



**Thorp primary School protocols for the reopening of school to all pupils (Sept 2020)
Updated 28th August 2020**

List of key actions school is taking to ensure pupil health and safety:

The school will be open to Reception – Year 6 with effect from Wednesday 2nd September 2020. Nursery children will be staggered over two weeks. All children will be in school from Monday 14th September.

Start and end of the school day

- All staff and visitors must wash/sanitise their hands on entering and leaving the building.
- Children and staff will enter school through their designated gate/classroom door and will wash their hands immediately.
- Social distancing signs will be placed on the school fence to remind parents and children. Children should line up along the railings ensuring they maintain adequate social distancing.
- There will be a member of staff who will remain on the gates until all bubbles have been dropped off and collected.
- A member of staff from each bubble will collect all the children and take them to the classroom. Five minutes after each bubble's start time, the gates will be locked.
Parents should ensure they drop off and pick up on time. Failure to do so will result in children not being allowed into school until the last bubble has been admitted. We cannot mix bubbles.
- At the end of the day children will wash their hands and will leave the school using the same door/gate they used on arrival.
- PPE must be removed before entering the school building and will be disposed of in a plastic bag at the school gates.
- We have planned for staggered start and finish times. We understand families who have multiple children in different year groups may have many different starts and pick up times but we have to ensure everyone is safe at all times.

Year Group	Start time	Finish time	Playtime	Lunch time	Entrance/ Exit gate	Number of Learning hours
Nursery	8.50am	11.50am	NA	NA	Nursery Gate labelled B	3hrs
Reception	9.05am	3pm	NA	12-12.30pm EYFS playground	Nursery Gate labelled B	5 hrs 15 mins
Year 1	8.50am	2.45pm	10.15 -10.25am KS1 Playground	12.30 – 1pm EYFS playground	Yr 1 Gate Labelled A	5 hrs 15 mins
Year 2	9.05am	3pm	10.30 – 10.40am KS1 Playground	12-12.30am	Yr 1 Gate Labelled A	5 hrs 15 mins
Year 3	9.05am	3pm	10.30 10.40am KS2Playground	12.15 – 12.45pm	Yr6 Gate Labelled C	5 hrs 15 mins

Year 4	9.20am	3.15pm	10.45 – 10.55am KS1 Playground	12.30-1pm	Yr 1 Gate Labelled A	5 hrs 15 mins
Year 5	9.20am	3.15pm	10.45 – 10.55am KS2 Playground	12.45 – 1.15pm	Yr6 Gate Labelled C	5 hrs 15 mins
Year 6	8.50am	2.45pm	10.15 – 10.25 am KS2 Playground	12.15 – 12.45pm	Yr6 Gate Labelled C	5 hrs 15 mins

Gate A – Located near Year 1 classroom

Gate B – Located near double gates at the carpark

Gate C – Located near the ‘Go Local Top Shop’

- Children should bring book bags, **not rucksacks**, as they will need to place them under their tables. Cloakrooms and trays will not be used.
- Children will attend in full school uniform.
- Parents **will not** be allowed to enter the playground and should not congregate around the gates.
- At the end of the day parents will wait at their designated school gate to collect their child.
- **Parents will not be allowed in the office** and should email or phone if they need to speak to a member of staff.
- Government guidance states that the majority of staff will not require PPE.
- All children are to attend school unless ill. There may be fines for parents whose children **fail to attend school**.
- There will be no before or after school clubs in the first half term. We will reintroduce outside agencies in line with government guidance.
- If children need to attend any appointments during the school day, a return time **must** be agreed with the school before they can return. This is to ensure children are not entering the playground whilst other bubbles are outside.

Classroom organisation – Resources, furniture, lessons etc

- Classroom tables and chairs have been rearranged to ensure children are all sat facing the front. The teacher area will be marked off with tape to ensure they maintain the 2 metre social distance from the children.
- Children will be asked to wash their hands several times a day and use hand sanitiser.
- Any child who has an EHCP will be socially distanced from their 1-1 key worker and if required the key worker will wear PPE.
- No cloakrooms are to be used – children will place their coat on the back of their chairs and lunch under their own table.
- All unnecessary equipment has been removed from the classrooms.
- Pupils will be given their own set of resources, clearly marked and these should not be shared. These resources will remain at the child’s desk at all times.
- Children will keep their water bottle in school for the whole week.
- All spaces will be well ventilated using natural ventilation (opening windows) or ventilation units where possible. Please ensure all children have a jumper or cardigan. No coats, hats or gloves will be worn in class.
- Doors will be propped open, where it is safe to do so (taking into consideration fire safety and safeguarding), to limit the use of door handles and aid ventilation.
- Only subjects that can be safely taught will be delivered in the first autumn half term. Prioritisation of content within subjects is preferred over removing subjects. For key stage 1 and 2 pupils, we have prioritised the “essentials” (phonics and reading,

increasing vocabulary, writing and maths). But the curriculum will “remain broad” so that the majority of pupils are taught a full range of subjects after the first half term and over the year, including sciences, humanities, the arts, PE/sport, RE and RHE.

- Each bubble will be allocated a PE day and all PE lessons will take place outside. Children should bring their PE kits into school and they will not be taken home until the end of the half term. We will not be able to help change children into their PE kits.
- We will not be able to provide spare PE Kits. Children who fail to bring their kits will be set work that they will need to complete outside. Parents will not be allowed into school to drop off PE kits.
- Each bubble will be allocated toilet times and only one child is permitted to use the toilet at any time. Children will use the toilets and sinks located in their classrooms and these will become unisex toilets. Year 3 will use the toilets in Year 4. They will be given allocated times to use them to ensure the bubbles do not mix. The toilets will be regularly cleaned throughout the day. Where it is not possible for children to wash their hands, they will be encouraged to use hand sanitiser. Should any child in Year 3 require the toilet outside of these allocated times, they will need to use the toilet located near the headteachers office and will be required enter through the external door in the hall. An adult will escort the children to this toilet.
- Each classroom will have disposable cloths and cleaning spray.
- Children will do homework online using Doodle Maths, Spelling Shed and Active Learn for reading. Reading books should only be returned to school once they have been read at home and need changing. Books will then be placed in ‘quarantine’ for 72 hours before they are placed back on shelves.
- Assemblies will take place in classrooms.

Movement around school

- Each year group will be a bubble and children will not mix with other bubbles. This will be adjusted overtime in line with government guidance.
- Movement of staff between bubbles will be kept to a minimum.
- Staggered break times, so that all children are not moving around the school at the same time.
- Staff will be provided with a whistle and will use this to draw attention to children who are not maintaining social distancing during playtimes.
- Children will not be able to stand up and walk around the classroom.
- If teachers need to speak to Ms Dunn, they will send an email requesting she comes to the class. No child will be sent out of class on any errands or to locate another member of staff.

Playtime and Lunchtimes

- Outdoor play times (including lunch time) are designed so that only one bubble is in the play area at any one time. Bubbles will not mix at playtimes.
- KS2 playground will be divided and cordoned off to make two separate playgrounds.
- Children will either bring their own pack lunch or for those children in KS1, Free School Meals or who wish to pay for a school dinner will be provided a cold packed lunch from school. We will reintroduce hot food after the first two weeks.
- Lunch will be eaten in the classrooms initially and overtime children will reintegrate in the communal school hall.
- The trim trail will not be in use.
- Each bubble will have their own resources to use during playtimes.

Staffing

- There will be first aiders available in school.
- Designated Safeguarding Lead (DSL) will be on site.
- The SENCO is available via email or telephone.
- Staffing arrangements are as consistent as possible to prevent different adults mixing with different bubbles.
- During the staggered lunch times there will only be two members of staff in the staffroom at any given time. Staff are free to take their lunch off site or in the hall, if this is not being used by the children. As we start to merge bubbles at lunch time, only 4 adults will be permitted to use the staffroom at any given time. This will be reviewed as updates are released from the government. Staff will need to continue to bring their own cups.
- Staff will be required to wipe equipment down before and after use.
- The staff toilet will become unisex and can accommodate one person at any given time.
- No photocopiers will be used whilst children are in school as this will prevent staff entering the Year 6 bubble.
- Gates to the car park will be closed at 8.40am. Gates will be unlocked by the site manager if you wish to take your lunch off site.

First Aid/ Medication

- The school will have fully trained first aiders on site at all times.
- If first aid is needed, full PPE will be worn by the person administering the treatment.
- If first aid is required, a message should be sent to Ms Dunn & Mrs Tindall who will send the first aider to the classroom.
- As parents are not allowed in school to administer medication, any child who requires medication during school hours will be given this by a member of staff who will be wearing full PPE.
- If your child falls ill over the weekend or evening, please phone school to seek advice before bringing them in.

PPE Equipment

- Access to PPE, including rubber gloves, disposable aprons and fluid resistant surgical face mask are available and will be worn when required – PPE only needed:-
 1. where there is contact with a person who has been diagnosed or is suspected to be infected with COVID-19 or if a pupil or staff member becomes unwell and the 2 metres separation cannot be maintained.
 2. where work with children/young people and learners whose care already involves the use of PPE due to their intimate care needs.

Health and safety checks of the building

- All regular health and safety checks will continue to be carried out ensuring the building is clean and safe.
- Additional cleaning hours will ensure the site remains clean and safe at all times.
- Fire risk assessment and fire evacuation procedures have been reviewed to ensure safe evacuation can be carried out.
- Children in bubbles will evacuate through their allocated door.
- Normal fire assembly points will be used.
- Fire drills will continue to take place as usual – staff and children will be informed about the new procedures.

- All staff and children will undergo review/induction for the reviewed fire and emergency routines as well as the COVID-19 accident and first aid procedures. This will take place on Tuesday 1st September. Pupils will walk through this procedure on Wednesday 2nd September.

Cleaning and Hygiene

- All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly throughout each day.
- The school will be cleaned daily in accordance with the risk assessment.
- Anyone entering the building will be required to wash their hands on arrival and before they leave.
- Posters will be displayed around school to inform children how to wash their hands properly.
- Hand sanitiser stations will be located at the school entrance and at other strategic places around the school.
- The bins in classrooms and other locations around the site that are being used for the disposal of tissues and any other waste, will be double bagged and emptied regularly.
- A good supply of disposable tissues will be available in the classroom to implement the 'catch it, bin it, kill it' approach.
- Regular stock checks will be carried out to ensure we do not run out of essential supplies.

The following will be available:

- Soap for sinks and hand sanitiser in rooms and learning environments.
- Disposable paper towels.
- Cleaning products.
- Sanitising wipes for wiping equipment.
- Bins regularly emptied and bin bags replaced.
- Tape for cordoning off areas and marking floors.
- Individual hand sanitisers for each member of staff to keep on their person and refills.
- Plastic gloves.
- Disposable masks and aprons.
- Posters (e.g. to encourage good hygiene, keeping to own bubble and social distancing).
- Additional door stops – all doors/windows to be kept open for air circulation.

Behaviour principles

A review of the school behaviour policy has been undertaken. The policy remains appropriate with some amendments as follows:

- Children must follow school expectations for handwashing and sanitising. This should take place when re-entering the school from outdoor break, when entering school in the morning and after using the toilet. Wherever possible this should be supervised by an adult.
- Children must not break their group 'bubble' in school.
- Children must move around the school building as directed by staff.
- Children must follow school expectations at playtimes and only play in their allocated zone.
- Parents and children must follow the drop off and pick up routines.
- Children must remain facing the front of the class (exceptions will be in place for Nursery and Reception children).
- Children must remain seated unless they are going to the toilet or washing their hands (exceptions will be in place for Nursery and Reception children).
- Children must use the resources they are issued and not use the resources of their peers.
- No spitting or coughing towards staff or other children.
- Failure to comply with the amendments to the behaviour policy will result in children being sent home.

If a child or adult falls ill with COVID symptoms

- If a child/adult is exhibiting COVID symptoms, they will be sent home.
- They will be asked to wait in a separate quarantine room and follow guidelines in the risk assessment. (Headteachers office)
- The quarantine room will be restricted to other school users. Such individuals will be monitored by a member of staff. If a child needs to use the toilet whilst waiting to be collected they will use a separate bathroom. The toilet will then be cleaned and disinfected with standard cleaning products before being used by anyone else.
- The child will be isolated within the school building and parent/carer will be informed immediately and asked to come and collect them as soon as possible. We will follow current government guidance on the next steps.
- PPE to 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).
- Any adult or child that has been sent home with symptoms will not be permitted into school until either they have had a test which is confirmed as negative for COVID-19 or until they have self-isolated for 10 days.
- Where a child or staff member tests positive, the school will work with public health and take advice on which children/staff should be sent home to self-isolate.

Thorp School remains responsive to changes in health and safety information and will update parents and the school website appropriately and promptly.

The above protocol will be reviewed on a regular basis.