

## **Woodhouse Primary School Operating Procedures for Parents: January 2021**

School is vital for children's learning, mental wellbeing, friendships and sense of routine. Public Health England (PHE) is clear that the risk of catching coronavirus (COVID-19) is low if schools apply a system of controls to reduce the risk of spreading the virus and we continue to implement a range of measures.

### **Grouping of pupils**

Pupils are organised into bubbles which consist of the whole year group, although for the vast majority of the time, pupils remain in their class bubble of 30. There are times when the year group bubble mix together e.g. break times but this is limited.

Whilst every effort is made to maintain social distancing we cannot guarantee, particularly with younger pupils, that this is always the case. In essence the children are encouraged to socially distance themselves from the other children within their bubble. However, adults in school continue where possible to stay 2 metres away (or 1m+ with additional protective measures) from pupils and other adults

### **Classrooms**

Each class works within their usual classroom. Desks in Y2 – Y6 are arranged to seat pupils side by side and facing forwards where practical. For individual and very frequently used items e.g. pencils/pens, staff and pupils have their own items. Pupils are provided with a stationery pack for their individual use. Pupils in from Y2 upwards are permitted to bring a small pencil case but this should remain in school.

### **Learning**

Learning has returned to normal. We continue to deliver a broad and balanced curriculum, although current public health guidance means that we have had to adapt how we teach certain subjects such as P.E. and Music. Swimming will recommence once the risk assessment deems it safe to do so.

Additionally to help pupils 'catch-up' we continue to focus in particular on areas within each subject that are most important to progress. Alongside this, interventions are delivered to fill any gaps in learning as appropriate.

### **Drop-off and Collection arrangements**

- a plan is in place to stagger the arrival and dismissal of pupils. This plan includes using as many external entrances to the school building as possible and also allows as much time as possible where the same external door is used by different bubbles
- arrival times and departure times are staggered, and have been communicated to parents/carers, to prevent bottle necks forming and groups congregating. These times are reviewed regularly and altered as required
- families with siblings in different classes may 'drop-off' all their children at their earliest designated time and collect all their children at their latest collection time
- only one parent/carer per child should accompany a child onto the school grounds at 'drop off' and come to collect at the end of the day. **You must arrive on time and only at your allocated time.**
- **pupils who are confident to come into the school grounds by themselves are encouraged to do so**
- entrance points are clearly marked and social distancing measures in place at all entry points

- staff are on duty to oversee these arrangements each day
- children are directed into the playground and any adults dropping off expected to leave the premises via the one-way system
- for the safety of all, gathering at the school gates is not permitted.
- parents/carers should not come into the school building – please email or telephone to contact school
- all children will be expected to wash their hands as they enter the classroom

## **Hygiene**

The most effective way of reducing the transmission of germs, including viruses, is the regular washing of hands with soap and water. Staff regularly remind all pupils of the importance of hand hygiene and wherever possible handwashing is supervised. Hand sanitiser is provided in classrooms and other areas of school.

We ask pupils and staff to wash their hands when they enter the building, before and after eating, after sneezing or coughing, after touching faces, after learning outside, after visiting the toilet.

Children are encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

We would ask that you support us with maintaining levels of hygiene by reminding your child of the importance of handwashing and other hygiene practices.

## **Personal Protective Equipment**

The government has advised that PPE is not required in school settings for pupils under the age of 12 and states that face coverings can have a negative impact on learning and teaching so their use is to be avoided in the classroom. We recognise that some individuals, feel safer wearing a face covering therefore pupils who choose to do so will be expected to wear them safely and appropriately. We cannot accept responsibility for ensuring that any child who brings a face mask to school is wearing it at all times. It will be the responsibility of the child to look after any face mask they bring and if it is not worn appropriately the child will be expected to remove it.

## **Lunchtime arrangements**

School meals are a simple packed lunch which are eaten in classrooms within the bubble.

Pupils who are bringing their lunch from home will also eat in classrooms within their bubble. Pupils must not share their lunch with anyone else.

## **Personal belongings and Administering of Medicine**

Pupils should not be sharing belongings. We ask pupils to only bring to school:

- Clearly labelled, filled water bottle
- PE kit
- Packed lunch (if required)
- Small pencil case (Y2 upwards)

Should you wish your child to wear sun cream, please apply it before school.

If a child requires medication four times a day, it must be brought to school in a clearly labelled see-through plastic bag and be in the original dispensed packaging. Medication will need to be handed in to the school office and the relevant medical form completed. The adult completing the form must wear disposable gloves. The plastic bag will be sanitised with anti-viral wipes and stored safely. Should the medication need to be sent home at the end of the day it will be given to your child.

## **Illness**

**We request that parents/carers regularly check their child's temperature at home to ensure there is no onset of fever.**

### Symptoms of Covid-19

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Anyone with symptoms, or who has tested positive, should self-isolate for 10 days, and all other members of their household/support bubble should isolate for 10 days.

People who have been in contact with someone who has COVID-19 will need to isolate for 10 days. If they develop symptoms during this time, they must continue to isolate for 7 days from the onset of symptoms. This may mean they have to isolate for more than 10 days in total.

We expect all pupils, their families and staff to engage where necessary with the NHS test and trace system.

### **Onset of symptoms whilst at School**

All persons who develop Covid 19 symptoms whilst on site will:

- be sent home as soon as possible and will be advised to follow government guidance on self isolating and testing. They should self-isolate for 10 days and their fellow household members should self-isolate for 10 days. **This means that any siblings who are in school will also be sent home.** All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus
- whilst awaiting pick-up persons will be isolated in a separate area
- Pupils will be supervised whilst this takes place
- a face covering will be worn by the supervising adult. If contact with the child or young person is necessary, then gloves, an apron and a face covering will be worn by the supervising adult

When a person displaying symptoms has left the site:

- pupils who have been in contact with the person with symptoms or any member of staff who has helped someone who was unwell will not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. The member of staff will be asked to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell
- core areas that those staff or pupils have been in will be cleaned with standard cleaners / disinfectants
- a separate toilet will be provided for individuals who display symptoms. These facilities will be cleaned and disinfected using standard cleaning products before being used by anyone else as will any areas they have been isolated in

If a person is tested and it is negative they will be advised:

- they can return to their setting and the fellow household members can end their self-isolation.

If the test is positive:

- the rest of the class/bubble they have been working with will be sent home and advised to self-isolate for 10 days

In the event of a confirmed case at the school, Calderdale Public Health will advise appropriate action and measures to be taken.

### **Remote learning**

In the event of being advised to send a class/bubble home to self-isolate, wider school closure or a localised lockdown, pupils will have access to remote learning.

This will be delivered via 2email using each pupil's individual log-in details and consist of high-quality sequential content with lessons delivered by school staff, Oak Academy, White Rose Maths Hub, BBC Bitesize. Daily interaction with school staff will be facilitated through Microsoft Teams and further details are available on the school website in the Learning Continuity plan.

For families who are unable to access online learning we will endeavour to provide an appropriate device for home use and hard copies of resources.