

Denton COVID 19 Operating Procedure

Updated 2/11/2020

The government guidance we are following is detailed in the following document:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

A similar document has been produced for parents:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Wherever possible, we will implement the government recommendations and, although there is no such thing as a completely risk free environment, will do everything we can to maximise the safety of children, staff and parents.

We will group children together in 'bubbles' and clearly identifiable groups. We will try, wherever possible, to reduce interaction and crossover between these bubbles. Details of the groups or 'bubbles' are below.

We will teach a full, broad and balanced curriculum and have arranged our bubbles to facilitate this. Desks will be front facing where educationally viable; this is particularly true for KS2. In KS1 and Early Years children may sit around a 'cluster' of desks but will have designated carpet places or chairs. We are not expecting the children to socially distance within their bubbles but will still try to reinforce this where possible, particularly with the older members of our school. We recognise that younger children will not be able to maintain social distancing and do not expect them to do so within their 'bubble'.

Attendance

Attendance from September 2nd will be compulsory and we will resume the previous attendance monitoring and follow our Attendance Policy (available on the website).

Class Sizes and groups

Children will be taught in the usual class groups:

- Maple: Rec/nursery
- Oak: Year 1
- Willow: Year 2
- Beech: Year 3 and 4
- Rowan: Year 5
- Sycamore: Year 6

Our teaching bubbles are Reception and Nursery, Years 1 and 2, Years 3 and 4 and Years 5 and 6. This allows us to mix our afternoon teaching and will ensure that we can deliver the required broad and balanced curriculum, maximising all teachers' individual skills and areas of expertise.

Classrooms will be kept ventilated and windows left open. There will be a hand sanitising station within each classroom.

Drop off and Pick up

This will be staggered and will therefore alter the school day timings slightly. The times are as follows:

Drop off times:

8:30 am: Year 5 & 6

8:40 am: Year 3 & 4

8:50 am: Year 1 & 2

9:00 am: Reception & Nursery

Children who use the bus will go directly to their classrooms.

Younger siblings may be dropped off into classrooms early.

Collection times:

3:00 pm: Year 5 & 6

3:10 pm: Year 3 & 4

3:20 pm: Year 1 & 2

3:30 pm: Reception & Nursery

Siblings can be collected together but eldest child should be collected first.

Children who have to use the bus will obviously be kept in school (in Wrap Around Care) until it arrives.

The register will close at 9.05am; arrivals after this time will be marked as late. The gates to the school grounds will close at 9.10am.

To minimise the number of adults on the premises, only one parent or carer should bring the children to school and children are dropped off directly into the classroom. Early Years children will be dropped off in the outdoor classroom. Parents will not enter the school building.

Parents will be asked to observe social distancing when entering the premises. Posters and signage will remind parents and staff to socially distance and observe good hand and respiratory hygiene

A child's class teacher will be available outside the class (at a distance of 2m) at drop off and pick up. We will also offer phone and Zoom calls and email correspondence as usual.

Wrap Round Care and extra-curricular provision

Wrap Around Care will operate from 8.00am until 5.30pm. This will be booked via the school office with a minimum of 24 hours' notice.

School bubbles are maintained during wrap around care by 'zoning' areas of the hall. Each bubble will have their own area and children, where possible, will not mix.

There will be no extra-curricular clubs or sporting fixtures as this is very difficult to achieve without the mixing of bubbles. We will keep this under review and when the threat of COVID is low enough, we will resume as many extra-curricular activities as possible.

The Curriculum

We are offering a full, broad and balanced curriculum. The school arrangements, in terms of classes and bubble groupings, are compatible with offering a full range of lessons and activities. Music will be an exception to this where we will not be singing or playing wind instruments. PE will be scheduled across the school to avoid sharing apparatus or PE equipment. Contact sports will not be played.

At times, teachers and other staff will operate across different bubbles in order to facilitate the delivery of the school timetable. Where this happens, social distancing will be maintained and rigorous hand hygiene followed.

Hygiene

Robust hand and respiratory hygiene, alongside enhanced cleaning, is a key part of our school routines. Children are required to sanitise their hands on entry to the school and at regular points during the day. Hand sanitising stations will be set up in every classroom as well as in all areas accessed by children and adults. Hand washing and good hygiene is actively promoted and taught across the school. We will also be ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach with tissues. We have bought pedal bins for tissues that will be emptied twice daily. Where children, particularly the younger members of our school, require support with this, we will obviously help them.

Classroom surfaces that are regularly touched are cleaned throughout the day and all classrooms will have a box of cleaning supplies. There will obviously be a thorough clean at the end of the school day. All scheduled cleaning is recorded on a Cleaning Log that is kept in the school office.

Break times and Lunchtimes

These will be staggered to keep groups of children together throughout the day and to avoid larger groups mixing. 2 bubbles are on the playground at a time but the area will be split in half and interaction between the bubbles will be discouraged. Each bubble will have their own box of play equipment.

The timings are as follows:

Breaktime

10:15am – 10:35am: Nursery/Reception & Years 5/6

10:40am – 11:00am: Years 1/2 & Years 3/4

Lunchtimes:

12:30pm – 1:00pm: Nursery/Reception & Years 5/6 in the Hall 12:00 – 12:30 in the Playground

12:30pm – 1:00pm: Years 1/2 & Years 3/4 in the Playground 12:00 – 12:30 in the Hall.

Lunchtimes are staggered in 2 sittings; 2 bubbles will be playing while the others are eating. They will swap over with all tables cleaned between sittings. Whilst eating in the hall, children will be socially distanced and no more than 2 bubbles will eat in the hall at any one time.

Resources and equipment

All groups will have their own sets of equipment to avoid too much sharing of resources between bubbles. Packs of stationary, pens, pencils etc. will be allocated where necessary and will not be shared. Children from year 1 upwards will be encouraged to bring in their own pencil cases that can be left in school, in their drawer.

If we need to share equipment between bubbles it will be thoroughly cleaned or quarantined for 72 hours. This will apply to reading books. When you return a reading or library book, it will be quarantined for 72 hours and then put back into circulation. This will apply to any resources shared between home and school.

Illness

We will be particularly vigilant about children being ill or, in particular, showing signs of COVID 19. Any child showing signs of Coronavirus will need to be tested and we will insist that they do not come back into school unless they have a negative test result. Any children who have a positive test will be asked to self-isolate for 10 days and their family for 14 days. If there are any cases confirmed in school, we will follow the Northamptonshire COVID 19 Notification Procedure. A rapid risk assessment will be carried out and we will then follow the advice regarding who should be sent home to self-isolate for 14 days. This may be the whole school or a specific bubble.

PPE

Public Health England does not recommend the use of face coverings in schools due to pupils and staff mixing in consistent groups. It also points out that misuse of a mask may inadvertently increase the risk of transmission and that there may be negative effects on communication and therefore education. Staff will have the use of PPE if they are looking after a sick child and may choose to use it if carrying out intimate care.

Uniform

We will be returning to our normal uniform policy in September. Uniforms do not need to be cleaned any more often than usual, or in any different way than normal due to Coronavirus.

The Bus

Children may wear a mask if they wish to. We will teach them about safe removal. The children will be given a seating plan that reflects the 'in school' bubbles.