

ST NICHOLAS CE PRIMARY ACADEMY



“Learning, loving and encouraging through Christ.”

COVID-19 Phased return to school policy

Vision Statement

St Nicholas provides a welcoming, inclusive and aspirational learning environment at the heart of its community. We nurture, encourage and support all children, adults and their families to be the best as God intended. Following God’s example of love and trust, we develop resilience and creativity in all we do.



COVID-19 Phased return to school policy			
Date published	Policy review date	Agreed by	Date agreed
25 th May 2020	June 15 th 2020	LGB	31 st May 2020

The following policy is written to provide the school community of St Nicholas CE Primary Academy with details on how we will approach a phased return to school.

St Nicholas CE Primary Academy will continue to follow Government guidance, considering the needs of our local community, with the approval of our Governors.

This document will be amended following advice from central Government, The Trust Board for Aquila, and Kent County Council.

Rationale

All staff at St Nicholas CE Primary Academy have a duty of care to ensure that all children, parents and staff are safe at all times. We have expertise in education and looking after children of primary aged pupils and the changes we have all had to face over the last 8 weeks have been challenging. To meet these challenges we have formulated a plan which considers the health and safety of our whole community to meet the government plans in a way we feel are achievable. The plan currently relates to EYFS (YR), Y1, Y6, plus our Key Worker /Vulnerable group pupils and will be adapted accordingly.

(The Government has made it clear, parents will be free to choose to do what they feel is safe and right for them. There will be no accountability for school attendance at this time.)

The Governors and Headteacher appreciate greatly the support from all staff and parents in ensuring that our school community remains safe during these exceptional times.

We would be grateful if all stakeholders would discuss this document openly, so everyone is aware of the rules and procedures in place once they return to school.

Aims

This document provides a framework for all our children, regardless of background or circumstances, to fulfil their God given potential. Our school values of Ambition, Community, Friendship, Perseverance, Respect, and Trust are applied when following this policy.

We will aim to follow Government guidelines regarding opening for children but we will be guided by our risk assessments throughout.

Phased Reopening

The Government believes a phased reopening is the safest approach. This means St Nicholas CE Primary Academy will have 3 core functions over the next few weeks.

1. Continuing to provide childcare to essential key workers and vulnerable children in school
2. Continuing to provide home learning resources for pupils not in the first phase of reopening
3. Providing onsite learning for children in Reception, Year 1 and Year 6

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This policy focuses specifically on the provision for children returning to school.

Initially, we will invite children in Reception, Year 1 and Year 6 to return to school from 1st June in order that we can assess the effectiveness of our protective measures in reducing the risk of infection. Our intention is to gradually increase the number of pupils on site.

The Government's stated ambition is to bring all primary year groups back to school for a month before the summer holidays. This document does not address that challenge, but focuses on the initial phased reopening.

Social distancing measures

The Government advises that while smaller class sizes will help, it is also important to reduce contact between children and adults as much as possible. The following are some of the practical implications of that guidance which will be in place:

- Each small group, 'pod' will be kept away from other pods. We have been specifically advised against whole class mixing e.g. all 30 Year 6 playing together at lunchtime. It is important for children in Year 6 to appreciate that this will not feel like the whole class reunion many of us were hoping for.
- Each classroom will have a 2m by 2m designated safe space for the teacher to teach from
- The number of adults allocated to each small group will be limited as much as possible and it is expected that they will stay the same each day, every week. We will have a system in place to cover unforeseen absences.
- No large gatherings e.g. assemblies/ worship for the foreseeable future

It must be noted that we will do our best endeavours to use social distancing measures, either by keeping 2m a part or using pods, but we understand that this could be a challenge.

A chart to explain the impact of smaller class sizes as a result of social distancing

Year Group	Classroom & Teacher Arrangements (called 'Pods')				Explanation
Reception	EYFS – Pod 1 3 Adults 12 children	EYFS – Pod 2 3 Adults 11 children	EYFS – Pod 3 3 Adults 11 children	EYFS – Pod 4 3 Adults 11 children	All pupils invited everyday (Mon- Friday) The class teacher/ adult will spend time with all children
Year 1	Yr 1 – Pod 1 Badger class 2 Adults 13 children	Yr 1 – Pod 2 Otter class 2 Adults 12 children	Yr 1 – Pod 3 Hare class 2 Adults 12 children	Yr 1 – Pod 4 Fox class 2 Adults 11 children	
Year 6	Yr 6 – Pod 1 Elm class 2 Adults 13 children	Yr 6 – Pod 1 Oak class 2 Adults 13 children	Yr 6 – Pod 1 Beech class 2 Adults 13 children	Yr 6 – Pod 1 Birch class 2 Adults 13 children	

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Phased return

- The phased return has been planned to limit the number of pupils and staff in school at any one time, protecting our school community, to ensure the measures we have in place are carried out effectively.
- Through a constant review of our risk assessments and the guidance from Government, we will review any changes that are required. Changes will be gradual and staff, parents and governors will be informed. Likewise, if we feel that we are unable to increase the number of children in school and the days they attend, we will slow things down.
- If a parent chooses to keep their child at home, we will not mark it as unauthorised or process any fines in the summer term, unless the DfE or Kent Local Authority advises us otherwise.

Safeguarding

- We will continue to follow our safeguarding policy and COVID updates to that policy.
- There will always be a Designated Safeguarding Lead (DSL) on site daily.
- There will always be a trained first aider on site daily.

Our DSLs & deputies on site at this time are;	Christopher Dale, Victoria Turner, Julie Lilly, Hannah Franks & Clair Seiver
Our First Aiders on site at this time are:	Hayley Bartlett, Jo Arnold, Claire Gunn, Victoria Cox, Courtney Williams, Sue Double, Jackie Day (MDS), Emilie Judge, Lisa Maxim, Sharon Broadbridge (MDS), Annette Vidler, Ellie Banks, Alex Warne, Gill Steer, Victoria Turner, Christopher Dale

Behaviour

- 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 (see above); to ensure the safety and well-being of all. Any pupil who deliberately breaks our social distancing rules will be deemed a 'risk to themselves and others' we will ask the parent to collect the child immediately.

Health and Safety

- We will aim to observe social distancing measures at all times. Should any pupil find this difficult, we may have to discuss with parents whether being at home would be safer for them and others who are at school. Please also refer back to the behaviour policy section above regarding social distancing measures.
- PHE posters and other warning posters will be displayed throughout the whole school
- Children will remain in allocated rooms and will not move around the school.
- We will limit adult interaction and try to keep the same members of staff with groups of children.
- We will aim to keep children in the same groups (pods).
- Children will have an allocated seat and/ or desk.

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- During the reopening period the school office will remain closed and we ask parents not come to the school office, but to communicate by phone or email. (The only exception to this is when a parent is contacted to collect their child.)
- Doors will be propped open.
- Staff must follow social distancing advice including when using the staffroom. Staff should be responsible for washing and cleaning their own cups, cutlery etc BEFORE placing any items in the dishwasher.
- No staff children will be allowed in the staffroom.

Cleaning

- As well as toilets, and outside play equipment being cleaned. A team of cleaners will thoroughly clean all areas accessed throughout the day. They will follow the government's cleaning guidelines and be supervised by the Caretaker assistant caretaker.
- The cleaning team will fit their cleaning around the school day. Morning shift cleaners will be in from 6am-8am if you are morning shift and evening shift cleaners 4pm-6pm
- All other staff are not to arrive at school before 7.45am and must leave by 4.00pm to allow the cleaners to carry out all cleaning duties safely.
- In line with union advice, we have purchased new lidded pedal bins for each classroom which will take a black sack. These are to be used for non-recyclable waste which could have contaminant on them e.g.: tissues, paper towels etc. so need to be located by the handwashing area.
- Visors and facemasks will be provided to all cleaning staff.

Toilets

- Toilets will be cleaned throughout the day, lunchtime and after school.
- Only 1 pupil will be allowed in the toilet area at a time. Children will be allocated to toilets.
- The hygiene suite will be allocated for pupils or staff who display COVID-19 symptoms.
- We will not be providing toilet facilities for parents and pre-school children.

PPE and face masks

The Government strongly advises against children wearing face masks in school and we have adopted that policy. Adults will not be routinely wearing masks when teaching the children.

Temperature screening will not be adopted as a matter of course, but we do have medical grade thermometers to safely check children if necessary.

In certain circumstances, adults will wear PPE in school and children need to be told about this in advance. The following list is not exhaustive and we are still waiting for further advice, however here are some common examples when staff may be wearing face masks, aprons, gloves and/or visors:

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- When administering medicine (e.g. inhaler) or general first aid
- When removing a child from the class for displaying symptoms of COVID-19 (cough / high temperature)
- When cleaning up blood, vomit or cleaning the toilets or cleaning surfaces touched by a child displaying symptoms of COVID-19
- When coming into contact with a number of adults, if 2m social distancing is difficult to maintain e.g. meeting a parent.

Clinically vulnerable members of our community

Government advice remains clear that no-one should attend school if they are displaying symptoms or self-isolating due to symptoms in the household.

‘Shielded’ or ‘clinically vulnerable’ adult / child

The Government has identified 2 different groups of people who may have underlying health conditions which makes them particularly vulnerable to Coronavirus. These are called ‘clinically vulnerable’ people and ‘clinically extremely vulnerable’ people. For further information on this, please refer to the Government guidance documents.

What if you live with someone who is classed as vulnerable / shielded?

If a child or member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, then they could attend school.

If a child or member of staff lives with someone who is classed as clinically ‘extremely’ vulnerable, a further conversation is required with the Headteacher, as stringent social distancing measures must be adhered to. We do not expect young children to be able to attend, but it may be possible for some older pupils and staff.

One way system

We will be using a one way system for drop off and pick up times.

- Both of the main entrance gates will be used as an ‘in’ / ‘out’ system - we respectfully ask parent not to congregate on the pavement area outside the school.
- Year 6 will be expected to use the entrance-gate on Craythorne Lane next to the children’s centre. Exit- gate next to the KS2 playground
- Key workers children will be dropped off via the main gate and collected at the end of the school day via the main office. Parents are reminded to use the footpaths while in the school car park.

Drop off and pick up

Parents gathering to drop off and collect pupils have been identified as high risk. A number of measures are in place to reduce this, including a change to our published opening and finishing times for different year groups. Depending on which year group your child is in there will be different drop off/ pick up times. (See table below)

- Parents **MUST** adhere to these times to ensure we can follow social distancing guidelines. We advise you to follow safe social distancing whilst waiting.

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- 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.
- At drop off times, children will come straight into school and not stay on the playground.
- At collection times children will be brought to the gate adhering to social distancing. Collection times may take a little longer.

Group	Arrival	Collection	Entry & exit
Reception	9.00am	2.45pm by the parent shelter	Entry & exit via the Main Gate
Year 1	8.45am	3.00pm by the parent shelter	Entry & exit via the Main Gate
Year 6	8.30am	3.00pm	Entry & exit via gate next to children centre gate on Craythorne Lane.
Key workers & vulnerable pupils	8.30am	3.00 – 3.15pm	Entry via the Main Gate in the morning. Collect from main office via the car park in the afternoon.

Lunch-times/Play-times

- No Hot Meals will be provided
- All KS1 children will be provided a Free Packed Lunch in line with the governments Universal Infant Free School Meal.
- Packed lunches will be provided to all Key Worker children and Year 6 who are in receipt of Free School Meals. All other children will need to bring a packed lunch or purchase one through the school.
- If you decide to provide a packed lunch, you will need to consider an ice pack for the lunch box.
- Children will eat in the classroom in their 'pod'.
- Milk will not be offered to Year R & 1 children at break or lunchtime.
- Playtime and lunchtime will be staggered to minimise contact for each pod. Children will be encouraged to continue to adhere to the social distancing measures and keep to zones. Playtimes will be staggered further once numbers increase.
- Climbing frames and trim trails on the KS2 playground will be out of use.
- Staff will need to stagger the use of the staffroom.

Free School Meals (FSM) Vouchers

The school has arranged for its FSM families to be supported via the governments EdenRed FSM Voucher scheme. Vouchers are available for collection every **Thursday** via the Main office between 10.30am and 3.00pm. The Government has advised that it will review the voucher scheme in June.

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Water and mid-morning snack

- Children will be encouraged to bring in named water bottles to school.
- Drinking water taps will only be used to refill water bottles and not for direct drinking.
- 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 children at lunchtime or to EYFS children in the morning.

Parents and visitors

- The school office remains CLOSED for face to face contact with parents for the foreseeable future. Alongside our office email contact enquiries@st-nicholas-newromney.kent.sch.uk, our phone number 01797 361906 will be operational again between 8.30am and 4.00pm Monday – Friday. 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 will be limited to essential visitors.
- Suppliers and contractors will be encouraged to attend the site outside of teaching hours, unless for essential purposes only.
- Staff will not be allowed personal deliveries to school.

Curriculum

- There will be online provision of educational activities for children to access when they are at home. However, as their teacher will be in school teaching, this will not always be supported. 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.
- Children in school will follow the same lessons as those working from home but obviously with Teacher/ TA directed time.
- Some children, in school, will continue to be part of our Key Worker / Vulnerable group provision which will be overseen by Teachers & TAs.

Teaching and Learning

- Children will work at individual desks. They will not be able to approach other children to collaborate. In addition to this the teacher will not be able to work next to children.
- 1:1 children will need to work independently.
- Children will not sit on the floor unless in the hall, outside or a space large enough for them to social distance.
- In school, children will have Teacher/ TA directed time and complete the home learning activities planned for that day. They will also have other curriculum activities such as PE but these will focus on fitness rather than team games etc.

PE lessons

- Physical activity will be encouraged but outside where possible. No bare foot work in the hall will take place or use of the gymnastics equipment including mats.
- Children will take part in health related exercise that enables them to maintain social distance.

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- We will limit the equipment used.
- There will be no team games.

Marking and Assessment

- When at school children will be encouraged to self-assess their work. It will not be taken in to be marked by the teacher. Teachers and TAs will give verbal feedback. Work will be stored in a tray.

Resources

- All resources returned to school, including reading books, home learning packs etc will be placed in a box outside the classroom and not touched for one week. It will then be sorted and returned to its location around the school.
- Children will be able to use class resources, but these will be limited and selected by the teacher on a rota basis. Resources will be cleaned after each use.
- For EYFS /Yr 1 we will allocate equipment available each day so toys are rotated and only used once a week to ensure risk is reduced. Again these will be cleaned at the end of each day.
- Pencil cases and stationery will be provided for children's individual use.
- School has large quantities of soap and hand sanitizers in relevant areas which will ensure children and adults maintain high hygiene standards. Children will need to wash hands frequently with soap and water.
- Anti-Bacterial products will be provided for staff to ensure surfaces and resources remain hygienic.
- Reading books will not be given to children to take home.

Classrooms

- Children will sit at allocated desks but we will try to keep our classroom layouts as familiar as possible. This whole experience is going to be strange enough for our children and so we need to keep some things familiar to them. We will, though, seat them 2m apart.
- Soft furnishing will be removed or cordoned off.
- Rooms used should be well ventilated with windows and doors open where possible. Summer time heat risk assessments will cover the school during this period

Wrap Around Care

- There will no Breakfast or Afterschool Club
- There will be no school clubs or outside agency clubs

Transition for children to secondary school

- For Year 6, transition information will be completed online with local secondary schools, as has happened in the past.
- We will keep parents informed of any secondary school transition activities once we have been notified.
- Y6 teachers will be preparing Year 6 children for Secondary School as best they can under the current circumstances.

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Trips

- There will be no trips for the Summer Term.

Uniform

- From the 1st June all children, need to wear school uniform.
- If parents have any issues with their child's uniform please contact the school office via email or by telephone.
- Clothing should be washed after each school day and clean clothes worn for the next session.

Belongings

- Children should only bring limited belongings to school and keep everything by their chair or under their desk.
- We will not be using cloakrooms
- They not leave anything at school.

Wellbeing

- There will be regular PSHE/ circle time sessions where children will be encouraged to talk about thoughts and feelings with each other and an adult.
- We will continue to communicate and support all members of staff- please refer to our staff wellbeing policy
- Social stories will be used to help some pupils who may need extra support.

Assemblies and events

- There will be no whole school, phase, or class Act of Worship during the phased return period. Only Act of Worship in 'Pods'.
- There will be no large events.
- Unfortunately there will be no Y6 production or leavers service this year unless guidance changes. We will, however, ensure we mark Y6 leaving Primary School in some way.

What happens if there is a confirmed case of COVID - 19 in school?

Our response is taken directly from the Government advice.

"When a child, young person or staff member develops symptoms compatible with coronavirus, they will be isolated from other children (our isolation room will be the music room), sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.

*All staff and students who are attending an education or childcare setting will have **access to a test** if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.*

Where the child, young person or staff member tests positive, the rest of their small group will be sent home and advised to self-isolate for 14 days. The other household members

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of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

The school will be systematically deep cleaned and Public Health England informed. Depending on the severity of the outbreak, it is likely that school will be open as normal the following day.”

Parents will be informed that a case has been confirmed in school - but not the specific detail.

Closing statement

It is my hope that at St Nicholas CE Primary Academy we have been true to the aims of the government’s guidance and as a result, proportionate in our response. We have tried to balance the risks of COVID-19 with the fact we are a school educating and supporting children. We always aim to do our best in relation to social distancing, but we need to be realistic in our response and consider not only the mental health of all those in our community but the health and safety needs of the school as well.

Christopher Dale
Headteacher

May 2020

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