



St John Bosco Catholic Primary School

CORONAVIRUS (COVID-19) POLICY

Produced in response to HM
Government guidance:
*Implementing protective measures
in education and childcare settings*

2020

This policy was reviewed on _____ by the Full Curriculum
Governing Board and it will be reviewed in _____

Signed Chair of the Governors

Rationale

The following document has been updated in response to HM Government guidance document titled: *Guidance for full opening of schools – published 2nd July 2020*. The school has scrutinised this guidance and has produced a summary of responses and actions in relation to how this impacts St John Bosco Catholic Primary School and the measures we intend to take in order to ensure the welfare of our children, families and staff.

We have closely monitored the impact of our guidance to date and have used this experience to modify any aspects of our procedures that we felt would further improve the safety of our learning environment as we prepare for the full opening of school in September.

All of the decisions we make throughout this document will be determined by one key underlying question: How can we make our school environment as safe as possible for our children, families and staff members? Using this key principle, it is our intention to answer as many frequently asked questions as possible and explain the processes we intend to follow.

This particular policy relates to our full return for all children in all year groups.

Frequently asked questions relating to St John Bosco Catholic Primary School's reopening procedure

When will St John Bosco be reopening for its children?

HM Government and the Department for Education have announced that from **Thursday 3rd September 2020**, **all children** should return to benefit from full time statutory education.

Will there be any breakfast club and after school club (Kidzone) available?

Breakfast club will continue to be provided by the school and is a paid service. We will continue to offer this service from September 2020 however it is our intention to monitor the numbers of this in order to comply with safe social distancing guidelines. If numbers for the Breakfast Club facility begin to exceed a manageable amount which prevents us from maintaining consistency within groups, then places may need to be allocated on a priority basis.

After communications with Kidzone after school club, we can confirm that it is their intention to provide this facility as soon as possible. They are awaiting HM Government guidance in order to make final arrangements. Although we are sorry that we are not able to provide greater detail at this time, please be assured that we will inform you as soon as we are in a position to do so.

Will my child return to their normal class?

Yes. HM Government have stated that, *'We are asking schools to prepare for all pupils to return full-time from the start of the autumn term'*. In order to comply with this instruction and with the reduction in social distancing, children will be taught in year group classes (approx 30 children) and they will be allocated designated areas to play in. This will enable us to maintain consistent groups and as a result reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.

Will the normal school timetable still apply?

No. In order to comply with safe social distancing guidelines, school will have to amend the school timetable which will include staggered start and finish times, staggered break time and lunch times and adjustments to the location of drop-off and collection points.

We have devised specific timetables for each year group (located at the end of this document). Please note that these times will differ from the times that applied during the summer term. These changes have been made to facilitate the full return of all children in all classes at the start of the new school year.

What time will the school day start?

We have decided to stagger the times and locations of when each of the classes can arrive at school. Infant classes (Reception, Year 1 and Year 2) will be asked to access the school through **the rear gate entrance (on the Round Meade) only.**

Junior classes (Years 3, 4, 5 and 6) will be asked to access the school through **the front gate entrance of the school only.** This will allow staff to efficiently manage children and avoid any potential risks.

We ask that where possible, parents should walk/cycle to school in order to avoid any potential congestion. If this is not possible, we ask if parents could park safely near to their allocated entrance/exit, ensuring that they are respectful of local residents, until their child's start time.

We insist that only one parent/carer should drop off and pick up their child from school so as to reduce the number of people on the school site at any one time. Once the children are safely dropped off or picked up from school, we ask that parents leave the school premises as efficiently as possible so as to allow the next group to arrive at the school site and avoid unnecessary congestion.

The children must not play on the school play equipment at any time. We will of course inform you of when we are able to remove this restriction.

The start times are as follows:

Infant Classes (Key Stage 1):

Reception–8.45am (From the rear gate entrance – The Round Meade)

Year 1 – 9.00am (From the rear gate entrance – The Round Meade)

Year 2 – 9.00am (From the rear gate entrance – The Round Meade)

Junior Classes (Key Stage 2):

Year 3 – 8.45am (From the front gate entrance)

Year 4 – 8.45am (From the front gate entrance)

Year 5 – 9.00am (From the front gate entrance)

Year 6 – 9.00am (From the front gate entrance)

If you have children in more than one of these specified year groups, they will attend at the earlier time detailed.

How will the children enter the school?

As stated, we will now be using two separate entrance/exit points for our infant and junior children (see details above).

For our infant children, we ask that you bring your child down the path towards the infant playground and remain behind the clearly marked/coned off area, whilst allowing your child to go into class independently where they will be met by their teacher and/or member of support staff.

We ask that junior children use the front path/entrance to the school and for them to make their own way to their classes via the side entrance beside the Year 6 classroom. There is no requirement for parents/carers to access the school site as the teachers will be present to welcome your children.

There will clearly be an increase in pedestrian traffic in September as both schools welcome back all of their children. We ask that you continue to model good practice with regard to social distancing guidelines.

Once the children are safely with their teachers, we ask that parents should leave the school premises as efficiently as possible so as to allow the next group to arrive at the school site.

What will my child need to bring to school?

We feel it is important that parents ensure children do not bring any unnecessary items with them to school. We recommend that the children will **only be required to bring with them their packed lunch, a water bottle (labelled), a coat (only required for adverse weather conditions) and P.E. kits.**

There is no requirement to bring pencil cases or any other non-essential items. This will prevent needless cluttering of areas within the school building which in turn enables staff to maintain effective cleaning practices. Any potential homework which may be given to children will be completed using the same online home learning platforms the children will be used to.

We now consider it acceptable to bring personal reading books and reading diaries as they will be organised in the children's individual trays.

Will the children eat their lunch together as usual?

No. In order to comply with safe social distancing guidelines, we have decided that all groups will be required to eat their lunch in their designated classrooms and with the individuals who make up their designated groups. Lunchtimes will be staggered so as to avoid any unnecessary interactions between groups and so that only one consistent group is in the same area at any one time. If the weather allows, children may also be given the opportunity to eat their lunch outdoors in a designated area.

It is our intention to continue with lunchtime arrangements that have proved to be successful and safe. Therefore, we are asking for children to have a packed lunch in class for the first half term. This will give us time to focus on your child's curriculum and learning, whilst also enabling us to adjust to

our full reopening. We will continue to monitor the lunchtime arrangements with a view to returning to normal practice as soon as we feel it is safe to do so. This will also enable us to return to our normal lunchtime offer.

The children in Reception, Year 1 and Year 2 will bring in a packed lunch or receive a school packed lunch during lunch time **(please ensure you contact the school office for kitchen ordering purposes stating whether you require a school packed lunch or will be bringing your own).**

We will also be asking parents of children in our junior classes (Years 3 to 6) to provide their children with a packed lunch for the duration of the first half term. This will allow teachers and support staff to effectively manage the children's interactions during lunch time and also maximise their ability to clean any areas used. If parents of children in junior classes are unable to provide their child with a packed lunch, a school packed meal **(please inform school office for ordering purposes)** will still be available and will be provided for the child in their designated classroom.

We also recommend that all children have access to a clean, clearly labelled water bottle which they will store in their classes as any school water fountains will not be available for the foreseeable future.

What will happen when the children leave school?

When leaving school, it is our aim to mirror the practice for entering school but in reverse. Again, we ask that parents model to their children strict social distancing guidelines, and assemble in the following areas:

For infant children, we ask that one parent assembles on the infant playground behind the marked out area and away from the children's classrooms.

For junior children, we ask that one parent assembles on the grassed areas at the front of the school until their child's class is brought out by their teacher.

You will then be able to leave school with your child, allowing other parents to collect their children and avoid unnecessary congestion. Again, we advise that only one parent/carer should pick up their child from school so as to reduce the number of people on the school site at any one time.

Similar to the staggered times we will use when arriving at school, we will also stagger the times for when the children leave school.

The end of day times are as follows:

Infant Classes (Key Stage 1):

Reception– 3.00pm (From the rear gate entrance – The Round Meade)

Year 1 – 3.15pm (From the rear gate entrance – The Round Meade)

Year 2 – 3.15pm (From the rear gate entrance – The Round Meade)

Junior Classes (Key Stage 2):

Year 3 – 3.00pm (From the front gate entrance)

Year 4 – 3.00pm (From the front gate entrance)

Year 5 – 3.15pm (From the front gate entrance)

Year 6 – 3.15pm (From the front gate entrance)

Again, if you have children in more than one of these specified year groups, they will both leave school at the earlier time detailed.

How do you intend to keep the children separate during the school day?

All of the children will be taught in their year groups as previously stated and they will be required to stay in these groups for the duration of their time in school including any break times, lunch times and class activities. This will minimise transmission and significantly reduce the chance of a whole school issue.

We will continue to stagger both break times and lunchtimes throughout the day so as to avoid any unnecessary interactions between classes and so that only one class is in the same area at any one time. We will also be minimising the use of internal corridors to avoid interactions and are confident that this will be a significant contribution to reducing potential transmission. The school hall however will not be used for the foreseeable future.

The design and layout of our school also allows minimal movement around the school and all classrooms and toilets can be accessed externally which again will minimise any interactions between children from separate classes.

What hygiene measure do you intend to take during the school day?

Cleaning and hygiene is an essential part of our thinking as we begin to prepare for the full opening of our school. Throughout the whole of this process, and since the lockdown began, our school has been cleaned on a daily basis and we have significantly reduced the movement of adults and children around the building during this time so that any cleaning is focussed on key areas. This will continue as it has been successful to date.

Prior to our children returning, we will ensure that all classrooms continue to have access to cleaning materials, tissues, bins and hand sanitisers.

Hand Washing

We also ask that parents spend time with their children in order to go through effective hand washing procedures using warm water and soap. We will be advising that every child must wash their hands at home thoroughly before they arrive at school and once on the school site, they will again be washing their hands before being taken to their classrooms.

The children will also be required to wash their hands on a frequent basis throughout the school day and under the guidance of a member of staff.

At the end of the day and before they can leave with parents, again the children will be required to wash their hands. Children will also be permitted to bring in their own hand sanitisers and tissues which they can use throughout the day.

Classroom Cleaning

Also once children are back in school, all frequently touched surfaces and equipment will be cleaned thoroughly throughout the day. All desks that the children are working on will also be cleaned in between each of their lessons.

In all of the classrooms we will ensure that windows and where possible external doors are left open so as to encourage good ventilation within the class.



Catch it, Bin it, Kill it

We will be encouraging a 'Catch it, Bin it, Kill it' mentality when children or adults cough or sneeze during the school day, so tissues will be readily available and will be disposed of in lidded bins which will be emptied throughout the day. There will also be a greater focus on the importance of children avoiding touching their mouths, nose and eyes with their hands.

Does my child need to wear school uniform?

Yes. We ask that parents dress their children in full school uniform including sensible black shoes (not trainers) as would normally be the case. We feel that this will provide the children with a sense of normality, help them to develop their routine and will avoid any issues potentially relating to inappropriate attire.

Children will also be required to bring in a full school PE kit where all items are clearly named. We recommend that this includes school pumps for indoor activities and a pair of suitable trainers for outdoor activities.

Can my child use PPE throughout the day?

The school does not have any child size PPE resources to offer children. If parents would prefer their child to use PPE during the school day, then this would need to be provided for them. The school does not oppose children using PPE and this would need to be a personal choice for families.

Will teachers be using PPE throughout the school day?

Again, the school does not oppose any teachers who wish to use PPE throughout the school day, and this would be a personal decision for that individual.

What happens if someone becomes unwell at school?

If anyone becomes unwell with a new, continuous cough or a high temperature they will be sent home and advised to follow the COVID-19 guidance.

Whilst a child is awaiting collection, they will be moved, 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.

If they need to go to the toilet while waiting to be collected, they will use a separate facility which will be cleaned and disinfected before being used by anyone else.

If required, PPE may 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).

What happens if there is a confirmed case of coronavirus in school?

If a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending school will have access to a test if they display symptoms of coronavirus, and will be encouraged to get tested in this scenario.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

In all educational settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). **An integral part of our whole school community can play a role in minimising any contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.**

We hope you find the information contained within this document informative, helpful and gives you clarity on the approaches we intend to adopt for the full reopening of school in September.

<u>Reception Class Timetable for Full Reopening</u>	
8.45am	Arrival at school and met by teachers (parents to remain on Infant playground behind the marked out area)
8.50am	Taken by Class Teachers for hand washing
9.00am	Registration and Morning Prayers
9.05am	Lesson 1
10.30am	Break Time (classroom surfaces to be cleaned)
10.45am	Hand washing (After break time)
10.50am	Lesson 2
11.55am	Handwashing prior to lunch
12.00pm	Lunch Time in classrooms
12.45pm	Handwashing after lunch (classroom surfaces to be cleaned)
12.55pm	Registration and Afternoon Prayers
1.00pm	Lesson 3
1.50pm	Break Time (Hand washing after break)
2.00pm	Lesson 4
2.50pm	Handwashing (prior to leaving for home)
3.00pm	End of day – leave for home

Year 1 Class Timetable for Full Reopening

9.00am	Arrival at school and met by teachers (parents to remain on Infant playground behind the marked out area)
9.05am	Taken by Class Teachers for hand washing
9.15am	Registration and Morning Prayers
9.20am	Lesson 1
10.45am	Break Time (classroom surfaces to be cleaned)
11.00am	Hand washing (After break time)
11.05am	Lesson 2
11.50am	Hand washing prior to lunch
12.00pm	Lunch Time in classrooms
12.45pm	Handwashing after lunch (Classroom surfaces to be cleaned)
12.55pm	Registration and Afternoon Prayers
1.00pm	Lesson 3
1.45pm	Lesson 4
2.30pm	Whole Class Reading
3.05pm	Hand washing (prior to leaving for home)
3.15pm	End of day – leave for home

Year 2 Class Timetable for Full Reopening

9.00am	Arrival at school and met by teachers (parents to remain on Infant playground behind the marked out area)
9.05am	Taken by Class Teachers for hand washing
9.15am	Registration and Morning Prayers
9.20am	Lesson 1
10.45am	Break Time (classroom surfaces to be cleaned)
11.00am	Hand washing (After break time)
11.05am	Lesson 2
11.50am	Hand washing prior to lunch
12.00pm	Lunch Time in classrooms
12.45pm	Hand washing after lunch (Classroom surfaces to be cleaned)
12.55pm	Registration and Afternoon Prayers
1.00pm	Lesson 3
1.45pm	Lesson 4
2.30pm	Whole Class Reading
3.05pm	Hand washing (prior to leaving for home)
3.15pm	End of day – leave for home

Year 3 Class Timetable for Full Reopening

8.45am	Arrival at school using the front entrance (Only children will be permitted to enter the playground area)
8.50am	Taken by Class Teachers for hand washing
9.00am	Registration and Morning Prayers
9.05am	Lesson 1
10.00am	Lesson 2
11.00am	Break Time (classroom surfaces to be cleaned)
11.15am	Hand washing (After break time)
11.20am	Lesson 3
12.25pm	Hand washing prior to lunch
12.30pm	Lunch Time in classrooms
1.15pm	Hand washing after lunch (classroom surfaces to be cleaned)
1.25pm	Registration and Afternoon Prayers
1.30pm	Lesson 4
2.30pm	Whole Class Reading
2.50pm	Hand washing (prior to leaving for home)
3.00pm	End of day – leave for home

Year 4 Class Timetable for Full Reopening

8.45am	Arrival at school using the front entrance (Only children will be permitted to enter the playground area)
8.50am	Taken by Class Teachers for hand washing
9.00am	Registration and Morning Prayers
9.05am	Lesson 1
10.00am	Lesson 2
11.00am	Break Time (classroom surfaces to be cleaned)
11.15am	Hand washing (After break time)
11.20am	Lesson 3
12.25pm	Hand washing prior to lunch
12.30pm	Lunch Time in classrooms
1.15pm	Hand washing after lunch (classroom surfaces to be cleaned)
1.25pm	Registration and Afternoon Prayers
1.30pm	Lesson 4
2.30pm	Whole Class Reading
2.50pm	Hand washing (prior to leaving for home)
3.00pm	End of day – leave for home

Year 5 Class Timetable for Full Reopening

9.00am	Arrival at school using the front entrance (Only children will be permitted to enter the playground area)
9.05am	Taken by Class Teachers for hand washing
9.15am	Registration and Morning Prayers
9.20am	Lesson 1
10.20am	Lesson 2
11.15am	Break Time (classroom surfaces to be cleaned)
11.30am	Hand washing (After break time)
11.40am	Lesson 3
12.25pm	Hand washing prior to lunch
12.30pm	Lunch Time in classrooms
1.15pm	Hand washing after lunch (classroom surfaces to be cleaned)
1.25pm	Registration and Afternoon Prayers
1.30pm	Lesson 4
2.45pm	Whole Class Reading
3.05pm	Hand washing (prior to leaving for home)
3.15pm	End of day – leave for home

Year 6 Class Timetable for Full Reopening

9.00am	Arrival at school using the front entrance (Only children will be permitted to enter the playground area)
9.05am	Taken by Class Teachers for hand washing
9.15am	Registration and Morning Prayers
9.20am	Lesson 1
10.20am	Lesson 2
11.15am	Break Time (classroom surfaces to be cleaned)
11.30am	Hand washing (After break time)
11.40am	Lesson 3
12.25pm	Hand washing prior to lunch
12.30pm	Lunch Time in classrooms
1.15pm	Hand washing after lunch (classroom surfaces to be cleaned)
1.25pm	Registration and Afternoon Prayers
1.30pm	Lesson 4
2.45pm	Whole Class Reading
3.05pm	Hand washing (prior to leaving for home)
3.15pm	End of day – leave for home

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as possible.

