



St John's Primary School

SEPTEMBER 2020 OPERATING PROCEDURES

The following arrangements and procedures will be in place in September 2020 to support the return to school for all children:

Aspect	New arrangement/procedure
Times of the school day	All children will start at 8.50 and finish at 3.15. Break time: 10.15-10.30 for Y1 & Y2 and Upper KS2 bubble (Y5 & Y6) 10.30-10.45 for Lower KS2 bubble (Y3 & Y4) and YR Lunchtime: 12.00-1.00 for all bubbles
Staffing	Staffing will be consistent throughout the day and week where possible (recognising that some staff will work on a part time basis).
Behaviour	Our school Behaviour Policy has been revised to include new expectations of behaviour specific to support infection control. Behaviour expectations will be outlined to the children at the start of each day and reinforced by all staff to support pupils in gaining an understanding that it is safe to be in school.
Circulation around the building	Children will come into school in their PE kit on the days their class has PE. A timetable for PE will be available on the website for parents. Other than to go to the toilet or for a medical reason, children and staff will only leave their classroom directly out of their classroom external exit door. There will be a timetable for intervention spaces and the hall for PE to ensure that bubbles do not mix in the same space at the same time. PE sessions should be outside whenever possible. Equipment will be cleaned between use by different bubbles. When use of the school hall is unavoidable the space, including the floor, will be cleaned between use by different bubbles. <u>Steps to maintain 2m separation</u> Tables will be forward facing where possible. Where this is not possible, in the case of our square tables, children will be as spread out as possible. Children will sit at the same chair and table each day unless they are moving to an intervention space. Children will be seated two to a desk and facing the front. A suitable gap will be made between front desks and the teacher's board at the front of each classroom. Y1 and Y2 children will be sat 1m apart on the carpet during teacher input. As the whole class will not be able to fit on the carpet, some children in Y1 and Y2 will stay at their table for teacher input.

Outdoor play	<p>Pupils will remain in their distinct groups when outside and different groups of pupils will not play sports or games together. Outdoor equipment will not be used unless we ensure that it is appropriately cleaned between groups of children using it and multiple groups of children do not use it simultaneously.</p> <p>Each bubble will have a play bag containing plastic resources that will be cleaned once a week. Play bags will not be shared with different bubbles. Children will socially distance when lining up to get resources from the play bag.</p>
School uniform	<p>Pupils are required to wear their school uniform. Younger children should not wear shoes with laces if they are unable to tie them themselves. Children with long hair should have it tied back at all times.</p> <p>On the days when they have PE children should wear their PE kit to school. A PE timetable is available on the school website.</p>
Equipment	<p>We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats. Children cannot bring bags to school. Pupils are not required to bring items in from home eg: for 'showing' etc. School will provide all stationery (no pencil cases from home).</p> <p>Children will be issued with two books for the week. The children will bring the books to and from school each day in a zipped plastic wallet supplied by school. Books will be quarantined in a box for 3 days before being given to a different child.</p> <p>Shared use of stationery and other equipment has been stopped where possible. Children will have their own stationary in a zipped plastic wallet on their desk.</p> <p>We have removed soft furnishings, soft toys and toys that are harder to clean (such as those with intricate parts) from classrooms and teaching spaces until further notice. Where these remain, they will be subject to regular cleaning and disinfection.</p> <p>Children should not bring mobile phones or any other IT items such as an Apple watch. They should not wear any item that they would need to remove for PE such as jewellery or a watch.</p>
Resources	<p>Children will not share resources in school outside of their bubble and items that are difficult to clean will be removed from classrooms.</p>
Food	<p>Children can bring in their own packed lunch or purchase one in school at a cost of £2.40 per day. Children will eat the packed lunch in their classroom with their bubble. Payment for this will be via School Money Online. Children in years R , 1 and 2 will have a lunch provided as part of the government's universal infant free school meals scheme. Free school meals for all other eligible children will be provided.</p>
Drink	<p>Children should bring a named water bottle into school, which they will be able to re-fill</p>
Hygiene arrangements	<p>Hand sanitiser will be available in every classroom, the staffroom and the office.</p> <p><u>Handwashing</u></p> <p>All children will wash their hands in their classroom or in their allocated toilet following the procedures outlined in the access arrangements for toilets. After washing hands, all children will use the hand sanitiser in the classroom.</p> <p>Opportunities are provided for staff and pupils to clean their hands with soap and water and dry thoroughly:</p> <ul style="list-style-type: none"> • after using the toilet • before food preparation • before eating any food, including snacks

	<ul style="list-style-type: none"> • after sneezing/coughing. <p>Hand sanitiser will be used:</p> <ul style="list-style-type: none"> • on arrival at school • after breaks and sporting activities • before leaving school <p>Covered bins available for disposal of paper towels will be emptied periodically during the day.</p> <p>Supervision by staff is provided as needed.</p> <p>Signage about how to wash hands properly, is on display and reinforced with pupils.</p> <p>Catch it, kill it, Bin it – tissues are available in all classrooms, staffroom and reception at a minimum. The message is reinforced with the pupils.</p> <p>Where sinks are not easily accessible from the room used by a 'group' of pupils hand sanitiser will be available.</p>
Cleaning arrangements	<p>We have identified cleaning of high-risk areas to be undertaken during the school day to include:</p> <p>Door handles</p> <p>Kettles</p> <p>Taps</p> <p>Switches</p> <p>Phones</p> <p>Printers and photocopiers</p> <p>Staffroom/ food preparation</p> <p>Surfaces that pupils are touching e.g.: toys, books, chairs, tables, doors, sinks, toilets, bannisters, light switches, etc.</p> <p>Laptops will not be shared between bubbles.</p> <p>The hall floor will be cleaned daily by the daily cleaners</p> <p>A deep clean will take place during the Summer holidays</p>
First aid and sickness arrangements	<p>Basic first aid (NOT Covid 19 symptoms) will be carried out by the class teacher or TA in each classroom using the appropriate PPE.</p> <p>Where this is not possible or in the case of Covid 19 symptoms the floating first aider will be called who will then put on appropriate PPE and attend to the child in their classroom. If the child needs to be removed from the classroom they will go with the first aider using the external exit door to the bench outside the office or the DT room.</p>
Use of Personal Protection Equipment (PPE)	<p>Schools have been advised that the routine use of PPE is not necessary. Staff carrying out first aid, cleaning or looking after children who are ill will use PPE however.</p>
Attendance	<p>From September 2020, the normal attendance regulations will apply and children are expected to attend school unless they are unwell. If your child is unwell and unable to attend you should contact the school office as normal.</p>

Parental contact	Parents are asked not to come into the school building and to make contact via email or phone or SeeSaw/Tapestry. In exceptional circumstances an appointment can be made for an in-school meeting, held using appropriate social distancing measures.
Dropping off and picking up	<p>Parents are advised that only one person should attend to deliver/pick up their child, they cannot gather at entrance gates and doors and must respect social distancing rules whilst on the school site.</p> <p><u>Arrangements for safe arrival</u></p> <p>Infant bubble arrive via the side gates. Mrs Perrin is preparing a temporary path from the side gates and across the grass to the infant playground (yellow route – map available on school website).</p> <ul style="list-style-type: none"> • Staff will open the side gate a few minutes before 8.50am. • Infant teachers will be waiting on the infant playground ready for their children to line up on the footprints spaced 1m apart. • Parents to say goodbye to their children before they join the line <p>LKS2 bubble arrive via the top gate. (red route – map available on school website)</p> <ul style="list-style-type: none"> • Staff will open the top gate a few minutes before 8.50am. • LKS2 teachers will be waiting on the junior playground (on the half closest to the top gate) ready for their children to line up on the footprints spaced 1m apart. • Parents to say goodbye to their children before they join the line <p>UKS2 bubble arrive via the bottom gate. (blue route – map available on school website)</p> <ul style="list-style-type: none"> • Staff will open the bottom gate a few minutes before 8.50am. • UKS2 teachers will be waiting on the junior playground (on the half closest to the bottom gate) ready for their children to line up on the footprints spaced 1m apart. • Parents to say goodbye to their children before they join the line <p>Families with a sibling in multiple bubbles: A map and instructions will be emailed to you on the 1st or 2nd of September. These maps are also now available on the school website.</p> <p>Staff will lock all gates at 9am.</p> <p>All parents need to leave the site via the gate they entered adhering to a ‘keep to the left’ one-way system. Parents need to leave the school site as quickly as possible once they have dropped off their child and must not stop to talk to other parents.</p> <p><u>Arrangements for safe departure –</u> All gates will be opened at 3.15pm. Adults collecting are to use the same gate as they did for drop off in the morning.</p> <p>Children in YR will be dismissed from the wooden gate nearest the YR classroom. Children in Y1 will be dismissed from the wooden gate nearest the Y1 classroom. Children in Y2 will be dismissed from the Y2 external classroom door. Children in Y3-Y6 will be dismissed from their line on the junior playground according to how parents have indicated they go home.</p>

	<p>Families with a sibling in both an Infant bubble and one or both of the KS2 bubbles:</p> <ul style="list-style-type: none"> • Infant children with a sibling in LKS2 or UKS2 will be at the front of the line for collection each day. Parents enter the site via the Infant bubble gate (yellow gate), collect their infant child and then follow the path to the junior playground to collect their junior child, exiting the site through either the red LKS2 or blue UKS2 gate. <p>Families with a sibling in the LKS2 bubble and UKS2 bubble:</p> <ul style="list-style-type: none"> • Enter and exit through either the red or blue gate (dependent of parental preference) however whichever gate is entered must be used again to exit. • All parents need to leave the site via the gate they entered adhering to a 'keep to the left' one-way system. <p>Children will be taught and reminded to adhere to social distancing rules where possible when walking and this will be indicated with markers where possible.</p> <p>Parents need to leave the school site as quickly as possible once collecting their child and must not stop to talk to other parents.</p>
Other visitors	<p>Volunteers and other adults are permitted to work in schools from September, subject to observing the regulations in place for safeguarding and infection control.</p> <p><u>Arrangements for visitors</u></p> <p>Visitors are not allowed inside the school building apart from by prior arrangement. Hand sanitiser will be provided for visitors who are permitted on site on entrance and exit. Communication via email and phone is preferred and encouraged to parents. Visitors will work with children in their areas designated for their bubble.</p> <p><u>Messages from parents to staff</u></p> <p>All messages to staff will need to be given via email, SeeSaw or telephone to the school office. If a parents requires a meeting with a teacher this will need to be booked in advance and socially distanced on site. Staff will not be able to take short messages at drop off or collection as parents need to leave the school site as soon as possible.</p>
Bike Shelter	<p>Bikes and Scooters</p> <p>Many of you will have noticed the improved cycle store which has been installed. This is a great new addition to the school to keep bikes and scooters safe and dry. Getting to school by bike (as well as walking) whenever possible creates long lasting health and environmental benefits.</p> <p>Unfortunately, due to logistics of social distancing and drop off/pick up arrangements, we won't be able to use the new facilities yet. We have explored the options and possibilities. Regrettably, we're asking parents of children scooting or cycling to take their transport off site for now. This isn't possible for everyone but wherever you can, please maintain your sustainable travel choices.</p> <p>We'll be keeping this under review and make the facilities available as soon as it is safe to do so.</p>
Wraparound Care	<p><u>After School Care</u></p> <p>Once the appropriate and safe arrangements are in place, we hope to be able to offer a new, daily, after school wraparound club until 5.30 led by Premier Sports each day</p>

	<p>(potential maximum capacity of 30 children on any one day). Unfortunately, this will not start on the 3rd September, we will let parents know as soon as we have a start date.</p> <p>Unfortunately, in September, no other, after school clubs will run. We will regularly review this and open more clubs as soon as possible.</p> <p><u>Before School Care</u> Before school care from the 3rd of September will be provided by Premier Sports and parents will be able to book through the usual online system provided by Premier Sports.</p> <p>https://www.premier-education.com/parents/</p> <p>https://www.premier-education.com/parents/venue/courses/15062/?location=keynsham</p> <p>The children that attend before school care will be separated into 3 bubbles (Infant, LKS2, UKS2). There will be a maximum of 10 spaces each day in each bubble (total of up to 30 children in before school care on any one day). Places will be allocated on a first come, first serve, basis.</p> <p>All children will need to arrive at before school care via the red gate (Charlton park entrance).</p> <ul style="list-style-type: none"> • A member of staff from Premier Sports will open the top gate a few minutes before 7.45am. • The 3 before school care bubble leaders will be ready for their children to line up on the footprints spaced 1m apart on the junior playground. • Parents to say goodbye to their children before they join the line • The gate will be locked at 7.50am and any children arriving after this time will unfortunately not be able to attend before school care that day and Premier Sports will not be able to issue refunds. <p>Weather permitting the 3 bubbles will operate in 3 separate zones outside. If this is not possible the 3 bubbles will operate in separate zones in the hall.</p> <p>Premier Sports will provide a breakfast bar, carton of juice and piece of fruit for breakfast.</p>
Curriculum plans	<p>For all year groups class teachers will follow the long term plans that will be available on the school website in September.</p> <p><u>Computing</u> Due to the fact that we have very few laptops and they cannot be regularly cleaned, computing will be temporarily removed from the curriculum with an additional 1 hour a week of Maths instead. Computing ideas will be added to the 'Home Learning Menu'</p> <p><u>Drama</u> Children will remain socially distanced where possible and will be positioned side to side or back to back</p> <p><u>Curriculum Meeting/Parents Evening</u></p>

	<p>The head teachers coffee meeting where we share the School Improvement Plan, and meet the teacher curriculum evenings, will be pre-recorded with voice overs and a PowerPoint and made available to parents virtually. Any questions from parents can be submitted via email. Parent’s evenings for the Autumn Term will be carried out by telephone appointment.</p> <p><u>Collective Worship</u> In most circumstances Collective Worship will be held in the classroom and led by the class teacher. Some assemblies will be delivered by Microsoft Teams, others on pre-recorded videos on SeeSaw.</p> <p>There will be a greater focus on wellbeing and outdoor learning.</p> <p><u>Homework Y1-Y6</u> All homework (except reading) will be set on SeeSaw on a Friday – including reminders to complete work on Doodle. This will to be handed in on the following Friday. Daily: 10 minutes reading, 10 minutes spelling practice (from the weekly spellings provided by the teacher on SeeSaw every Friday) and 10 minutes a day on TT RockStars Weekly: 1 Doodle Maths and Doodle English ‘extra’ that will be set by the teacher on a Friday Termly: home learning menu set on Seesaw including a new, additional row on the menu for Computing on Purple Mash called ‘as computer experts’ (so that children are still doing some computing as it is not taught in school)</p> <p>We will also encourage children to complete, where possible, ‘X a day’ on Doodle Maths, Doodle English and Doodle Spell. Spellings will be tested the following Friday.</p> <p><u>Homework YR</u> Daily: 10 minutes reading (school reading book, sound cards, red and green words) Weekly: 1 Doodle Maths ‘extra’ that will be set by the teacher on a Friday Termly: home learning menu set on Tapestry including a new, additional row on the menu for Computing on Purple Mash called ‘as computer experts’ (so that children are still doing some computing as it is not taught in school)</p> <p>We will also encourage children to complete, where possible, ‘X a day’ on Doodle Maths</p>
Well being	<p>The full time Pastoral and Learning Support Mentor/class teacher will continue to work with children identified as needing support.</p> <p>Children will be shown what to expect when they return to school. A video from the class teacher will be on Seesaw or Tapestry showing the children their classroom and how they will enter the school. All classes will have a daily well-being session.</p> <p>All children have had the opportunity to meet their new teacher and ask questions on Zoom.</p>

Specific procedures we will follow when children or adults are ill

Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste OR they have tested positive for coronavirus in the last 7 days.

Those affected must follow government stay at home guidance as follows

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.

Our procedure will be that if anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. Specific school arrangements can be found in the school operating plans.

If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.

They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#)

Track and Trace

We will engage fully with the NHS Track and Trace process as follows and will ensure that staff and parents/carers understand that they have a responsibility to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate for 14 days](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

We will ask parents and staff to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Wearing of face coverings

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in shops.

Children aged 11 and above are required to wear a face covering whilst travelling to and from school on public or school transport.

Notifying parents of changes to provision or procedures

Parents and carers should be aware that our risk assessment will be reviewed at least weekly and some changes may result from this. You will be notified of these by email as they arise. It may also be

possible that we will have to close some or all provision at very short notice and if this is the case we will notify you by text and email.

Support for children learning at home

If a child has been advised to shield by a medical practitioner and is unable to come into school, we will continue to provide education remotely for him/her using our virtual learning platform Seesaw, and Tapestry for our Reception class. In the event of a further lockdown, or if a child or bubble is required to isolate at home, we will switch learning to Seesaw and Tapestry for the duration of the lockdown or isolation period.

July 2020