

TEACHING GUIDANCE

COVID-19

September 2020

INTRODUCTION

The school will reopen to all pupils in September with staggered start and finish times.

Children will operate in five phase bubbles.

The school will operate within the following DfE priorities to ensure the health and safety of children and adults:

- *avoiding contact with anyone with symptoms of Covid-19*
- *frequent hand cleaning and good respiratory hygiene practices*
- *regular cleaning of settings*
- *minimising contact and mixing*

THESE PRIORITIES WILL BE ACHIEVED THROUGH:

Restricting movement around school.

- ✓ Staff will work within the areas dedicated to their year group bubble.
- ✓ Movement around school will be avoided if possible. Where movement is unavoidable, social distancing will be maintained where practicable.
- ✓ Pupils will have a dedicated school entry/exit, playground area and toilet facilities that will be cleaned effectively.
- ✓ Family should say goodbye at the school gate to allow staff to engage with children before they enter their classrooms.
- ✓ One parent/ carer will enter site at the end of the school day at Station Lane gate to collect from identified areas. They should walk around the site and exit at DotnSpots or Bylands gate.
- ✓ Visitors to school are minimised and asked to follow school hygiene protocols on entrance to the building and during their time in school
- ✓ The school halls will only be used for breakfast & lunch sessions with enhanced cleaning between sessions.
- ✓ Where books are taken out of school, they will be quarantined for 72 hours before being placed back into circulation.
- ✓ There will be no activities that will encourage pupils mixing outside of their classrooms eg assemblies, sports
- ✓ Pupils will not be able to visit the office except in an emergency. Where children require medication that is stored in the office, they will be escorted by a member of staff.
- ✓ Staff may visit the entrance hall (not the office space) office when required.

Maintaining social distancing wherever possible.

Classroom Organisation

1. Where appropriate, pupils will be allocated a forward facing desk from which they will not move unless directed by a teacher. In EYFS children will follow government guidelines where they may mix more freely.
2. Pupils will have their own stationery equipment within their pencil case. Where equipment is not used frequently, this will be shared by children within their bubble and subject to frequent cleaning. Wherever possible, a pupil will have and keep their own equipment and sharing will not be permitted.
3. Pupils will remain in their seats while in the classroom wherever appropriate.
4. Soft furnishings, soft toys and shared equipment will be restricted and subject to frequent cleaning.
5. Depending on the age of the pupils, pupils will not sit on the carpet. Where children do need to sit on the carpet, they will be placed in rows facing forward.
6. A 'teaching zone' will be created at the front of the classroom and this made clear to the pupils who will be instructed not to enter without permission.
7. Where possible, pupils will not use the classroom touchscreen. Where the screen is used, it will be cleaned frequently with a damp cloth only.
8. Pupils will be supported to social distance from other pupils and staff wherever possible.
9. Staff will support and manage pupils to socially distance while lining up, walking into school, waiting outside the toilets etc.
10. Where staff are required to work more closely with pupils (e.g. for targeted support) they will be mindful of social distancing guidelines and time limits.
11. In EYFS, the outdoor area will be arranged into distinct areas and children asked to avoid mixing bubbles with children in other areas.

Personal Hygiene

Frequent and rigorous handwashing will be required throughout the day, at least:

- *On entering the school each morning*
- *Before playtime*
- *After playtime*
- *Before lunch*
- *After lunch*
- *Before leaving school to go home*
- *After sneezing or coughing*
- *After toileting*
- *Before and after any physical exercise*

Pupils will not use adjacent sinks to ensure social distancing.

Paper towels need to be placed in the bin tidily and not allowed to spill on the floor.

Pupils will be encouraged not to touch their mouth, eyes and nose.

Encourage using a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

Staff will ensure that help is available for children who have trouble cleaning their hands independently.

Staff will consider how to encourage young children to learn and practise these habits through games, songs and repetition.

The door into the classroom will be opened by the site manager before the start of the school day. It should only be closed if the room is vacated. Windows should be opened to increase ventilation.

Teaching

- ✓ Staff will use ongoing assessment to identify gaps in learning and plan and deliver lessons accordingly using the curriculum to ensure a broad and ambitious curriculum.
- ✓ In EYFS Phonics, number and literacy skills will be covered on a daily basis. In nursery, the focus will be on the prime areas of learning.
- ✓ In KS1 phonics, mathematics, reading and writing sessions will be delivered daily.
- ✓ In KS2 reading, writing, mathematics and SPaG sessions will be delivered on daily.
- ✓ Across the school extra consideration will be given to the teaching of PSHE sessions taking account the impact of current circumstances on mental health and well-being. Where appropriate, the Big Ideas & the wider curriculum will also be used to support the teaching of key areas identified above.
- ✓ Where possible, home learning opportunities will be available for all pupils via the school website and will reflect the national curriculum objectives.
- ✓ Staff should wash their hands before and after handling books.
- ✓ Water bottle bottles brought in daily should stay with the child in their space, medication should be put to one side and cleaned before being stored in the locked classroom cupboard to be administered by the class teacher. (office will share the form)
- ✓ PE activities should avoid any contact between pupils and any sharing of equipment. Children will come to school wearing PE kit (may include jerseys or joggers)
- ✓ Where sharing of equipment is unavoidable, ensure enhanced cleaning measures
The photocopier is available for staff with hand sanitising gel for pre/post

Issues specific to teaching younger children

The following areas will not be used by the children to reduce the number of items that will need cleaning at the end of each day:

- Sand area
- Dressing up tabards
- Wooden Blocks

Adaptations will be made:

Touchscreens

Screen sprayed carefully cleaned after use.

Playdough

Staff will make playdough in a range of colours so the children have their own. It will then be stored in their very own sealed pot with their name on.

Limited tools will be available and rotated so that children experience using different tools.

Small World Equipment

Children will be given a box of small world to play with. This will then be cleaned at the end of the day and each week will be rotated so that they can play with different equipment.

Mark Marking

Children will have their own named pot of pencils and colouring pencils that they will use.

Paint

The children will have 1 paint brush and a pot of water to clean their brush between colours. They will then drop the paintbrush into a bucket of water when finished.

Table/aprons will be disinfected at the end of the session.

Outdoor

A range of colours will be provided.

A small selection of toys will be available that are easy to clean.

PLAYTIME

- Each year group will have a dedicated playtime and a designated play area
- The MUGA & castle will be rota'd
- School field can be used.
- Pupils will be clearly instructed on the limits of their play area.
- Bubble staff will supervise play time each day on a rota.
- Any play equipment used should be cleaned at the end of each break time.
- At playtime, the pupils may struggle to keep socially distant from each other, however staff should still reinforce this and encourage games that help children remain 2m from each other.
- Pupils will observe social distancing at the end of playtime, whether lining up or standing still waiting to enter school.
- Pupils should enter school one at a time and wash their hands on entering the classroom.
- EYFS will use their outdoor area for child directed outdoor play. There will be no set playtime for EYFS, however, a rota will be created to ensure safe access and avoid overcrowding.

LUNCHTIME

FS2 (12.00) & Y1 (12.30) will eat in the lower hall daily. The sitting will last for 25 minutes and all of the children will remain in their seats until they are all ready to leave and cleaning turnaround can begin. A member of senior staff will be in each lunch hall. During the course of a 10 day rolling cycle, the children will have the following lunch opportunities:

1. A packed lunch in the classroom (3 days)
2. A hot take away in the classroom (3 days)
3. A hot meal in the dining hall (4 days)

- The children will sit at their tables when eating their lunches in the classroom.
- Any rubbish or uneaten food should be placed into a black bin bag, which should be tied and left outside the classroom door for the cleaning staff to collect. Lunch staff must ensure that this is completed.
- When all children have eaten their lunch, they may go out to play on their dedicated playground.
- A lunchtime supervisor will be allocated to each year group. Play guidelines (above) will be observed.
- While the children are outside, the desks will be cleaned and the rubbish removed.

TOILETS

Each year group is allocated a set of toilets to use and should avoid using any others.

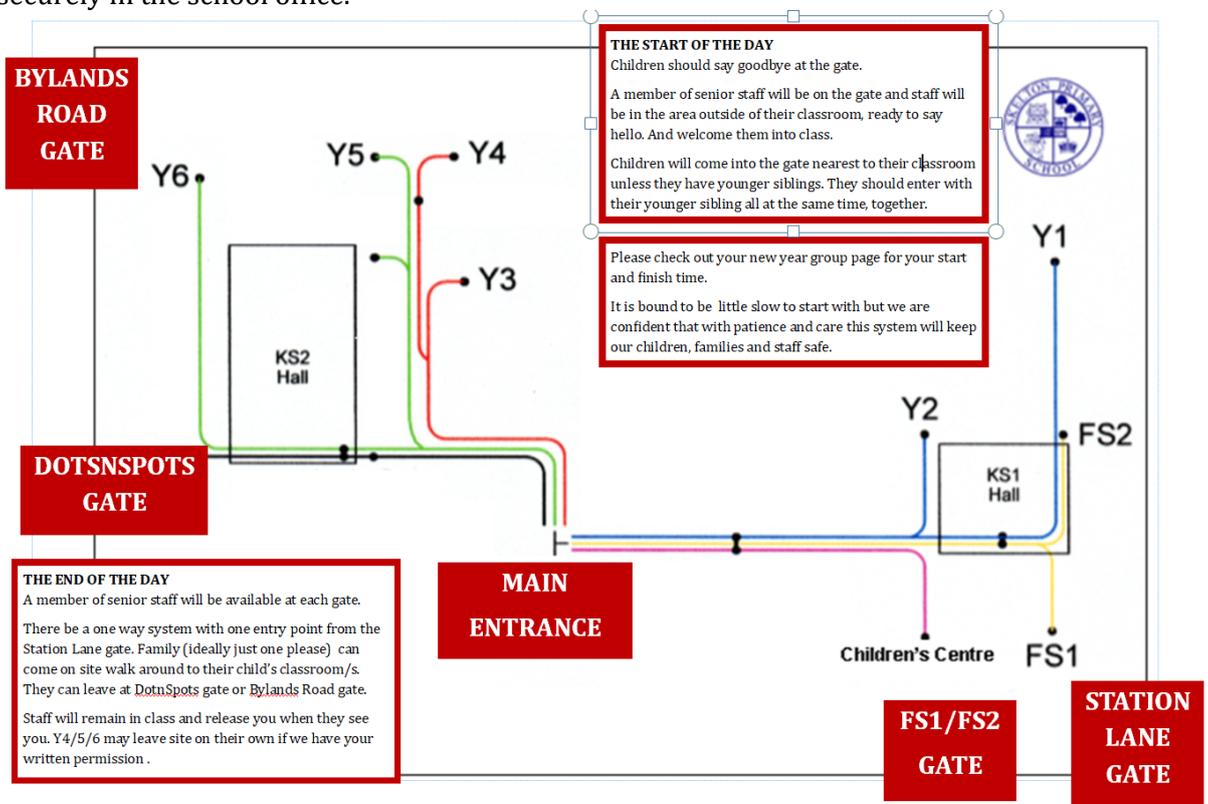
Only one pupil at a time should enter the toilet. This should be supervised by support staff.

Pupils waiting should observe social distancing.

Toilets will be cleaned regularly throughout the day.

PUPIL ARRIVAL & DEPARTURES

1. The school has created a guide for pupil arrival and departure. Staff should be aware of this and encourage parents and pupils to observe social distancing and reduced contact.
2. Parents will not be able to meet with teachers before or after school.
3. If parents need to speak in more detail to a member of staff it will be done remotely at a time convenient to the staff involved, either via class email account or telephone call.
4. Parents should say goodbye at the school gate. A member of senior staff will be at the gate and class teachers will be in the area outside their classroom. If a child is upset or reluctant to leave their parent, they should relocate to the main entrance.
5. Pupils will enter and leave school one at a time. Parents will need to leave the site immediately on collecting their child.
6. Please note that Y4/ 5/ 6 children will be permitted to arrive at school and depart from school independently if school has received written permission from parents (Independent Arrivals & Departures Consent Slip). Mobile phones will be stored securely in the school office.



BREAKFAST CLUB

Breakfast Club will return to normal operational procedures in terms of staffing and the children who attend. However, children from different year groups will be separated (KS2 in upper hall, FS & KS1 in lower hall and within those groups bubbles will be segregated). Children will be dropped off from 7.45am at the front entrance.

Safeguarding

- The school's existing safeguarding procedures will apply upon re-opening.
- In addition, school have developed an action plan for what to do if a pupil or member of staff becomes ill.
- At least 4 members of staff will be responsible for each bubble. In the event of an emergency (medical or other), one member of staff shall alert the Head Teacher, Deputy Head Teacher or school office.

At lunchtime at least one member of staff will be present on each playground to support the lunchtime supervisory staff and first aid.