



## **School Routines & Risk Management plan-** **This version updated November 2nd 2020**

This document is an abridged version of the safety protocols document. The purpose of this version is to provide parents and carers with essential information on day to day management of health and safety in the school. The information is organised under key headings. If there are any points on which you are unclear, please contact Julian Rose by email- [head@westchiltschool.com](mailto:head@westchiltschool.com).

### **Attendance and uniform**

**Attendance** - School is compulsory for all children.

The government has been clear that regular attendance is expected of all children. We want to do all that we can to reassure families who still feel uncomfortable about school attendance. Please do make contact if you need to discuss any aspect of our plan.

**School uniform** is compulsory with the exception of shoes - any practical footwear will be acceptable this year.

**PE Kit**- we ask that children come to school wearing PE kit on days when PE is scheduled.

**Equipment/bags/pencil cases etc** - the aim is for children to have the absolute minimum amount of kit with them in school. They will therefore not need any pencil cases or equipment other than lunch boxes and water bottles and backpacks only when necessary.

**Wellies** - we will need to be able to access the field all year in order to manage physical distancing of class bubbles so we ask that as the weather changes children have access to wellies.

### **Drop off and pick up.**

Julian Rose will be at the front gate each morning to direct children to the appropriate door. In order to manage queuing and to maximise social distancing drop off will be staggered. Children in key stage 1 should be dropped off between 8.35 and 8.45. Children in key stage 2 should be dropped off between 8.45 and 8.55. Where a family has children in both key stages, the earlier of the two windows should be used.

- the drop off system will resume with all the main gates open - volunteers will be provided with latex gloves for car door opening and will wear face masks;
- children in years 1,2,3,4,5 and 6 will walk round the building to the external doors of their classroom where they should sanitize their hands on entry. Those using mobile classrooms should use fire exit doors so the two class groups are kept separate;
- children in reception should use the side door with their parents and together with them, sanitize their hands;
- reception parents should remain socially distanced from other adults and use sanitiser when entering and leaving the building;
- those children arriving on foot should queue socially distanced at the gate while those arriving by car will be released car by car and enter via the double gate. There will be tape to show where to go and adults on hand to help.
- **Pick up:** is harder to manage in terms of adult social distancing. To minimise the number of parents on the playground, Key stage 1 will assemble in class groups on the rear playground at 2.55. Year 4, a cohort with fewer siblings in other groups will assemble in the Windmill Garden at 3.05. Years 3,5 and 6 will assemble on the front playground 3.05. We agree that it

is important for staff to model responsible behaviours and social distancing protocols-keeping children in orderly groups within their collection zone.

- Parents are required to wear facemasks when on the school premises for collection except if they are exempt. Children must remain with their parents once collected and not run around or play on the static equipment. If parents need to talk to teachers, they should wait until the rest of the families have left before approaching the teacher.

**Social distancing in school** will be different this term. It will involve keeping classes isolated from one another. To achieve this, children will have staggered break times. Lunch including hot lunches will be taken in classrooms. Play times will be spent in zoned areas of the field as a class.

**Infection Control:** Everyone who attends the school (staff and pupils) will follow the protocols below that are designed using the government guidance and the 'hierarchy' of priorities for infection control:

- children will have to wash their hands regularly. We will have a sanitation base in each classroom and will provide hand-cream to alleviate any irritation from dry skin. We expect that this will be **at least** 5-6 times per day as recommended in government guidance;
- tissues in individual packs/boxes will be available for every child to help promote the 'Catch it, bin it, kill it' approach;
- these can be disposed of in a pod-based swing bin which will be regularly emptied;
- surfaces will be wiped between sessions with antibacterial spray and wipes;
- at break-time and lunchtime, all door handles and the locks on toilet doors will also be wiped down;
- surfaces will be washed thoroughly each day and wiped with antibacterial spray at regular intervals during the day;
- all regular contact points such as door handles are prioritised for cleaning each day by care-taking staff;
- for the most part, internal doors will be left propped open during the day to minimise surface contact;
- each class will have its own First Aid Kits including ice packs wrapped with named tea towels for each pod ;
- each class will have their own dry wipe sanitation checklist- linked to the daily schedule so that we can ensure that routines are regularly followed;
- the sanitation checklist specifies 6 occasions during the day when everyone in each class must wash their hands and two occasions when surfaces and door handles must be sanitised
- until further notice staff will be wearing masks when not with their class

**Symptoms and testing:**

- Staff, pupils and visitors will not be allowed in school if they are unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, their normal sense of taste or smell (anosmia).
- if the only symptom displayed has been a cough, we will send the child home and liaise with the parents to see if it persists. If there is a persistent cough and/or a temperature, children will have to be tested and will not be able to return to school until they have been cleared or have gone through the subsequent isolation period;
- Families will be informed if anyone in the class bubble is waiting for a test result;
- We will also update families on the outcome of tests- anonymously of course;
- *Julian Rose or Helen Drummond will liaise directly with families whose children are affected and ensure that proper procedures are followed*

- **We would be grateful if parents and carers would share test outcomes directly with us before returning children to school;**
- anyone testing positive for Covid 19 will be required to isolate for at least 10 days
- in the event that there is a confirmed case of Covid 19 in a class, the whole group including staff will be required to isolate for 14 days. In this instance, it will be necessary to revert to online learning arrangements for this group;
- PHE health protection team will be contacted in the event of infections to advise on further risk assessment measures;
- parents will be expected to ensure that there is never a time that there will not be an adult available to collect a child within 45 minutes of receiving a call from school;
- a coronavirus test can be booked here:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
- essential workers in England, Scotland or Northern Ireland, can apply for priority testing through GOV.UK: <https://www.gov.uk/apply-coronavirus-test-essential-workers>

### **Home Learning**

Children will be briefed by their class teacher about how home learning will work in the event of having to isolate or because of a partial or full lockdown. If either of these circumstances apply, home learning will be available from the second day of absence. Poorly children are not expected to engage with home learning tasks.

### **Visitors to school**

From November 2020, a small number of parent volunteers will begin supporting one class each. Also from November 2020- one to one and bubble based musical tuition will recommence.

**Pioneers-** will be offering before and after school care as usual- with separate groups for key stages 1 and 2.

**Clubs-** there will be no other after school clubs on offer during the Autumn term.

**Specialist support-** visitors providing specialist support to children will be allowed in to school

**Parent consultations:** In light of the visitors policy, consultations with class teachers will take place via Zoom until further notice.

**Please do ask if you have any questions about any part of this document.**

**Thank you for our continued support.**