



**Great Chart Primary School**  
**Return to School Policy**  
**Plan and Procedures**  
**For all Year Groups**  
*Full Version*

**March 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

## **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. In welcoming all children back from March, 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.

While our aim is to have all pupils back at school from March, we will continue to plan for the possibility of a local lockdown or year groups, groups and individuals self isolating, ensuring continuity of education.

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 required to self isolate by ensuring they do not attend school**

## **When an individual develops coronavirus (COVID-19) symptoms or has a positive test:**

Pupils, staff and other adults must not come into the school if

- They have one or more coronavirus (COVID-19) symptoms
- A member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- They are required to quarantine having recently visited countries outside the Common Travel Area
- They have had a positive test

They must immediately cease to attend and not attend for at least 10 days from the day after:

- The start of their symptoms
- The test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate.

If anyone in school develops a new and 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 to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- Will be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- Will be advised to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed 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.

## **When an individual has had close contact with someone with coronavirus (COVID-19) symptoms**

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- The symptomatic person subsequently tests positive

- They develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)
- They are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- They have tested positive from an LFD test as part of a community or worker programme

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 after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the cleaning of non-healthcare settings.

If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.

### **Ensure face coverings are used in recommended circumstances**

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 and visitors face coverings should be worn in situations where social distancing is difficult eg in the staffroom.

For parents who come onto site face coverings must be worn at all times.

Please follow the Government Guidelines on the safe use of face coverings.

### **Ensure everyone is advised to clean their hands thoroughly and 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
- 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.

## **Maintain 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 year groups separate (in 'bubbles') and through maintaining distance between individuals. 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 class groups for most lesson based activities but due to practical logistics and organisation within and around school, we will look to implement year group sized 'bubbles' eg for drop off and pick up times, plus break times outside, Year Group Assemblies. Some year groups will work together across both classes if working in smaller groups. 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. 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 class/ 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. Assemblies for one Year group will take place in the small hall and Assemblies for two year groups will take place in the large hall, with at least 2ms apart between the year groups. Doors and windows to remain open.

Shared Assemblies/ shows with parents and visitors will not take place for the time being.

### **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.

### **Playtimes**

We will have designated play areas for year groups.

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 main groups or 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 endeavour not to 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.

### **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 visual timetables. Where a child routinely attends more than one setting on a part time basis, for example because they attend an alternative provision setting or special school, we will work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.

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

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools but if they come to Great Chart Primary School they should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.

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.

## **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. ***Children will be encouraged to bring their own equipment to school in a named pencil case in Y1-6.***

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.

## **Keep occupied spaces well ventilated**

Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied an enclosed area. When your school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

These can be achieved by a variety of measures including:

- Natural ventilation – 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
- Natural ventilation – if necessary external opening doors may also be used

To balance the need for increased ventilation while maintaining a comfortable temperature, we will:

- Open high level windows in colder weather in preference to low level reduce draughts
- Increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)
- Provide flexibility to allow additional, suitable indoor clothing – for more information see school uniform
- Rearrange furniture where possible to avoid direct draughts

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

## **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

### **Promote and engage in asymptomatic testing, where possible**

Rapid testing remains a vital part of our plan to suppress the virus. Staff are invited to take twice weekly LFD tests. Primary age pupils will not be tested with LFDs.

### **Symptomatic testing**

The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.

Those with symptoms are also expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.

It remains imperative that the system of controls continues to be rigorously applied to enable the safest possible environment. The testing programme is an important addition to supporting leaders to maintain the continuity of education through the pandemic.

### **Promote and engage with the NHS Test and Trace process**

Staff members, parents and carers will need to:

- Book a test if they or their child has symptoms
- Self-isolate immediately and not come to school if:

o they develop symptoms

o they have been in close contact with someone who tests positive for coronavirus (COVID-19)

o anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)

o they are required to do so having recently travelled from certain other countries

o they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation

- Provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

### **Manage confirmed cases of coronavirus amongst the school community**

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 14 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.

***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.

### **Contain any outbreak by following PHE local health protection team advice**

If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak. We will call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required.

DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.

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)*

## **GENERAL ORGANISATION**

### **Attendance**

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

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in primary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence

- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

### **Pupils who are shielding or self-isolating**

The majority of pupils will be able to return to school. But we must be aware that some may still need to self isolate:

- Have symptoms or have had a p[ositive test result
- Live with someone who has symptoms or has tested positive and are a household contact
- Are a close contact of someone who has coronavirus (COVID-19)
- Are shielding due to being Clinically extremely vulnerable

The advice for pupils who have been confirmed as ***clinically extremely vulnerable*** is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. We will be request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer access to remote education.

### **Staff who are extremely clinically vulnerable (CEV)**

CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take. Staff will need to speak to the HT to discuss their roles further. Risk assessments will be formulated.

Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.

### **Staff who are clinically vulnerable (CV)**

CV staff can continue to attend school. Whilst in school they must follow the systems of controls to minimise risks.

### **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.

## **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.

## **Staggered Start and Finish Times**

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.

## 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)
- **It is really important that pupils are dropped off on time.**
- Parents **MUST** adhere to these times to ensure we can follow social distancing guidelines. We advise you to follow safe social distancing whilst waiting.
- The pub car park has been allocated for a waiting area in the mornings so unfortunately parents will not be able to use it to park. We are encouraging as many parents to walk to school as possible as there will be lots of adults and children waiting.
- Only one parent to drop off
- 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.
- 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 one parent to pick up.
- Only Y6 have permission to walk home on their own. Parents must ensure that Y6 pupils follow the current government guidelines when they leave the school premises.

	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	8:20am	2:40pm	Year 6 Classroom doors
Year 5	KS2 pedestrian gate	KS2 Playground	8:30am	2:50pm	Year 5 door
Year 4	KS2 Pedestrian gate	KS2 Playground	8:40am	3pm	Year 5 door
Year 3	Main pedestrian gate	KS1 Playground	8:20am	2:40pm	Y2 door
Year 2	Main pedestrian gate	KS1 gate	8:30am	2:50pm	Year 2 door

Year 1	Main pedestrian gate	KS1 gate	8:40am	3pm	Year 2 door
EYFS	Main pedestrian gate	KS1 gate	<b>8.45am</b>	2:30pm	EYFS door
Goldwell	KS2 Pedestrian	KS2 Playground	8:50am	3:10pm	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.

KS2 zones:

A- Trim trail and playground in front down to the KS2 gate

B- White Zone, Y6 area and outside gym

	Playtime	Lunchtime
Year 6	10:20-10:40- Zone B	12:30- 1:10
Year 5	10:50-11:10- Zone A	12:30- 1:10
Year 4	10:50- 11:10- Zone B	12:30- 1:10
Year 3	10:20- 10:40- Zone A	12:30- 1:10
Year 2	10:40- 11am	12:10- 12:50
Year 1	10:20- 10:40	12:10- 12:50
EYFS	10:00- 10:20	12:10- 12:50
Goldwell	TBC	TBC

### Lunches

- Children will eat in their classrooms. EYFS and Y5 will eat in the large hall (EYFS 12:10/ Y5 12:50)
- 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.

- For KS2 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 be in place.
- Milk will be offered to EYFS children in the morning (age 4 years old)

## **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 toilet is allocated for a CEV member of staff. Toilet facilities will not be available to parents and only for pupils if they are waiting to be collected with suspected covid symptoms. (The toilet would have a deep clean if this happened)
- 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.

## **Curriculum**

The key principles that underpin our curriculum planning:

- Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.

- Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.

Our aim will be to teach an ambitious and broad curriculum in all subjects from March, but make use of existing flexibilities to create time to cover the most important missed content.

Substantial modification to the curriculum may be needed, so teaching time will be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content as soon as possible. However, as a school we feel that all curriculum areas should be addressed from March 2020 ensuring our children receive a broad and balanced curriculum whilst still addressing any gaps in learning.

Our curriculum planning will be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work).

### **Develop remote education so that it is integrated into school curriculum planning**

Remote education will continue to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. We will plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress. We may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances.

There will be online provision of educational activities for children to access when they are at home if they have to self isolate. Teachers will try all they can to continue to support online learning as far as reasonably practicable in terms of commenting on pupils work etc. Please refer to the Remote Learning Policy

### **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.

## **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.

## **Transition for children coming back to school**

Staff will be conscious that many children have not been in school for another long period of time and so will be displaying a whole range of emotions. Before any 'formal' teaching takes place staff will ensure that children feel happy and safe at school. There will be plenty of opportunities for children to discuss their emotions and any concerns. During the first week back children will be involved in induction activities to help them settle into their new classes and year groups.

## **Wrap Around Care**

Breakfast Club will continue:

- 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 7:45- 8:40 (for this period only).

After School Club

This will resume after the Easter Holidays. Kent Play Clubs will contact parents with regard to their After School Club provision.

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

PPA time will continue as normal but timings will need to change.



## **Trips**

Currently the Government is advising against all educational visits at this time. This advice will be kept under review. We are not sure of any implications with regards to the residential at this current time.

## **Uniform**

Any potential issues with school uniform can be discussed with the Headteacher or a member of staff. We appreciate that children may have grown and it may be tricky buying new uniform at this time. If this is the case please ensure your child wears something as close to our uniform as possible.

From after Easter our high expectations in terms of our uniform, footwear and hairstyle policy will resume. 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.

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. (Y6 may make their own arrangements in terms of PE kits)

## **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.***

## **Outside agency clubs**

Outside agency clubs will continue but will follow their own guidelines. Please wait for further information.

## **Extra Tuition after school sessions**

We will continue with our extra tuition sessions for pupils in Y3-6. If your child is invited to one of these sessions it is really important for them to attend so that we can ensure they make the best progress possible by the end of the year.

## **Birthday sweets**

We recognise that children will want to continue to celebrate their birthdays with their friends. If your child wants to give out sweets, please ensure they are in pre packaged bags.

## **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.