



# St Mary Magdalen's R.C. Primary School

## Revised COVID-19 Guidance Document for Staff, Parents, Pupils and Visitors

### School Closure – Revised January 2021



This guidance document has been agreed on the basis of the information available at this time. It follows advice provided by the DfE – *Restricting attendance during the national lockdown: schools - Published January 2021*. Should further information come to light, or any circumstances change, guidance within this document is subject to change. You will be notified of any changes as soon as is practicably possible.

## SOCIAL DISTANCING

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other where possible. Social distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.

### **What does Social Distancing mean within our school context?**

Social Distancing means making changes in your everyday routines in order to minimise close contact with others. It is accepted that, in a primary school setting, social distancing recommendations cannot always be fully adhered to but measure can be put in place to limit close contact with others. These include:

- avoiding crowded places and non-essential gatherings
- avoiding common greetings, such as handshakes
- avoiding close face to face contact and minimising the time spent within 1 metre of anyone
- limiting contact with people at higher risk (e.g. older adults and those in poor health)
- keeping a distance between people whilst inside of school, as much as is practicably possible (at least 2 metres away from other people if displaying symptoms of COVID-19)
- reminding pupils and staff as much as possible to do this
- adhere to any floor markings or directions to help achieve the above
- educating our pupils, including our youngest, about social distancing.
- teaching pupils within group bubbles and limiting contact between these groupings.

### **Remember to:**

- wash your hands regularly, for at least 20 seconds, and avoid touching your face (mouth, eyes & nose)
- cough or sneeze into the bend of your arm or into a tissue (to implement the 'catch it, bin it, kill it' approach)
- avoid touching surfaces people touch often
- if possible wear fresh clothes each day and wash clothing as soon as you can

## STAFF AND PUPIL GUIDELINES

### The School Day

The following arrangements prioritise the safety of all our pupils and staff to prevent the spread of the Covid-19 virus. It is essential that these guidelines are followed at all times. In the event that a pupil or staff member is unable to follow these guidelines, a member of the Senior Leadership Team should immediately be notified. The health and safety of all of our pupils, staff and families is of utmost importance. Failure to adhere to these guidelines may result in:

1. The removal of a pupil from the school site
2. Potential disciplinary action (in the case of a staff member)

If a staff member has concerns, at any point during the day, they should immediately contact a member of the Senior Leadership Team. If this is a potential safeguarding concern/risk, then school safeguarding procedures should be followed and a Designated Safeguarding Lead should be informed.

The arrangements that will be put in place in our school are set out below. Pupils and staff are required to follow these arrangements at all times in school.

- The provision in school follows the 'Bubble Model' as recommended by government guidance. This means that we must all make every effort to minimise contact between the different 'bubbles' of pupils and staff.
- Social distancing is key. This applies to all interactions with pupils and staff whilst in school.
- The pupils also have an obligation, in accordance with the Government's instruction, to be socially distancing where possible outside of school too.
- Your child should use the same equipment and facilities throughout the day such as iPad, laptops, stationery, cups/water bottles, toilets and wash basins.

### The Bubble Model

The Bubble Model, pioneered in New Zealand, is designed to create small protective groups of people to limit infection. Pupils will be taught in Key Phase Group Bubbles, with as little cross-over between groups of pupils as possible. There will be staggered times for the school day and stringent hygiene measures maintained. In our school this is how we will use the Bubble Strategy to group pupils:

### Groupings

Groupings will fall into four categories; **EYFS Group Bubble, KS1 Group Bubble, Lower KS2 Group Bubble** and **Upper KS2 Group Bubble**.

### How will the bubble groups work?

- Each of the different 'Key Phase Bubble' groups will be taught within their own learning area/classrooms where possible.
- Mixing between 'Key Phase Bubble' groupings will be limited.
- Staff should not teach or move between 'Key Phase Bubble' groups, if this can be avoided.
- 'Key Phase Bubble' groups will not exceed 28 pupils in school at any one time.

- Each 'Key Phase Bubble' group will have allocated toilet and handwashing facilities. Pupils and staff should not use toilets other than the ones they are told to. Toilet visits will be managed to avoid congregation of pupils.
- Each bubble group will have allocated lunch and break times.
- Non-teaching staff, such as cleaners and caretaker, will endeavour to socially distance themselves from pupils as far as possible.

## Movement around School

Travel around school and within corridors will be limited to avoid congestion and to limit close contact. To maximise space within school corridors and to limit overcrowding of belongings, children will be asked to place their coats and PE bag (drawstring bag only) on allocated pegs. **Only official school book bags will be allowed in school.** Toilet trips and regular handwashing will be carefully managed to ensure groups of children do not congregate.

## Cleaning and Hygiene

Our caretaker and cleaners will play an important role in keeping our pupils and staff in school protected against coronavirus. School will maintain its increased daily cleaning regime. As part of the cleaning regime all frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly each day. Throughout the school day the children will be reminded about the importance of hand washing and encouraged to wash their hands, at regular intervals, with soap and warm water. There will also be additional hand sanitising stations positioned around school. Lidded bins will also be provided in classrooms and in other key locations around the school site for the disposal of tissues and any other waste. School will also have a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom.

Each day the following will take place:

- All pupils will wash their hands-on arrival at school.
- After handwashing, all pupils will be seated at their own table/area with appropriate distance between each pupil.
- All pupils will be briefed in their classroom each day about hygiene rules and social distancing.  
**The briefing must happen every day for all pupils.**

## Handwashing

Each pupil will be directed to wash their hands at the following times:

- On arrival at school
- Immediately before entering a new classroom or designated area for activity
- Before break and lunchtime
- After break and eating
- After using the toilet
- After activities sessions
- After sneezing or coughing
- At the end of the school day

Staff must also wash their hands upon arrival at work and before departure, before and after eating and whenever they change location or activity. Pupils and staff should try to avoid touching their

faces. Younger children will have to be reminded of this. Hand sanitisers are not to be used as a substitute for hand washing, but are for use when hand washing is not possible.

### Toilet Breaks

- Pupils must wash their hands after using the toilet. Supervision will be provided to pupils who require assistance.
- In Reception and Year 1, support staff can either accompany the pupil (or stand at classroom door to release the teacher) to the toilet so that the teacher can remain with the class.
- Pupils must not visit the toilet in groups.
- In Reception and Year 1 some pupils may still have toileting accidents. If staff are required to assist pupils in changing after such an accident they should wear PPE (gloves, apron, mask). As far as possible the pupil should be encouraged to change themselves. The pupil's soiled clothes should be bagged immediately and tied securely to be delivered to the parent at pick up. The PPE worn must be disposed of carefully into a lidded bin.

### School Arrival and Departure: Pupils

#### Drop Off and Pick Up times

To limit group gathering and unnecessary queuing, at the start and end of the school day, drop off and pick up points will be clearly sign posted and these times will be staggered. Pupils will be allowed into school from 8:40am with pupil registration taking place at 9:00am. This will provide a 20-minute staggered entry period into school. EYFS and KS1 pupils should enter school via the KS1 gate and KS2 pupils should enter school via the main school gate. All pupils will be greeted into school by a member of staff and should make their own way to class. Parents should adhere to social distancing, wherever possible, and should not congregate at the school gate so as to avoid unnecessary congestion. **Parents are kindly encouraged to wear a mask at drop-off and pick-up times.** There will be staggered end of school times with allocated pick up points. These are outlined below:

| End of School Arrangements |  |                                |                                |
|----------------------------|--|--------------------------------|--------------------------------|
| EYFS                       | The school day will finish at<br><b>3:10pm</b> | Reception door – garden area.  |                                |
| KS1<br>Years 1&2           | The school day will finish at<br><b>3:15pm</b> | Redacre                        | Year 1 exit door – school yard |
|                            |  | Fleetrock                      | Lunchtime door – school yard   |
|                            |  | Featherbed                     | Classroom door – school yard   |
| Lower KS2<br>Years 3&4     | The school day will finish at<br><b>3:20pm</b> | Milbanke<br>Byron              | Classroom exit door - front    |
|                            |  | Vane Tempest                   | KS2 exit door - side           |
| Upper KS2<br>Years 5&6     | The school day will finish at<br><b>3:30pm</b> | George Elmy                    | Classroom exit door - front    |
|                            |  | Charles Stewart<br>Elliot Gala | Top building exit - front      |

- Parents who drive their children to school should park at a distance from the school site and walk the remaining distance. Parents should exercise social distancing.
- Families are asked to ensure that **only one adult** brings the pupil/pupils to school.
- Entry to the school grounds will be from designated points only. Exiting from the school grounds will be from designated points only.
- Parents are encouraged to wear a mask when entering the school site.
- Parents should not enter the school site to speak with their child's teacher but communicate queries or concerns via telephone or email to the school office.
- Visitors **MUST** follow external signage and ring the school office before entering the school site.

### **End of the school day: Pupils**

- Staggered pick up times will be adhered to.
- Pupils should wash their hands before they leave the school site.
- Pupils will be dismissed from the exit points highlighted above.
- A staff member will dismiss pupils from their allocated exit points (social distancing should apply).
- Only Year 6 pupils will be allowed to walk home by themselves (with a letter of permission from parent). These pupils will be briefed on the importance of socially distancing both inside and outside of school.

### **Registration of pupils:**

- It is essential that we know who is in school every day. A register will be taken in classrooms at the start of the day and after lunch. Office staff will ensure attendance data is complete and will telephone parents if a pupil who is expected into school is absent.

### **Pupils who arrive late to school:**

- Parents of pupils who arrive late must contact the school office, and then wait at the main gate entrance point for their child to be collected. If there are other parents/pupils present they must socially distance themselves.
- A member of staff will accompany the child to wash their hands in the correct hand washing facilities before entering their class.
- Office staff will then update the class register electronically.
- If your child is late on a number of occasions, parents will be contacted to discuss next steps. It is vital that all **pupils arrive at school on time** for the health and safety of all other pupils and staff in school.

### **During the school day**

- Learning will take place in well ventilated classroom areas, wherever possible, to reduce the risk of infection.
- Pupils must always sit at their permanently allocated desk/table. Unnecessary movement around the classroom will be discouraged.
- Pupil desks will have essential equipment placed on it. Pupils must use that equipment - they are not allowed to bring their own equipment into school. Equipment must not be shared.
- EYFS pupils should be provided with outdoor learning, where possible, and every effort should be made to keep distance between pupils. Shared equipment will be cleaned each day.

- Each pupil will be assigned the same resources each day. Creative resources should also be individual e.g. colouring pens, scissors, glue and remain on site in pupil trays.
- Electronic devices will be cleaned at the end of each day once the pupils have left the premises.
- Tissues will be available in each classroom and pupils will be prompted to use these, dispose of them in designated lidded bins within the class. Pupils should then wash their hands immediately.
- Antibacterial sanitising wipes should be available in every classroom and pupils should be encouraged to use them if any item has to be shared.
- Teaching staff and Support staff will modify teaching approaches to maintain distance from pupils as much as possible.
- Where possible staff should avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- Any planned activities should be non-contact. If it is unavoidable for multiple pupils to handle the same resource, pupils should wash their hands before and immediately after the activity and should use antibacterial sanitising wipes to clean the item.
- A member of the office staff will be located at the school office. There should be no access to this room other than to the office staff and SLT members who need to communicate with them.

### **School Lunch**

Staggered lunchtimes will operate, with pupils having allocated lunchtimes consisting of 30 minutes lunch plus 20/30-minutes play. Taylor Shaw, our lunchtime provider, will be offering a limited lunchtime menu which is available to view on our school website. A school meal will be provided to those pupils who are entitled to free school meals / those children paying for school meals. If you are providing a packed lunch for your child, please follow the school's advice regarding the appropriate contents for a healthy packed lunch. This information can be found on our school website. Pupils will eat their packed lunch with their 'Key Phase Bubble' group. Pupils will also require a water bottle each day. These should be taken home at the end of the day, cleaned and refilled with fresh water.

The following should be adhered to:

- Packed lunches will be stored in each learning area.
- Pupils will wash their hands before lunch and after they have eaten.
- A member of our staff will supervise pupils during lunchtime.
- Antibacterial sanitising wipes will be available to wipe tables before and after eating.
- Once pupils have eaten their lunch all rubbish should be placed in provided lidded bins.

### **Staff Lunch**

- Staff will be allocated a 50-minute lunch break and necessary rest breaks.
- Staff must eat lunch in their designated staff areas or with their pupil groups. The same hygiene measures must be adhered to. Staff from other bubble groups should not mix if this can be avoided. Only a limited number of staff members will be allowed in the staffroom at any one time. Equipment should be cleaned once used.
- Hot drink facilities will only be available in designated meeting areas.

### **Outdoor play**

- Pupils must be supervised by staff who should ensure, where possible, that pupils avoid making unnecessary physical contact with each other.

- Pupils will use the following spaces for outdoor play:

| Key Phase Bubble Groups | EYFS       | Key Stage 1 | Lower Key Stage 2 | Upper Key Stage 2 |
|-------------------------|------------|-------------|-------------------|-------------------|
| Area                    | Court Area | Playground  | Playground        | Playground        |

- Pupils should wash their hands at the end of break before returning to classrooms.

### **Movement around the school buildings**

Travel around school and within corridors will be limited to avoid congestion and to limit close contact. Children will be asked to place their coats and PE bags (school drawstring bag only) on allocated pegs within the school corridors. Toilet trips and regular handwashing will be carefully managed to ensure groups of children do not congregate. When moving around the school building, pupils and staff should take care to remain distanced from each other at all times. This will need to be enforced with pupils through reminders and modelling. Pupils **should not** be sent to areas outside of their bubble area if this can be avoided.

### **Uniform and Equipment**

Government guidance states that washing your clothing more regularly reduces the risk of spreading coronavirus. Wearing clean clothes each day reduces the risk of spreading Covid-19. We would recommend that parents follow this advice relating to school uniform.

School Uniform - Pupils should wear their school uniform (including coat) on their return to school. Guidance on school uniforms can be found on our school website. Parents are reminded that appropriate footwear must be worn in school and that our policy relating to jewellery must be adhered to.

(PE Equipment – Pupils will be having regular PE activities from September. PE kits should be placed in a school drawstring bag and will remain in school. PE kits should be taken home at the end of each month to be washed – due to school closures during the COVID-19 pandemic, PE will not be taking place in school over the closure period.)

School Equipment - All school equipment will be provided, therefore, pupils should not bring pencil cases or other equipment into school. Pupils will **only be allowed** to bring into school a packed lunch, water bottle, PE kit and an official school book bag. Where practicable, class resources and outdoor equipment will be cleaned after use.

### **Illness linked to COVID-19**

There will be a First Aider in each 'Key Phase Bubble' group, where possible. Whenever there are Reception children on site there will also be a Paediatric First Aider on site.

School will adhere to government guidance: **Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**

In order to reduce the risk in school and to further drive down transmission of coronavirus (COVID-19), school will ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days.

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-ofcoronavirus>

All school staff must be aware of and follow the process below:

- 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 must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.'

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

- Government guidance 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).

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

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 should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

- PPE must 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). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)  
<https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-theuse-of-personal-protective-equipment-ppe>

- As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. 02/07/2020 Guidance for full opening - schools - GOV.UK should be followed.

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 8/35](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools-8/35)

- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. The COVID-19: cleaning of non-healthcare settings guidance will be followed:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).



### **If a pupil is otherwise unwell or injured:**

- If a pupil is unwell or injured the office staff will be notified and First Aid arranged.
- The First Aider should wear PPE when administering first aid.
- If the pupil is too unwell to remain in school, the school office will arrange for them to be collected or for appropriate next steps depending on the severity of injury or illness.

### **Pupil behaviour**

- Standards of behaviour and our high expectations of pupils are even more important at this time.
- The School behaviour system and the school behaviour policy should be adhered to by pupils and staff at all times.
- Routines and behaviour expectations will be regularly reinforced.

### **If a pupil does not adhere to the guidance in this document**

These guidelines will only limit the spread of Covid-19 if they are followed. If a pupil is found to be deliberately in breach of these guidelines, this will be addressed in accordance with the school behaviour policy:

- Serious breaches of Health and Safety will be addressed in line with the behaviour policy and the addendum to the behaviour policy.
- Behaviour that could cause harm to others will be addressed in line with the behaviour policy and the addendum to the behaviour policy.
- We reserve the right to fixed-term exclude or in very serious cases permanently exclude for breaches of behaviour including breaches of protocol related to Covid19.
- As a school we have a duty of care to our whole community and deliberate disregard for the measures in place will result in the application of our behaviour sanctions. Pupils who have additional needs will be risk assessed and measures, where appropriate, will have necessary adjustment. We cannot, however, under any circumstances, allow behaviour that puts another member of our community, pupils or staff, at risk.

## **SAFEGUARDING**

When working in school, staff should revert to our usual safeguarding practice, as outlined in the school's Keeping Children Safe in Education policy.

## **VISITORS ON SITE**

- Wherever possible, visitors to site are to be discouraged.
- No visitors are to be allowed on site without a prior appointment. Unexpected visitors will not be allowed access to the school site.
- The office window will remain closed to allow staff to stay behind glass.
- All visitors must be told to wash their hands upon arrival.
- Visitors are to sign in using the signing-in system in school. This must be cleaned after every use.
- Social Distance measures must be maintained by all visitors. Information will be provided to visitors on entry to school.

### **Deliveries:**

- Post can be delivered at the main gate.
- Deliveries which are too large for the post box are to be left just outside the main door.

## **FIRE AND EMERGENCY**

Regular Fire Drills will be held to ensure that all staff and pupils understand the procedures and their roles if a fire were to occur.

### **Fire and emergency evacuation procedures**

- Fire and emergency evacuation procedures largely remain unchanged.
- Pupils will be informed of the fire procedures and an evacuation practice will take place in the first half term or as and when required.
- In the case of emergency, all pupils and staff will exit the buildings using the closest emergency exit.
- Pupils and staff should line up in their designated class areas. Social distancing must be maintained in the lines.
- Support staff and visitors should gather to the side of pupils. They must maintain social distancing
- Registers should be taken by the class teacher and office staff will ensure that pupils, staff and visitors are accounted for.

