

COVID-19 Return to School Arrangements



This document complements the Lancashire County Council COVID-19 risk assessment template which is due to be published early September 2021.

Return to School in September 2021

Government guidance now allows school to remove the ***bubble structure, other social distancing measures*** and ***control measures*** that have been in place for children. Our school will be doing this from September 2021. Government guidance also means we can also remove our staggered start/finish times and revert many aspects of school back to how school was working before the pandemic started.

However, we need to be clear that the pandemic has not gone away and as per Government guidelines, we now need to learn to live with Coronavirus. As such some general measures will need to remain in place. From time to time, our arrangements may need to be reviewed in the event of any increase in infections or changes in Government guidelines.

Below details some key changes to be aware of.

Please see [Government guidance](#) for latest information

The School Day

The school day will revert back to normal hours for all classes as of ***1st September 2021***.

School registration will be between 9am – 9:15am

If children arrive earlier on site, staff will begin to bring them into the building from 8:50 **am** so children can come in, start learning and be ready for 9am IEP target work. We ask our taxi drivers, passenger assistants, parents and carers to ensure their child/ren enter school at the relevant entrance points promptly. This is to reduce congestion and support the organisation of the school day. Ensuring your children are in school promptly has a huge impact on their learning.

Our staff will be available to ensure children know what their entry and exit points are.

Entrance and Exit Points

During Covid-19 pandemic we have used different ways of entering and leaving our school site. These have been successful in many ways and we will be continuing with different entrance and exit points for different classes next term. As with all school procedures, we will be evaluating this as we move through the autumn term.

Elm Class and Orchard Class – should enter via the playground and walk to either Orchard class fire escape door or the side door.

A staff member will be in this area to ensure the children enter the building and make their way to their class.

Maple and Oak Class – should enter via the main entrance to the school. A staff member will be present to welcome the children into the school building. All corridor doors will be open until all children have arrived then they will be closed and the fob system will be in place.

We continue to encourage parents / carers to ensure that their child is ready to enter school independently on arrival. Key adults may be present to support although they are not able to physically intervene and move a child unwillingly into the school building.

We have established a pastoral support room / area in Miss Meacham's office. Mrs Graham, Mr Askew and Miss Ball will be on duty at arrival times to offer pastoral support for children who are reluctant in a morning. A child may have 5-10 minutes with a key adult to prepare them for going to class for the day. Parents / carers are encouraged to leave if their child is safe at drop off.

Parents / Carers should not be dragging, pulling, pushing, their child into the school for staff then to have to deal with aggressive behaviours. This puts the child at risk of physical harm and also places our staff at risk.

If a child is reluctant to come to school an agreed arrival plan should be in place. This should be bespoke to each case.

Collecting children at the end of the day. School finishes at 3pm – Monday – Thursday and at 1:30pm on a Friday.

Taxi's and PA's should remain at the vehicle and park in a allocated spot.

Staff will call the children and chaperone them to their vehicle / parent / carer.

Parents to be ready and wait at the relevant points to collect children in an organised and orderly way. Children will be handed over to the parents in an organised way and leave the school site promptly.

P.E

We are continuing to ask parents / carers to ensure their child is in PE kit / clothing on their allocated PE day.

The class teachers will post on Class Dojo the days for PE and any outdoor activities etc.

Orchard and Oak Class will be swimming this term. This will be on Monday and we ask that a swimming kit is in school at all times.

Items from home

As explained in the school newsletter – September 1st – it remains important that the children do not bring into school, items from home i.e. back packs, toys, cuddly toys etc as this will continue to greatly assist in keeping down possible infection.

If any child continues to prefer to wear a face mask for the journey to and from school, the same procedures remain in place ie preferably use a disposable mask, but if not, the face mask must be kept in a zipped bag during the day and handed to a class member of staff on arrival.

Lunchtimes and Break Times

Children will once again be eating together in the shared area and playing with other children from across the school. This may be reviewed if numbers increase. As a school we may

make some internal decisions on how we structure lunchtimes for the benefit of the children to make break times and lunch times the best experience for them.

Daily Meeting

Over the past 12 months we have held daily meetings in classes / pods. We will be reinstating daily meeting for the whole school.

School Events and Meetings

School events have changed dramatically over the last 18 months with many meetings taking place virtually and many usual events being unable to take place in the normal way. As we move through the autumn term we will be keeping you fully informed of any school events and clubs we are able to hold. I hope everyone understands that at this point we are not in a position to outline **whether these will be face to face or online. We will continue to be acting cautiously.**

Key Control Measures

During the last 18 months, school has functioned incredibly successfully and is now confident and experienced in working in the pandemic. As school reopens in September 2021 we will continue to have key control measures in place to prevent transmission of the virus which are in line with Government guidance.

Key Government Advice on control measure	Key school control measures
1.Ensure good hygiene for everyone	
<p>Hand hygiene</p> <p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p>	<p>All children to clean hands on entry to school and at key points during the day including break times and lunch times by washing with soap and water or using hand sanitiser.</p> <p>School ensures adequate supplies of soap and hand sanitiser are available.</p> <p>Hygiene rules to be discussed with children regularly and posters displayed around school.</p>
<p>Respiratory Hygiene</p> <p>The 'catch it, bin it, kill it' approach continues to be very important.</p>	<p>The 'catch it, bin it, kill it' approach is promoted in school and discussed with children.</p> <p>Tissues are available and all children are briefed on procedures for blowing noses and disposal of waste. Lidded bins are provided in each area for waste disposal.</p> <p>Children are briefed on the importance of behaviour and school rules are revisited with all classes. School rules have been refreshed to reflect COVID – 19 and are discussed with all children daily and are evident around school. See behaviour policy.</p>

<p>Use of personal protective equipment (PPE)</p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of PPE in education, childcare and children’s social care settings provides more information on the use of PPE for COVID-19.</p>	<p>All staff in school have access to PPE as required and will use in line with Government guidance.</p>
<p>2. Maintain appropriate cleaning regimes, using standard products such as detergents</p>	
<p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p> <p>PHE has published guidance on the cleaning of non-healthcare settings.</p>	<p>Each classroom has its own cleaning materials. All surfaces are cleaned at the start of each day, during the day, after each lesson and at the end of each day.</p> <p>Cleaning procedures are in place and monitored at start and end of the day and a daily evaluation of cleaning is carried out by SLT. Cleaning procedures include regular cleaning of touch points.</p> <p>A daily health and safety check is carried out with (Headteacher), and / or Business Manager.</p> <p>These are done before the start of school each day to check all aspects of cleaning.</p> <p>Deep cleaning planned during school breaks and before wider reopening.</p>
<p>3. Keep occupied spaces well ventilated</p>	
<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Refer to Simple steps to Good Ventilation and the Ventilation Checklist</p>	<p>All rooms in the school have windows which are opened to create air flow and ventilation. Where possible windows will be left open during lessons, if this is not practical, windows will be fully opened when unoccupied to fully purge the air.</p> <p>At key points in the day ventilation is also improved through opening doors. At these times, increased consideration will be given to security of the building. All doors and windows will be closed at the end of the day. Any areas of school where there is poor ventilation will be identified and concerns addressed with the building surveyor.</p>
<p>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</p>	
<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p>	<p>School will continue to work within Government guidance regarding Covid-19. In particular the following procedures are in place.</p> <ul style="list-style-type: none"> • Regular asymptomatic staff testing, to be reviewed at the end of September • Isolation and testing of symptomatic members of the school community • Regular updates and reminders to parents of Covid-19 symptoms and school and government procedures • children do not attend school with Covid-19 symptoms

Outbreak Management Plan

In the case of a Covid-19 outbreak it may be necessary to revert to a different school organisation once again. These procedures would be similar to those we have worked in during the last 18 months so parents and children should feel confident and at ease with them. Any procedures within this aspect of our management plan would be adapted to meet the needs of our children following ongoing risk assessments and changes in Government and DfE guidance.