**Annex 1:**

**Crich Carr Church of England Primary School**

**Covid-19 Full Re-opening Protocols**

**Overview**

The list of items on the following pages remain a ‘work in progress’ and will be subject to continual review. All of the information should be read in conjunction with the (Covid-19) Schools Full Re-opening Risk Assessment.

Changes to the protocols will be sent to all stakeholders and shared with pupils as they occur.

If you do have questions that are not covered by the protocols or the risk assessment, please email headteacher@crichcarr.co.uk.

**Pupil Numbers**

Each class (1, 2 and 3) will cater for a maximum of 26 pupils with consistent staffing assigned to each group. Each group and the associated adults will form a single ‘bubble’ who will avoid contact with anyone from another ‘bubble’ where possible during the normal school day.

**Behaviour**

We will work to our Behaviour Policy which will be updated September 2020 to take account on the Covid-19 pandemic.

Please note behaviours that undermine the health and safety procedures and put staff or other pupils at risk will be treated seriously; an isolation space will be used for any pupils compromising health and safety and parents will be contacted to collect their child. The Headteacher will then consider at what point it is considered safe to re-admit the child.

**Staff Arrival**

All staff must ensure that they have washed their hands before leaving home.

Upon arrival at the school site:

- Staff should park in a way that ensures at least 2 metres can be left between themselves and other adults at all times;

- The school gate should have been opened by the caretaker and should remain open to avoid touching it until all pupils are on site;

- Where safe to do so, the front entrance door will be left open so that staff can enter the building without touching the door;

- Staff must wash hands as soon they arrive (in the classroom they work where possible);

- Staff will sign in and out at the front desk using their own pen.

**Pupil Arrival/Pick up**

We ask that your children go to the toilet and wash their hands before they leave home.

On arrival at school they will go straight into their classroom with all their equipment and wash their hands again under the guidance of the adult in the room.

Parents will not be allowed onto the main school premises and will need to say goodbye to their children at the designated entrance points. We would ask that parents do not meet, even in small groups, anywhere near the school so that the pavements are kept clear for local residents and other parents.

Specific drop off times and entrance points for each class are below:

Class 1:

Pupils will be dropped off at the main entrance door at 8.45am. Please queue up holding your child’s hand and maintaining a 2m distance. A member of staff will meet you at the door and your child will walk in independently.

Class 2:

Pupils will be dropped off at the play ground gate at 8.30am. Mrs Smithurst will be in the playground to meet them. Please queue up either holding your child’s hand or with them stood next to you maintaining a 2m distance. At 8.35am all children will be taken inside. Please telephone school if you are running late and your child will arrive after this time so that we can advise you of the best course of action.

Class 3:

Pupils will be dropped off at the main gate at 9am and walk up the steps between school and school house to enter their classroom via the fire escape. If you have any concerns regarding your child doing this independently please speak to us so that alternative arrangements can be put in place.

Specific times and details for pupil collection at the end of the day are below:

Class 1:

Pupils will be picked up at the main entrance door at 3pm. Please queue up through the main gate maintaining a 2m distance. A member of staff will send your child out to you in turn. You will then walk through the playground past the climbing frame and out through the other gate, creating a one way system. Please ring school if you are running late so we can advise you of the best course of action.

Class 2:

Pupils will be collected from the main playground at 2.45pm. Please queue up through the main gate maintaining a 2m distance. A member of staff will send your child to you in turn. You will then walk through the playground past the climbing frame and out through the other gate, creating a one way system. At 2.50pm any remaining children will be taken inside. Please ring school if you are running late so we can advise you of the best course of action.

Class 3:

Pupils will be collected from the main playground at 3.15pm. Please queue up through the main gate maintaining a 2m distance. A member of staff will send your child to you in turn. You will then walk through the playground past the climbing frame and out through the other gate, creating a one way system. At 3.20pm any remaining children will be taken inside. Please ring school if you are running late so we can advise you of the best course of action.

**Classroom Layouts**

The classroom layouts will be designed to maintain the best distancing that is possible with all children in attendance. Where possible all children will face the same direction. Staff will be positioned to maintain 2 metres from one another and from pupils as far as is practicable, but pupils will no longer need to maintain a specific distance within their bubble.

**Resources**

Each child (Reception – Year 6) will have their own set of stationary equipment, in their own named pencil case that will only be used by themselves. Where the children use other equipment such as reading books, they will used by one child and then placed in the resources box for that day, these will not be used again for 72 hours.

Where resources are shared within the bubble such as sports equipment/ playground equipment and indoor play equipment (particularly EYFS) they will be cleaned more frequently.

There will be no sharing of equipment between bubbles. Equipment will be left at least 72hrs after being used by one bubble before it will be used by a different bubble.

Where possible, any marking that needs to be undertaken will be done by books being left for 48 hours before marking; where this is not possible, staff should mark with gloves and ensure they do not touch their face during the marking process.

**Printing/Photocopying for Staff**

Communication between staff will be essential to ensure all classes do not need to use the copier at the same time. Disposable gloves must be worn when using the photocopier.

**Toilet Arrangements**

For children:

Class 1 and 2 will use the main toilets. Each cubicle/urinal/sink will be designated as one of the classes and labelled accordingly. Only one child will go to the toilet area at a time. Staff in the two groups will need to communicate to ensure this.

Class 3 will use the school house toilet.

For staff:

Staff will use the staff toilet, ensuring that the cleaning protocols are followed.

**Curriculum**

We intend to ensure that we maintain a full, broad and balanced curriculum from September 2020. There will be a focus on the social and emotional needs of pupils to ensure that they are able to access learning and feel reassured. Pupils will be assessed by teaching staff as soon as possible so that we can identify where they are currently working and how best to support them from that point: this is no different to the way that we deliver learning in ‘normal’ times. If school closures are enacted in the future, we will return to the system we used during lockdown. If individual pupils have to self-isolate we will provide bespoke programmes whilst they are off school.

**Collective Worship**

In order to maintain our class bubbles there will be no coming together as a school for Collective Worship. This will be taken every day at 11.45am in our classrooms led by the 3 class teachers.

 **Breaktimes**

Break times will be staggered to ensure that the three groups remain separate. Class 1 will be 10.00 – 10.30, Class 2 will be 9.45 – 10.00 and Class 3 will be 10.30 – 10.45. These times will be adhered to closely to avoid any situation where the groups may cross over. Each child Y1 – Y6 will have their own drawstring bag containing equipment such as skipping rope, bat, ball and bean bag for use during these times. Each class bubble will also have a box of outdoor equipment that will be cleaned regularly. The climbing frame will be used, but will be put on a rota providing a week at a time for each bubble.

**Lunchtime**

Unfortunately we will not be serving hot school meals during the autumn term. You will be able to order a cold grab bag meal from school or send your child with a packed lunch. This will enable us to maintain the bubbles during the lunchtime period by having staggered eating and play times;

Class 1 eat at 12.15 and play outdoors 1.00 – 1.45

Class 2 eat at 12.00 and play outdoors 12.30 -1.00

Class 3 eat at 12.30 and play outdoors 12.00 – 12.30

All children will eat in their classroom at their own desk.

**Breakfast Clubs/After School Clubs**

Breakfast and after school clubs will be reinstated from September 2020, a booking form has been sent to all families. In order to maintain our bubbles this provision will be provided in the child’s normal classroom.

Arrival for all breakfast and after school club bubbles will be from 7.45 am and pick up is by 5pm.

Class 1 bubble will be dropped off and picked up from the main entrance door.

Class 2 bubble will be dropped off and picked up from the fire door that goes directly into their classroom.

Class 3 bubble will be dropped off at the fire door that goes directly into their classroom. They will be picked up from the school house.

No breakfast or tea will be provided but a snack of fruit/biscuit will be offered.

**Infection Control/Social Distancing**

Everyone who attends the school (staff and pupils) will follow the protocols below that are designed using the government guidance and the ‘hierarchy’ of priorities for infection control:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges

- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered

- ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

- cleaning frequently touched surfaces often using standard products, such as detergents and antibacterial spray

- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

We would ask all parents to support the school with our measures by preparing your child as much as possible in advance; this can be done by discussing the measures or practicing at home (keeping this as fun as possible!).

Some of the infection control measures are covered in other sections and in the main risk assessment, but here are a number of key areas that are agreed as part of our protocols:

**Symptoms:**

Any child or member of staff who displays symptoms will be sent home. If the only symptom displayed has been a cough, we will send the child home and liaise with the parents to see if it persists. If there is a persistent cough, and/or a temperature, and/or loss of taste or smell, children will have to be tested and will not be able to return to school until they have been cleared or have gone through the subsequent isolation period;

If school staff have a reason to be concerned about a child’s temperature (through child reporting or visible signs) they will isolate the child and the child plus any siblings/staff in school will be sent home. School may choose to take the child’s temperature.

We will use the old office area for isolation purposes and parents will be able to pick up from the main front door. Weather permitting, the isolation will take place outside;

- Parents will be expected to ensure that there is never a time that there will not be an approved adult available to collect a child within 45 minutes of receiving a call from school.

- If there is a confirmed case in school, we will enact policies to test and/or isolate the rest of the staff and children in that class and all parents will be informed (see Risk Assessment for further details); - A coronavirus test can be booked at https://www.nhs.uk/conditions/coronavirus-covid-19/

- Essential workers in England, Scotland or Northern Ireland, can apply for priority testing through GOV.UK: https://www.gov.uk/apply-coronavirus-test-essential-workers

**Infection Control:**

Children will have to wash their hands regularly and will need to bring their own hand-cream if this causes skin problems. We expect that this will be at least 5-6 times per day.

Children are to bring their own, named, small bottle of hand sanitiser (Y1 – Y6).

Children are required to bring their own named box/packet of tissues to help promote the ‘Catch it, bin it, kill it’ approach.

Surfaces will be wiped between activities with antibacterial spray or wipes.

Surfaces/handles will be washed thoroughly each day and wiped with antibacterial spray at regular intervals during the day.

All regular contact points such as door handles are prioritised for cleaning each day by care-taking staff.

Each group will have their own First Aid Kits.

**Medications:**

Existing regular medications such as inhalers will be kept in the appropriate classroom.

Where a request is made to administer medicine, forms will need to be completed at home and sent in with the child;

- If a child needs medication because they are feeling unwell, they will not be allowed in school, so medicines like Calpol will not be allowed.

- If a child needs medication for a condition such as hay fever, we would ask that this is administered before arriving at school.

- If any medical condition risk the safety of others e.g. regular sneezing through hay fever, we may need to ask parents to keep their child at home until those symptoms have abated, this will be at the discretion of the Headteacher.

**Social Distancing:**

Although children do not have to maintain 2 metres within their bubbles, they will be reminded to keep apart as much as possible and to avoid direct contact with each other. Members of staff will keep a 2m distance as much as possible. As I am sure you understand the younger the child the more difficult this is.

**Personal Protective Equipment (PPE)**

Although we will have a stock of PPE in place (aprons, gloves, face-masks and eye protectors), the guidance is clear that this is not something we should use regularly and children should also not wear face-masks due to the increased risks that incorrect usage brings:

- Staff will use gloves for certain tasks before and after school (such as getting individual computers out of the charging trolleys), but during the school day, handwashing and good hygiene will be the priority.

- PPE will only be used when symptoms are displayed if 2 metre distancing cannot be maintained while that child is waiting to be collected.

- PPE will be used where intimate care, including changing of children and first-aid, has to take place.

- Where possible, older children will be supported to apply their own first-aid (cleaning of grazes or similar).

- Each group will have their own supply of PPE, including hypo-allergenic gloves where required.

**Uniform**

We expect children to come to school in their normal uniform from September 2020 as per the Dress Code. We would ask that parents of younger children consider the style of uniform based on their child’s ability to dress themselves e.g. Velcro fastening shoes, elasticated trousers etc. We ask that as much as possible your child comes in clean clothes every day.

 **PE/Forest Schools**

In the autumn term PE will be taking place onsite at school. On the designated day your child will need to come to school in their PE kit. The designated days are;

Class 1 – Friday

Class 2 – Wednesday

Class 3 – Thursday

Your class teacher will advise you of any Forest School activities/days.

**Items from Home**

Children:

* Sunhat
* Sun cream
* Waterproof coat
* Tissues
* Hand sanitiser (Y1 – Y6)
* Packed lunch/snack if required

Please ensure that everything is clearly named.

Children are asked to bring no other items from home including show and tell.

Staff:

Bring a packed lunch and your own drinks to minimise the use of the communal kitchen area.

**Communication**

Please use the main school telephone number for communication throughout the school day: 01773 852070 or email info@crichcarr.derbyshire.sch.uk

If parents need to contact the school in an emergency and have not been able to get through on the school telephone, please telephone Vicki Holmes on 07525 290486 or email vholmes1@crichcarr.derbyshire.sch.uk

If staff need to use landline school telephones, only one adult per group should use the agreed handset for that group.

To facilitate communication between the three school groups, walkie-talkies and/or personal mobile telephones will be used.

**Visitors**

We will continue to have no unplanned visitors to the school and planned visitors will be for essential purposes e.g. maintenance, delivery of the curriculum, regular school activities. Where we do need to have a visitor they will undertake their visit away from everyone else with strict distancing, hand-washing and all other infection control measure in place:

- Unfortunately, parents are included in this protocol and will not be allowed into the school buildings.

- We may allow visits where activities take place solely outside and can be kept distanced e.g. bike-ability sessions. In these instances, the visitor will not enter the school building.

-Music lessons from outside providers e.g. drumming and guitar will be allowed to continue to take place in the school house. The music teacher will not come into the main school building and strict social distancing will be adhered to.