

Salford School Operational Plan September 2021



Salford
CofE Primary School

This plan is intended to provide an overview of how the school will operate from the 6th September 2021 onwards and outlines how we will operate in line with the updated Futura Risk Assessment. This will be in place unless we are advised to implement our outbreak management plan.

<p>School day Drop off and pick up</p>	<p>Please read alongside this our drop off and pick up guide which outlines the procedures for each class or year group – this also contains maps to help you navigate the site.</p> <p>The school day will be an 8.50am classroom start for all (apart from new Reception who have an initial phased start and should follow the details in the letter they have been sent re morning and afternoon drop off and pick up times.) Both gates will be closed at 9am – so please make sure you drop no later than 8:50am so you have time to leave the site before our gates close. Arrival after 9am – 9:10am is classed as late in the register – after 9:10am your child receives an unauthorised absence for the morning session.</p> <p>Masks will not be required on the school site but of course you can still wear them if you prefer – especially as pick up and drop off are busy times.</p> <p>The use of the field gate via Manor Road will be removed and the children will enter and exit the school from the main gate via Claverton Road or the side gate via Tiddlers Nursery. You will not need to exit through the car park.</p> <p>Pick up time is the same for all children in Year One to Year Six at 3:15pm (3:10pm for our Reception children when they are full time.)</p> <p>The school carpark will be closed 8:40am – until 9am and 3pm until 3:30pm, albeit your children should still walk with an adult just in case a vehicle does not respect our request.</p>
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<p>Testing</p>	<p>A child with symptoms: A child will be sent home if they develop symptoms in school. If they need to go home isolating will happen in the covered area outside the office. Families will be directed to get PCR if a child develop symptoms whilst in school and let us know the outcomes of the test result.</p> <p>A child who is a close contact: A child who is a close contact will be asked to get a PCR – as long as they don't have symptoms they can return to school while they wait for their PCR results.</p> <p>Staff will continue to do LFTs twice a week on a Sunday at 10am and Wednesday at 6pm and send their results to school.</p> <p>Parents can report positive cases for children outside school hours (8am until 4pm) using a Microsoft form which is located on the Covid section / Latest news of the school website.</p> <p>NHS test and trace will be contact tracing with families. Records will be kept in school of positive cases so that we can assess if we have 5 or more people who have mixed in school test positive in a 10 day period or 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period. If this is the case school will follow their contingency plans.</p>
<p>Good hygiene</p>	<p>We will continue with regular handwashing and hygiene and this will happen at these times:</p> <ul style="list-style-type: none"> On arrival at the setting After using the toilet After breaks, lunchtimes and sporting activities Before eating any food, including snacks or a food based DT activity Before leaving the setting <p>Tissues are always available at the school reception and in classrooms.</p>
<p>Ventilation</p>	<p>All doors and windows will be opened and also roof vents for the classrooms who have them. Classroom windows will be opened as long as the temperature inside does not drop below 16 degrees. Windows need to be opened more fully at break and lunchtimes.</p>

Attendance and holidays	<p>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 by 8:45am.</p> <p>All our attendance procedures and documentation can be found in the office section of our school website.</p> <p>School holidays should not be taken during term time and will not be authorised other than for exceptional circumstances authorised by the Headteacher.</p>
Wrap around care	<p>Wrap around care will resume on Monday 7th September. Chuckles will have their own operating procedure and risk assessment which they will share, including drop off and pick up arrangements.</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 will start again this term. The school office or club providers will contact you as they become operational and our school website is fully up to date with</p>

	<p>the current offer. All clubs have their own operational plan and risk assessment.</p>
Playtimes	<p>The children will no longer be in bubbles for playtime. We will continue with hand hygiene routines before and after play.</p> <p>We will however continue to use the school site all year round and access field spaces – by zoning the school we are ensuring the children space right out. We have purchased welly/footwear storage for each room and therefore children should have a change of footwear available every day – they can keep this in school.</p> <p>IMPORTANT – have a change of footwear for accessing field spaces all year round.</p>
Lunches for all are 12 until 1pm	<p>The children will return to lunches in the hall (apart from Reception who will eat in their classrooms) but they will be seated in class groups rather than mixed classes. They will either sanitise in the classroom prior to eating their lunch (Years 1 to 3) or on arrival to the hall for second sitting (Years 4 to 6.) 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.</p> <p>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	Please send your child in to school with 1 full water bottle . We do have filtered water units so children can refill them should more water be needed.
What if there is a positive covid case or my child develops symptoms?	<p>The children will not be in bubbles and the school will not be required to track and trace Covid-19 in September. This will be done by NHS track and Trace and the school will assist.</p> <p>The report Covid -19 link is being removed from the website on Monday 9th August.</p>
<p>Uniform</p> <p>PE/swimming days are on your class welcome letter and also the class page on our website.</p>	<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>
Assemblies	We will be returning to assemblies in the hall – whole school assemblies will be Monday and Friday and the rest of the week are a mixture of phase and class assemblies.

School equipment	<p>We continue to limit 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>
First aid procedures	<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. 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.</p>
Office	<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 in September we want to limit the amount of parents that enter the school buildings. Our website captures all our school information</p> <p>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. 3. Take items from you to take to a child in school (including packed lunches, water bottles, sun hat, etc.) – you will be asked to place them in the green box on the bench just outside the office. Ideally – children have what they need in school with them to save disturbing lessons once underway. 4. This also applies to changes to pick up arrangements for your children – please try to make these in the morning before drop off so that we don't have to disturb the lessons.
	<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>

