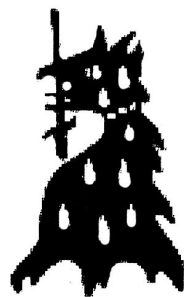


# Great Chart Primary School



## Return to School Policy Plan and Procedures For all Year Groups January 2021

The following policy is written to provide the school community of Great Chart Primary School with an awareness of how we are going to approach a return to school for all pupils. Great Chart Primary School will continue to follow Government guidance, considering the needs of our local community.

This will be amended following advice from central Government and Kent County Council

*(from the 4th January Great Chart Primary School will be partially closed and only open to pupils of critical care workers and vulnerable pupils. The guidance for any school related activity is only applicable to those in school. All other pupils remain at home and will be taking part in remote learning)*

### Rationale

This policy explains the steps we will take to reduce the risks of covid 19 as far as reasonably practicable.

While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for our children.

The measures set out in this policy provide a framework to put in place proportionate, protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. We will aim to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission.

As leaders of Great Chart Primary School we have a duty of care to ensure that all children, parents and staff are safe at all times. With this in mind, we have formulated a plan which considers the health and safety of our whole community in what we feel is a reasonable and achievable way.

## **Aims**

This document provides a framework to enable us to ensure that all of our children, regardless of background or circumstances, fulfil their potential. The values of Respect, Responsibility, Independence, Resilience, Kindness and Inspiration are applied when following this policy.

We will aim to follow Government guidelines but we will be guided by our own risk assessments ensuring our community is safe.

## **PREVENTATIVE GUIDELINES**

### **Public Health Advice**

We will aim to follow Public Health Advice to reduce the risks. Essential measures include:

- A requirement that people who are ill with covid 19 symptoms stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

The procedures to reduce contacts will include:

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks, where practical
- Staff maintaining distance from pupils and other staff as much as possible

### **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**

We will ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last **10** days, and ensure anyone developing those symptoms during the school day is sent home.

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 will be sent home and advised to follow 'stay at home' guidance for households. With possible or confirmed coronavirus (COVID-19) infection, the guidance sets out that they must self-isolate for at least **10** days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period they should re start the 10 day

isolation period from the day they developed symptoms. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will 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, we will move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet if possible. The disabled toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must 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). Designated First Aiders have been allocated to this role.

Any members of staff who have helped someone with symptoms and any pupils or staff who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test).

If the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace we will follow the advice of the Health Protection Team.

## **Face Coverings**

The government has stated that Primary school children will not need to wear a face covering. However, if guidelines are changed we will inform parents immediately with any updates. Although not recommended, if parents wish their child to wear a face covering this can be discussed with a member of the SLT.

For staff it will be the discretion of the headteacher to decide whether to ask staff or visitors to wear or agree to them wearing face coverings in places where social distancing is difficult eg in the staffroom. From the date of this published policy, staff and visitors can discuss with the Headteacher their individual needs etc.

Visitors and parents will be asked to wear face coverings inside the school building.

In the event of new local restrictions being imposed, we will communicate quickly and clearly to staff, parents and pupils if face coverings will be required.

## **Clean hands thoroughly more often than usual**

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. We will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. We will build these routines into the school culture, supported by behaviour expectations and help ensure younger children and those with complex needs understand the need to follow them. Although not necessary, children will be allowed to bring their own hand sanitizer to school but it must be used only by them and they will be responsible for it.

## **Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**

The 'catch it, bin it, kill it' approach continues to be very important, so we will ensure that we have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, we will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how our school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers. This should be considered in risk assessments in order to support these pupils and the staff working with them.

### **Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach**

We have put in place a cleaning schedule that ensures cleaning is enhanced and includes:

- More frequent cleaning of rooms / shared areas that are used by different groups
- Frequently touched surfaces being cleaned more often than normal including trim tails and equipment
- Toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet

All classrooms are provided with hand sanitizer and cleaning products.

### **Minimise contact between individuals and maintain social distancing wherever possible- Groupings**

We will aim to reduce the number of contacts between children and staff as far as reasonably practicable. This will be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. 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. 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.

Pupils will remain in year group bubbles but may be split into smaller groups according to the need and also to keep groups small. Year groups should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. EYFS pupils will remain in class bubbles to begin with until they have settled into school life. Teachers however, as far as reasonably practicable must social distance from children and other adults.

Some mixing may occur in order to be able to provide the usual services within the school such as our wrap around care but we will try to limit this as far as reasonably practicable - see further details around wrap around care.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children but teaching staff can still work across groups if that is needed to enable a full educational offer.

We will aim to keep children in their year groups for the majority of the time, but will allow mixing into wider groups for wraparound care, providing pupils maintain good hygiene routines.

### **Measures within the classroom- social distancing**

Ideally, adults should maintain a 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.

We will make small adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face, and might include moving unnecessary furniture out of classrooms to make more space.

### **Measures elsewhere- Assemblies and large gatherings**

Large groups will be kept apart, meaning that we will avoid large gatherings such as Phase and Whole School Assemblies. One or 2 year groups will meet in the small hall daily for Assembly according to the numbers and two year groups in the large hall, with plenty of space between the two year groups.

### **Movement around the school**

Movement around the school will be limited. While passing briefly in the corridor is low risk, we will avoid creating busy corridors, entrances and exits.

### **Breaktimes**

We will have designated play areas for groups and will continue to stagger break/ lunch times.

Staff need to socially distance when using communal areas such as the staffroom and will need to use alternative rooms to avoid overcrowding. Staff members must endeavour to keep within their bubbles with whom they spend the majority of the day.

### **Measures for arriving at and leaving school**

We will stagger start and finish times but this will not reduce the amount of overall teaching time. Parents will drop their children off at allocated times and if at all possible avoid coming onto the school grounds at drop off time. EYFS parents will be able to come to the inner gate at their allocated time.

### **Other considerations**

#### **SEND**

Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so staff will work to support these needs, for example using social stories. If the school experiences staffing difficulties they will inform parents and discuss their child's risk assessment. A decision will be made if it is safe for the child to attend school.

#### **Supply Teachers, visitors and contractors**

Although supply teachers, peripatetic teachers and/or other temporary staff can move between schools we will be restricting this at Great Chart Primary School to help lower the risk of transmission.

We will manage other visitors to the site, such as contractors, by ensuring site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of

school hours, they should. A record should be kept of all visitors. However, we will not be actively encouraging visitors and contractors to enter our site.

## **Equipment and Resources**

Equipment and resources are integral to education in schools. 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 such as trim trails will be frequently cleaned.

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.

Children from Y1-6 will be required to bring their own pencil cases to school and equipment so they will not have to share resources.

## **Where necessary, wear appropriate personal protective equipment (PPE)**

The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

## **Ventilation**

It is important to ensure areas are well ventilated.

This can be achieved by a variety of measures including:

- Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).
- Opening internal doors can also assist with creating a throughput of air
- If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)

## **Response to any infection**

All members of the school community must engage with the NHS Test and Trace process. Everyone must be willing to:

- [book a test](#) if they are displaying symptoms. Staff, parents and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace

- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of covid 19 can and should get a test- please refer to our information sheet. The NHS website states clearly what you must do if you or your child develops symptoms of covid 19.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

We ask parents and staff to inform us immediately of the results of a test:

### **A negative test result**

- If the test is negative you will be able to attend school (providing you are well) and your family members can stop self isolating. Other members of their household can stop self-isolating. However if you are poorly with another virus, such as a cold or flu, it is still best to avoid contact with other people until they are better.

### **A positive test result**

- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least **10** days from the onset of their symptoms and then return to school. The **10**-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.
- The school will follow PHE guidance with regards to contacts etc and informing the school community

Given the potential risk to others, a child or adult with symptoms should not attend school. The school's decision will be final until the results of a test proves differently, to protect pupils and staff from possible infection.

### **Out of hours contact**

Parents are to use the out of hours covid 19 email address when informing the school of a positive covid 19 test result for their child:

[covid@great-chart.kent.sch.uk](mailto:covid@great-chart.kent.sch.uk)

### **We would ask that parents support the school and not release details via social media or to the press to protect individuals and the whole school community**

The DfE guidance does not ask schools to request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation but we would ask parents and staff to take responsibility for the health and safety of our whole school community.

### **Managing confirmed cases of coronavirus (COVID-19) amongst the school community**

We will aim to take swift action when we become aware that someone who has attended school has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

*(Staff need to be aware of what is meant by close contacts and limit the amount of time spent with staff outside of their group or bubble)*

The health protection team will provide definitive advice on who must be sent home.

A template letter will be provided, on the advice of the health protection team, to send to parents and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others, following guidance.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least **10** days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#)

### **Containing any outbreak by following local health protection team advice**

If we have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with our local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.

The DfE states that if schools are implementing controls, addressing any risks, therefore reducing transmission risks, whole school closure will not generally be necessary, and should not be considered except on the advice of the health protection teams.

In consultation with the local Director of Public Health, where an outbreak is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

## **GENERAL ORGANISATION**

### **Attendance**

During the period of national lockdown, we will remain open to vulnerable children and the children of critical workers only. All other pupils will receive remote education. Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school.

We will continue to record attendance in the register and follow up on absences of the pupils who are expected to be in school. Absence will not be penalised.

### **Critical Workers**

Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors. Children with at least one parent or carer who is a critical worker can attend school if required and if the school can safely cater for them. This includes parents who may be working from home. A google form must be completed and returned by Sunday 3rd January 2021. Spaces will then be allocated. All future places will be allocated according to the capacity within school.

### **Vulnerable children**

The definition of vulnerable children and young people includes children who have a social worker, an education, health and care plan (EHCP) or who may be vulnerable for another reason at a local discretion.

### **School workforce**

We expect that all staff will attend school when necessary.

### **Staff who are extremely clinically vulnerable**

Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace. Clinically extremely vulnerable individuals are those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance. Staff should talk to the HT about how they will be supported, including to work from home. Schools should continue to pay clinically extremely vulnerable staff on their usual terms.

Those living with someone who is clinically extremely vulnerable can still attend work where home-working is not possible.

### **Staff who are clinically vulnerable**

Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in the 'prevention' section of this guidance. This provides

that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Adults should continue to take care to socially distance from other adults.

People who live with those who are clinically vulnerable or clinically extremely vulnerable can attend the workplace but should ensure they maintain good prevention practice in the workplace and home settings.

### **Staff who are pregnant**

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for [clinically-vulnerable people](#).

### **Staff who may otherwise be at increased risk from coronavirus (COVID-19)**

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](#). The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we will discuss their concerns and explain the measures being put in place to reduce risks.

People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

### **Employer health and safety and equalities duties**

The school has a legal obligation to protect their employees from harm and so we will continue to assess health and safety risks and consider how to meet equalities duties in the usual way. The Governing Body and School Leaders will also have regard to staff (including the Headteacher) and their work life balance and well being. Staff should refer to our Well Being Policy.

### **Deploying support staff and accommodating visiting specialists**

We will ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. Where support staff capacity is available, schools may consider using this to support catch-up provision or targeted interventions. Teaching assistants may also be deployed to lead groups or cover lessons

### **Performance Management and appraisal**

Appraisal and Performance Management for all staff will continue to be carried out. School Leaders will use their discretion when making judgements and staff will not be penalised if they were unable to meet their targets due to the Covid 19 situation.

### **Safeguarding and support**

- We will continue to follow our safeguarding policy.
- There will always be a Designated Safeguarding Lead (DSL) on site daily.
- There will always be a trained first aider on site daily.
- The Family Liaison Officer will be available to support children and families.

### **Behaviour expectations**

Behaviour expectations need to be clearly understood and supported by all members of our community. We need to be mindful that some pupils will have had adverse experiences and/or lack of routines of regular attendance and classroom discipline. This may contribute to disengagement with education upon return to school, resulting in an increased incidence of poor behaviour. We will endeavour to work with pupils who may struggle to re engage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.

We also acknowledge that some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker and young carers, will need additional support and access to services such as educational psychologists, social workers, and counsellors. Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. We will need to work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils.

The disciplinary powers that schools currently have, including exclusion, remain in place. Any disciplinary exclusion of a pupil, even for short periods of time, must be consistent with the relevant legislation.

We will continue to follow our school's behaviour policy. In addition to this, we will adhere to social distancing measures for all members of our school community ; this is to ensure the safety and well-being of all. Any pupil that breaks our social distancing rules deliberately will be deemed a 'risk to themselves and others' we will therefore ask the parent to collect the child immediately.

## Drop off and pick up

The day will start with staggered opening and finishing times limiting the number of pupils and staff in school at any one time, protecting our school community and ensuring the measures we have put in place can be carried out effectively. We will no longer be operating a one way system

### Drop off

- Depending on which year group your child is in there will be different drop off/ pick up times. (We apologise as we can not accommodate siblings with different times)
- Parents **MUST** adhere to these times to ensure we can follow social distancing guidelines. We advise you to follow safe social distancing whilst waiting.
- Parents of pupils from Y1-6, if possible, will drop their children at the main drop off gates and children will be supervised and directed by staff to access the playground gates.
- For Y6 children who walk to and from school, parents must be secure in the knowledge that their child will socially distance themselves.
- Staff in KS1 will wear gloves if a child needs some support leaving a parent (if the member of staff feels comfortable with this). However, if a child is very distressed and the holding of a hand is not enough, we will not be able to offer any increased support and it may be best for the parent to take the child home.
- In the morning children are greeted by their class teacher or TA at the time allocated ( It is vital staff are punctual) at the appropriate gate.
- TAs or teachers will be in the classroom waiting for pupils to ensure pupils follow safety measures e.g. monitor use of cloakroom.
- Children not arriving at allocated time slots to enter via school office.
- At drop off times, children will come straight into school and not stay on the playground.

### Pick up

- Parents to wait at the allocated pedestrian gate for a member of staff.
- At collection times children will be brought to the playground gate. Collection times may take a little longer, due to children not filing through the gate so quickly. Parents will be allowed on site to wait for their child but only at the correct time and will need to leave once they have collected their child.
- Only Y6 have permission to walk home on their own.

	Gate to enter the site	Gate to enter the building	School Start time	School finish time	Enter school via....
Year 6	KS2 pedestrian gate	KS2 Playground	8:30am	2:50pm	Year 6 Classroom doors
Year 5	KS2 pedestrian gate	KS2 Playground	8:35am	2:55pm	Year 5 door
Year 4	KS2 Pedestrian gate	KS2 Playground	8:40am	3pm	Year 5 door
Year 3	Main pedestrian gate	KS1 Playground	8:30am	2:50pm	Y2 door
Year 2	Main pedestrian gate	KS1 gate	8:35am	2:55pm	Year 2 door
Year 1	Main pedestrian gate	KS1 gate	8:40am	3pm	Year 2 door
EYFS	Main pedestrian gate	KS1 gate	8.45am	2:40pm	EYFS door
Goldwell	KS2 Pedestrian	KS2 Playground	8:40am	2:40pm	Goldwell

### Lunch times/Play times

- We will have staggered play times and lunch times
- Each year group bubble will be allocated a play area.
- Climbing frames and trim trails will be used but metal surfaces will be cleaned after each playtime.
- TAs in each class to cover duties.
- Staff will need to stagger the use of the kitchen area and staffroom. 'Spill off' areas can be created in the Community Room.
- Play times will be flexible according to the weather.

	Playtime	Area	Lunchtime	Area
Year 6	10:20-10:40	Upper field	12:30- 1:10	Upper field

<b>Year 5</b>	10:50-11:10	Upper field	12:30- 1:10	Middle field
<b>Year 4</b>	10:50- 11:10	KS2 playground Zone A + B (not white zone)	12:30- 1:10	KS2 playground Zone B (Trim trail/ outside gym and playground in front of the storage units)
<b>Year 3</b>	10:20- 10:40	KS2 playground Zone A + B (not white zone)	12:30- 1:10	KS2 playground Zone A (playground in front of the trim trail)
<b>Year 2</b>	10:20- 10:40	Lower field	12:10- 12:50	Lower field
<b>Year 1</b>	10:20- 10:40	KS1 playground	12:10- 12:50	KS1 playground ( $\frac{2}{3}$ of the playground)
<b>EYFS</b>	TBA	KS1 playground	12:10- 12:50	KS1 playground ( $\frac{1}{3}$ of the playground) EYFS area
<b>Goldwell</b>	TBA	White Zone	TBA	White Zone

### Lunches

- Children will eat in their classrooms except EYFS and Y5 who will eat in the hall in 2 sittings.
- School lunches will be offered but the menu will look different to our normal offer. Please view the menu on the website.

### Water and mid morning snack

- Children will be encouraged to bring named water bottles to school.
- Water fountains will only be used to refill water bottles and not for direct drinking.
- Water fountains will be cleaned 3 times a day.
- A mid morning piece of fruit or vegetable can be provided by parents. No other snacks will be allowed. The normal KS1 fruit and Veg scheme will not be in place.
- Milk will not be offered to EYFS children in the morning for the start of the school year.

### Toilets

- Toilets will be cleaned 3 times a day including staff facilities- breaktime, lunchtime and after school.
- Only 1 pupil will be allowed in the toilet area at a time. Bubbles will be allocated to toilets.
- The disabled toilets will be allocated only for pupils or staff who are poorly.
- We will not be providing toilet facilities for parents and younger children.
- If children have a toileting accident, parents will be called in to support their child.
- Children will be encouraged to wash and dry their hands properly.
- They will wash their hands frequently throughout the day.
- PHE and H&S posters will be displayed to remind children.

## **Parents and visitors**

- If parents wish to communicate with the school this needs to be via telephone or email.
- The office screen will remain closed to protect staff.
- During this period we ask parents to not come to the school office but to communicate by phone or email. The only exception to this is when school has contacted a parent to come and collect their child.
- Parents are encouraged to communicate with teachers via emailing or phoning the school office.
- Parents must implement their own social distancing.
- Visitors to the school site should be limited and only essential visitors should be admitted (e.g. lunch delivery).
- Suppliers and contractors should be encouraged to attend the site for essential business only and if possible, outside of the teaching hours.
- Staff will be encouraged not to have personal deliveries to school.

## **Communication**

- Communication with teachers will need to come through the main office and no longer through Google Classroom
- Staff to contact parents via the office email or telephone.
- Please refer to the Communication's Policy on our website.

## **Physical activity**

Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.

Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. We will continue to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Activities such as active miles, making break times and lessons active and encouraging active travel will help enable pupils to be physically active while encouraging physical distancing.

Pupils will need their PE kit in school from Monday to Friday when it will be sent home to be washed. As all classes have their own room and cloakroom we are able to organise safe changing areas. Pupils will not need to wear their PE kit to school as PE, although timetabled, may take place at any point during the week. PE will be outside where possible so outdoor kit will be necessary

## **Music, dance and drama**

It is recognised that there may be additional risks of infection in environments where singing, chanting, playing wind instruments, dance and drama take place. These activities can take place but with increased measures being put in place.

- Performances will not be taking place until further notice.
- Singing in groups should take place outdoors wherever possible. If indoors the number of pupils should be limited and pupils should not be face to face. Good ventilation of the room and space should be observed. The larger the space the better.
- When playing instruments or singing pupils should sit back to back or side by side.
- Singing should be quiet to avoid aerosol transmission.

- Handwashing will be increased before and after handling instruments or equipment.
- Avoid sharing equipment wherever possible. If they are shared they should be cleaned afterwards.

## **Remote Education**

We will provide remote education to those pupils working at home. Please refer to our Remote Learning Policy and Expectations document. Both can be found via our website.

We will aim to:

- Teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject so that pupils can progress through the school's curriculum
- Use google classroom consistently across the school for Y1-6 and Tapestry for EYFS in order to allow interaction, assessment and feedback
- Overcome barriers to digital access for pupils by: distributing school-owned laptops accompanied by a user agreement or contract, providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work.
- Have systems for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern
- Identify a named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education- Mrs Willesmse
- Publish information for pupils, parents and carers about their remote education provision on their website
- Set meaningful and ambitious work each day in an appropriate range of subjects
- Provide teaching that is equivalent in length to the core teaching pupils would receive in school. This will include both recorded or live direct teaching time and time for pupils to complete tasks and assignments independently.
- Online video lessons will not necessarily need to be recorded by teaching staff at the school: Oak National Academy lessons, for example, can be provided in lieu of schooled video content.
- Provide frequent, clear explanations of new content, delivered by a teacher or through high-quality curriculum resources
- Provide opportunities for interactivity, including questioning, eliciting and reflective discussion
- Provide scaffolded practice and opportunities to apply new knowledge
- Enabling pupils to receive timely and frequent feedback on how to progress, using digitally-facilitated or whole-class feedback where appropriate
- Use assessment to ensure teaching is responsive to pupils' needs and addresses any critical gaps in pupils' knowledge
- Avoid an over-reliance on long-term projects or internet research activities

We will consider these expectations in relation to the pupils' age, stage of development or special educational needs, for example where this would place significant demands on parents' help or support. Younger children in Key Stage 1 or EYFS will require high levels of parental involvement to support their engagement with remote education, which makes digital provision a particular challenge for this age group. We therefore do not expect that solely digital means will be used to teach these pupils remotely. We also recognise that some pupils with Special Education Needs and Disabilities (SEND) may not be able to access remote education without adult support and so we will work with families to deliver an ambitious curriculum appropriate for their level of need

## **Pupil wellbeing and support**

Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.

The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing. We will ensure pastoral support is there for all pupils designed to:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- support pupils with approaches to improving their physical and mental wellbeing

We will also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible.

### **Wrap Around Care (Y1-6)**

We will continue our Breakfast Club. Due to 'bubbles' potentially mixing, we will aim to keep groups as consistent as possible and try to socially distance them.

After School club will not be continuing. Please contact Kent Play Clubs for further information.

### ***Breakfast Club***

- Children will be sitting at tables, in their year group bubbles, to eat their breakfast and then to enjoy some activities. They will not be able to move around the hall.
- It will not be possible for children to avoid sitting opposite each other, so please can parents be aware of this
- Breakfast club will run from 7:45am- 8:40 (for this period only). The price will be reduced to £2 to reflect this change

### **PPA Time (for teachers only)**

PPA time will be arranged individually- either when a teacher can be offline or released by a TA. Any additional time needed due to extra teaching each day and no prep time during daily assemblies will form part of the planning days during Term 3 & 4 and through discussion with the Headteacher. Management time will not continue.

### **Trips**

School trips will resume during the school year but only after risk assessments have been carried out.

### **Uniform**

Our high expectations in terms of our uniform, footwear and hairstyle policy will resume from September. Uniform plays a valuable role in contributing to the ethos of our school and sets an appropriate tone. All pupils will need to follow our policy. Any potential issues with school uniform can be discussed with the Headteacher or a member of staff.

Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different than usual.

Pupils will need their PE kit in school from Monday to Friday when it will be sent home to be washed. As all classes have their own room and cloakroom we are able to organise safe changing areas. PE will be outside where possible so outdoor kit will be necessary.

### **Belongings**

Children will only bring limited belongings to school. We will be using cloakrooms but staff must limit the numbers using the cloakroom at any one time. Cloakrooms must be completely cleared at the end of each week. Y1-6 will need to bring their own pencil cases with basic stationery.

### **Conclusion**

I'm sure you can appreciate that although these measures may seem quite severe, we need to ensure the health and safety of our whole community. All schools will be interpreting the guidance differently but hopefully, at Great Chart Primary School, we have been proportionate in our response. We have tried to balance the risks of Covid 19 with the fact that we are a school educating and supporting children. We will always aim to do our best endeavours especially when it relates to social distancing, but we need to be realistic in our response and consider not only health and safety needs but mental health also.

Thank you once again for your support and understanding.

Kind Regards

Mrs Pang and the SLT

