

Cockfield Primary Return to School Plan Procedures

<p>Organisation</p> <p>Staff must be in classrooms ready to accept pupils from 9.00am</p> <p>At no point during the day will groups mix with each other. NB Passing each other in corridors is considered low risk.</p>	<p>EYFS Unit Key Worker Children</p> <p>Children will be in small bubbles 2 metres apart within the classroom</p>	<p>CLASS 4 Y6 children</p> <p>Children will sit at separate desks 2 metres apart</p>
<p>Entry to school Parents:</p> <p>must ensure children do not come into school if they display symptoms</p> <p>must not enter school building</p> <p>need to be on time at drop off, leave swiftly.</p> <p>Discussions with staff via phone or email</p> <p>Bell has been fitted to the Nursery</p>	<p>Key Worker Group 9am</p> <p>Drop off at EYFS Gate</p> <p>Social distancing to be followed – markings on the floor One adult only per child Children to apply hand gel before entry</p> <p>Teachers are to not to break social distancing guidelines to help parents</p> <p>Staff who are working with the key worker group will be on hand to supervise entry (Staff must ensure gate is unlocked and then locked again when children are in and parents have left, gate will need to be re-opened at the end of the day)</p> <p>If parents are dropping off more than one child, they can be dropped off at the same time. However, children still need to use their allocated entrance.</p> <p>Parents must be contactable throughout the day in case their child develops symptoms whilst in school and needs to be collected.</p>	<p>Y6 Group 9am</p> <p>Drop off at the Den</p> <p>Social distancing to be followed – markings on the floor One adult only per child Children to apply hand gel before entry</p> <p>Teachers are to not to break social distancing guidelines to help parents</p> <p>Staff who are working with the key worker group will be on hand to supervise entry</p> <p>If parents are dropping off more than one child, they can be dropped off at the same time. However, children still need to use their allocated entrance.</p> <p>Parents must be contactable throughout the day in case their child develops symptoms whilst in school and needs to be collected.</p>

<p>entrance, so that staff know when a parent has arrived</p>		
<p>Hygiene + Health in school</p>	<p>PPE will be available for all staff Thermometers have been ordered to check temperatures</p> <p>Children need to practice good hand hygiene on entrance and exit to school building and classrooms. Washing facilities and hand gel will be available to use as recommended. The aim would be for children and adults to wash their hands at least every couple of hours. Hand sanitizer/washing should be used following physical or close contact between two people (although this should be avoided as much as possible). School will ensure that there are sufficient supplies of soap and hand sanitizer. Staff who provide intimate care for pupils must wear PPE. Staff administering first aid or medication should wear a mask, gloves and a visor.</p> <p>Children should be encouraged deal with their first aid, if at all possible.</p> <p>Children who develop any symptoms during the school day MUST be isolated in the Year 1/2 classroom until parents can collect. Any supervising staff must wear PPE. That child must isolate for 7 days and get a test. Their fellow household members should self-isolate for 14 days. (All staff and students who are attending the setting will have access to a test if they display symptoms of coronavirus). Where the child, or staff member tests positive, the rest of their class/group should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, or staff member they live with in that group subsequently develops symptoms. Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. <i>(Guidance taken from DFE Coronavirus (COVID-19): implementing protective measures in education and childcare settings)</i></p> <p>Staff and children can wear comfortable clothing whilst at work. Children should not wear uniform in order to avoid mixing up clothing items between children. This will also ensure there is no need for parents to replace items of uniform until Autumn Term at the earliest. It is advised that children and staff change and wash their clothing on a daily basis.</p> <p>Pedal bins have been ordered so that staff and children do not need to touch bin lids</p> <p>Social distancing signs have been put up in school</p>	
<p>Comfort Breaks</p>	<p>Key Worker children Will use EYFS and KS1 toilets Owing to the low numbers children will have an allocated toilet to use Children will access the toilets 1 at a time. Staff should closely supervise and remind children about hand hygiene.</p>	<p>Y6 group Will use KS2 toilets Owing to the low numbers children will have an allocated toilet to use Children will access the toilets 1 at a time. Staff should closely supervise and remind children about hand hygiene.</p>

<p>Children's Equipment: Water bottles</p> <p>Classroom apparatus</p> <p>Outside equipment</p>	<p>Water bottles will be brought in from home – the water coolers have been switched off for health and safety reasons (advice taken from Legionella check)</p> <p>Children will be provided with equipment and must not bring in materials from home – just a coat, lunch box and drink/water bottle.</p> <p>There will be a box of paper hankies provided for each child</p> <p>Children are allowed to play with their allocated equipment but only in sub group of 4-6 (hands to be washed before and break/ lunch times)</p> <p>Children will not be allowed to play on the fixed play equipment outside, they will be allowed to play with identified equipment (only used by themselves) in their designated areas</p>	
<p>Break time</p> <p>Main playground will be split into three separate zones (with at least 2m distance between)</p>	<p>Morning break 10.30 – 11am Afternoon break 2.00 - 2.30 pm</p> <p>Children will be supervised in their identified area by a member of staff who has been working with them, therefore there will be 3 members of staff outside while other staff have their break. On returning to the classrooms the other members of staff will then take a break.</p> <p>Use of outdoor area to be organised by staff throughout the day. Children follow social distancing guidance when playing</p> <p>Play equipment should not be shared between group without washing. Large climbing/fixed equipment not to be used at all.</p>	<p>NB Longer break to allow time for hand-washing and use of toilets</p>
<p>Classroom organisation and resources</p> <p>Each group will have a teacher assigned to them, in the event of staff shortages teaching assistants may</p>	<p>Windows and doors should be open whenever possible to allow good ventilation</p> <p>There will be no breakfast or after school clubs during this period</p>	<p>As far as possible children are to remain in their seats during lesson time with one child per desk. Desks are organised to maintain a distance of approx. 2 metres per child. Teacher will deliver lessons as a whole group/class maintaining social distancing as much as possible.</p> <p>Children have their own equipment and books which should not be shared. For hygiene reasons, staff are not expected to collect in books. Work will be marked at</p>

<p>be asked to lead a group.</p>		<p>desks, ideally through self-marking, use of stampers where appropriate and verbal feedback. No iPads or laptops to be used unless they are cleaned before and after use.</p> <p>School work will consolidate work which was completed up to March 23rd.</p>
<p>Curriculum</p> <p>Outdoor learning will be used where possible</p>	<p>Children will complete consolidation work at their desks, have reading books at their desks appropriate to their reading age from Accelerated Reader, their will also be activities available – these will not be shared.</p> <p>Every afternoon, staff will focus on activities which support/develop mental health and wellbeing. Time will be given to teach about social distancing, good hand hygiene, good respiratory hygiene, in-school routines, expectations and rules in a sensitive manner. Children must follow the instructions to minimise social distancing. If children intentionally choose not follow these rules we may ask parents to take them home.</p>	
<p>Lunch time</p> <p>Tables should be wiped down by staff/lunchtime staff before and after eating</p> <p>Lunchtime supervisors in school 11.45am – 1pm</p>	<p>Mrs Blackett to supervise Y6 group while eating their packed lunches at their desks Mrs Finn to supervise Key worker group whilst eating their packed lunches at their desks</p> <p>Key worker children will keep their packed lunches in the Nursery fridge along with staff packed lunches who are working in that area</p> <p>Y6 children will leave their packed lunches on the kitchen hatch when they enter the building, they will be put in the fridges in the kitchen by KH Lunches will be delivered to the classroom by the lunchtime supervisors Staff working with the Year 6 group will put their packed lunches in the staffroom fridge KH and anyone else on site will put packed lunch in the staffroom fridge</p> <p>Mrs Blackett, Mrs Finn and Miss Heatherington/Mr Hunter will each supervise a group of children at lunchtime in their identified outside area Wet playtimes – children will stay in their allocated rooms and be supervised by lunchtime supervisors</p> <p>At the end of lunchtime – children will line up 2 metres apart in their designated areas and then go in to school via KS2 entrance and KS1 entrance, supervised will sanitise their hands before going back to their designated rooms</p>	
<p>Exit from school</p> <p>Parents must not enter school building</p>	<p>Children will be picked up at 3.15pm from their designated pick-up points Social distancing to be followed – markings on the floor One adult only per child Children to apply hand gel before exit</p>	

Parents need to be on time at pick up and leave swiftly	Children to be supervised by adults at all times
Staff	<p>Staffrooms Staff working with Key Worker children will have their breaks and lunch in the library Staff working with Y6 children will have their breaks and lunch in the staffroom</p> <p>Maintain social distancing between members of staff. Follow hand hygiene procedures when making drinks/using equipment. Staff to use same table/chair when using this room. Staff to only use one/own mug (can be chosen from ones in staffroom). Keep mug in own classroom when not in use. Staff who are clinically vulnerable or have been advised by GP/Hospital should work from home.</p>

Staffing

Key Worker Group			Y6 Group		
Monday	L Hargraves	M Hodson	Monday	C Racher	P Hunter
Tuesday	T Maguire	L Hargraves	Tuesday	P Hunter	M Paterson
Wednesday	T Maguire	L Hargraves	Wednesday	C Racher	M Paterson
Thursday	T Maguire	F Gregson	Thursday	P Hunter	M Paterson
Friday	F Gregson	M Hodson	Friday	P Hunter	C Racher