

Procedures for return to school on 6<sup>th</sup> January 2022

Children - core control measures																		
Control measure	Procedure	Who	Review															
Effective personal hygiene	<ul style="list-style-type: none"> <li>Staff to teach/support children with handwashing techniques</li> <li>Children to wash hands:               <ol style="list-style-type: none"> <li>On entry into school</li> <li>If change classrooms</li> <li>After morning break</li> <li>Before eating (including snacks)</li> <li>After eating (including snacks)</li> <li>After afternoon break</li> <li>After using the toilet</li> </ol> </li> <li>Children should be reminded to limit touching their faces, eyes, nose etc</li> <li>Children should be reminded to sneeze/cough into a tissue or sleeve and never into hands. Hands will be washed immediately (<b>Catch it/bin it/kill it message reinforced throughout the day</b>) Children are able to articulate this message and the meaning behind it</li> </ul>	Staff Children																
Reduce contact with other children/adults in school	<ul style="list-style-type: none"> <li>Arrival and departure times will be staggered:               <table border="1" data-bbox="454 1104 1197 1332"> <thead> <tr> <th>Year group</th> <th>Arrival</th> <th>Departure</th> </tr> </thead> <tbody> <tr> <td>N/R</td> <td>8:30 - 8:45</td> <td>3:15 - 3:30</td> </tr> <tr> <td>Y1/2</td> <td>8:30 - 8:45</td> <td>3:15 - 3:30</td> </tr> <tr> <td>Y3/4</td> <td>8:45 - 9:00</td> <td>3:30 - 3:45</td> </tr> <tr> <td>Y5/6</td> <td>8:45 - 9:00</td> <td>3:30 - 3:45</td> </tr> </tbody> </table> <p>Children will arrive at the time for the younger sibling and depart at the time for the older sibling</p> </li> <li>Children will be separated into class groups and mixing with other groups during the school day will be limited to lunchtime and whole school assemblies/family groups</li> <li>Children are no longer required to sit side by side, facing forwards</li> <li>Children should be reminded not to leave their seats unnecessarily</li> <li>Children should bring their own school bag, PE bag, coat, pencil case and a named water bottle to school</li> <li>All teachers and other staff can work across different classes and year groups to enable a full educational offer</li> </ul>	Year group	Arrival	Departure	N/R	8:30 - 8:45	3:15 - 3:30	Y1/2	8:30 - 8:45	3:15 - 3:30	Y3/4	8:45 - 9:00	3:30 - 3:45	Y5/6	8:45 - 9:00	3:30 - 3:45	Staff Children	
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- Children and young people aged between 5 and 18 years and 6 months identified as a **contact** of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result
- Children and young people who attend an education or childcare setting and who have been identified as a close contact, should continue to attend their setting as normal
- Daily testing of close contacts applies to all contacts who are:
  - children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
  - Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts
  - The household (including any siblings) should follow the UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection [Stay at home guidance for households with possible coronavirus-covid-19 infection](#)
- Breaktimes will be staggered: see the following table

	Y3/4	Y5/6	Y1/2	Nursery Reception
<b>a.m.</b>	junior playground 10:35 - 10:55	junior playground 10:15 - 10:35	infant playground 10:30 - 10:50	
<b>p.m.</b>	junior playground 2:30 - 2:45	junior playground 2:15 - 2:30	infant playground 2:15 - 2:30	

- Lunchtimes will be staggered:

N	R/Y1/2	Y3/4	Y5/6
<b>Lunch: 12</b>	<b>Hall:</b> 12:15 - 12:45 <b>Play:</b> 12:45 - 1:15 (infant playground)	<b>Play:</b> 12:15 - 12:45 <b>Hall:</b> 12:45 - 1:45 (junior playground)	<b>Hall:</b> 11:45 - 12:15 <b>Play:</b> 12:15 - 12:45 (junior playground)

<b>Unwell children (COVID-19 symptoms)</b>	<ul style="list-style-type: none"> <li>• Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine)</li> <li>• Child taken to staffroom with one member of staff wearing PPE</li> <li>• Staffroom will be well ventilated</li> <li>• Child's parent/carer contacted immediately</li> <li>• Child's parent/carer advised to follow COVID-19: Guidance for households with possible Corona virus infection <a href="#">Stay at home guidance for households with possible coronavirus-covid-19 infection</a></li> <li>• From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test</li> </ul>	Staff Admin	
<b>Support and Guidance</b>	<ul style="list-style-type: none"> <li>• Ensure children are fully supported in re-establishing school routines/relationships</li> <li>• PSHE: Issues linked to COVID-19 lessons/resources</li> <li>• Continue to provide more focused pastoral support re: physical/mental well being</li> <li>• Social distancing/hygiene rules referred to regularly</li> </ul>	Staff	

<b>Parents - core control measures</b>			
<b>Control measure</b>	<b>Procedure</b>	<b>Who</b>	<b>Review</b>
<b>Reduce contact with other children/adults in school</b>	<ul style="list-style-type: none"> <li>• No parents allowed in school unless invited in for a confidential meeting - contact via email or phone call</li> <li>• Parents are advised to maintain space, floor markings at 2m intervals are available for guidance</li> <li>• Parents will operate a one - way system to drop off and collect their children</li> <li>• Parents aware of arrival and departure times</li> <li>• A member of staff will be in the junior playground from 8:30am to supervise the drop off of children for breakfast club</li> </ul>	Parents	

	<ul style="list-style-type: none"> <li>• For children attending after school club, parents should phone school on arrival to pick children up from the designated pick up area</li> <li>• Parents have been informed that the updated risk assessment and procedures for return to school have been published on the school website (06.01.22) and given opportunities to ask questions</li> <li>• Parents are informed when a new version of the risk assessment has been added to the website</li> <li>• Parents receive regular reminders via email, text, letter or in-action</li> <li>• Parents are given the choice to wear face coverings when dropping off/collecting their children however they will have been advised that although: <i>'the government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.'</i></li> </ul>		
<b>Unwell parent (COVID-19 symptoms)</b>	<ul style="list-style-type: none"> <li>• Follow most up to date guidance from government</li> <li>• Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine) <a href="#">Stay at home guidance for households with possible coronavirus-covid-19 infection</a></li> </ul>	Parents	
<b>Support and Guidance</b>	<ul style="list-style-type: none"> <li>• Ensure parents have open lines of communication through the crisis via email or phone</li> <li>• Regular communication from schools</li> <li>• Parents should visit <a href="#">What parents and carers need to know about early years providers, schools and colleges during COVID-19</a> for more information</li> </ul>	Staff Admin	

<b>Staff - core control measures</b>			
<b>Control measure</b>	<b>Procedure</b>	<b>Who</b>	<b>Review</b>
<b>Effective personal hygiene</b>	<ul style="list-style-type: none"> <li>• Staff to use correct handwashing techniques</li> <li>• Staff to wash hands:               <ol style="list-style-type: none"> <li>8. On entry into school</li> </ol> </li> </ul>	Staff	

	<p>9. If change classrooms  10. After morning break  11. Before eating (including snacks)  12. After eating (including snacks)  13. After afternoon break  14. After using the toilet</p> <ul style="list-style-type: none"> <li>• Staff should not touch their faces, eyes, nose etc</li> </ul>		
<p><b>Reduce contact with other children/adults in school</b></p>	<ul style="list-style-type: none"> <li>• Children will be working in separate classes for the majority of the day</li> <li>• All teachers and other staff can work across different classes and year groups to enable a full educational offer</li> <li>• Children should be reminded not to leave their seats unnecessarily</li> <li>• Staggered breaktimes and lunchtimes</li> <li>• No more than 2 adults in the staffroom at any one time</li> <li>• Staff must still have a break of a reasonable length during the day</li> <li>• Staff meetings/TA training will be held in a spacious well-ventilated room</li> <li>• Where possible, staff should continue to maintain space between other staff and pupils</li> <li>• 2m markers are in place in staff areas for guidance purposes</li> <li>• Staff should check the position of adults before entering the classroom</li> <li>• Staff should move back to allow other staff to enter the classroom</li> <li>• Staff are now required to wear face coverings in areas outside of the classroom</li> <li>• Staff who work 1:1 or with a small group of children for a prolonged period of time, may choose to wear a face mask</li> <li>• Staff should avoid face to face contact and minimise time spent within 1m of anyone. This will not always be possible when working with pupils with complex needs or pupils who need close contact care</li> <li>• Staff should use gloves/masks when receiving deliveries if close contact cannot be avoided Staff should then wash their hands</li> <li>• Volunteers may be used to support the work of the school - mixing of volunteers across</li> </ul>	<p>Staff</p>	

	<p>groups should be kept to a minimum, and they should maintain space between pupils and staff where possible</p> <ul style="list-style-type: none"> <li>• Adults who are fully vaccinated and are identified as a <b>contact</b> of someone with COVID-19 are strongly advised to take a LFD test</li> <li>• Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> <li>➢ fully vaccinated adults - people who have had 2 doses of an approved vaccine</li> <li>➢ people who are not able to get vaccinated for medical reasons</li> <li>➢ people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul> </li> </ul>		
<p><b>Cleaning of classrooms, toilets, staffroom and resources</b></p>	<ul style="list-style-type: none"> <li>• Cleaning resources are available in each classroom</li> <li>• Tables and seating will be cleaned each lunchtime</li> <li>• Touchpoints (including: door handles, light switches, banisters, toilet, sinks...) will be cleaned regularly (at least twice a day) - a checklist is in place</li> <li>• Keypad entry systems will be cleaned before school and at regular intervals (after every breaktime)</li> <li>• A checklist for cleaning the hall at lunchtime is in place</li> <li>• Bins should be checked and emptied if necessary at lunchtime</li> <li>• Indoor classroom based resources shared <b>within</b> the class will be cleaned regularly</li> <li>• Resources shared <b>between</b> classes on a daily basis will be cleaned before each class uses them</li> </ul>	<p>Staff</p>	
<p><b>Unwell staff (with COVID-19 symptoms)</b></p>	<ul style="list-style-type: none"> <li>• If a member of staff becomes unwell with COVID-19 symptoms, they will be sent home and advised to follow the guidance set out in <b>COVID-19: guidance for households with possible coronavirus infection</b></li> <li>• Pupils, staff and other adults must not come into the school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk</li> </ul>	<p>Staff</p>	

	<p>of them passing on COVID-19 (for example, they are required to quarantine) <a href="#">Stay at home guidance for households with possible coronavirus-covid-19 infection</a></p> <ul style="list-style-type: none"> <li>• If a member of staff tests negative and they feel well and no longer have symptoms, they can stop self-isolating</li> <li>• All staff who are attending an education setting will have access to a test</li> <li>• From 11 January in England, people who receive positive lateral flow device (LFD) test results for coronavirus (COVID-19) will be required to self-isolate immediately and won't be required to take a confirmatory PCR test</li> <li>• Individuals who are self-isolating with COVID-19 will have the option to reduce their isolation period after 5 full days if they test negative with a lateral flow device (LFD) test on both day 5 and day 6 and they do not have a temperature If the result of either of their tests is positive, they should continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</li> <li>• School will contact the relevant agencies e.g. LA/Public Health England for further advice</li> <li>• Staff will be informed</li> </ul>		
<p><b>Dealing with unwell children (with COVID-19 symptoms)</b></p>	<ul style="list-style-type: none"> <li>• Staff should wear appropriate PPE and maintain social distancing where possible</li> <li>• The child should be taken to the staffroom</li> <li>• Staff should open the window for ventilation</li> <li>• Staff should inform RB who will phone the child's parent</li> <li>• Once the child has been collected, the member of staff should deep-clean the staff room</li> <li>• Hands should be washed thoroughly using correct handwashing techniques</li> </ul>	<p>Staff</p>	
<p><b>Child and staff absence</b></p>	<ul style="list-style-type: none"> <li>• Pupils of compulsory school age <b>MUST</b> return to school in <a href="#">January</a> <b>UNLESS</b> a statutory reason applies: e.g. pupil has been granted a leave of absence, pupil is unable to attend because of sickness, pupil remains under the</li> </ul>	<p>RB/EN</p>	

	<p>case of a specialist health professional and absence is advised, pupil is absent because of a necessary religious observance</p> <ul style="list-style-type: none"> <li>• Registers will be taken daily</li> <li>• Absences will monitored</li> </ul>		
<b>Support and guidance</b>	<ul style="list-style-type: none"> <li>• Ensure staff are fully supported</li> <li>• Regular communication/updates</li> <li>• Open door policy for concerns/worries</li> <li>• Staff received all risk assessments and training on 07.01.22</li> <li>• Staff receive updates whenever relevant</li> <li>• Verbal reminders and discussions (including opportunities to ask questions)</li> <li>• Safeguarding/COVID-19 procedures are an item on each staff meeting agenda</li> </ul>	EN/LL	

### Building - core control measures

Control measure	Procedure	Who	Review								
<b>Reducing contact points in school</b>	<ul style="list-style-type: none"> <li>• Children remain in classes for the majority of the school day</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Nursery &amp; Reception</td> <td style="text-align: center;">Y1 &amp; Y2</td> <td style="text-align: center;">Y3 &amp; Y4</td> <td style="text-align: center;">Y5 &amp; Y6</td> </tr> <tr> <td style="text-align: center;">Class 1</td> <td style="text-align: center;">Class 2 am</td> <td style="text-align: center;">Class 3</td> <td style="text-align: center;">Y5 - Class 4 Y6 - Hall am Class 4 pm</td> </tr> </table> <ul style="list-style-type: none"> <li>• Staggered pick up/drop/off/break/lunchtimes</li> <li>• Classes only mix where necessary</li> <li>• Children will use assigned toilets</li> <li>• First Aid pack in each classroom</li> <li>• Designated drop-off/pick up point with one-way system for parents with 2m markers</li> <li>• 2m markers in staff areas</li> <li>• Posters for social distancing/hygiene rules - staff refer to regularly (Catch it - bin it - kill it)</li> </ul>	Nursery & Reception	Y1 & Y2	Y3 & Y4	Y5 & Y6	Class 1	Class 2 am	Class 3	Y5 - Class 4 Y6 - Hall am Class 4 pm	Staff	
Nursery & Reception	Y1 & Y2	Y3 & Y4	Y5 & Y6								
Class 1	Class 2 am	Class 3	Y5 - Class 4 Y6 - Hall am Class 4 pm								
<b>Maintaining hygiene in classrooms</b>	<ul style="list-style-type: none"> <li>• Touchpoint checklist (see staff - core control measures) to be actioned and signed by teacher/TA</li> <li>• Tissues, soap, hand gel, paper towels in every classroom</li> <li>• Bins checked and emptied when required</li> </ul>	Staff Children									



	<ul style="list-style-type: none"> <li>• Rooms will be well-ventilated with open windows and doors where possible (ensure all closed at end of the day)</li> <li>• Side doors will be opened during playtimes to let the maximum amount of fresh air circulate and purge any stagnant air</li> <li>• Resources in classrooms will be cleaned regularly</li> <li>• Outdoor playground equipment should be more frequently cleaned</li> <li>• When heating is activated and windows are on trickle vent, consideration is given to employing desk fans to move any stagnant pockets of air</li> <li>• Co2 monitors have been placed around school to detect areas of poor ventilation</li> </ul>		
<b>Maintaining hygiene in toilets</b>	<ul style="list-style-type: none"> <li>• Touchpoint checklist (see staff - core control measures) to be actioned and signed by teacher/TA</li> <li>• Children will use assigned toilets</li> </ul>	Staff	
<b>Maintaining hygiene in staff areas</b>	<ul style="list-style-type: none"> <li>• Touchpoint checklist (see staff - core control measures) to be actioned and signed by teacher/TA</li> <li>• Limited entry to office</li> <li>• 2m markers in staffroom for guidance purposes</li> <li>• No more than 2 people in the staffroom at one time maintaining social distancing at all times</li> </ul>	Staff	
<b>School visitors</b>	<ul style="list-style-type: none"> <li>• No parents/carers in school unless invited in by staff for a confidential meeting. Contact by phone/email only</li> <li>• Deliveries to be received at the school gate/door</li> <li>• Staff should use gloves/masks when receiving deliveries if close contact cannot be avoided. Staff should then wash their hands</li> <li>• Visitors will be expected to wear face coverings when moving around communal areas in school where it's difficult to maintain social distancing, unless they're exempt from wearing one</li> <li>• Contact details will be taken from all visitors</li> </ul>	Staff	

<b>Review of cleaning</b>	<ul style="list-style-type: none"><li>• Regular communication with cleaning contractors to review cleaning arrangement and make necessary changes</li><li>• Daily cleaning of classrooms at the end of the day</li><li>• Preparations for deep cleans if necessary</li></ul>	HT Cleaning contractor	
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Updated: 14.01.22