

Combe Martin Primary School Full Opening of Schools in September Procedures for Staff and Parents

Guidance for Full Opening of Schools in September

The information below is taken from the Full Government Guidance for returning to school in September. Please see the link below for the full government guidance.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

We have put together a thorough Risk Assessment to ensure the safety of staff, pupils and the wider community. The risk assessment issued has come from the Local Authority which has been rigorously scrutinised by health and safety, HR and unions. The risk assessment has been carefully completed to ensure all areas have been fully considered. The risk assessment has also been ratified at a trust level by our board of directors. The wider school full COVID Risk Assessment (RA100) will be published on the School Website on or shortly after the 1st September following a final ratification from the board of directors.

The main areas the government have asked schools to consider are the system of controls as set out below.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 1) 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
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

All of the procedures below will ensure that the above systems of control are in place in school.

Attendance Procedures for Parents

- Only children who are symptom free or have completed the required isolation period should attend school. The required isolation period is now 10 days.
- If anyone in the school becomes unwell with a new and persistent 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](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).
- Children will need to attend on a **full time basis** only with the exception of our Reception children who have a phased start to school and our Nursery children who will return to setting on their allocated days or who are new starters to Nursery so may also have a phased start.
- School attendance will therefore be **mandatory** again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:
 - parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
 - schools' responsibilities to record attendance and follow up absence
 - the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.
- If you have travelled to one of the countries that has been removed from the travel corridor you will need to self isolate for 14 days. Please inform the school if you have travelled to one of the countries removed from the list. Please see the link below for more information.

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england>

Physical Distancing/Groupings - 'Bubbles'

Government Guidance (updated 7th August)

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance

between them will change depending on:

- children's ability to distance
- the lay out of the school
- the feasibility of keeping distinct groups separate while offering a broad curriculum

It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

Points to consider and implement:

How to group children

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, boarding houses, dining halls, and toilets, and the provision of specialist teaching. This is the case in both primary and secondary schools, but is particularly difficult in secondary schools.

In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.

Combe Martin Primary School Bubbles

There will be **3 main bubbles**.

- **Nursery** - Tiddlers - separate building and outside space - this bubble can be self contained. Numbers fluctuate daily due to being an EY childcare provision.
- **Class 1 and 2 (KS1)**
- **Class 3, 4 and 5 (KS2)**

Within the 3 bubbles, year group classes will stay separated within their classes as much as possible but the main bubbles are based around the age of the children and geography of the school buildings. They will also be needed for staggered break times, lunchtimes, use of the hall and the use of toilets.

Some staff will move across year groups and bubbles due to class cover, PPA, MTA cover, morning and afterschool club provision.

Morning and After School club

Following government guidance we will be resuming morning club and we are really hoping to be able to staff after school club in September.

- Children will be kept in their smaller class bubbles where possible but within the key stage bubbles.
- Morning and after school club to have their own set of resources
- Morning and hopefully after school Club will be available to book online from 3rd September on our New Online Booking System. You will receive a Text from the system as soon as we are live, informing you of your login code.

Outdoor Spaces

- Outdoor spaces will be zoned and or used by different 'bubbles' at different times of the day
- A timetable will be in place for the use of the outdoor space for different year groups and bubbles at break and lunch time

Behaviour expectations regarding social distancing

- Children should be supported in age appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. Catch it, kill it, bin it (all classrooms have lidded pedal bins to support this)
- Children should be supported to understand the changes and challenges they may be encountering as a result of Covid-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time.
- Parents to share with their children regarding behaviour expectations, especially contact with their peers and interactions with staff
- Please click on this link regarding behaviour expectations - [behaviour expectations covid-19](#)

Dropping off / Picking up Procedures

- Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child
- Before children come into school please ensure they have washed their hands.
- Only 1 parent may drop off and pick up per family
- Parents will not be permitted into the school buildings/classrooms unless for an emergency
- When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area
- Do not linger outside the school in large groups. Please social distance.
- Contact is to be of an absolute minimum. Please be mindful that clothing and materials carried can carry the virus.
- Parents are encouraged to walk to school wherever possible
- Parents to park sensibly and to give extended time for drop off and pick up due to social distancing restrictions
- Please encourage children to enter the school independently without adult support or contact

- If contact is needed, adults will support the child into school as safely as possible.
- Staff will only have contact with the child and not the parent.
- If a child is very distressed with separating from a parent we will ask parents to move away from the gate to try and calm their child before trying again when the staff member has taken the other children into the classroom. They will then have more time to support the individual child's transition into school if necessary..

Organisation of the School Day

Start/Finish - Staggered Drop off and Pick Up

- Staggered starts and finishes for each year group.
- There is a different entrance/exit and a one way system
- Children arrive/leave in a 10 min staggered start/finish window.
- The school entrance areas are marked out with 2m distance markers for parents to ensure social distancing whilst waiting.
- There will be different entrances and exits following a 1 way system.
- Parents with Reception/KS1 and KS2 children should drop off/pick up the younger child and then wait outside on the playground for the older child to be released.

Access to Morning Club

One bubble with children maintaining 2m distance outside of family groups and class groups. Children will then go to their key stage bubble after the morning session.

Entry and exit routes around school

R/KS1

Entry point - School gate with parent

Route - through normal gate and past classrooms to drop in

Exit by kitchen and through the school carpark if required or school gate if quiet.

KS2

Dropped off at the school gate - earliest in school for 8.40am.

Entry through the normal gate and then double back around the back of the KS2 block to the appropriate classroom.

Exit past kitchen and to be collected by parents at the school gate.

KS1 accompanied drop off and collection. Please do not expect your child to be released without handover to parent or designated childcare (which needs to be advised)

KS2 children to be encouraged to enter school premises independently. However, please inform the school if your child is authorised to be sent home independently so we know who is **not** being collected from school premises.

Parents need to line up and wait patiently ensuring they are social distancing at 2m. Parents with multiple children must still follow the one way system.

Tiddlers Nursery entry via Rosea Bridge Lane as arranged with staff.

School timetable for entry:

Entry	KS1	KS2
8.40	Class 1	Class 3
8.50	Class 2	Class 4
9.00		Class 5

KS2 Child Only Fast Lane:

To ensure good behaviour and minimise unsupervised contacts, children from KS2 will be allowed to proceed straight into their classrooms, passing by the KS1 parental line. Child fast lane. Parents lining up should do so to allow children to access the KS2 route.

Tiddlers Nursery exit via Rosea Bridge Lane as arranged.

School timetable for exit:

Exit	KS1	KS2
3.05	Class 1	Class 3
3.15	Class 2	Class 4
3.25		Class 5

Parents with KS1 and KS2 children should pick up the younger child and then wait outside on the playground, for the older child to be released.

After School Club

One bubble with children maintaining 2m distance outside of family groups and class groups.

At present - we do not have anyone in post but we do have someone who has expressed an interest. Hopefully once we have completed all the necessary recruitment and DBS checks we will be able to run ASC.

Bringing items into school - Procedure

We need to limit the items that children bring into school as much as possible. We will be providing

children in KS2 with a clear labelled pencil case to use in school with basic classroom resources. Children will not be allowed to use their own pencil case in school. Children can bring in their own pens and pencils etc but these will need to remain in school in their labelled school pencil case for their individual use only.

Your child's class teacher will inform you of any stationary requirements if appropriate however basic stationary will be provided by the school.

We will provide all resources for KS1 children. Any shared resources will be regularly cleaned throughout the day.

On PE days we will require children to arrive in school in their PE kit. Class teachers will send a welcome letter at the start of the term to inform you of your child's PE days.

Reading books will be changed weekly and will be sent home in a plastic zippy wallet. Your child's class teacher will inform you of how this will be managed and what days this will happen.

Please see below the list of items children will be allowed to bring into school -

- Prescribed medication
- Bookbag
- PE bag/swimming bag
- If packed lunch - a packed lunch box with all food items in ((It needs to be easily wipeable)
- A clearly labelled water bottle
- Please provide one set of clean freshly washed spare PE clothes. We will be doing PE whatever the weather so please provide your child with spare clothes to change into if they get wet.
- Sun hat (clearly labelled)
- Sunscreen (clearly labelled)- please apply sunscreen to children prior to their arrival
- Coat (clearly labelled)

School Uniform

- Please make sure children wear their full school uniform daily. School uniform requirements are as below.

Uniform Requirements

- Blue Combe Martin Primary School jumper or cardigan with school badge.
- White shirt or polo shirt with a collar.
- Dark grey / black school trousers or skirt.
- For school, all girls or boys with long hair need to tie it back. Please use a plain dark hair band or hair tie
- Plain black, flat soled or small heel, school shoes (trainers are acceptable as long as they have no markings and are plain black). No boots, please.
- Please do not wear jewellery. Children can wear studs in ears and a watch (an analogue model with hands is best to learn to tell the time).
- Children can wear dark grey or black tailored shorts (boys and girls) or blue gingham summer dresses.

Combe Martin Primary School uniform can be purchased via <https://embroideryexpress.co.uk/>

Government Guidance on resources in school

*Classroom based resources such as sports, art and science equipment can be used and shared within the bubble. Such resources should be **cleaned frequently and meticulously** and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.*

Follow government [guidance for working in education and childcare](#) if a someone becomes ill with suspected COVID-19 at the setting.

Follow guidance on [Cleaning and decontamination of non-health care settings](#). Further guidance on cleaning non health care settings is to be published by Public Health England by the end of the summer term.

Classroom Environment and Resources

It is really important to us that our classroom environments are safe to ensure they encourage social distancing as much as possible but also that they still look familiar and inviting to our children to ensure a positive learning environment.

We do not want our classrooms to look like 'hazard zones' but the classrooms need to be set up to encourage children to be as socially distant as possible so there will be some adaptations to the environment to support this.

Procedures and systems to support social distancing and bubbles working in isolation

- Staff and children to stay in their allocated bubble and designated area for most of the day. When they are not they are to remain 2m apart wherever possible.
- Internal doors to be left open where possible to minimise touching handles.
- Windows and doors will remain open as much as possible
- Outside space will be utilised as much as possible
- There will be a one way system throughout the main school building
- Staff will stay in their working bubble as much as possible but when a staff member is working in different bubbles they are to stay 2m from the children as much as possible.
- There will be a one way system on the school top playground and pathways
- Social distancing signs and banners will be displayed in communal areas but only where appropriate in the school classrooms
- Soft furnishings will be removed and classrooms will be organised to ensure children can be socially distant where possible and feasible.
- If soft furnishings are necessary they will be cleaned after use. E.g cushion covers
- Some furniture will be removed to allow for greater space in the classrooms
- Tables in classes 3,4 and 5 will enable children to be seated facing forwards where possible
- Nursery/ EY will not have forward facing tables due to the nature of EY curriculum and continuous provision.
- Shared resources such as books will be cleaned regularly after use
- Children will be allocated their own set of resources- glue stick, pens, pencils in a named container where appropriate, if not resources to be sprayed regularly.

Regular Cleaning Routines

- Throughout the day regular wiping down of surfaces and cleaning of resources will take place

- Cleaning checklists will be implemented in each classroom

Increased handwashing and hygiene

- There will be increased handwashing. Children will be required to wash their hands on arrival and frequently throughout the day
- Hand sanitizer will be available to use in every room and every classroom has their own sink to use to wash hands.
- Children will be supported to catch it, bin it and kill it using the lidded, pedal bins in each classroom

Break and Lunch Times

- Children/year groups/bubbles and staff to have break times at different times of the day.
- Children will need to be supervised moving throughout the school, they will not be able to be dismissed and let run.
- Children will rotate around playground spaces, outside space will be zoned.

Nursery

Nursery to remain in the Nursery environment for break and lunch times.

Nursery staff to collect school dinner from the school kitchen if appropriate.

Morning Break Timetable

Classes to play in Bubbles and keep classes in zones - no mixing of classes where possible. Key stage bubbles to be kept separate.

Class	Time
Class 1	10.15 to 10.30
Class 2	10.15 to 10.30
Class 3	10.35 to 10.50
Class 4	10.35 to 10.50
Class 5	10.35 to 10.50

Lunch Break Timetable

Lunchtime will run over 1hr 45mins to ensure we have enough time to allow children to have their lunch safely. Additional MTA's will be implemented to support this.

There will be two sittings at lunchtime in the school hall. There will be 15minutes between the KS1 and KS2 bubble to allow for cleaning in the hall and so there is also a 15 minute window to allow KS1 children to come off the playground to ensure there is not a crossover with KS2.

KS1 Lunch sitting will be 11.45-12.15pm

12.15-12.30pm - cleaning

KS2 Lunch sitting will be 12.30-1.00pm

There will be a 30 min time slot in the hall for each bubble. The hall will be split into zones for each class so the children will sit with children from their own class.

The playground will be zoned for individual classes and I have also requested an outside sink to support with handwashing. There will always be a member of staff outside to ensure children can go onto the playground once they have finished their lunch.

Class	Time
Class 1	11.45-12.15 Hall 12.15-12.45 outside
Class 2	11.45-12.15 Hall 12.15-12.45 outside
Class 3	12.30-1.00 Hall 1.00-1.30 outside
Class 4	12.30-1.00 Hall 1.00-1.30 outside
Class 5	12.30-1.00 Hall 1.00-1.30 outside

School Dinners

- Parents to pre-book school dinners using the new school payment system.
- As previously informed, we will be using a New Online System from 3rd September 2020. You will receive a text informing you of your login code to access the system. Please book your school meal from the menu provided for that day.
- School dinners will be available from 7th September.

Admin Office

- Unfortunately, due to the restrictions, parents will not be able to access the school premises and therefore the admin office, unless an appointment has been given. Please call the school office 01271 883226 if you have any questions or if an appointment needs to be made.

Extra Curriculum & Residential Visits

- There will be no after school extra curricular clubs initially other than 1:1 music lessons in the Autumn Term. We hope to get the clubs up and running as soon as possible.
- There will be no residential visits in the Autumn term but we still hope to run some local educational day trips and we will inform you of these as soon as possible.

Responding to a suspected case -Presentation of illness

- In the event of a child developing suspected coronavirus symptoms whilst attending the setting, they should be collected as soon as possible and isolate at home in line with the NHS guidance and should be tested.
- Whilst waiting for the child to be collected they will be isolated from others. Children will be isolated in our Numbers count room.
- The staff member responsible for the child during this time will be a staff member from their 'bubble' and will wear suitable PPE for this (including a face shield and mask if necessary)
- The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours
- In the event of a staff member developing suspected coronavirus symptoms whilst working, they will return home immediately and isolate at home in line with the government guidance and will be tested for COVID-19.
- We will follow local health protection team advice if a child or staff member has presented with symptoms and has been sent home.
- If a child has a normal illness then staff need to be made aware.

Sickness and readmitting children

- Children will be readmitted following confirmation of successful isolation and no symptoms.