



School Re-opening Protocols – September 2020

School Organisation

- Attendance at school is now compulsory – all children are expected to attend unless there is a medical reason for them not to (this will have been directed by a medical professional).
- The whole school will be a bubble. It is accepted by the government that school children do not need to socially distance from other children in their bubble as the risk of transmission between and from children is very low. The government recognise that in the case of special education it is not possible for pupils and staff to socially distance.
- Some adults will work across more than one class to ensure there are appropriate supervision levels. We may on occasions employ agency staff to cover absences. This is acceptable to the DfE and Local Authority as long as the school keeps a register of who is working with each group.
- Lunchtimes will be returning to the usual procedures. Pupils will be eating their lunch in the dining hall and spending some time out in the playground.
- Children must wear correct school uniform (see our website for details).
- If it is wet weather, children must bring suitable outdoor clothing as they will still go outside.
- In warm weather, children must bring a sunhat and sun cream must be applied before coming to school or applied by the child in school.
- Parents are requested not to enter the building unless an appointment has been made.

Classroom organisation

- Resources available in class can be shared with children in the same class and will be cleaned regularly.
- Hand-washing will take place regularly and always when moving between areas of the school and eating/drinking.
- Children must not bring in their own hand sanitizer as there are appropriate supplies around the school.
- We will be teaching our normal curriculum.
- PE kits are not to be left in school. They will be returned home with the pupils to be washed and returned on the days they have PE. Your child's class teacher will communicate with you the days your child has PE.

Arrival and departure arrangements

- Only 1 parent should attend drop off or collection.
- Parents and children must observe social distancing when waiting outside the building.
- School times for pupils is 9:15am – 3:15pm. There will not be staff available to accept your child any earlier than 9:15am.



- We will have 15 school buses coming on site every day, therefore there will be no parking on school site for any parents between 8:15am – 9:45am and 2:15pm – 3:30pm. We have 6 disabled parking bays which are available to any person that displays a blue disabled badge. Please note, once these bays are full you will be asked to find alternative parking.

School meal arrangements

- The school kitchen will be offering 3 options per day: hot (meat and vegetarian) and cold (sandwich).
- Midday Assistants will be available to support staff and pupils during lunchtimes.
- Children attending school who have free school meals (including KS1 universal free school meals) will be provided with a meal if they wish. The voucher scheme will no longer be in use.

Cleaning & Hygiene arrangements

- Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly (during and after the school day).
- Hand towels and handwash will be available at all times in each toilet (and some classrooms)
- Hand sanitiser is available on every floor and reception.
- Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.
- Children will wash their hands when entering the classroom in the morning and at regular intervals throughout the day.
- Disposable tissues and antibacterial wipes in each classroom to implement the 'catch it, bin it, kill it' approach.

Infection protection and control

PPE

- The government have stated that schools (staff and children) should not wear PPE for normal school activities.
- Staff will not be wearing face masks when in the classroom as this impairs communication. Staff will have access to visors and/or face covering which may be worn if working with a pupil in a heightened state of crisis where spitting may be occurring.
- New guidance has now stated that Secondary aged pupils (11 years old and above) are able to wear face coverings in public spaces of the school. Please note that some of our children find people wearing face coverings very disturbing. If you require your child to wear a face covering in the public areas of the school please contact us to discuss this further. If your child does bring in a reusable face covering please provide a suitable container for the face covering to be stored in your child's bag whilst not in use. If the face covering is disposable, they will be asked to dispose of the face covering after each use. Please note your child will



not be able to reuse the same face covering each time they enter a public space, so please ensure your child is provided with plenty of face coverings.

- Pupils will not be allowed to wear a face covering in the classroom.
- If you have a child outside of the parameters that has exceptional circumstances for wearing a face covering, please contact the school to discuss the reasons. This would need to be led by a medical professional.
- PPE is only needed for staff in a very small number of cases including if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting or needs direct personal care such as help with toileting.

First Aid

- Staff will follow their normal practice when administering first aid, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves.

If someone develops symptoms of Covid-19 whilst at school

- If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the staying at home guidance.
- If a child is awaiting collection, they will be moved to an isolation room with a supervising adult who will wear full PPE, including a face mask / visor
- The adult collecting the child should call the school office when they arrive and their child will be brought out to them.
- Parents must arrange for their child to have a test if they develop symptoms.
- Test results must be shared with school via email to ensure the correct action is taken.
- If the test is negative, the child can return to school once the test results have been received by the school.
- If the test is positive, the school will contact Public Health England to take advice. Please note the school will only be closed to pupils following advice from Public Health England
- The school will inform the local public health board of any positive cases and will follow the national track and trace guidelines and advice. This may mean the closure of more than one group if deemed necessary by public health.

Communication between school and parents

- The school office will initially be closed to parents. Communication with the school should be made via emails and phone calls.
- Parents with enquiries should contact the school office or their child's teacher via the home/school diary.



- All communication is now going paperless. All letters or messages will be sent out via email or text message. Please ensure the school has your current contact details including your email address.
- Letters and information are also put on our school website.

School Open Day Session

- School will be open to parents/carers on Friday 4th September 2020 between 10:00am and 12:30pm.
- Parents/carers coming to school outside of these times will not be granted access to the school.
- All parents/carers are requested to wear a face covering when they are on site due to the number of traffic around the school.

Other information

- All school policies will remain in place.
- These protocols will be reviewed regularly by the senior management team. However, most will stay in place until October half term unless there is an urgent need to change something.
- All changes will be communicated to parents via email and available on the school website.