

West Tytherley CE Primary School



Coming back into school

1st June 2020

Information for Parents



Introduction

In this document we have tried to put together all the information you will need to facilitate your child coming into school.

If there is any part of this document that doesn't answer your questions, please contact the school office via

k.furness@west-tytherley.hants.sch.uk

Children and Parents

Covered in this booklet:

- Children and Parents
- Staffing
- Learning
- Safeguarding
- Playtimes
- Protective measures and hygiene
- Pupil wellbeing & safety



Identify likely numbers of pupils returning:

At the time of writing this document, there are a possible 17 children coming into school. The government are asking us to break the classes down into “bubbles” with no more than 15 in a “bubble”. So the numbers will look like this:

Infant Bubble : Yr R / 1 – 7 children (all in Beech class)

Junior Bubble : Yr 6 – 4 children (all in Oak Class) &
Keyworker/vulnerable – possibly 5—(located in Willow Class)

Attendance Registers

Attendance registers will be taken daily and the data from these registers will be sent to the Local Authority and to the Department for Education (DfE) who have requested data of numbers of children coming into the school. These numbers will include any critical worker children and any children classed as vulnerable.

Staffing of Bubbles

“Infant Bubble”

Mrs Gray, Mrs Bowyer and Mrs Maunder

“Junior Bubble”

Ms Moore, Mrs Rose, Mrs Bessant and Mr Warren

What returning support is available for vulnerable children?

Our SENCo will continue to support our SEN children. We are aware of who needs help and support and will keep in touch with parents regularly.

Behaviour Expectations

The Behaviour Policy will remain the same—with an annex about expectations with social distancing.

Learning and Curriculum

Following on from what we know of the children and government guidelines, teachers will look at the curriculum to focus on children's well-being and pastoral activities in the first two weeks.

We will continue to home learning materials and these will effectively mirror that being taught at school. To structure our learning at school and at home, we have decided to form weekly themes that will help to pull the learning together.

These are as follows:

1st June	Looking back, looking at and looking forward
8th June	The World around us (Environmental)
15th June	The Hero inside Me! (Resilience)
22nd June	Goals and Dreams (Ambitions)
29th June	Looking in the mirror (Changes)
6th July	Being Sporty (Health living)
13th July	Moving on (Transition)



Safeguarding Provision in place for re-opening

- Safeguarding policy in place.
- Risk assessment in place for the site and children.
- Infants and Juniors will be in separate 'bubbles' with same members of staff.
- School day change: 8.45am 3.00pm
- Operating a 'One Way' system when dropping off & collecting.
- Handwashing procedures in place.
- Snuffle Stations around the school.
- No visitors in school (except by prior appointment)
- Eating in class bubbles
- All breaktimes, staggered to avoid mixing.
- No mixing out of "bubbles"
- No need for PPE as the DfE state that these "bubbles" are like being with a family

Staggered Playtime and Lunch time

To help the children keep safe distances from one another as well as keeping the 'bubbles' separate, we have chosen to stagger our breaktimes.

Breaktimes

INFANT BUBBLE: YR / 1	10.00-10.30 am
JUNIOR BUBBLE: Y6 / Key Worker	10.30-11.00 am

Lunchtimes

	12.15-12.45pm	12.45-1.15pm
INFANT BUBBLE	Eating lunch	Playtime
JUNIOR BUBBLE	Playtime	Eating lunch

Protective Measures and Hygiene

- * We will place a sanitizing/snuffle station near main entrances and exits, so that children will wash their hands thoroughly throughout the day.
- * During the day, staff in classrooms will encourage lots of hand washing and wipe surfaces, handles and equipment in the classrooms.
- * After school, staff will clean all equipment used wipe used surfaces—ready for the next day.
- * The caretaker and cleaner will do a deep clean in each classroom and around the school—wipe down surface, door handles and ensure that soap and hand towels are available.
- * There will be no soft furnishings or toys that can be chewed in the classrooms.
- * PPE will not be worn, unless the staff member wishes to wear it or the member of staff is administering first aid.

First Aid Cover

First Aid is fully covered for all children with 2 trained Pediatric First Aiders, 1 trained First Aid at work and most staff are Emergency First Aid trained.



Please make sure that your contact details are up-to-date, so that you are easily reachable in the event of an emergency.

Designated Safeguarding Leads

The school has 2 DSLs—Mr Warren and Ms Moore. There will be cover everyday.

Evacuation Procedures

We will complete a socially distancing Fire Drill in the first week so that the children are aware of the drill and aware of the continued need to socially distance themselves while evacuating the building safely.

West Tytherley CE Primary School

COVID-19 Resilience Plan

Rationale:

The spread of Covid-19 is unprecedented and a global pandemic declared on 12 March 2020.

In a time when all stakeholders are leaning on the Government to find a safe path through this crisis, it is vital that our communication is effective, keeping you informed as parents as to what the guidance says and how the school has chosen to proceed with that guidance in mind.

There have been numerous sets of guidance from the Government and the Local Authority to ensure that its schools are taking the necessary and appropriate steps with their Governing Bodies toward a gradual phased opening of schools.

The school's emergency procedures do not currently cover the eventualities required for Covid-19.

Aim:

The aim of this document is to outline the procedures necessary to ensure the continuation of services at West Tytherley CE Primary School either whilst children are still at school or should the school's close during term time.

LEVEL 1

No known cases but people may be self-isolating.

Hygiene & welfare	<ul style="list-style-type: none"> • Handwashing routine established in school with posters, assembly to launch it, daily assembly check • Handwashing times enforced; before leaving home, on arrival at school, after using toilet, after breaks or sporting activities, before food prep, before eating food and snacks, before leaving school. • Cups for water banned in classrooms– water bottles from home only • hand sanitiser gel or anti-bac wash introduced for all staff and children in wash areas, snuffle stations and classroom sinks • Bins emptied and disinfected each day. • Ensure tissues available in all public spaces and classrooms. • Swing bins in some classes and around school (i.e. in main office). • Follow usual absence periods for sickness and diarrhoea or usual illnesses. • For children or staff returning from self-isolation, take temperatures every 2hrs to monitor their symptoms and ensure CV doesn't reappear. • Standard adherence to the School's attendance policy 		
Grounds for self-isolation (all CV related absence recorded with a 'Y' code)	1) Flu-like symptoms (fever of 37.8oc or greater) or a new continuous cough or lost of taste/smell	Stay at home for 7 days. Seek medical advice / testing	Subject to change depending on Government advice *Please refer to most recent Government advice
	2) Travelled from Cat.1 or Cat.2 area	Self-isolate for 14 day	
	3) Been in close contact with confirmed case of infection	Self-isolate for 14 day	
	4) Indirect contact	Should not need to self-isolate unless symptoms develop	
	5) No contact with confirmed case of Covid-19	Should not need to self-isolate unless symptoms develop	
Visitors	No visitors onsite unless by prior appointment or emergency. All parents maintain social distances at drop off and pick up times. One way system in operation for parents.		
Communication	Messages sent out on newsletter or by email. Keep parents abreast of PHE advice – ensure the key message is keeping them in school but spotting symptoms and sending home & isolation if necessary. Share an outline of this plan with parents Check emergency contact information for all staff. Update where necessary and issue to key staff.		
Admin	Continue as normal. Office open but not to visitors. School contactable by phone 01794340338 or email k.furness@west-tytherley.hants.sch.uk		
Gatherings	No assemblies Lunches eaten in class groups Carpet time reduced School events cancelled eg. Quiz night		All trips to be reviewed in light of further PHE guidance

LEVEL 2

When there has been a suspected case in school.

Becomes unwell in school	<ul style="list-style-type: none"> Isolate into the first aid room and use the staff toilet if they need the bathroom. Clearly signed no entry to others and others directed to use the medical facilities in the office. Parent/relative contacted and on way to pick child up Deep clean first aid room, staff toilet and foyer area once person leaves the site. Deep clean other affected areas as necessary. Secure services of contract company if possible. No need to send others home or deep clean further, unless symptoms develop. Revisit hygiene procedures as in Level 1 and ensure they are being followed. If Caretaker/cleaner becomes unwell, agency called in; staff to clean this if possible. If kitchen team become unwell, HC3S provide bank staff or we ask parents to provide lunches & HT to make for FSM children. 													
Grounds for self-isolation (all CV related absence recorded with a 'Y' code)	<table border="1" style="width: 100%;"> <tr> <td colspan="2" data-bbox="253 772 1304 810">If anyone has any symptoms, they must self-isolate</td> <td data-bbox="1312 772 1573 1209" rowspan="5"> Subject to change depending on Government advice *Please refer to most recent Government advice </td> </tr> <tr> <td data-bbox="253 810 760 930">1) Flu-like symptoms (fever of 37.8oc or greater) or a new continuous cough or lost of taste/smell</td> <td data-bbox="760 810 1304 930">Stay at home for 7 days Seek medical advice / testing</td> </tr> <tr> <td data-bbox="253 930 760 968">2) Travelled from Cat.1 or Cat.2 area</td> <td data-bbox="760 930 1304 968">Self-isolate for 14 day</td> </tr> <tr> <td data-bbox="253 968 760 1052">3) Been in close contact with confirmed case of infection</td> <td data-bbox="760 968 1304 1052">Self-isolate for 14 day</td> </tr> <tr> <td data-bbox="253 1052 760 1129">4) Indirect contact</td> <td data-bbox="760 1052 1304 1129">Should not need to self-isolate unless symptoms develop</td> </tr> <tr> <td data-bbox="253 1129 760 1209">5) No contact with confirmed case of Covid-19</td> <td data-bbox="760 1129 1304 1209">Should not need to self-isolate unless symptoms develop</td> </tr> </table>	If anyone has any symptoms, they must self-isolate		Subject to change depending on Government advice *Please refer to most recent Government advice	1) Flu-like symptoms (fever of 37.8oc or greater) or a new continuous cough or lost of taste/smell	Stay at home for 7 days Seek medical advice / testing	2) Travelled from Cat.1 or Cat.2 area	Self-isolate for 14 day	3) Been in close contact with confirmed case of infection	Self-isolate for 14 day	4) Indirect contact	Should not need to self-isolate unless symptoms develop	5) No contact with confirmed case of Covid-19	Should not need to self-isolate unless symptoms develop
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Hygiene & welfare	<p>As Level 1 PLUS</p> <ul style="list-style-type: none"> Member of staff on key points; girls toilets, boys toilets, front door to make sure children are washing hands and following hygiene procedures. Any Visitors asked to use hand sanitiser gel on entry and leaving school All waste will be double bagged and stored to await outcome from Covid-19 testing and then dealt with as instructed (stored in green bins) HT to call any child on the CP register 													
Visitors	<p>As Level 1 PLUS</p> <ul style="list-style-type: none"> Any vulnerable adult (those who have been hospitalised or have a diagnosed condition or those in vulnerable age categories or otherwise defined as vulnerable by PHE) to remain off site, this includes pick ups and drop offs. Categorise visitors: Essential & Non-essential. Only Essential allowed in; Engineers and workmen who support the school's function, parents, consider specialists eg. EP/SALT– can their visit wait? Non-essentials: people looking around for advertised vacancies, music teachers, non-essential works 													
Gatherings	<p>As Level 1</p>													