



## OCTOBER

### OCTOBER 2020 OPERATING PROCEDURES

The following arrangements and procedures will be in place in September 2020 to support the return to school for all children:

Aspect	New arrangement/procedure
Staffing	<p>Staffing will be consistent throughout the day and week where possible (recognising that some staff work on a part time basis.)</p> <p>Your September welcome letter from the class teacher will outline all the staff working with your children – Year One to Year Six children have a welcome message from their new class teacher on Seesaw and a task to complete for them over the Summer.</p>
Behaviour	<p>Our school Behaviour Policy has been revised to include new expectations of behaviour specific to support infection control. Details of this can be found on the key information section of our school website.</p>
Circulation around the building and toilets	<p>We have single story building and therefore all classrooms are accessible via external doors. Each classroom will be allocated their toilets. Again our toilets are spread out across the site and this will support us.</p> <p>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>In the ebooklet accompanying these procedures are links to maps for each zone so you can see the school gate you need to use when entering the school and the time for this – please 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.</p> <p><b>Cycle and scooter pod:</b> Year Five and Six can access the storage area adjacent to their gate. Year Three and Four can access the storage area adjacent to the Claverton Road gate.</p> <p>Please can Reception and Key Stage One parents take any bikes and scooters home with them at drop off please.</p>

Wrap around care	<p>We are very hopeful that we can resume wrap around care and will be in touch as soon as we can with the details linked to this. Chuckles will have their own operating procedures and risk assessment which they will share.</p> <p>It is very important that you do not enter the school buildings at any point – Chuckles will let you know their drop off and pick up points and which school entrance and exit you can access.</p>
Other clubs	<p>Our other clubs offered by outside providers and school staff will restart after a Term 1 review once we have the school fully operational. Therefore we have no start dates currently.</p>
Outdoor play	<p>Pupils will remain in their distinct zones and 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 pod has their own box of playtime equipment to use. Each pod will remain separate on the playgrounds or fields or stay in their classroom, if wet play.</p> <p>Pupils will remain in their distinct zones when outside. Outdoor equipment will only be used if we ensure that it is appropriately cleaned between groups of children using it and multiple groups of children do not use it simultaneously.</p>
School uniform	<p>Pupils are required to wear their school uniform. 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 they should wear their PE kit to school.</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>
Equipment	<p>We are limiting the items that pupils bring in from home each day 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 an Apple watch. They should not wear any item that they would need to remove for PE such as jewellery or a watch Your child should bring anything with them in <b>one bag</b> which can be zipped closed.</p> <p>Their bag should be as small as possible as these will be stored in classrooms – we will be staggering the use of cloakrooms during this period. If your child is having a packed lunch, this should be kept in their bag until they need it.</p>

Resources	<p>Children will not share resources in school outside of their bubble 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>Children in Y1 and Y2 can have all their tables in groups to maximise learning.</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>
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Food	<p>We will not be able to use the school hall for lunchtimes and hence it is not viable to provide hot lunches on the scale we would need to and keep the children and staff safe when we first reopen – albeit will review this when we can.</p> <p>Our aim – weather permitting – is that the children will eat their packed lunch outside.</p> <p>Children can bring in their own packed lunch or purchase one (the menu for this is available on our school website) in school 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 packed lunch provided as part of the government's universal infant free school meals scheme – albeit you can provide your own should you prefer. Please make sure packed lunches are nut and seed free.</p> <p>Free school meals for all other eligible children will be provided.</p> <p>Children will not be permitted to share food.</p>
Drink	<p>Please send your child in to school with <b>2 full water bottles</b>. 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 a bottle for the morning and a bottle for lunchtime/ 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 on arrival and before leaving school; before and after eating; after sneezing or coughing and after using the toilet. Younger children will be supervised.</p> <p>We have installed hand sanitiser stations across the site (mainly on entry to the building points).</p> <p>Children will be (gently) reminded not to touch their mouth, eyes and nose.</p> <p>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.</p> <p>Each pod has designated toilets to use. It is important children do not cross over toilet use within different pods.</p> <p>Extra cleaning of handles, taps and flushes will occur several times per day.</p> <p>Most doors will be kept open all day (it also prevents handles being used.)</p> <p>Windows will be left open (where possible) to aid ventilation.</p>
Cleaning arrangements	<p>The caretaker will carry out additional cleaning during the school day and support with additional cleaning. In addition our cleaning team will provide day time cleaning in addition to our usual cleaning. All rooms have hand sanitiser available.</p> <p>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)	<p>Schools have been advised that the routine use of PPE is not necessary. Staff carrying out first aid, cleaning or looking after children who are ill will use PPE however.</p>
Attendance	<p>From September 2020, 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.</p> <p>All our attendance procedures and documentation can be found on our school website.</p>

<p>Parental contact</p>	<p>The school office will be running as usual – 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.</p> <p>The office will be able to help you in the following ways:</p> <p><b>What the office staff CAN do:</b></p> <ol style="list-style-type: none"> <li>1. Help you with concerns and questions (please email or phone these through if possible)</li> <li>2. Organise for someone to get back to you if you have a question they can't answer</li> </ol> <p><b>What the office staff CANNOT do at this time:</b></p> <ol style="list-style-type: none"> <li>1. Take items from you to take to a child in school (including packed lunches, water bottles, sun hat, etc.)</li> <li>2. Allow you to enter the building for any reason, for example if a sibling needs to use the toilet</li> </ol> <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 inschool meeting, held using appropriate social distancing measures.</p>
<p>Dropping off and picking up</p>	<p>Dropping off and picking up <u>The journey to school</u></p> <ul style="list-style-type: none"> <li>• Plan your journey in good time; it is imperative that children arrive on time and at the correct entrance.</li> <li>• 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.</li> <li>• Walk only with family groups - children will be excited to see one another but they must remain socially distant (1 metres or more.)</li> </ul>

- 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 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.

#### Arriving at school

- Ensure you arrive at your child's allocated entrance into school, on time.
- Remain at least 1 metres away from others at all times - markings and posters will be provided to help you maintain this distance, 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.

#### Pick Up

- 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 question for staff we ask that you email or phone us.
- Depart the school grounds promptly and adhere to social distancing rules Before the next day
- 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.

	<p>□ 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> <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>
Other visitors	<p>Volunteers and other adults are permitted to work in schools from September, subject to observing the regulations in place for safeguarding, infection control and working within a designated zone. We will be in contact with regards to further details nearer the time.</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 September. This will be informed by an assessment of pupils' starting points through areas such as reading, spellings/phonics and 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>We have yet to receive any further details as a school linked to the news that the government is providing further funding to enable pupils to receive additional support.</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 that 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</p>

	<p>school. Reading books will be changed and you will receive details of the arrangements for this on your year group letter in September. Staff will handle reading folders (these are wipeable) planners/diaries using gloves.</p> <p>Assemblies: these will take place via Seesaw or Microsoft teams initially following a daily timetable. These will be a mixture of Headteacher, staff and our team from St Marys etc albeit virtually. Phase assemblies in the Hall will be introduced albeit once the hall has been used it will need to be cleaned down – including the floor – which will mean when we do hold them it will be once a day.</p>
Pastoral support	<p>We will support pupils:  Rebuild friendships and social engagement  Address and equip pupils to respond to issues linked to coronavirus  Further improve their physical and mental well being  We have excellent resources in school – including our whole school PSHE scheme of work, Jigsaw, which will support us in this area.</p> <p>Special needs:  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 a 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>
School tours	<p>The school will be offering prospective parents tours of the school, which will be no more than 6 people touring the outside of the school. These have to be booked in advance. Adults will be given hand sanitiser on arrival. Face masks will be worn by all adults and children will be asked to be left at home. 2m distancing will be adhered to at all times. When they sign up track and trace details will be collected.</p>

### Specific procedures we will follow when children or adults are ill

Guidance has been issued to the entire school community. Here, anyone affected 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 your sense of smell or taste. OR they have tested positive for coronavirus in the last 7 days.

Those affected must follow government stay at home guidance as follows

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>



Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.

Our procedure will be that 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 advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, 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. Specific school arrangements can be found in the school operating plans.

If they need to go to the bathroom while waiting to be collected, we endeavour that 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.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

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.

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

They 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](#)

### **Track and Trace**

We will engage fully with the NHS Track and Trace process as follows and will ensure that staff and parents/carers understand that they have a responsibility to:

- 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 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
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate for 14 days](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) 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.

We will ask parents and staff to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They 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 they are better. Other members of their household can stop self-isolating.

if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

### **Wearing of face coverings**

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops.

Children aged 11 and above are required to wear a face covering whilst travelling to and from school on public or school transport.

### **Notifying parents of changes to provision or procedures**

Parents and carers should 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 and if this is the case we will notify you by email and text.

### **Support for children learning at home**

If a child has been advised to shield by a medical practitioner and is unable to come into school, we will continue to provide education remotely for him/her using our virtual learning platform Seesaw, and Tapestry for our Reception class – albeit class teachers will still be teaching their classes so this will be a more limited offer. 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.

July 2020