



The Links Primary School

# Return to School Handbook

September 2020



School will open to all children on Wednesday 2<sup>nd</sup> September. Tuesday 1<sup>st</sup> September is a PD Day. All staff will be in school on that day, ensuring preparations are in place for the children to return.

### **Year Group Bubbles**

We are going to have 7 'bubbles' of children returning to school in September.

1. Nursery and Reception bubble (these have been combined due to smaller numbers and the fact that these children share the facilities within the Nursery and Reception areas)
2. Year 1 bubble
3. Year 2 bubble
4. Year 3 bubble
5. Year 4 bubble
6. Year 5 bubble
7. Year 6 bubble

This means that the children, in each of these groups, will be able to work together within the classroom, with their classroom teacher. Children within each of these bubbles will not be required to socially distance from one another within the bubble, however they will not be allowed to work with or have direct contact with children from other bubbles.

### **Start of the day;**

What the guidance says?

*We know that travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.*

What are school doing?

- School has a timetable in place for staggered start and finish times.
- We have chosen NOT to stagger by individual classes (With the lack of entrances and exits around school this would mean the time taken to get all children in safely would greatly affect the length of the school day. This would also prove difficult to families with more than 1 child who may as a result have significant wait times in between children entering and leaving).
- Children will enter and leave school according to Surname alphabetical order (this way parents can drop siblings off at the same time and collect at the same time).

- Children should be brought to school and collected by 1 adult only – this is to minimise the number of adults on site at any one time.
- Children in Years 5 and 6 may be dropped off at the school gate and be allowed to walk to their classrooms independently. If your child is in Year 5 and 6 please ensure they are aware they must;
  1. Arrive at the stated time
  2. Must not gather at the school gate
  3. Must walk straight to their classroom doors and enter, sanitising their hands as they do so.

Surnames	Drop off times	Approx. no of children
Surnames A - D	8:35 – 8:45	62
Surnames E - M	8:45 – 8:55	69
Surnames N- Z	8:55 – 9:05	56

- Youngest siblings to be dropped off first please
- If you have a child in the Nursery afternoon session, your child can be dropped off at 12:30 at the main Nursery doors.

Year Group/Bubble	Drop off point
Nursery	Nursery door
Reception	Reception door
Year 1	Year 1 door
Year 2	Year 2 and 4 entrance on KS1 playground
Year 3	KS2 entrance on KS2 playground
Year 4	Year 2 and 4 entrance on KS1 playground
Year 5	Year 5 classroom door
Year 6	Year 6 classroom door

- All children will be asked to use hand sanitising gel, when they enter the school building.
- Please ensure once you have dropped your child/children off you leave the school premises immediately.
- Gathering at the school gate is NOT allowed – we must try and maintain social distancing and ensure that entrances and exits are left clear for other children or groups arriving.
- Talking to the class teacher when dropping the children off at school will not be possible at this moment in time. If you do need to talk to the class teacher contact in one of the following ways;

Send a message to the class email page;

[nursery@thelinksprimary.org.uk](mailto:nursery@thelinksprimary.org.uk)

[reception@thelinksprimary.org.uk](mailto:reception@thelinksprimary.org.uk)

[year1@thelinksprimary.org.uk](mailto:year1@thelinksprimary.org.uk)

[year2@thelinksprimary.org.uk](mailto:year2@thelinksprimary.org.uk)

[year3@thelinksprimary.org.uk](mailto:year3@thelinksprimary.org.uk)

[year4@thelinksprimary.org.uk](mailto:year4@thelinksprimary.org.uk)

[year5@thelinksprimary.org.uk](mailto:year5@thelinksprimary.org.uk)

[year6@thelinksprimary.org.uk](mailto:year6@thelinksprimary.org.uk)

Send a message to the school

[admin@thelinksprimary.org.uk](mailto:admin@thelinksprimary.org.uk)

Call the school office

01642 785950

- The class teacher will respond/contact you at their earliest opportunity.
- Parents/carers are only allowed on site at drop off and collection times. No parents or carers should be on school site at any other times. Only where an appointment has been agreed with the school, can a parent or carer come on to school grounds during the school day.

## End of the day;

We will once again be using a staggered finish to the day using our alphabetically ordered surname approach;

Surnames	Collection time	Approx. no of children
Surnames A - D	2:55	62
Surnames E - M	3:05	69
Surnames N- Z	3:15	56

- For Nursery children who are only with us for a morning session, please collect at 11:45 from the main Nursery door.
- Youngest siblings to be collected first please

Year Group/Bubble	Collection Point
Nursery	Nursery door
Reception	Reception door
Year 1	Year 1 door
Year 2	Year 2 and 4 entrance on KS1 playground (please ensure social distancing if waiting on the playground)
Year 3	KS2 entrance on KS2 playground ((please ensure social distancing if waiting on the playground)
Year 4	Year 2 and 4 entrance on KS1 playground (please ensure social distancing if waiting on the playground)
Year 5	Year 5 classroom door
Year 6	Year 6 classroom door

- Please ensure you stick to times. We will be ensuring that children are ready to leave at the time stated.
- All children will be asked to use hand sanitising gel, when they leave the school building.
- Please ensure once you have collected your child/children off you leave the school premises immediately.
- Gathering at the school gate is NOT allowed – we must try and maintain social distancing and ensure that entrances and exits are left clear for other children or groups arriving.

## Social Distancing

### Measures within the classroom

What the guidance says?

*Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.*

*For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.*

*When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above.*

*Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.*

What are school doing?

- Children within each bubble will not be asked to socially distance from each other.
- Classrooms from Year 1 to Year 6 will have their desks placed in rows or horse-shoe shape so that children will sit side by side and are able to face the front.
- Nursery and Reception areas will continue to provide their different learning areas (these children will not be asked to sit at tables). There will be stringent cleaning

procedures in place to ensure children wash hands/sanitise before and after every activity.

- Each classroom has a teacher zone at the front of the room. Teachers are advised to remain at the front of the room to try and maintain a 2m distance from students. Teachers are also advised to socially distance from other adults in school.
- Where there is a need for the teachers to engage with the children more closely, this will be limited to less than 15 minutes close contact time (as specified in the guidance).

## Measures elsewhere

What the guidance says?

*Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.*

*When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).*

What are school doing?

- All whole school gatherings will be suspended for the Autumn term
- Assemblies will be conducted virtually or in classes.
- We have a timetable for staggered playtimes and dinnertimes in school.
- Children from different bubbles will not be allowed to play together or socialise.
- KS2 children will be allocated the KS2 playground and the Muga for their playtimes, therefore allowing us to have 2 groups outside together but separately. Each group will be supervised by a different member of staff.

Playtime rota

Year Group	Break time	Location
Nursery/ Reception	These children have free access to outdoor provision	Early Years outdoor area
Year 1	10.15-10.30	KS1 Playground
Year 2	10.30-10.45	KS1 Playground

Year 3	10.15-10.30	KS2 Playground
Year 4	10.30-10.45	KS2 Playground
Year 5	10.15-10.30	Muga
Year 6	10.30-10.45	Muga

- For the first half of the Autumn term, the hall will only be used for the Nursery and Reception bubble to have their lunches.
- All other year groups will have lunches in the classrooms (there is just not enough time in the day to rotate all the groups to access the hall, especially with the cleaning needed between each group).
- Each group will have their own member of staff to supervise them over dinnertime
- We also have our sports coaches returning to school. They will work with each group (Years 1 – 6) each lunchtime to provide all classes 30 minutes of games and activities during their outdoor time.
- Children can bring a packed lunch or can order a school meal (school meals cost £2.10). As children will be eating in their classrooms, we have requested that in the first instance the kitchen provide hot/cold lunch boxes for the children. Once the children have chosen on the morning, these boxes will be made up for each child ordering and will be delivered to the classroom just before their dinner time session.
- Lunchtime provision will constantly be reviewed and once we feel we are in a position to offer our usual menus and have the children sitting in the hall, we will do so.

Please see attached a copy of the menu for the first half term;

**Packed Lunch Menu**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week One</b>	Choice of Hot Dog or Veggie Dog served with potato wedges	Sandwich/ Baguette of the Day (Ham/Cheese/Tuna)	Slice of Margherita Pizza with potato wedges	Sandwich/ Baguette of the Day (Ham/Egg/Cheese)	Sausage Roll/ Mexican Veg Roll with chips
	Vanilla Shortbread	Raisin Flapjack	Lemon Drizzle	Chocolate Brownie	Oaty Cookie
	Crudités	Crudités	Crudités	Crudités	Crudités
	Fruit	Fruit	Fruit	Fruit	Fruit
<b>Week Two</b>	Choice of Hot Dog or Veggie Dog served with potato wedges	Sandwich/ Baguette of the Day (Ham/Cheese/Tuna)	Slice of Margherita Pizza with potato wedges	Sandwich/ Baguette of the Day (Ham/Egg/Cheese)	Fish Finger Wrap with lettuce and chips
	Fruity Shortbread	Apple Flapjack	Iced Bun	Chocolate Muffin	Raisin Cookie
	Crudités	Crudités	Crudités	Crudités	Crudités
	Fruit	Fruit	Fruit	Fruit	Fruit

**ALLERGY INFORMATION:**

If your child has an allergy or intolerance please ask a member of the catering team for information. If your child has a school lunch and has a food allergy or intolerance you will be asked to complete a form to ensure we have the necessary information to cater for your child. We use a large variety of ingredients in the preparation of our meals and due to the nature of our kitchens it is not possible to completely remove the risk of cross contamination.

**Lunchtime rota.**

Year group	Eating Time	Outdoor playtime
Nursery/ Reception	Nursery - 11.45 in the hall	12:15 in Early Years outdoor area
	Reception - 12.00 in the hall	12:30 – 1:00 in Early Years outdoor area
Year 1	12:00 – 12:30 classroom	12.30 – 1.00 Outside KS1 playground
Year 2	12:30 – 1:00 Classroom	12:00 – 12:30 Outside KS1 playground
Year 3	12:00 – 12:30 Classroom	12.30-1.00 Outside KS2 Playground
Year 4	12:30 – 1:00 Classroom	12:00 – 12:30 Outside KS2 Playground
Year 5	12:00 – 12:30 Classroom	12.30-1.00 Outside KS2 Muga

Year 6	12:30 – 1:00 Classroom	12:00 – 12:30 Outside KS2 Muga
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## Equipment

What the guidance says?

*Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment 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.*

*Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.*

What are school doing?

- School will provide each child with their own pen, pencils, rubbers, glue sticks, rulers. These will not be shared with other children.
- Other classroom resources will be shared within the bubble and cleaned more frequently.
- We are trying to equip each classroom with their own set of resources to support all the different areas of the curriculum. Where this is not achievable, this equipment will be thoroughly cleaned in-between uses, but will also then not be used by another group of children for 48 hours.

Children are able to bring in to school;

- lunch boxes (if choosing not to have a school meal)
- snack for break time (Nursery – Y2 have fruit provided at school. KS2 can bring a healthy snack to have at breaktime if needed)
- filled water bottle
- coats
- hats
- pencil case
- books

- mobile phone (Years 5 and 6 only)

## School Uniform

- Children to wear full school uniform from September
- Rather than bringing PE kits in to school and leaving them here on their pegs we would like children to come to school in their PE kits on the days they have PE. This will mean we do not have to allocate additional space for children changing. You will be told of your child's PE days when we return.
- PE will be outside as much as possible so please ensure children's PE clothing consists of jogging bottoms (navy), white t-shirt, tracksuit top or hoodie and trainers.

## Curriculum

- We will continue to teach a broad and balanced curriculum. We will not be 'dropping' any subjects from our timetable as we firmly believe our children need the breadth and balance.
- Our primary focus will be getting the children back to school and settled in.
- Our approach from September will be underpinned by addressing 5 key themes;

### **Relationships**

Positive relationships are vital for child development. Children may have experienced loss during the pandemic, including the loss of relationships with their peers. They will need help to re-establish friendships, reconnect with staff and work with others.

What will we be doing?

1. Have a clear vision and structure for our curriculum. This will develop our children's experience at school and will provide structure whilst ensuring we are delivering content in the most effective way. This will also help to rebuild relationships by fostering collaboration, empathy, confidence and self-expression.
2. Teach projects that explore relationship themes. Our curriculum content will be sequenced so that children meaningfully revisit and build upon their knowledge, understanding and skills.
3. Offer regular opportunities for children to work together on purposeful, absorbing and rewarding tasks. Provide challenge and allow them to innovate and find solutions.

### **Community**

Children may have experienced the lockdown in different ways. The curriculum can help children tell their stories, strengthen their sense of self, family, community, and place in the wider world.

What will we be doing?

1. Allow time for individual children and families to tell their lockdown stories.
2. Model good speaking and listening skills and empower children with the emotional vocabulary they need to express their thoughts and feelings.

3. Teach projects and regular PSHE sessions that cover themes such as identity, personal feelings, similarities and differences and community belonging.
4. Engage children with high quality resources, such as stories, games, songs, discussion prompts and videos. They should reflect cultures within and beyond your community.

### **Know, acknowledge and address the gaps in learning through a transparent curriculum**

Missed learning is a complex issue. Children's needs will vary and not all gaps can – or should – be addressed immediately. However, our curriculum provides a sequenced knowledge and skills framework and we believe we are in a strong position to plan a flexible route to recovery.

What will we be doing?

1. Identify significant curriculum coverage that children have missed during the spring and summer terms. These include subject aspects and concepts that need embedding before children can move on, or that they are not likely to revisit in future projects.
2. Subject Leaders will look and see if and where this missed coverage is to be revisited in future projects. If this cannot happen this will be added to current plans.
3. Where and when appropriate, use quizzing and child-friendly testing to assess where extra support for key skills, such as reading are needed.

### **Metacognition – ensure the children continue to develop the skills for learning**

Professor Carpenter states that 'it is vital that we make the skills for learning in a school environment explicit'. If children are to get back on track and have self-efficacy, they will need to be aware of the skills they need to learn.

What will we be doing?

1. Ensure our curriculum gives plenty of time to look at the skills of planning, identifying how to solve problems, organisation, self-evaluation, analysis, adjusting and more.
2. Teach projects that explore positive models of human personal development, resilience, character, adapting to challenges and achievement.
3. Share the bigger picture. Let children know about and have a say in the route their learning is taking them on. This will help to keep them motivated, give them hope, and provide a sense of purpose.
4. Empower children with subject knowledge and highlight the learning approaches that are useful for specific subjects.

### **Curriculum that engages and inspires, gives children the space to adjust and minimises any disadvantages**

Children deserve to experience joy and to be engaged if they are to feel secure and positive about being in school again. Lockdown may have been a narrow experience for them, but school can lift children's spirits and provide welcome relief.

What will we be doing?

1. Ensure our curriculum and practice values and promotes curiosity, deep focus, innovation and self-expression.
2. Prioritise a love of, and the skills involved in, reading.
3. Have rich curriculum that broadens children’s horizons and covers a wealth of topics and themes.
4. Provide resources that are high quality, pitched right, and enjoyable to use. Videos, stories, texts, physical resources and visitors – virtual or otherwise – will bring the curriculum to life.

## Behaviour back at school

### COVID 19 Addendum – Whole school return September 2020

This addendum is to be used in conjunction with our usual behaviour policy. The rationale behind its creation is to ensure that the children and staff at The Links Primary School act in a manner that fully supports the very necessary safety measures that have been put in place during the Covid-19 pandemic and national crisis.

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm\\_source=7%20July%202020%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=7%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

Some behaviour concerns referred to in this addendum may have previously been deemed less serious, however; if an action now results in the potential compromising of a person’s ability to socially distance and stay safe it will now be treated in a more serious manner.

This addendum also applies to children with Special Educational Needs, whose specific needs may result in them finding it more difficult to socially distance or self-regulate. Staff will adhere to social distancing guidelines and will not use any form of physical restraint using Team Teach training, soothing or reassurance for example, hugs or children sitting on laps.

Due to social distancing, we will be unable to complete the following actions in our usual behaviour policy:

- Send a child to another classroom to work
- Send a child to the head teacher to work
- Share teaching with other teachers and classes
- Hold face to face conversations with parents
- Hold a celebration assembly or any other whole school assemblies
- Hold end of term celebrations/assemblies

Linked to the above, the actions we will take are as follows:

- Staff reminder of appropriate expectations given and behaviour scripts used
- Hold restorative conversations as privately as possible without putting children and staff at risk
- Conversations to parents are held via phone or e-mail, where possible or prearranged 1:1 appointment
- Continue to use Marvellous Me, the school website and Seesaw to communicate with parents and pupils
- Reward pupils through verbal positive praise, Proud Cloud, Marvellous Me, positive notes home, certificates/stickers

Category	Concern examples	Consequences/actions
1	Not taking responsibility to inform an adult if they are experiencing symptoms of	Staff reminder given. Parents / Carers informed by

	<p>Coronavirus.</p> <p>Not following expectations about coughing, sneezing, tissues and disposal (in line with the 'catch it, bin it, kill it' message)</p> <p>Low level disruption in class</p>	<p>telephone call or email.</p> <p>If behaviour continues, this then moves into level 2 category.</p>
2	<p>Not following school routine for arrival or departure – <b>once</b></p> <p>Not following the rules about sharing equipment or other items – <b>once</b></p> <p>Not following instructions on hygiene, such as hand washing or sanitising – <b>once</b></p> <p>Not moving around the school or classroom as per specific instructions – <b>once</b></p> <p>Not lining up or sitting following instructions</p>	<p>Staff reminder given.</p> <p>Parents / Carers informed by telephone call or email.</p> <p>Recorded following behaviour reporting on CPOMS linked to Covid – 19 updates.</p> <p>If behaviour continues, this then moves into level 3 category.</p>
3	<p>Repeated incidents from level 2 – <b>more than once</b></p> <p>Not following school routine for arrival or departure – <b>more than once</b></p> <p>Deliberately tampering or touching another child's equipment or belongings</p> <p>Deliberately tampering with hygiene materials such as soap or sanitiser</p> <p>Deliberately tampering with bins or the contents of bins</p> <p>Deliberately entering an area or zone that is out of bounds or which may compromise the health of children and staff in another group.</p> <p>Deliberately attempting to socialise with a child from another group</p> <p>Deliberately misusing the toilet areas and facilities</p>	<p>Child's parent/carer will be invited into school to discuss next steps. Recorded following behaviour reporting on CPOMS linked to Covid – 19 updates.</p>
4	<p>Deliberately coughing or spitting at somebody</p> <p>Any action that would usually require the need for restraint and which would severely compromise staff ability to remain socially distanced.</p>	<p>Child's parent/carer will be invited into school to discuss risk assessment and whether it is safe for their child to remain in school.</p> <p>Recorded following behaviour reporting on CPOMS linked to Covid – 19 updates.</p>

One of our first lessons back will be to help children to settle in to the new set up in school. They will see some things are the same and some things are going to be different. We will be discussing with children rules on lining up, use of the toilets, washing hands, moving round the classroom etc. to

Below is a copy of our Links Bubble rules



## The Links Bubble Rules

-  I will stay 2 metres away from adults
-  I will regularly wash my hands throughout the day for 20 seconds
-  I will tell an adult if I feel unwell
-  I will stay in my seat unless otherwise directed by my teacher
-  I will not mix with children in a different bubble in school
-  I will ask an adult when I need to use the toilet, so they can help keep me safe
-  I will use the catch it-bin it-kill it rules coughing and sneezing into my elbow or a tissue
-  I will follow the rules at all times to maintain the safety of myself and others
-  I will follow these expectations and know that if I don't, my parents will be invited into school to discuss my behaviour



## Home School Agreement

You will be sent this information via Parentmail Forms. Please make sure you read through carefully and share with your child. We will be asking you to acknowledge that you have read

and understood the information; have discussed it with your child and agree to fully support the school.

### The School

#### **The school will do its best to:**

- Provide an environment which has been risk assessed in response to the COVID-19 infection and Local Authority Risk assessment;
- Adhere to the social distancing rules as set out by the government as much as we reasonably can;
- Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs;
- Contact parents/carers if your child displays symptoms of COVID-19;
- Inform you if staff or children in your child's 'bubble' test positive for COVID-19 as this will mean you will all need to self-isolate for at least 14 days;
- Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy as well the expectations outlined in this agreement and the additional Covid 19 appendum;
- Communicate between home and school through telephone, parent mail, Marvellous Me, email, prearranged 1:1 appointment and the school website.

### The Parent

#### **To help my child at school, I know and understand that:**

- If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school, we will self-isolate for 14 days as a family, I will get them tested and I will let the school know as soon as possible via telephone;
- If my child shows symptoms of COVID-19 at school, I will collect my child from school immediately. I will get them tested and I will let the school know as soon as possible via telephone;
- When dropping off and picking up, I will strictly stick to the school timings for my child;
- When dropping off, my child will remove any disposable face mask they are wearing, placing disposable ones in the bin/double bag a fabric one which I will take away with me;
- I will not be allowed into the school without a pre- arranged appointment – make appointments via telephone or email;
- I need to support all staff in their efforts to create an 'as safe as possible' environment during this time;
- I will read all letters/messages/emails that are sent home;
- I will inform the school of any changes to parents/carer and emergency contacts details;
- If my child is deemed unsafe, a prearranged appointment will be made for me to attend school to discuss my child's behaviour and agree next steps.

### The Child

#### **I will do my best to:**

- Follow the Bubble rules that keep me safe;

- Wash my hands as soon as I go into school;
- Tell an adult if I feel unwell;
- Not mix with any other children in the school;
- Only enter and exit the school building from the designated gate and classroom door;
- Follow the catch it-bin it-kill it rules coughing and sneezing into elbow or tissue;
- Regularly wash my hands using soap and water for 20 seconds;
- Follow the rules at all times to maintain the safety of myself and others;
- Follow these expectations and know that if I don't, my parents will be invited into school to discuss my behaviour.

## Hygiene and cleaning

- Every classroom will have a hand sanitiser station. It is an expectation that students use the hand sanitiser on entrance to, and on exiting, the classroom.
- Good respiratory hygiene will be promoted using the 'catch it, bin it, kill it' approach. We advise all students to bring a supply of tissues to school in their school bag, however, tissues will be available in each classroom.
- Additional cleaning of high use public areas will take place during the school day.
- Additional cleaning to take place during the day focusing on door handles, desks and public areas to reduce the risk of transmission.
- Toilets to be cleaned frequently during the day by cleaning staff.

## Illness

### COVID-19 Symptoms

#### Prevention

- 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.
- No pupils, staff and other adults to come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days.
- If anyone in the school becomes unwell with a new, continuous 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 must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a

window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

- PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
- As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).
- Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

## Bikes and scooters

- We have asked children not to leave bikes or scooters at school initially while we monitor the arrival and departure flow. This may be reviewed at a later date. Any bikes or scooters ridden to school must be taken away by parents.