Hope Brook C of E Primary School - Covid-19 Plan

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| Changes to school organisation:   * A one-way drop-off system has been established at the start of the day – which discourages the congregating of groups of children / parents * The one-way drop off system is used to access school and Pippins – this is a rolling drop-off model. * 2m spacing has been marked (with black tape) along the school paths to support social distancing * At the start of the day, parents are asked to leave children at the noticeboard and follow the one-way system out of school via the driveway * At the start of the day, Pippins parents are asked to join the same queue as school parents and follow the one-way system to the Pippins entrance * At the end of the day, Pippins parents should follow the same one-way system to collect their children at the front entrance to Pippins * At the end of the day, school parents should form a queue at the small gate by the lower playground – 2m spacing has been marked through the car park to support social distancing * End of day collection takes place on the lower playground. Parents are asked to stand by one of the posts to ensure social distancing can be maintained. A TA manages the number of adults allowed to access the lower playground at any one time (Maximum of 12 parents) * There will be no large gatherings – either in school or in the school grounds * The hall will be used as a classroom – to allow Y6 children to be adequately spaced out * YR, Y1 and Y2 will be taught as separate year groups – YR based in Robins, Y1 based in The Den and Y2 based in Woodpeckers * Children are taught in one classroom as much as possible (This is their ‘bubble’) * A one-way system has been established – to ensure minimal movement of children within the school building. * Children will only leave their classrooms to access the toilet facilities or change reading books. Children will leave the classroom one at a time * For these purposes, children will leave their classroom via the internal door and return to the classroom via the external classroom door * If staff need any resources/support in the classroom and the TA is not available, staff will use the internal telephone system (Phone list to be posted in each classroom) * Communication with the school office (from the classrooms) is via internal phone to minimise movement around the school * If the weather is wet, and we are unable to use the grass areas, break times / lunch times will be staggered and classes will be allocated a specific play space * If the weather is fine, each class will be allocated a separate play space * No bubbles will mix during play times * A box of play equipment is allocated to each play space – which is sanitized at the end of each lunch time * Lunches will be eaten in the classrooms * Hot dinners will be served from the trolley in the wet area |
| Reminders for children:   * Children will wear school uniform – except on outdoor learning days, when pupils will come to school in their outdoor learning clothes * Children will not bring any additional / personal items to school – except their drinks bottle and lunchbox (if required) * PE bags should be brought to school on the first day of each term – and will remain in the classroom for that half term * Children will not be bringing home any school resources * Any work to be completed at home, will be posted on the ‘Homework’ page of the eschools learning platform * Any certificates or celebratory art work will come home on Fridays – in a plastic bag – so parents can decide whether to isolate the resources |
| Access to the school building:   * All parents are asked to communicate with the school office / staff via the phone, email or the eschools messaging facility * A weekly letter (Friday) will keep parents informed about any changes to arrangements/ current developments * Visitors are accepted by prior arrangement only * All visitors are asked to complete a ‘Covid-19 Visitor Questionnaire’ * Where possible visitors access the school building outside school hours * Visitors are able to access only the spaces required to accommodate their visit |
| Additional cleaning/sanitising:   * Sanitising stations have been placed in every room – they include disinfectant spray, hand sanitiser, gloves, aprons, sanitizing wipes, blue roll (disposable cloth) * Sanitising stations are checked daily (after lunch) * Additional cleaning takes place after break / after lunch daily – this includes wiping down door handles, taps and toilet flushes – in the central area * Teaching teams take responsibility for additional wiping down of classroom surfaces * Classroom tables are wiped down before lunch each day * Children wash their hands on entry to school, before lunch and at the end of the day * Children use hand sanitizer every time they return to their classrooms during the day – after break, after lunch and whenever they return from using the toilet facilities * Children sanitise hands before using the climbing frame or the trim trail * Additional waste bins have been provided – and are located in each classroom |
| Staff protection:   * All staff have access to PPE – face shields, face masks, gloves, aprons and hand sanitizer * Three types of face masks are available – with varying degrees of protection * Staff choose whether / for how long they wear PPE * Safe practice in working with children has been discussed – recommended practice to sit alongside or stand behind pupils to offer guidance (if not wearing face shield), take books away from children for marking, teaching to take place whilst standing to ensure head height is above height of children |
| Classroom organization:   * Classrooms are organised in as safe a manner as possible * All desks and chairs face the same way * Excess furniture has been removed * All soft furnishings have been removed * Children are allocated a specific desk space * Basic resources are stored on each pupils’ desk – pencil, scissors, glue, colouring equipment – sharing of equipment is minimized * All equipment used is easy to wipe down/clean * Staff ensure minimal movement within the classroom * No more than 2 children form waiting queues at any one time – and children stand at least 1 metre apart * Return of resources ie reading books – placed in a tray marked with the day of the week – allowing for materials to be set aside for 72 hours before being made available for use by other children * All rooms to be well ventilated – all window ventilation grids are open, external doors to be opened regularly – at least every 90 mins (with awareness of classroom temperature), windows to be kept open if temperature allows   Adaptations for Early Years:   * Furniture has not been re-organised – and continues to be in small groups * Available play equipment has been reduced – and is easy to clean after use * Outdoor area continues to be readily available – children sanitise before accessing outdoor play * Small group teaching takes place at the tables rather than on carpet area * Availability of resources has been reduced * Furniture has been used to create work spaces * Working groups will be a maximum of 6 children |
| Management of possible cases:   * An isolation space has been identified if required – The Nest. A TA will be allocated to monitor children in the Nest. This TA will be supplied with PPE * An identified toilet facility will also be used * Any child presenting symptoms of coronavirus will be placed in the isolation space – The Nest – and parents will be required to pick up their child immediately * If a child is required to isolate because they have been in contact with somebody who has tested positive – the child will be placed in The Nest while awaiting collection * If a ‘bubble’ is required to isolate because a positive case has been identified within that ‘bubble’ – the ‘bubble’ will remain in class until pupils are collected by their parents * All spaces being used will increase ventilation - by opening windows |
| Management of possible cases identified in BC/ASC  This poses an additional challenge at Hope Brook – because the use of this facility means a mixing of ‘bubbles’. In order to minimise the risk associated with this facility, we are only making this facility available to a limited number of children (11). If a positive case is identified in the BC/ASC facility, the following protocols have been agreed:   * All children and adults will be asked to wear masks – as soon as school are informed about positive test result. (In preparation for this possibility all children will be asked to bring a mask into school that can be used if a positive case is suspected/possible at school. The school has enough masks for children who do not have their own masks.) * Designated spaces/seats will be identified where children can sit to wait to be collected. (These seats will be identified with a school logo.)   The Nest – 3 chairs  Wet area – 3 chairs (sink to be out of use)  Main corridor – 3 chairs  Library – split into 2 spaces using display boards – 2 chairs in each space (Library space only used as a last resort)   * A designated toilet facility will also be identified – using the school logo * All spaces being used will increase ventilation – by opening windows |