

Covid 19- Policy

(This policy overrides a number of policies and is to be used during the Covid 19 Pandemic)

Parkgate Infants and Nursery School

Approval Date:	September 2020
Last Review:	September 2020
Next Review:	TBA

Covid- 19 Policy

The staff and governors at Parkgate Infants and Nursery School recognise that during the Covid – 19 pandemic, some policies and protocols may not be appropriate to the needs of staff and pupils.

In line with the government's own approach we have produced this 'override' document which clarifies the need to deviate from policy at times in order to function in the current restrictions/requirements. This document is designed to cover the main areas but includes the caveat that some policies will need to be adapted as we move through this pandemic. As such, this does not cover all changes that may be necessary but supersedes other policies as needed.

This update was written for September when Parkgate Infants and Nursery welcomed back all pupils. It reflects that we are now in the recovery phase and should be read in conjunction with the:

- 'Recovery Action Plan' which details how Parkgate Infants and Nursery aims to recover from the Pandemic.
- Covid-19 Risk assessment (September 2020).
- Remote Learning Policy.

Reading this policy is vital for all staff.

Safeguarding

A DSP will be available on site each day. In the event of illness/isolation etc, a DSP will be available on the phone. If this is still difficult then the school should consult the Consultation Hub **0300 123 4043**

Door security

In normal circumstances schools endeavour to keep doors closed to prevent people accessing the building. As there is a requirement to keep rooms well ventilated and to maximise outdoor space, we will allow doors and windows to be left open on the condition that the perimeter is secure. Gates will be secured.

Social Distancing

The Government has been clear that young children cannot be expected to remain 2m apart, and in deciding to bring children back into school the government has recognised this. With our children its less about maintaining 2m distance between the children as we know that isn't going to be achievable but minimising the risk of cross contamination between classes. **At Parkgate Infants and Nursery we will be creating year group bubbles.** In school **year groups** will be kept at least 2 meters apart from other **year groups** were possible.

Movement around the school will be limited. Messages will be placed in drawers in the corridor where possible to avoid the need to enter the office. Staff are encouraged to use the internal telephone system or Teams to pass messages.

Classrooms will be arranged to minimise the risk of infection spreading e.g. unnecessary furniture has been reduced and spaced out to encourage as much social distancing as possible. We will however ensure that children have the full range of resources needed to access a 'broad and balanced' curriculum.

Classes will be allocated a teacher and teaching assistant, these will ensure they socially distance from other adults in school.

Staff are allowed to go between classes, where this is necessary for the curriculum, but staff should maintain 2m distance where possible.

Cleaning and hygiene

All classrooms will be thoroughly cleaned at the end of each day. Staff have been provided with generous supplies of cleaning equipment for 'on the go' cleaning which should take place at regular intervals throughout the day and should be record on the classroom cleaning sheet which should be visibly displayed in the classroom.

The support staff are expected to clean resources at the end of the school day.

Toilets not allocated to a class but should be cleaned at regular intervals.

Staff will be expected to follow 'good hand hygiene' guidance whilst regularly washing their hands. Signs alongside lessons on hand washing and staff monitoring of handwashing will ensure that children follow the guidance.

Hand sanitiser stations will be situated around the school site.

Parents and Visitors on Site

Parents are not permitted on site unless for dropping off or picking up children. Parents are encouraged to telephone or email the school office. Parents visiting the main reception may only via appointment, enter 1 adult at a time and must adhere to the guidance.

All visitors must be reminded of the need to socially distance and be asked to use the hand sanitiser station at the entrance.

When dropping off children at school parents and children enter the school site using the footpath before dropping their child off at the designated point for their class and are asked to not wait around. Parents leave the site via the school drive which will be closed to vehicles during drop off and pick up times.

Parents will use the same one-way system during pick up.

Drop off and pick up times are staggered to ensure that classes do not come into contact with each other. We ask that parents adhere to their classes drop off/pick up times.

Every classroom will have an entrance door which will have a route to enter the school that limits contact with other class groups.

Class	Drop Off	Pick Up
Ducklings (Nursery)	8.45	11.45
Mole (Reception)	8.50	2.40
Hedgehog (Reception)	8.55	2.45
Rabbit (Year 1)	9.00	2.50
Squirrel (Year 1)	9.05	2.55
Fox (Year 2)	9.10	3.00
Badger (Year 2)	9.15	3.05

If children have siblings, then the oldest sibling will be permitted to enter school at the same time as the younger sibling so that parents are not waiting around on the school site. Parents may also request that at collection time older siblings are collected at the same time as younger siblings.

If staff need to contact parents then they will do so by phone or email. Teaching staff cannot respond to emails during the teaching day.

Playtimes and Lunchtime

The government have asked that whilst staggering the start and finish times for school that pupils continue to receive the same learning time. At Parkgate Infants and Nursery we will be reducing the length of the lunch break by 15 minutes to allow this to happen.

Playtimes and lunchtimes will be staggered to ensure that 'groups' of children do not mix on the playground.

Lunch is from 11.45 to 12.30 for Reception, 12.15 to 1.00 for Year 1 and 12.45 to 1.30 for Year 2.

Children will stay in Year groups in the hall and playground during lunchtimes – **year groups** will be expected not to mix with any other **year groups**.

Class	Hall Time	Playground
Mole (Reception)	11.45	12.15- 12.30
Hedgehog (Reception)	11.45	12.15 - 12.30

Rabbit (Year 1)	12.15	12.45 -1.00
Squirrel (Year 1)	12.15	12.45 -1.00
Fox (Year 2)	12.45	1.15 -1.30
Badger (Year 2)	12.45	1.15 -1.30

Breaktime will also be staggered for Key Stage 1.

Year 1 will take their break between 10.30 and 10.45 and Year 2 between 10.45 and 11.00. The classes will be supervised by the TA or the Teacher who will alternate. There must always be a teacher on the playground at all times.

Curriculum

At Parkgate Infants and Nursery we strongly believe that children have not ‘fallen behind’ their peers. All children’s learning and wellbeing has been impacted by the Pandemic. We will focus on delivering a broad and balanced curriculum which aims to ensure that children have the necessary components to succeed both academically and emotionally.

Music

Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing / singing in groups of greater than 15 (no larger school choirs / ensembles etc.). Ensure 2 m physical distancing between staff and pupils.

No sharing of wind / brass instruments.

PE / school sport

PE will take place. Use of outdoor space will be encouraged and no contact sports will take place. No equipment can be shared between classes, if it is then it must be cleaned between use. The hall must be cleaned between each class use.

When outside providers are used then they should maintain a 2m distance from the children and wash hands/use sanitiser between each group.

Early Years Foundation Stage (EYFS)

We will aim to deliver a broad and balanced EYFS curriculum. We will however in nursery, focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. For pupils in Reception Year, we will assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary.

The environment will ensure that it meets the needs of the children and all areas of the curriculum however we will ensure that the resources can be easily cleaned e.g. storage containers used will be plastic and ‘wipeable’, no wicker or wooden storage.

Uniform

In September 2020 we will expect all children to follow the uniform policy. Breaches to the uniform policy will be dealt with swiftly.

Health and Safety

We aim to follow the Health and Safety policy and continue to do the necessary routine checks and procedures.

We will ensure that the perimeter is checked daily to ensure that it meets requirements.

Food hygiene- extra measures will be in place to ensure that contact with catering staff is minimised and that 'cross-contamination' between groups/bubbles of children is avoided. This involves changing gloves, not handling used plates with bare hands, reducing pupil contact with the kitchen areas.

First Aid

PPE and First aid- The government has decided that PPE is not required for primary schools. Staff and pupils are not required to wear masks. Children wearing masks to school will be asked to remove the face mask without touching the front, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again

PPE will be used for delivering close contact first aid. Staff will have first aid boxes for each classroom which will include a first aid record sheet in each class to record any first aid incidents. Head bumps will still be notified to parents.

A first aid station will be placed in the playground at break and lunchtimes so that first aid can be administered in the playground.

Dealing with someone who is unwell or showing symptoms of Covid – 19

- If a pupil displays symptoms then parents will be contacted immediately to collect their child.
- Any person displaying symptoms will be gently isolated in the medical room. The door will be shut and windows will be opened to ensure ventilation. Children will not be left alone. Staff supervising will wear PPE if they can not maintain 2m distance (Mask, gloves and apron) and PPE will be double bagged and placed in the shed for 72 hours or until a negative test is received whichever comes first.
- Children displaying symptoms must be tested and the results must be shared with school.

- Procedures- if a child receives a positive test results then advice will be sought from PHE (Public Health England).
- If a staff member displays symptoms then they will be asked to leave the premises immediately. They will be tested and the results will be shared with the headteacher.

If a child displays symptoms whilst at home, parents should not send their child to school. They should notify the school and a test must take place as soon as possible. The parents must notify the school of the results.

Testing

Schools have been provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.

Fire

Fire- If the fire alarm is sounded children will stand at the back of the playground (furthest away from the school building) and will always be 2m apart from all other classes. The register will be taken using the class list register for their class.

Staff

Staff absence can be covered using agency staff however we will endeavour to use school staff where possible e.g. non-teaching staff or the HLTA.

Behaviour

The school's behaviour policy remains our guide but some situations may need to be addressed differently. As examples, children spitting or refusing to maintain social/physical distancing guidelines would need to be addressed in a more serious manner and may not be permitted in school if the risk to others is greater.

Attendance

In March when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. 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

Local Lockdowns

In the event of the following, Parkgate Infants and Nursery will use the remote learning policy:

- A local lockdown.
- A closure of a class.
- An outbreak of COVID-19 in school.

Please see the remote learning policy. This policy will be available on the school website.

Lettings/Clubs

Whilst breakfast and afterschool clubs are able to take place on the premises school we must be reassured that the COVID-secure systems that have been put in place in school are maintained e.g. limiting contact between classes or groups and staff maintaining a 2m distance.

Specifically:

- Use of outdoor space must be used when needed
- Equipment must not be shared between groups. No contact sports to take place.
- Staff must not move between groups.
- The hall must be cleaned throughout and thoroughly at the end of the session.
- Parents are not permitted to enter the school building and staff must only move around the building when necessary.

All external providers who use the school site for clubs must provide the school with a copy of their risk assessment.