



The principle of these procedures is to ensure physical distancing between identified groups and to ensure good hygiene practices.

| Focus Group | Area to Consider | Action |
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| Children | Attendance | <ul style="list-style-type: none"> From September 2020, the government has made it clear that normal attendance procedures and monitoring will apply. Children must be symptom free and have completed any required isolation period before attending the school. Current isolation periods are 10 days following a positive COVID-19 test and 14 days for those living with a family member that has tested positive for COVID-19. Staff will ask parents questions about the child's health and may take a child's temperature upon arrival if they feel it necessary to do so (i.e. if a child looks unwell). The Register will be taken by the teacher in the classroom – parents will not be permitted to enter the school building. Each year group will have a specific drop-off and collection time (See Master Timetable document) which may be different to the "normal" school day. Children will be placed in Year group "bubbles" will be given a specified start and end time. If a child arrives after this time slot, parents will need to speak with a member of SLT and may need to wait until another groups slot has finished. No late arrivals will be accepted through the main office. Parents are asked to inform school by phone if their child is unable to attend through illness (usual attendance procedures apply). Any children that do not attend as expected and have not notified the school will receive a phone call home as usual. <p>If parents/carers have any concerns with sending their child/ren to school in September, please contact a member of SLT who can discuss your concerns.</p> |
| | Physical distancing/ Year group "bubbles" | <ul style="list-style-type: none"> Children will be kept in class or year groups at all times, using an assigned classroom, assigned toilets and assigned outdoor areas. Equipment will be cleaned after each bubble group use. Larger equipment such as slides, trim trails and outdoor gym equipment will not be used until further notice. Only plastic/easily cleaned equipment will be used to enable easier cleaning. Signage will be visible and classrooms are clearly marked out for 2m distancing for adults. Children are no longer expected to maintain a social distance from their peers, but will need to remain socially distant from their teacher (*where possible*). Children will not cross into or mix with another bubble/year group for any reason. Each bubble will have access to their own handwashing facilities and toilets. Where first aid is required or an additional member of staff needed to enter a bubble (e.g. school leaders or inclusion support), staff will wash their hands thoroughly before entering and after exiting a bubble. Children will have access to lockers, and will be permitted to bring: <ul style="list-style-type: none"> Coat Book bag (containing reading book and homework only) |

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| | | <ul style="list-style-type: none"> ○ PE kit ○ Disposable plastic lunch bag (to be thrown away each lunchtime) • Children are required to take home all contents of their lockers each day (with the exception of their PE kit, which is expected to go home each Friday). • There will be no use of the main hall for assemblies or lunchtimes for Years 1-6. Reception will use the hall for lunchtimes only. |
| | Illness | <ul style="list-style-type: none"> • Any child that develops any COVID-19 symptom during the school day (even if parents believe it is not COVID-19) will be isolated from their “bubble” and parents called to collect immediately. • The child will then be required to be taken for a test in line with Government and Public Health England Guidance. • Only 1 adult is able to collect at any given time. • Children will be collected from the Main Office but collecting adults will not be permitted to enter the building. • If the test is negative and the child is symptom free, the child may be permitted to return to their bubble in school after discussion with a senior leader in school. Children cannot return to school without this conversation taking place. • If the test is positive, the child will be required to self-isolate for 10 days and family members will be required to isolate for 14 days. Home learning will continue for these children. |
| | Health and Wellbeing | <ul style="list-style-type: none"> • Daily PSHE lessons will be delivered to all children to support emotional wellbeing. • Additional bespoke support will be available as required from the Inclusion Team. • Additional hand sanitiser and handwashing stations have been made available throughout the school for use during the day. • The need for children’s attachments and emotional support will be considered by staff at all times. • Children with behavioural or EHCP needs will have a bespoke reintegration plan dependant on their specific needs. • Some children may be required to continue shielding because they fall into the extremely clinically vulnerable group. These children should not return to school and should follow medical advice. Home Learning will continue for these children. • Children will be provided with their own resource packs to use each day. These will be used only by the child they have been assigned to, and will be stored in the child’s draw at the end of the school day. |
| | Education | <ul style="list-style-type: none"> • The children will have access to a full, broad and balanced curriculum. • The Autumn Term will focus on assessing learning gaps and addressing these. Some children may have additional intervention where needed in order to support children with catching up as quickly as possible. • Children, particularly those in EYFS will learn outside as much as possible. EYFS children continue to be expected to learn outside in all weather conditions. • Home learning will still be available and set for those children that have been advised by a medical professional to self-isolate. Home Learning will be available for these children. |

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| | Lunchtimes/breaks | <ul style="list-style-type: none"> • Children will have their lunch in the classroom where they have been learning. • Children will be either bring a packed lunch with them to school or be provided with a deli bag from the kitchen, which will be brought to the classroom by the assigned MDS. • Children will wash their hands before and after eating food. • Children bringing a packed lunch are to bring it to school in a disposable bag that can be thrown away at the end of lunchtime. • Children will have timetabled time outside and in an assigned playground/area. No other bubbles will access this part of school site during their allocated time. Play equipment will be used only by the children in this bubble. No fixed play equipment (such as trim trails) will be used until further notice. • Children will wash their hands again before entering their classroom. • Children will be toileted before and after each break. |
| | Behaviour | <ul style="list-style-type: none"> • Children will be expected to adhere to the new rules being put into place in school (including doing all they can to socially distance from adults and continuing to follow instructions from school staff). • The school behaviour policy has been adapted for C19, and sanction such as loss of playtime at break or lunch may apply. Parents will always be informed if children lose some break or lunchtime. • Children that repeatedly refuse to follow staff instruction or break school's COVID-safe rules may require a bespoke re-integration plan, which may include a short period of reduced time in school following a risk assessment of the child's behaviour. The safety of all children and staff is paramount. |
| Staff | Attendance | <ul style="list-style-type: none"> • Staff should only come to work if they are symptom free, have completed the required isolation period or achieved a negative C19 test result. • A Return to Work interview will be held with any staff member that has recently been unwell to identify if they are now symptom free. Advice will be sought as necessary from WCC and Public Health England. • Staff will immediately wash their hands on arrival before doing anything else. • Staff required to support several classes/year groups will wash their hands before and after working with the children in the "bubble". • Staff should not bring a large bag to work – just the essentials they need for the day |
| | Physical distancing/ Year group "bubbles" | <ul style="list-style-type: none"> • Staff will work within their assigned bubbles as much as possible. • Primary School ratios are still applied, and one Teacher will be present in their bubble/class at all times. • PPE will be required to be worn if: <ul style="list-style-type: none"> ○ First aid is being administered. ○ Intimate care is being given. ○ If it has been identified as a safety measure for a child with SEND through a robust risk assessment. ○ Staff are monitoring a child displaying any of the COVID-19 symptoms and are being isolated from their class/bubble (and awaiting collection from a parent). • Social distancing will be maintained during breaks – numbers of staff in staff rooms will be strictly limited (see Staffroom Spaces Document for staff). |

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| | | <ul style="list-style-type: none"> • Staff members must avoid physical contact with each other with no handshakes, hugging or handling each other's bags. As usual, belongings should be stored in lockers in the main staffroom, with all items being removed at the end of the school day. • Any required meetings will only take place through virtual conferencing (Teams/Zoom) • Staff should stay in the area assigned to them and not move around the school unnecessarily. • Any supplies needed will be delivered to them by admin or senior leaders. Requests such as this should be made via the walkie talkies in each class. • Staff should not "pop in" to the admin office and communicate with the office via walkie talkie or phone. • Use equipment with children that enables easy access to learning while maintaining a social distance where possible |
| | Illness | <ul style="list-style-type: none"> • Any staff member that develops any C19 symptom during the school day must report to SLT immediately and will be isolated from their "bubble". The staff member is required to go home immediately and follow government guidance regarding arranging a C19 test as soon as possible. • If the test is positive, they should not return to work and self-isolate for 10 days. If the test is negative, they can return to work, however senior leaders may discuss a short period of self-isolation with the member of staff if they feel it is necessary to do so. • If a member of staff's family (living with them) tests positive for C19, the staff member may also be required to self-isolate for 14 days. |
| | Health and Wellbeing | <ul style="list-style-type: none"> • Additional hand sanitiser and handwashing stations have been made available throughout the school for use during the day. • Staff have access to a range of wellbeing resources to support them. Senior leaders also recognise the importance of giving staff wellbeing time during this crisis, and have increased PPA time for all teachers/UQ Teachers. • Some members of staff may be required to continue shielding because they fall into the extremely clinically vulnerable group. These members of staff should not return to school and should follow medical advice. They can continue to work from home until advised otherwise by their GP. SLT will set tasks to be completed for staff members that are required to continue to work from home through medical advice. • Staff have been informed about the Employee Wellbeing Support line, and have been advised by SLT to discuss any concerns that they have as soon as possible so that support can be arranged. • Staff will have a lunchbreak, and will be assigned a staff area for their breaks. This will ensure that all staff are not congregating in one room at the same time. • Staff will have a virtual staff meeting each Wednesday after school, where wellbeing will be discussed. All risk assessments will be reviewed with all staff. • Some staff have received emotion coaching training online on 21.5.20, and will use this training to support all children. • Staff will be expected to resume marking and planning in the usual way, including preparing online learning for those unable to attend school through medical advice or if a bubble is required to close. |

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| | Travel | <ul style="list-style-type: none"> • Wherever possible staff should travel to the school alone, using their own transport/walking whilst observing social distancing. • If public transport is used current guidance issued by the Government must be followed. |
| | Training/reviewing of procedures | <ul style="list-style-type: none"> • All staff will receive an induction by SLT regarding operating procedures and their responsibilities. • All staff will be involved with reviewing risk assessments, provision and procedures on a weekly basis. This will be done via Teams. • All procedures and Risk assessments will be reviewed on the first day that a new year group has been onsite. |
| Parents | Physical Distancing | <ul style="list-style-type: none"> • Only parents who are symptom free, completed the required isolation period or achieved a negative C19 test result will be able to drop off or collect their child. • There is a one-way system in place for all parents to adhere to when entering and exiting school site (see separate site map). The site will be marked up with signage to remind all parents/carers. • Only 1 parent/carer per household can approach the assigned entrance/exit to drop off and pick up • Drop off and pick up times will be staggered to ensure no build-up of people at the entrance. • Parents/carers will be required to vacate the school site as soon as possible after drop off/collection. • Throughout drop off and pick up parents should follow the instructions on signs and given by staff. • No parents will be permitted to enter the building until further notice. • If a parent needs to speak to a member of staff, they should phone the main office or request contact via email (admin2405@welearn365.com). |
| | Travel | <ul style="list-style-type: none"> • Where possible parents should travel to the school alone, using their own transport. • If walking, parents should observe the social distancing advice and remain 2m apart from other families where possible (but with a minimum of 1m+). • If using public transport current guidance issued by the Government must be followed. • Parents/carers will be required to enter and exit school site through specified gates. Parents/carers may not deviate from these routes. • Parents/carers may not gather on school site to talk to other parents and will be asked to vacate school site as soon as they have dropped their child off at the specified entrance/picked their child up from the specified exit and via the specified routes. |

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| Visitors | Visits | <ul style="list-style-type: none"> • Visitors to the school will not be permitted unless absolutely essential/necessary and by prior appointment – with the exception of Ofsted, police, emergency services and Environmental Health. • Any routine maintenance will be done outside of the usual operating times where possible. • If emergency maintenance is required the area will first be cleared of children and staff – and thoroughly cleaned before used again once work is done. • No show-around appointments will take place during opening hours – these will be scheduled for evenings and will be by appointment only. • Parents may not access the admin office to speak with staff as they have previously done until further notice. All communication must be via phone (01788 543332) or email (admin2405@welearn365.com) at present. |
| Health, Safety and Hygiene | Hand washing | <ul style="list-style-type: none"> • All children and staff must wash their hands on arrival at school – and should follow the guidance displayed by hand basins • Throughout the day children and staff should wash their hands frequently. • Staff and children should only use anti-bac hand sanitizer when it is not possible to easily wash hands. Hand sanitiser is available in all classrooms and use is monitored by adults. • Hand wash, paper towels and hand sanitiser will be available in each classroom. Where this is not possible, children and staff will have access to an additional handwashing station close to their bubble location. • Supplies of hand wash, paper towels and hand sanitiser will be checked at the end of each day and re-stocked as necessary. |
| | Cleaning | <ul style="list-style-type: none"> • All rooms, toys, equipment and touch points must be cleaned every day, both throughout the day (where necessary) and at the end of the day. • All rooms will be “deep cleaned” regularly and in line with Government Guidance. • Cleaning equipment/anti-bacterial spray will be available in every classroom for staff to use throughout the day as needed. |
| | Waste Disposal | <ul style="list-style-type: none"> • All tissues will be immediately disposed of in a bin with a lid on – Bubble staff will promote the ‘catch it, bin it, kill it’ approach. These bins will be double-bagged. These bins will be emptied at lunchtime and at the end of each day. • All waste will be disposed of in a hygienic and safe manner. • Lunchtime rubbish will be put into a bin bag and removed straight after the children have finished eating. |
| | Laundry/ Dishwashing | <ul style="list-style-type: none"> • All items that require laundering will be washed in line with NHS laundry guidelines. • Children will use limited soft furnishings (e.g. chairs, carpet mats, soft toys etc). Some soft toys/dressing up equipment has been removed until further notice. • Staff will wear a new set of clothes daily and ensure their clothes are washed each night. • Children will wear clean uniform daily, but are not required to wash this uniform any more than they normally would. • Children must not wear fancy dress costumes (e.g. super hero dressing up, princess dressing up etc). • All plates, cups, cutlery used throughout the day will be washed in the dishwasher at the end of the day, including water cups used by the children. |

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| | PPE | <ul style="list-style-type: none"> • PPE will be worn if a child requires changing after a toileting accident (also referred to as Intimate Care support) and for the administration of first aid. • Staff will use a new disposable apron and gloves for each first aid incident or changing incident. • If a child becomes ill with symptoms related to COVID-19 the member of staff assigned to look after them will wear a face visor, gloves and an apron. • Staff that may be required to “burst” a bubble by entering it (e.g. inclusion support team, Senior leaders etc) must wash their hands upon entering and exiting a bubble. |
| Premises | Building | <ul style="list-style-type: none"> • Appropriate health and safety checks and cleaning will be carried out prior to reopening in September 2020. • Windows in all rooms should be open as much as possible to allow good ventilation. • Signage regarding social distancing will be displayed inside and outside the building – all staff and parents must adhere to this – and children must follow all instructions from staff. • Rooms/areas of the school being used will have tape markings on the floor to aid staff in grouping children. • Some classroom equipment will be removed from rooms to ensure there is sufficient space for children and staff to distance where possible <p>All schools must review their arrangements for all building-related systems but in particular:</p> <ul style="list-style-type: none"> • hot and cold water systems • gas safety • fire safety • kitchen equipment • security including access control and intruder alarm systems • ventilation <p>The Site Manager and School Business Manager will review Government Guidance on this and ensure all checks have been made and continue to be made as necessary.</p> <p>In addition, the kitchen staff and Educaterers will ensure that all cleaning procedures are adhered to prior to and after any food preparation. The kitchen will also be deep cleaned prior to re-opening. No children or staff will be permitted entry to the kitchen, unless employed by Educaterers.</p> |
| | Resources | <ul style="list-style-type: none"> • Children will be permitted to bring the following items from home into school: <ul style="list-style-type: none"> ○ Coat ○ Book bag (containing reading book and homework) ○ PE kit ○ Disposable lunch bag (that can be thrown away daily) • Equipment such as stationery is allocated to an individual child and not shared with others. Tablets, computers should be appropriately cleaned each day also. • No messy play activities will take place. No playdoh, cooking activities, etc are to take place until the Headteacher gives permission. |

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| Supplies | Procurement and monitoring | <ul style="list-style-type: none"> • The School Business Manager and Site Manager will ensure there is an adequate supply of essential supplies such as gloves, aprons, masks/visors, anti-bac, cleaning materials, etc. The Site Manager will be required to send a stock take list weekly or to alert the School Business manager if supplies are used more quickly • School staff will monitor throughout the day that their classroom has adequate supplies – if staff need more supplies in their classroom they should telephone the School Business Manager who will organise for them to be taken to their room. Teaching staff should not be leaving their room/bubble to get supplies • There should be no interruption of supply of food. Educaterers will provide deli bags daily for all children on site, and will plan accordingly. As pupil numbers increase, school leaders will inform the kitchen so that the correct volume of provisions can be ordered. |
| Responding to a suspected case | Pupil | <ul style="list-style-type: none"> • Symptoms are: <ul style="list-style-type: none"> ○ New continuous cough ○ A high temperature ○ A loss or change in your normal sense of taste and smell • In the event of a child becoming unwell they will be isolated from their bubble and parents/carers contacted immediately. • The child must be collected as soon as possible and a COVID-19 test booked as soon as possible. The child will be able to return to school after the isolation period or after a negative test. • Whilst waiting for the child to be collected the unwell child will be removed from the bubble and an assigned staff member will stay with the child until a parent arrives. • The assigned staff member should wear full PPE at this time. • Once the child has been collected, the isolation area will then immediately be thoroughly cleaned and not used until the next day. The area that the staff member had been working will also be deep cleaned as soon as possible. The "bubble" *may* also be removed from this area so that risk of infection is reduced as much as possible. |
| | Staff/Visitor | <ul style="list-style-type: none"> • Symptoms are: <ul style="list-style-type: none"> • New continuous cough • A high temperature • A loss or change in your normal sense of taste and smell • In the event of a member of staff/visitor becoming unwell they should inform SLT immediately and leave the building as soon as possible and a C19 test booked. The staff member/visitor will be able to return to school after the isolation period or after a negative test. • If the member of staff/visitor is awaiting transport, they will be asked to wait in an assigned isolation area. • Once the member of staff/visitor has been collected, the isolation area will then immediately be thoroughly cleaned and not used until the next day. |

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| Responding to a confirmed case | Pupil/Staff/Visitor | <ul style="list-style-type: none"> • Symptoms are: <ul style="list-style-type: none"> ○ New continuous cough ○ A high temperature ○ A loss or change in your normal sense of taste and smell • School leaders will contact PHE for advice on guidance immediately. WCC will also be informed. Guidance may include: <ul style="list-style-type: none"> ○ All parents of pupils/staff/visitors that had come into contact with the child/staff/visitor will be contacted by the school (track and trace procedures). ○ The area of the school where the child/staff/visitor was working may be closed for a deep clean ○ Children and staff that came into contact with the ill child/staff/visitor may be asked to isolate for 10 days <p>There may be other guidance given to the school, which will be shared as and when necessary.</p> |
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Useful Guidance Links:

DfE guidance for opening schools

[Actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction](#)

DfE guidance for out of school settings

[Protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#equality](#)

Travel to and from school:

[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

[Closure of educational settings: information for parents & carers](#)

Social distancing:

[Guidance-for-full-opening-schools](#)

[Opening schools for more children and young people: initial planning framework for schools in England](#)

[Staying alert and social distancing after 4th July](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Working Safely during Coronavirus](#)

Year end assessments:

[Coronavirus \(COVID-19\): school and college accountability](#)

[Coronavirus \(COVID-19\): reducing burdens on educational and care settings](#)

SRE changes:

[Relationships education, relationships and sex education \(RSE\) and health education](#)

Online learning:

[Coronavirus \(COVID 19\): online education resources](#)

[Safeguarding and remote education during coronavirus \(COVID-19\)](#)

[Remote education practice for schools during coronavirus \(COVID-19\)](#)

[Get technology support for children and schools during coronavirus \(COVID-19\)](#)

Safeguarding

[Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#)

<https://www.warwickshire.gov.uk/schoolhealthandwellbeing>

Supporting home learning:

[Safeguarding and remote education during coronavirus \(COVID-19\)](#)

[Remote education practice for schools during coronavirus \(COVID-19\)](#)

[Get technology support for children and schools during coronavirus \(COVID-19\)](#)

[Coronavirus \(COVID 19\): online education resources](#)

[Information, guidance and support for parents and carers of children who are learning at home](#)

[Warwickshire ICT development service](#)

Underlying health conditions:

[Guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus](#)

Special educational needs:

[Help children with SEND continue their education during coronavirus \(COVID-19\)](#)

[Conducting a SEND risk assessment during the coronavirus outbreak](#)

[Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak](#)

[Education, health and care needs assessments and plans: guidance on temporary legislative changes relating to coronavirus \(COVID-19\)](#)

Mental health and wellbeing

[Warwickshire County Council mental health support](#)

Bereavement:

[WCC Counselling and bereavement services](#)

Hand washing, coughing and sneezing:

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[Public Health England Horrid Hands E-Bug Resources](#)

[Public Health England Horrid Hands E-Bug Resources](#)

Hygiene and cleaning:

[COVID-19: cleaning of non-healthcare settings](#)

Possible COVID cases

[Coronavirus \(COVID-19\): guidance for full opening](#)

PPE:

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

Educational trips - travel guidance

[Coronavirus: travel guidance for educational settings](#)

Wrap around services:

[Protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings](#)

Deferred admissions into Reception:

[School admissions: School starting age - GOV.UK](#)

Ofsted inspection recommencement:

[Ofsted: coronavirus \(COVID-19\) rolling update](#)

Union Guidance:

<https://neu.org.uk/media/10536/view>