

# Silkmore Primary Academy



## COVID Policy

(based on government guidance)

September 2020

(regular review)

### **Day-to-day teaching and learning**

- All pupils and staff are expected to return to school fully in September 2020.
- All pupils will be receiving a high-quality, broad and ambitious curriculum from the start of the term. There will be prioritization of subjects to contribute to the filling of gaps in core knowledge.
- Year groups, including the teacher and relevant support staff will make up a bubble.
- Within classrooms, where possible and not detrimental to learning, children should be seated side by side, facing the front.
- Teachers should have a designated working space.
- There will be no whole school activities during the Autumn term (assemblies, events, parent afternoons etc)
- Classrooms must be de-cluttered, with unnecessary furniture removed.
- Movement along corridors should be kept to a minimum
- Children should remain in their bubble classroom as much as possible and whenever possible, not moving around school unescorted.

### **Attendance**

- Attendance will be mandatory from the beginning of the Autumn term and normal policy expectations in place.
- Avoid fining families who are too scared to return and try to support/coax their return instead.
- Shielding advice for adults and children will pause on August 1<sup>st</sup>-all can return to school

### **Resources and Equipment**

- Year groups must have their own stationary sets and not share across bubbles.
- No pupil equipment to be brought in from home.
- All staff must have their own set of stationary and not share with others, including pupils.
- Where possible all equipment should be contained within bubbles and not shared.
- Shared resources (art, ICT, Maths etc) must be cleaned using the school sanitising products, at the end of the session and before returning to storage or an alternative bubble.
- Within each class there should be a varied selection of texts within the Reading Corner of each bubble. There should also be a selection of age-appropriate reading scheme books within each class to remain in the bubble (these will be swapped each half term).
- Each class (Y1-Y6) is allocated with a 'play box' of equipment to be used within their bubble only during playtimes
- PE/music staff bring their own equipment which is to be sanitized after each use or have two sets to be switched
- Silkworms equipment should be cleaned throughout use and at the end of each session
- Essential equipment only should be brought into school by pupils and will be limited to lunch boxes only
- Staff are able to take books home to mark
- Children should bring in individual water bottles, these will need to be sent home each night for washing and re-filling. For those children failing to bring in a water bottle, we will provide disposable paper cups.

### **Staff working across bubbles**

- Staff working across bubbles (SLT, PE, Music) should maintain distancing where possible, using the bubble teaching/support staff as the main point of contact.
- Staff working with individual children across bubbles (e.g. Emotional wellbeing lead), should maintain distancing where possible. Strict hygiene procedures should be followed regularly.

### **Pupil Toilets**

- Nursery and Pre-school will use the nursery toilets
- Reception, Year 1 and 2 will use the KS1 toilets
- Year 3, 5 and 6 will use the KS2 toilets
- Year 4 will only use their individual classroom toilets
- Whenever possible children should be escorted to the toilet
- A regular cleaning schedule is in place (Appendix)

### **Staff comfort areas/toilets**

- The staffroom and training room can be used for staff to store and prepare food and drinks.
- The hall should be used during extended rest periods (lunch times), as a place to sit, relax and eat.
- Staff should maintain social distancing wherever possible
- Nursery and pre-school to use nursery toilet
- Reception and KS1 staff to use disabled toilet at the bottom of the staff room stairs
- KS2 staff to use staffroom toilet
- Office staff, headteacher and deputy to use toilet next to front office

### **Drop off and pick up**

8:30- 3:00 Group 1 (surnames A-E)

8:45- 3:15 Group 2 (surnames F-M)

9:00 – 3:30 Group 3 (surnames N-Z)

- Parents follow the one way system into school through the main gate, down the drive way and onto the playground. EWL and SLT member will greet parents on the playground.

Entrance points

Reception – through gated area

Year 1, 2 and 3 – Door in the quiet area (BK)

Year 4 and 5 – door outside hall (LW)

Year 6 - Zen garden (CMC)

- Other support staff to man corridors and cloakrooms
- Teachers to be in classrooms greeting children

Exit points

Reception – through gated area

Year 1, 2– Door in the quiet area

Year 3 – climbing wall door

Year 4 – from classroom

Year 5 – Hall door

Year 6 – Zen garden

- Support staff to remain in classroom
- Teacher to take children to their exit points

### **Break time**

- Years 1,2 and 3 10:15-10:30
- Years 4,5 and 6 10:40-10:55
- Year groups to have their own zones (on a rota)
- Year group staff to manage their own year group zone
- No play equipment at break time

### **Lunch Time**

Lunch times will be staggered and organised to avoid congestion in the corridors and ensure bubbles are kept apart. See separate timetable plan (appendix)

### **Physical Education in schools**

- Wherever possible PE lessons will be conducted outside, maximising distance between pupils
- When it is not feasible to teach outside PE staff to conduct a lesson either within the hall (if it is available) or the bubble classroom focusing on an appropriate activity (yoga, mindfulness, theory)
- PE will be taught consistently within the children's usual class bubbles
- Contact sports will be avoided
- PE staff are to use their own equipment and ensure scrupulous attention to cleaning equipment after each use
- PE staff and children to wash their hands after each session

### **Breakfast Club and Silkworms**

- Both clubs will run as normal.
- Distancing between bubbles will be maintained where possible
- Breakfast club will run in the diner hall
- Silkworms will run in the hall until 4:15 and then move to the dining hall.

### **Extra-Curricular Activities**

- Extra-curricular clubs will run in year groups
- Year groups will be allocated one extra-curricular club a week
- The timetable of clubs will switch each half term

### **Educational Visits**

- Until further notice (at least the duration of the Autumn term) educational visits will not take place
- Overnight and overseas visits will not take place for the school year 2020/21

### **Communication with parents**

Whenever possible, communication with parents should be via class e-mails or office email

- Emails will be responded to within 48 hours (working days)
- Emails will be responded to between 8:00am and 6:00pm

Whole school communication:

PIOTA – Letters, messages, group bookings (2 way)

ARBOR – Letters and emails (1 way)

MME – Stars and celebrations

Facebook/Twitter – Celebration and sharing of work

Website – Information for general public

### **Remote learning**

- The school will continue to promote remote learning
- Weekly homework will be sent for all children in Reception to Y6 via email.

### **Child Illness**

- Minimise contact with individuals who are unwell by ensuring those who have COVID-19 symptoms, or who has someone in their household who does, do not attend school.
- SBM office will become an isolation room where a child/staff member can be moved to if they exhibit COVID-19 symptoms. A member of staff from the same bubble should escort and remain with the child until they are collected. The staff member should wear PPE whilst caring for the child. If the child needs the bathroom whilst awaiting collection, they should use a separate bathroom which should be cleaned and disinfected.
- The child should then be tested for COVID-19 at the earliest convenience. Parents can arrange for a test to be conducted via the NHS website or by calling 119. There are some home testing kits available from the office for families which will need additional support.
- If the child tests negative, they should then return to school.
- If the child tests positive, the child, their household and everyone within their bubble must isolate and arrange their own test. In this situation, there may be a greater impact across the school.
- Continue with strict hygiene routines-wash hands regularly for 20 seconds.

### **Staff Illness**

- Silkmore's staff absence policy still applies
- If a staff member displays symptoms, they are to immediately take themselves from the premises and return home. They should then be tested as soon as possible. You can book a test in a drive-through location via the NHS website or by calling 119. You can also request for a home test to be delivered.
- Staff are able to self-certify illness for 5 days paid leave after which a doctor's note will be required.
- Once tested, if the staff member tests negative for COVID-19 they should immediately return to work. However, if they test positive, they should self-isolate for 14 day paid.
- If someone you live with has symptoms you must self-isolate until their test returns (maximum 48 hours). If their test is negative, you return to work immediately. If their test is positive you self-isolate for 14 days.

### **Confirmed Case of COVID -19/Track and Trace**

- Immediately contact the local health protection team  
<http://www.gov.uk/guidance/contacts-phe-regions-and-local-centres> This team will contact schools directly should they be aware of a positive case linked to the school
- Log a positive case on Parago and immediately inform your DDOE
- Anyone who was in contact with the person who tested positive should go home and self-isolate for 14 days
- Staff should be ready and willing to:
  - book a test if they are displaying symptoms
  - provide details of anyone they have been in close contact with if their test is positive -self-isolate if they have been in close contact with someone who develops Coronavirus symptoms or where there is a positive test
- Household members of those contacts sent home do not need to self-isolate themselves unless the child/adult who is self-isolating subsequently develops symptoms
- If we have 2 or more confirmed cases within 14 days or an overall rise in sickness absence where Coronavirus is suspected, we will work with our local health protection team to manage additional action.

### **PPE and Intimate Care**

- The majority of staff will not require PPE beyond what they would normally need for their work.
- PPE of a visor, mask, apron and gloves should be worn by the staff member accompanying a child who is displaying symptoms to and within the isolation room.
- In the case of intimate care (nappy changing/first aid) the staff member should wear a mask, apron and gloves. Where possible a child should be encouraged to administer their own first aid.

### **First Aid**

- All year groups (except Year 5) have a first aider
- First aid should be administered by the staff member in the pupils' bubble (LW for Y5)
- Each year group has a basic first aid kit, including children's specific medications.
- Year group first aid kits should move with the pupils (break times, lunch times, PE)

### **Cleaning and Hygiene**

- Clean hands more often than usual (staff and children), wash hand thoroughly for 20 seconds with running water and soap the dry them well. Alternatively, use alcohol hand rub/sanitiser ensuring all parts of the hands are covered.
- The office, dinner hall, staff areas and classrooms will be equipped with a hand sanitizing station.
- Explicitly teach pupils effective handwashing techniques and supervise young children with washing their hands
- Build hygiene routines into the school culture/behaviour expectations
- Staff to adhere to the cleaning schedule
- Ensure adequate supplies of tissues and bins to promote a 'catch it, bin it, kill it' ethos

<u>Cleaning Schedule</u>		
Area	Responsibility	Frequency
Classroom <ul style="list-style-type: none"> <li>• Use sanitising wipes to wipe down equipment, desks and chairs</li> <li>• Doors handles</li> </ul>	Teacher/LSA	Twice a day Y3 upwards to wipe their own area
Dinner Hall <ul style="list-style-type: none"> <li>• Tables</li> <li>• Chairs</li> </ul>	Staff escorting pupils	As each seating leaves the dinner hall
Shared Equipment <ul style="list-style-type: none"> <li>• Art resources</li> <li>• Sea room resources</li> <li>• PE Equipment</li> <li>• Play-time boxes</li> <li>• Silkworms equipment</li> </ul>	Staff member in bubble	Where possible equipment sharing should be limited. If used, clean after each use
Staff Comfort Areas <ul style="list-style-type: none"> <li>• Communal amenities</li> </ul>	Staff  Cleaners	Staff to clean amenities after each use with sanitising wipes. Cleaners to clean thoroughly daily.
Toilets <ul style="list-style-type: none"> <li>• Bubbles to have allocated toilets</li> </ul>	Cleaning staff	Daily
Office <ul style="list-style-type: none"> <li>• Entrance doors</li> <li>• Check-in screen</li> </ul>	Office Staff	Twice daily

### **Workforce**

- All staff are expected to resume their full working hours in September
- Strict measures have been put into place to ensure risks are significantly reduced, these will be regularly reviewed.
- Full working responsibilities should resume- with staff ensuring stringent hygiene routines.
- Staff should consider government quarantine periods when booking holidays. Staff will need to be available to work in school during term time. Where it becomes essential for a staff member to quarantine during term time, leaders will consider whether there is a possibility to temporarily amend working arrangements or whether it will be taken as unpaid leave.

### **Emergency Procedures**

As a school we have a duty of care to ensure the safety and well-being of all the children. There are some circumstances when routines and policies implemented due to COVID-19 may have to be relaxed to ensure the immediate safety of the children.

These include and are not exhausted:

- Fire alarm
- Evacuation

- Lockdown procedures instigated
- Medical emergency
- Staff may not have time to put on PPE in the case of intervening in close distance to a child in crisis mode involving Team Teach to ensure the safety of the child or children around them
- To support severe emotional distress