</p>
School uniform	<p>Pupils are required to wear their full school uniform EVERY DAY full details of which can be found under the office section of our website. We understand that children may have grown out of their school shoes and now shops are reopening please supply them with sensible sturdy shoes as soon as you can as per our uniform guidance. Younger children should not wear shoes with laces if they are unable to tie them themselves. Children with long hair should have it tied back at all times.</p> <p>On the days when they have PE children should bring their PE kit to school. Details of this are shared via the class letter and posted on the class page of the website: www.saltfordschool.org.uk/classes</p> <p>Please consider the weather and make sure they have sun hats, sunscreen to apply themselves and rain coats depending on the weather forecast.</p> <p>Children in Reception through to Year Six are also accessing our field spaces at break times and lunchtimes. They therefore require a change of footwear – for example a pair of wellies or trainers – and they will change back into their school shoes when returning to the classroom. Classrooms have appropriate welly storage or footwear storage for this purpose. Even in drier weather this will mean when the grass is cut this is not brought into the school – our cleaning time needs to focus on Covid safety.</p>
Equipment	<p>We are limiting the items that pupils bring in from home to essentials such as lunch boxes, hats, coats, stationery. Bags are allowed. Pencil cases should be made of a material that is easily cleaned e.g. metal or plastic. Children should not bring mobile phones or any other IT items such as a Smart watch. They should not wear any item that they would need to remove for PE such as jewellery or a watch. Everything should be brought in one bag that can be zipped closed.</p> <p>Their bag should be as small as possible as they will be stored in classrooms or on portable trolleys. We will be staggering the use of cloakrooms during this period also. Packed lunches should be kept in school bags until needed.</p>
Resources	<p>Children will not share resources in school outside of their year group and items that are difficult to clean will be removed from classrooms.</p> <p>Key Stage Two children are allowed to bring a pencil case and items to school as long as this is metal or plastic. They will keep this at school in their locker and not share items.</p> <p>Desks will be forward facing albeit in Reception and Key Stage One we are allowed to be flexible to accommodate their way of working.</p> <p>Teachers in KS2 can choose to have up to 2 tables placed in groups to enable ‘focussed’ group work to take place. All other tables in KS2 should remain in rows, with the children facing forward where possible. If possible, grouped tables should be in a horseshoe shape.</p>

Food	<p>We will not use the school hall for lunchtimes and children will eat their lunch in the classroom – this way it means the children can eat in a timely manner and therefore access the outdoor spaces also so they have plenty of outdoor playtime.</p> <p>Children can bring in their own packed lunch or purchase a hot school lunch (the menu is always available on the office section of our school website) at a cost of £2.60 per day. Payment for this will be via the usual School Gateway system.</p> <p>Children in years R and Key Stage One will have a school lunch provided as part of the government’s universal infant free school meals scheme – although you can provide your own if you prefer. Please make sure packed lunches are nut and seed free. Free school meals for all other eligible children will be provided. Children will not be permitted to share food.</p>
Drink	<p>Please send your child in to school with 2 full water bottles. We do have our water units but the potential queues and cleaning requirements mean it would support us if they brought extra, so they will need one bottle for the morning and one bottle for lunchtime and the afternoon. Staff can refill them should more water be needed.</p>
Hygiene arrangements	<p>Everyone at school will frequently wash their hands with soap and water for 20 seconds and dry thoroughly. This includes:</p> <ul style="list-style-type: none"> • on arrival and before leaving school • before and after eating • after sneezing or coughing • after using the toilet. <p>Younger children will be supervised. We have installed hand sanitiser stations across the site (mainly on entry to the building points). Children will be (gently) reminded not to touch their mouth, eyes and nose. Everyone will be reminded to follow the ‘<i>catch it, bin it, kill it</i>’ approach and use a tissue or elbow to cough or sneeze and use bins for tissue waste. Each pod has designated toilets to use. It is important children do not cross over toilet use within different pods. Extra cleaning of handles, taps and flushes will occur several times per day. Most doors will be kept open all day (it also prevents handles being used.) Windows will be left open to aid ventilation.</p>
Cleaning arrangements	<p>Our cleaning team will provide day time cleaning in addition to our usual cleaning. All rooms have hand sanitiser available. Surfaces that are touched regularly, (e.g. taps, sinks, toilets, handles) will be regularly cleaned throughout the day.</p>
First aid and sickness arrangements	<p>An additional first aid bay will be situated in the covered area in front of the school office as well as the one located next to the school office.</p>

Use of Personal Protection Equipment (PPE)	Schools have been advised that the routine use of PPE is not necessary. However, staff carrying out first aid, cleaning or looking after children who are ill will use PPE.
Wearing of face coverings	We request that adults wear face coverings (unless exempt) when dropping off and picking up children and visiting the school site. Staff will also wear face coverings at this time <i>and</i> when outside their designated classroom but still inside the building. Children aged 11 and above are required to wear a face covering whilst travelling to and from school on public or school transport.
Attendance	From March 8th 2021, the normal attendance regulations will apply and children are expected to attend school unless they are unwell. If your child is unwell and unable to attend you should contact the school office as normal. All our attendance procedures and documentation can be found in the office section of our school website.
Parental contact	<p>The school office will be running as usual from 8am until 4pm. We encourage parents and families to contact the school office by phone or email as parents will not be able to enter the school building. The office will be able to help you in the following ways:</p> <p>What the office staff CAN do:</p> <ol style="list-style-type: none"> 1. Help you with concerns and questions (please email or phone these through if possible) 2. Organise for someone to get back to you if you have a question they can't answer. <p>What the office staff CANNOT do at this time:</p> <ol style="list-style-type: none"> 1. Take items from you to take to a child in school (including packed lunches, water bottles, sun hat, etc.) 2. Allow you to enter the building for any reason, for example if a sibling needs to use the toilet <p>We hope you understand why we have had to put these measures in place. Please do not hesitate to contact the Office Team if you have questions. We are always very happy to help, but would prefer to do this on the phone or by email during this time.</p> <p>In certain circumstances an appointment can be made for an in-school meeting, held using appropriate social distancing measures.</p>

<p>Dropping off and picking up</p>	<p>Dropping off and picking up</p> <p><u>The journey to school</u></p> <ul style="list-style-type: none"> • Masks must be worn at all times when on our school site <i>unless</i> you are medically exempt. • Plan your journey in good time; it is imperative that children arrive on time and at the correct entrance. • Only one parent per family may enter the school site. If at all possible, please do not bring other siblings with them who are not attending school. • Walk only with family groups. Children will be excited to see one another but they must remain socially distant (1 metre or more.) • Children must be kept by your side at all times whilst on site (regardless of their age). • Avoid public transport; take the opportunity wherever possible to walk to school. Cycle and scooter storage areas are allocated to certain year groups only as part of their zone. • If you have to use the car, keep the number of people in the car to a minimum and ensure handwashing/sanitising occurs before leaving home. • Avoid popping to the shop on the way, do this on the way home if required. • Please do not use the parish council play park before school. <p>Please make a note of your start times as these are different for each year group. We are asking all parents not to gather outside the gates – we have allocated field and playground waiting areas so you can space right out.</p> <p><u>Arriving at school</u></p> <ul style="list-style-type: none"> • Ensure you arrive at your child’s allocated entrance into school, on time. • Remain at least 1 metre away from others at all times. Markings and posters will be provided to help you maintain this distance and staff will be on hand to instruct parents. Please ensure that you listen to their instructions and follow the at least 1 metre rule. • Once children are dropped off, please leave the school premises immediately, continuing to abide by social distancing guidelines. Please do not enter the school buildings. • Late arrivals must wait at the pedestrian main entrance gate at Claverton Road and use the intercom to alert a member of the office staff. They will then be brought into school from the gate. <p><u>Pick Up</u></p> <ul style="list-style-type: none"> • Ensure whoever is picking your child up is on time and collects your child from their allocated collection point. They should try to arrive as close to the collection time as possible to minimise the numbers of people waiting around. • Remain at least 1 metre away from others at all times. Please follow the instructions of staff. • If you have any messages or questions for staff we ask that you email or phone us. • Depart the school grounds promptly and adhere to social distancing rules
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	<p><u>Before the next day</u></p> <ul style="list-style-type: none"> • Whilst uniform does not need to be cleaned any more often than is usual – we know you will be mindful of the need to minimise any infection – see the point made below. • It may become good practice for children to have showers/baths earlier than they normally would, decreasing the risk of transmission from school to the household. • Remind children about safe practice such as coughing into elbows, ‘catch it, bin it, kill it’, not touching face etc. Ensure a clean set of washed clothes is ready to wear. <p>Parents are advised that only one person should attend to deliver/pick up their child. They cannot gather at entrance gates and doors and must respect social distancing rules whilst on the school site.</p> <p>Parish Council play park after school: We know the children love to play in the play park after school. Please note however, that we are going to great lengths to zone the school and keep year groups apart so that if there is an infection in one year group and we need to close those classes it doesn’t affect all year groups. If the park is busy we would hope you would return on a different day and be mindful of social distancing between adults when waiting for your children.</p>
Other visitors	<p>Volunteers and other adults are permitted to work in schools from March 8th, subject to observing the regulations in place for safeguarding, infection control and working within a designated zone. Initially we will not have parent helpers working in school but we will revisit this as we settle back into our routines.</p>
Curriculum	<p>Our curriculum planning for each year group has been revised and is in place. We will be teaching our full curriculum from March. This will be informed by an assessment of pupils’ starting points through areas such as reading, spellings/phonics, times tables etc and focused on addressing any gaps in pupils’ knowledge and skills, in particular making effective use of regular formative assessment.</p> <p>We will then adapt the curriculum to respond to pupils’ learning needs and provide additional support where required. We will also focus time on core skills and provide support for children to recover any lost ground.</p> <p>All exercise books will be kept within classrooms. Staff will mark books as normal but the books will not be taken home.</p> <p>Our risk assessment also details the following:</p> <p>'If you are playing instruments or singing there should be physical distancing in place, this should be done outside wherever possible and in group sizes of no more than 15 and with pupils standing back to back or side to side, instruments must be cleaned between use and use good ventilation where ever possible.'</p>

	<p>IT equipment: this will be allocated to each zone. The computer suite will be used once a week in order to deliver the computing curriculum – albeit the timetabling will be linked to the zones the children are working in. Equipment will be cleaned down between each lesson.</p> <p>Reading: books returned to school will either be wiped down as we are cleaning frequently-touched surfaces or quarantined for 72 hours before going back on the shelves. Reading records and Reading books and planners/diaries will go between home and school. Reading books will be changed and you will receive details of the arrangements for this on your year group letter last term. Staff will handle reading folders (these are wipeable) planners/diaries using gloves.</p> <p>Assemblies: these will take place virtually via Microsoft Teams following a daily timetable. These will be a mixture of Headteacher, staff and our team from St Mary’s. The Headteacher holds a live assembly with the whole school via teams on a Friday morning.</p>
Support for children learning at home	<p>If a child has been advised to shield by a medical practitioner and is unable to come into school, or is isolating but feeling well, we will continue to provide education remotely through our virtual learning platforms; Tapestry for Reception classes or Seesaw for all other years. Class teachers will still be teaching their classes so this will be a more limited offer than during lockdown.</p> <p>In the event of a further lockdown, or if a bubble is required to isolate at home, we will switch learning to Seesaw and Tapestry for the duration of the lockdown or isolation period as we did previously.</p>
Pastoral support	<p>We will support pupils as follows:</p> <ul style="list-style-type: none"> • To rebuild friendships and social engagement • Address and equip them to respond to issues linked to coronavirus • To further improve their physical and mental well being <p>We have excellent resources in school, including our whole school PSHE scheme of work, Jigsaw, which will support us in this area.</p>
Special needs	<p>The guidance says, “Specialist, therapists, clinicians and other support staff for pupils with SEND should provide interventions and support as usual.” At Saltford, we will use designated rooms for this such as the Wessex Building and Bug Rooms. Social distancing will be adhered to and the rooms will be cleaned after use.</p>
In the event of COVID illness at school	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and required to follow Government guidelines: Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will be required to isolate and to get a test. The isolation period will be 10 days from the day after the symptoms began.</p>

	<p>See isolation rules in a diagram here and how to get a test here.</p> <p>Siblings and other family members must also stay at home and self-isolate following Government requirements. Currently their isolation period includes the day the first person in the household's symptoms started and the next 10 full days.</p> <p>Any positive tests must be reported to school using the Report a positive test form on the school website.</p> <p>If a child is awaiting collection from school, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. If the child needs to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for a child awaiting collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive</p> <p>Staff are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p>
<p>In the event of COVID illness at home</p>	<p>This affects the entire school community. Anyone must stay at home if they or their family members have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to sense of smell or taste, OR if they or their family members have tested positive for coronavirus in the last 7 days.</p> <p>Those affected must follow government stay at home guidance as follows www.gov.uk/government/publications/covid-19-stay-at-home-guidance.</p> <p>Temperature testing alone is not seen as a reliable method for identifying coronavirus.</p> <p>Any positive tests must be reported to school using the Report a positive test form on the school website.</p>
<p>NHS Test and Trace</p>	<p>We will engage fully with the NHS Test and Trace process as follows and will ensure that staff and parents/carers understand that they have a responsibility to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home

	<p>to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> • provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace • self-isolate for 10 days if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus. Anyone who displays symptoms of coronavirus can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. <p>We ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> • If the test is positive, inform the school using the Report a positive test form here. Follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and continue to self-isolate for at least 10 days from the day after the onset of symptoms. Do not return to school if you still have symptoms after this period. • If the test is negative, you feel well and no longer have symptoms similar to coronavirus then you can stop self-isolating. You could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until you are better. Other members of the household can stop self-isolating.
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April 2021