

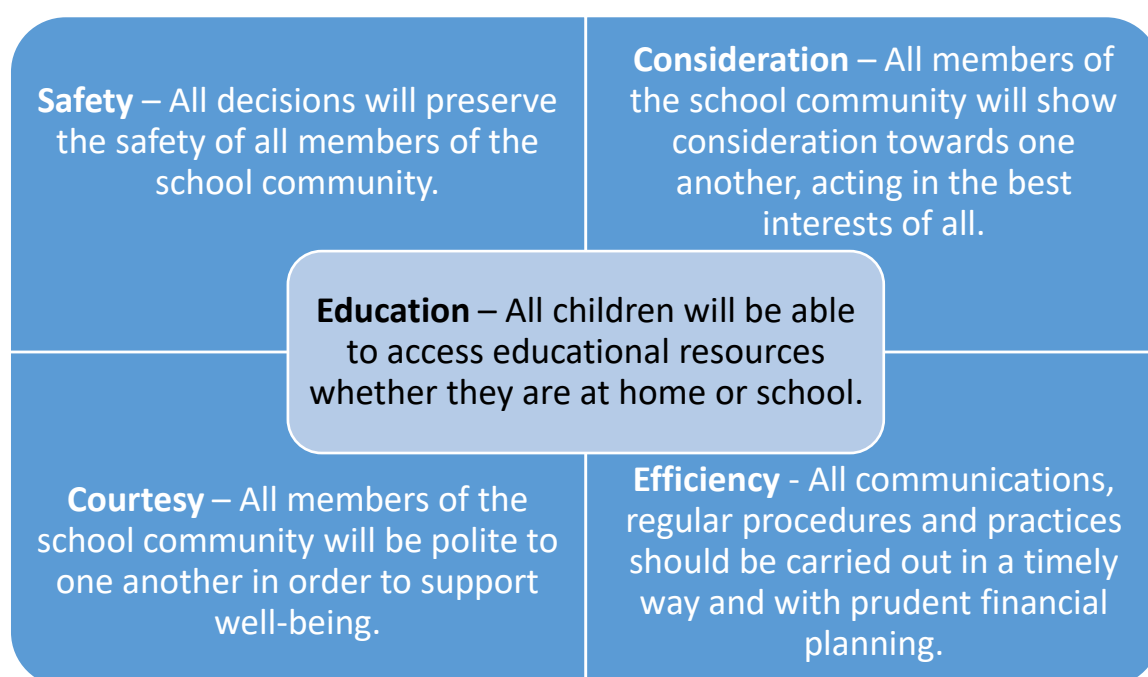


Little Harrowden Primary School

COVID-19 School Procedures

The purpose of this document is to give an overview of our arrangements for January 2022 in light of the national announcements. This guidance will be reviewed termly, or earlier if government guidance changes.

In writing this document, we have referred to Government Guidance and applied it to our own individual school setting. Using the hierarchy of values below, we have ensured that education is always central to planning.



In order to guide our decision making, I have **5 tests**:

Test 1: We have the correct resources to support general health and safety as well as increased hygiene practice.

Test 2: We can adequately support the education of all children and the mental health of children, staff and the wider school community.

Test 3: That all members of the school community know their role in preventing the spread of COVID-19.

Test 4: We can support Government track and trace initiatives through our policy and practice.

Test 5: That we do not contribute to a rise in COVID-19 cases.

Mrs Jacinta Foo
Headteacher



Reducing the risk of the virus entering the school:

Staff, parents and carers:

In order to ensure the safety of all members of the school community and wider families, every member of the community has a role to play in reducing the risk of school contributing to transmission of COVID-19. We expect every member of the school community to accept these collective responsibilities.

Responsibilities:

- **Do not come to school or send your child to school if anyone in your household is displaying symptoms of COVID-19. It is a legal requirement to isolate. You should also seek a test. School has a small number of test kits that we can offer to families if necessary. Please ask at the office.**
- **Engage with the test and trace process and follow their advice.**
- **Adhere to the preventative measures in and around school.**

Hands – Face - Space.

- **Adhere to government measures regarding visiting friends, family and public places.**
- **Ensure that school has up-to-date emergency telephone contact numbers.**
- **Do not enter school unless authorised to do so.**
- **Do not enter bubbles unless authorised to do so.**
- **Ensure that you are fully aware of your role and ask if you are unsure of any aspect.**



Reducing the risk of virus transmission in school:

The school building:

Our building will be split into 2 larger bubbles. Each bubble will have a separate entrance and exit and separate toilet facilities. Within each bubble there will be classes of up to 30 pupils led by a consistent teacher and TA support. Each bubble will remain independent of other bubbles. Each class will have its own classroom and share facilities within the bubble. Classes within each bubble will be able to play together outside.

Bubble 1

Reception

Year 1

Year 2

Year 3

Reception

EYFS entrance

Years 1, 2, 3

Entrance: Main Entrance

Exit: Playground

Bubble 2

Year 4

Year 5

Year 6

Entrance and exit through the KS2 door

The classrooms:

Furniture and soft furnishings will be removed from the classrooms where possible so that we can create adequate space to support 30 children.

In Bubble 1 (Reception): The classrooms and outside areas will be zoned and there will be restrictions on the number of children in each zone. (This is already normal practice for some areas of the reception classroom anyway.) Where possible, lessons will happen outside.

In Bubble 2 and Bubble 3, furniture and soft furnishings will be removed from classrooms where possible so that we can create adequate space to support 30 children. All tables will be front facing where this is possible. There will be a zoned area in each class for adult led activities which will be maintained by the teacher. Where possible, lessons will happen outside.



Staff rooms:

In order that we reduce the risk of 'staff to staff' transmission will have two separate staff room areas. Strict hygiene practices will be enforced in staff room spaces. Staff will maintain social distancing rules.

Ventilation:

Windows will be opened to facilitate effective ventilation unless the weather makes this prohibitive. At this stage windows should be opened briefly at break and lunchtime and after school for 50 minutes minimum. All classrooms have a CO2 monitor which will detect if air quality is poor.

Doors:

Door handles will be sterilised as part of a regular cleaning routine. Doors that are not used as fire doors, will be propped open where possible.

The common spaces within schools:

Each bubble will have its own common space outside the classrooms which will be maintained by adults with the bubble. Hygiene guidance within common spaces will be strict to reduce the risk of transmission between classes.

The common spaces shared by all schools:

Spaces such as the hall will be used on a rota basis so that cleaning can occur between bubbles. There will be no mass gatherings such as assemblies. Playtime and lunchtime will be staggered so that bubbles do not mix. Playground equipment will be sterilised between uses.

School Lane:

We request that parents and carers wear masks when dropping off and picking up from the school site.

Staggered start and end times will ease congestion along School Lane. Parent are asked to ensure that they drop off and pick up at the designated times. Parents of Year 4, 5 and 6 must not drop off their child earlier than the designated times as they will be unsupervised.

Breakfast Club: 7.45am – 8.45am

Cost: £3.50 per day

Limit: 16 children

Parents are required to book in advance for each half term to ensure a consistent group.

Hygiene: Children will observe hand hygiene on entry and exit to Breakfast Club. The Breakfast Club play leader will wear appropriate PPE when making and distributing food.

Social Distancing: Breakfast Club will run in the hall. The Play leader will remain at a 2m distance from children except when serving food. Children will sit in bubble groups with social distancing observed between children and bubbles. If the weather is nice then children will be allowed to play outside although bubbles will remain separate. Siblings will need to stay within their bubble once at school to avoid confusion.

Behaviour Expectation: If children fail to follow the strict hygiene and social distancing rules then we reserve the right to refuse entry.



After-School Club:

We are running a limited number of sports clubs after school. Activities have been selected to compile with government guidance. Bubbles will not be mixed. We expect children to follow the same high standards of behaviour at after-school club in order to ensure the safety and well-being of other members. Parents are asked to consider and limit the number of after-school providers they use and ensure that all providers offer a COVID secure setting.

Travel to and from school:

In accordance with our risk assessment we encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children should avoid travel to or from school with other children or with another family outside of their support “bubble”. - Face coverings are required at all times on public transport (including for children, over the age of 11)

Reducing the risk of transmission in School:

Staffing:

Staff inside the bubbles will know the correct protocols to reduce the risk of transmission. Members of staff will follow strict hygiene practices if they have contact with children or adults in a different bubble. If medical intervention is necessary, PPE will be worn as appropriate. Measures have been taken to ensure that movement of staff between bubbles is kept to a minimum. PPA and class cover arrangements which may bring additional adults into contact with groups of pupils will continue. If necessary, for health and safety reasons (eg...we are short staffed), adults may be moved between bubbles.

Bubble 1

Teacher inside the bubble: Responsible for teaching and learning

Support staff: Responsible for supporting the teacher, carrying out small group interventions, treating minor medication issues, lunch supervision and cleaning shared areas.

Bubble 2

Teacher inside the bubble: Responsible for teaching and learning

Support staff: Responsible for supporting the teacher, carrying out small group interventions, treating minor medication issues, lunch supervision and cleaning shared areas.

Bubble Bursters

Headteacher, Deputy Headteacher, Family Support Worker, Administrative Staff, HLTAs, PaceSetters, Supply teachers, Music teachers, Breakfast Club Lead.



Reducing the risk of virus transmission through school:

School Resources:

Bubble 1 (Reception): Resources and soft furnishings that cannot easily be sterilised will be removed from the classrooms. There may be some sharing of resources, for example building blocks. Any resources used will be sterilised at least daily or more frequently where possible. Social distancing will happen via zoning areas of the classroom and restricting numbers within each zone. Outdoor play will be encouraged and outdoor equipment will be wiped down as part of routine cleaning. Children will have a small individual pack of resources that are essential but not easy to sterilise (pencils etc). Reading books can be taken home and will be returned and left for 72 hours before being used again. Children can bring a packed lunch and water bottle to school.

Bubble 1 (Years 1-3): Children will be allocated their own space at a table and have their own resources pack. Resources will not be shared. Resources will be sterilised regularly as part of routine cleaning. Resources should not be brought in from home or taken home. Reading books can be taken home and will be left for 72 hours before being used again. Children can bring a packed lunch and water bottle to school.

Bubble 2: As for School 2 with the exception that children will be asked to bring a pencil case and stationary to school.

Playground Resources:

Children will be able to play on the playground equipment – spiders web, flip bars etc

Each bubble will be assigned play equipment which they can share within their bubble. This equipment will be sterilised regularly as part of routine cleaning.

Snacks and Lunchtimes:

Children can bring a snack as usual. Please send your child in with a healthy snack such as fruit, vegetables. Cereal bars, Crisps, chocolate or biscuits will not be permitted as snacks at break times. We will continue to provide fruit that we purchase using our Sports Premium Fund. Kingswood catering offer a range of hot dinners and sandwiches. We ask parents to consider using the universal free school meals scheme (Reception, Year 1 and 2) rather than supplying their child with a packed lunch in order to avoid lunchboxes being brought to school. As part of our risk assessment we will assess where the children eat and how we organise this safely.

Reducing the risk of virus transmission through school:

Hygiene Practices:

Children:

Children will wash their hands every 2 hours as a minimum. All children will have access to anti-bacterial gel and hand washing facilities. Whenever they move from one space to another, they will be required to wash or sterilise their hands.

Children will be taught about hygiene in child friendly ways that will support their understanding without scaring them.

Children will contribute to a clean and tidy classroom environment.

**Staff:**

Staff members will be assigned an area of school to keep clean and tidy. These will be inspected and cleaned at least twice a day and a record made for monitoring purposes. In common spaces, equipment and surfaces will be cleaned after they have been used. Toilets will be inspected and cleaned down regularly throughout the day.

Parents:

Children should wash their hands before they leave for school.

Children should wash their hands on returning from school. We also suggest that children change out of the school uniform when they get home from school.

Children may carry a small bottle of anti-bacterial gel if they wish. It must be clearly named. They will still be required to follow handwashing protocols.

Reducing the risk of virus transmission through school:**Medical support in school:****Minor injury:**

Each bubble will have its own medical station for minor injuries. Where staff are in close proximity to a child, they will wear the relevant PPE. Parents will be notified as normal.

Intimate Care:

Staff may request parental support where staffing levels are low and we are unable to assist a child safely.

Further information can be found here:

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Illness:

If a child is ill with COVID-19 symptoms, they will be isolated and a member of staff in full PPE will attend to them until their parent or carer arrives.

Teaching and Learning:**The Curriculum:**

Teachers are planning a curriculum that will support your child at whatever stage they may be on their learning journey. The curriculum will be underpinned with personal, social and health education. In order to ensure that your child gains the most from the wider curriculum, we will be concentrating on the knowledge and skills of speaking and listening, reading, writing, mathematics and science. Children will receive a broad and balanced curriculum, including PE and the humanities. However, we will ensure that core skills will be used and applied within them. Where DfE safety guidance is available, for example for music and PE, we will revise the curriculum accordingly.



Interventions:

Teachers and TAs will take small intervention groups where necessary to support children. This is normal practice and part of the precision teaching approach.

SEND:

Children with an IEP will be assessed along with peers and programmes to support them will begin within the first 3 weeks. Where children require close contact or medical care, then we will follow DfE guidance regarding PPE.

Remote Learning Plan:

Should a child, class or bubble have to isolate then we will automatically switch to teaching remotely. Children are required to complete, to the best of their ability, all of the work that is set for them remotely; remote learning is no longer optional. Teachers and support staff will be on hand to lend support and feedback via our remote learning platforms. If you do not have access to the internet at home or you do not have a computer or tablet, please let us know so that we can arrange for hardcopies of work to be sent home. We also have a small number of laptops for the purpose of home learning. (Please see the remote learning plan for more details.)

Community:

We will encourage and promote activities that uphold social cohesion and community, particularly between bubbles. For example, we will continue to operate the buddy scheme between Year 6 and Reception children, using remote methods until it is safe for the children to meet in person. Assemblies such as Achievement Assembly will also continue using technology to broadcast the event. We will use DfE guidance to ensure that events are carried out in a COVID aware way.

Mental Health and Well-Being:

We aim to equip children with a tool kit to help them to manage emotions and express themselves effectively. Our Clare Tibbs, our Family Support Worker, is on hand to offer advice and support.

Safeguarding:

All staff will undergo safeguarding refresher training and be able to identify signs of abuse and know what to do if a disclosure is made to them. This will include the 4 types of abuse and also the developmental effects on a child of domestic abuse, on-line grooming, CSE and gang culture. They will know how to identify signs of neglect. All children will be taught on-line safety.

Behaviour:

We will expect **ALL** children to follow the same behaviour rules they always have. Of course, we will take into account any anxiety and settling-in difficulties but our children have a reputation for well mannered, respectful and caring children and this will be our starting point in reintegrating the children back into school life.



Lunchtimes:

Lunchtime Staff remain consistent within each bubble where possible.

Bubble	12.10pm –12.40pm	12.40pm – 1.10pm
Reception	Eat	Play
Year 1, 2, 3	Eat	Play
Year 4, 5, 6	Play	Eat

PPA / ECT / Leadership

Reception, Year 1 and Year 2: Covered by Pacesetters

	Monday	Tuesday	Wednesday	Thursday	Friday
AM		Reception leadership			
PM	Year 1	Year 2		Reception	

Year 3, Year 4, Year 5, Year 6: Covered by Mia / Jody James

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM		Year 4	Year 5	Year 3 Year 5 ECT	Year 6 Year 3 ECT

Staff Wellbeing:

The impact of COVID-19 on mental health and well-being is not limited to children. Each member of the team will identify at least one colleague whom they are able to confide in should they begin to feel overwhelmed. All members of the team should be made aware of Health Assured who offer many different types of support. Any concerns about safety should be immediately brought to the attention of a member of the Senior Leadership Team. Where individual staff members have particular vulnerabilities assessments of risks will be carried out with them.