



## **School Routines & Risk Management plan for the opening of school in September 2020**

### **This version updated 1st September**

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 ahead of the full re-opening of school in September. 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 reopens on Monday September 7th for all children. Children new to Green class ( Reception) will be following a separate phased introduction to school.

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

**School uniform** will be compulsory once again 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. Class teachers will communicate this to families during the first week back to school.

**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 optional 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. Parents will be able to come onto the playgrounds but to minimise bottlenecks:

- Y1 and 2 will assemble in class groups on the rear playground at 2.55;
- Y3, 4, 5, 6 will assemble on the front playground at 3.05;
- Some parents will have to collect from both groups so our overall message to the community has to be to request support for sensible social distancing while waiting for children.

**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;
- *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>

### **Visitors to school**

For the time being, there will be no additional visitors to the school premises. This includes parents- with the exception of those with children in the new Green class.

**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.**