



Reach for the Stars

# Procedures for school for the Autumn term from 1<sup>st</sup> September 2021.

These procedures were written on 14.7.21 after consultation with staff.

Written in conjunction with the following government produced documents

- [Schools COVID19 Operational Guidance](#) 14<sup>th</sup> July 2021
- [Education and Childcare Guidance updates during COVID-19](#) constantly updated.

Signed: *REWilliams* Executive Headteacher

Signed: J Cartwright Chair of Governors

These procedures will be under review in line with any further government advice, but it is now presumed that we have reached stage 4 of the government's steps out of restrictions. (Widely in place from the 19<sup>th</sup> July 2021)

## **Attendance:**

The government have made it clear that it is compulsory for children to attend school and usual procedures will be in place through the EWO, following county guidance.

## **IMPORTANT PARENTS, PUPILS AND STAFF MUST:**

Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). **They should not come into school** if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in school develops [COVID-19 symptoms](#), however mild, they will be sent home and should follow public health advice. A negative PCR result will be required before they return to school.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

The household (including any siblings) should follow the [PHE stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance](#). They will also need to [get a free PCR test](#) to check if they have COVID19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil / member of staff can return to school.

Pupils, staff and other adults should follow [public health advice on when to self-isolate and what to do](#)

## **Planned return of pupils**

From 2<sup>nd</sup> September School and nursery will be open to all pupils. The 1<sup>st</sup> September is a staff development day.

## **Online Learning**

Our remote learning offer is published on the website and although hopefully it will not be needed further parents, staff and pupils must familiarise themselves with processes and the use of Microsoft teams just in case any local restrictions are put in place, which will be covered in our contingency planning.

## **Safety Measures and Class Allocations in September:**

- Our present Risk Assessment will be reviewed and revised for the new term in line with restriction changes, but also ready to respond to any local updates. These contingency plans will include the possibility of bubbles being reintroduced to reduce mixing if local restrictions are put in place.
- Classes in 2021/22 will be:
  - Class 1: Year R, 1 and Year 2
  - Class 2: Year 3/4
  - Class 3: Year 5/6
- Teachers in class are: Nursery: Leanne Allman
  - Class 1: Mrs Jones and Mrs Bickerstaffe
  - Class 2: Mrs Tomkinson and Miss Gray
  - Class 3: Miss France
- Parents can continue to contact teachers directly through dojos and emails. Appointments can also be booked through the school office. Parental meetings will be offered in two ways

over the coming year – physically in school and on teams, with options for parents to do teams meeting if the physical one is too tricky to attend.

- Regular handwashing opportunities for staff and children – children supported with signs and modelling.
- Tissues and lidded bins in each classroom.
- PPE available in each learning space in case any child displays symptoms of COVID-19 whilst on site.
- Isolation area for anyone waiting to be picked up from site because they are displaying signs of illness.(Class 4)
- Bubbles in school will not continue, unless local advice changes as mentioned above.
- Contact tracing for positive cases will take place through NHS Track and Trace not school, although school may be asked to support contact tracing of very close contacts.
- As of 16.8.21 all children under the age of 18, therefore all our pupils who are contacted about having close contact with a positive case will be advised to take a PCR test not isolate. This is the same for all adults who have been vaccinated.
- All adults who have chosen not to be vaccinated will be requested to isolate if identified as a close contact of a positive case.
- In the event of an outbreak in school the school will be advised of control measures to put in place by Public Health England.
- Rooms must all remain well ventilated with windows and doors open.
- Cleaning of toilets and touch points will continue at lunchtime into the Autumn term.
- There is no requirement for staff to carry out lateral flow testing over the holidays when not in school, although tests can be obtained from local pharmacies if staff wish to test. Staff will be requested to test twice weekly in September, commencing on or directly prior to the day they return to school. Guidance for lateral flow testing will be updated in September.

### Cleaning

Our cleaner in charge will continue with the cleaning of the premises as usual in the morning and evening each day and is following guidance as set out in [COVID-19: cleaning of non-healthcare settings guidance](#). She will also clean toilets and touch points in the middle of the day.

### Extra measures and procedures kept:

- School gates open at 08:45 and close at 08:55, registration will close at 09:00. Gates will be open at the end of the day at 15:15.
- Staff will be on gates to direct and greet the children, take any messages and deal with any queries.
- Parents can bring their children to the school class 1 side gate in September and the children will be released at the end of the day from the front door for KS2 and the side gate for KS1. Nursery children will be picked up by staff from the pedestrian path.
- Older KS2 children would be encouraged to walk to the main school gate where adults may be waiting to pick them up or they may walk home, the teacher does need to know who these children walking home would be.
- Please only bring in book bags with necessary items into school, **not large bags**. Children will be able to bring books home and will have a reading book in school.
- Water bottles should be taken home daily to be washed thoroughly, they can be filled up at school.
- **School uniform should be worn** and can be ordered online via the link on our website.
- **On a PE day the children may come into school wearing PE kit.** This will limit the time taken out of PE lessons changing and the problems with finding different areas to change for PE as the children get older. PE days will be Monday and Friday.
- **On the first day 2.9.21 please wear full school uniform.**
- Children will wash their hands before they leave school at home time.
- Please still try to avoid overcrowding in front of the entrances although entrance to the reception area will now be allowed.

## **After School Clubs and Wraparound Care:**

There will be a sports club on a Monday after school and a dance club will be available to attend on Tuesday after school. We will be looking at having an increased club offer as we go through the term. These will not start the first week back but time and arrangements will be confirmed in the first couple of days back in school. Wraparound Care is being investigated and currently checked for sustainability. As soon as decisions are made about its feasibility parents will be informed.

## **Marking**

Marking will take place and books can be shared between teachers and pupils although regular handwashing is expected.

## **Homework**

In order to keep in touch with remote, online learning. Reading, Purple mash maths games, TT Rockstars and spellings will be set by the class teachers through online platforms. No homework will be physically handed in but deadlines will be set and evidence will be expected to be submitted in time via the online platforms.

## **Assemblies**

Acts of collective worship will begin again on a daily basis.

## **Playtime procedures**

Morning Playtime will be from 10:30-10:50 am for everyone.

KS1 Lunchtime will be from 12-1pm

KS2 Lunchtime will be from 12:15-1:15pm

Afternoon KS1 breaktime will be 15 minutes when best for the class to break their learning.

## **Toilets**

Each class limit children to one at a time visiting the toilets which would make a maximum of three in the toilets at any one time.

## **Lunchtime procedures**

- Children will be provided with a daily meal by the kitchen staff from Hinstock Primary School. This will be at the usual price of £2.25 or free to those who are eligible either through Universal Infant Free meals or income based free meals. This will be a hot meal from the menu on the website or a 'grab bag' option of sandwiches, crisps, fruit, cake or yoghurt.
- All payments must be made online so contact the office for details if you are unsure of this
- School is now a cashless organisation so please update yourself with online payment details.
- If not ordering lunch then children will be requested to bring in a packed lunch and a water bottle.
- Lunches will be eaten in the hall again.
- Children will be able to go out to play following lunch and lunchtime supervision will be in place with Mrs Allman, Mrs Blank and Mrs Henderson, as well as Nursery staff.

## **Safety precautions**

### **Safeguarding**

- Qualified Designated Safeguarding Leads will be contactable at all times. Mrs Williams (either on site or at Hinstock), Mrs Jones or Mrs Bickerstaffe.
- All usual policies and procedures for safeguarding apply and have been reviewed and rewritten in line with 2021 Keeping Children Safe In Education Advice for September 2021.

### First Aid

- Appropriate and up to date Risk Assessments have been completed in agreement with the LA based on providing first aid to children or staff.
- All staff have had recent emergency first aid training at work and there are full first aid trained staff. Each area will have their own first aid kit, which they will be responsible for stocking.
- Each area will be provided with appropriate PPE including facial coverings, aprons and gloves.
- Depending upon the severity First Aid can be given on the spot including outside – ensuring staff are protected with PPE. Or if required staff can escort children safely to the class 4 area for treatment.

### Intimate care

- PPE to be worn at all times by staff.
- School intimate care policy to be followed.
- Two members of staff required for intimate care duties but only one in close proximity to the child.
- Sensible use of disabled toilet or toilet spaces for intimate care, depending on circumstances. Nursery follow usual protocol.
- Parents to be contacted.

### Fire Procedures

- In the event of a fire, the main aim is to leave the building safely in an orderly manner. .
- A fire drill will be practised in the first week of a new term and class groups will familiarise themselves with the safest exit point on their return.
- Class attendance clipboards will be kept in classes. Teachers to be responsible for taking these outside with them.
- All other procedures remain the same – Doors closed by HT or office staff, site checked, the signing in book to be taken outside for attendance purposes, HT mobile phone to be taken outside, cordless phone to also be taken out, and teachers to take out their class clipboard.

### Emergency Incident on site procedures

- Updated clipboards will be taken by staff to the designated shutdown points.
- All other procedures for shutdown remain in place as usual. This is an extremely rare event and this action is only taken under the most serious concerns for health and safety.

### Staffing

- The staffroom will return to normal but will be well ventilated with doors and windows open.
- PPA time – all teachers will receive weekly allocated time to plan, prepare and assess. The staff room and office spaces can be used for this work.
- Extra curriculum management release time will also be done in school.
- Registers will continue online through an excel spreadsheet on the staff server
- Lunch orders to be carried out remotely as well.

[Please also read the Risk Assessment documents produced to be read in conjunction with this procedural document.](#) These will be available on our website before the end of term.