

Staff & Parent Handbook - Sept 2020

Action Plan for Full Opening of School Coronavirus only

Our only interest is to keep everyone safest.

This is subject to ongoing review by the school, updated guidance from the government, the Local Authority and the Trust. It is very much a live document.

It may be that further Risk Assessment review by the Directors/Governing Board/Headteacher deem that this plan has to be altered.

Full Opening Actions – Flax Hill and Lark Hall

Health and Safety Measures

Health Measures and Safety Advice being followed are more important than ever. These measures are taken to make school a low risk place for children, staff and parents.

If you feel ill or your child/family member– check symptoms against latest Governmental advice – if these match covid do not attend school – book at test

You can book a test individually or through the Governmental key worker testing facility <https://self-referral.test-for-coronavirus.service.gov.uk/>

You can book a test for yourself or for members of your household who have coronavirus symptoms. Employees will be able to book tests at regional test sites or order home test kits.

Hand washing

Make sure you wash your hands properly from first thing in the morning and through the day. Children, parents and staff must wash their hands before leaving for school. Children and staff will continue to wash their hands on arriving at school and at the key points needed through the day.

Children must wash their hands every time they enter the building.

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together with soap and rinsing with water provides.

Minimise items brought in

Your child is only to bring in their coat, named drinks bottle, sanitary items and lunch box if needed. We will provide all other items. There are to be no mobile phones. Children will be asked to come into school in a PE kit appropriate for an outside lesson (jogging bottoms, trainers, sweatshirt, t-shirt) on their PE day. You will be informed what day PE is in September

Pods

To ensure that we can adhere to the guidance and attempt to control the transmission of any potential infection, we shall be operating a 'Pod' system across the school. The pods have been created based on the governor's recommendations to put key worker and wrap around children together. Each year group will have 2 pods of primarily key worker children and these will also contain the wrap around children.

The pod will consist of pupils, 1 Teacher and additional adults where possible. The children will only interact with the pupils in their pod and will not come into direct contact with any other pupils in school.

| Pod | Staff Member | Location | Pod | Staff member | Location |
|-----|------------------------------|---------------------------|-----|------------------------------|-----------------------------------|
| PS | Mrs Hartin | | Y1 | Mrs Lovat | |
| Rec | Miss Fumagalli | | Y2 | Mr Roberts | |
| 3M | Mr Miladowski Wrap around | Upstairs middle 3 of 4 | 5W | Mr Williams Wrap round | Bristol right |
| 3W | Miss Wellings | Upstairs middle 2 of 4 | 5HD | Mrs Hyland/Mrs Dugmore | Downstairs (by stairs) |
| 3P | Mrs Pagan | Upstairs end 1 of 4 | 5C | Mr M Coleman | Downstairs (by door and steps) |
| 4P | Mr Plume Wrap around | Bristol middle | 6C | Mr J Coleman Wrap around | Upstairs end 4 of 4 |
| 4Y | Miss Yates | IT room | 6H | Miss Hopkins | New mobile left |
| 4D | Mr Draper | Bristol left | 6S | Miss Soanes | New mobile right |

Social Distancing

We are advised to keep a two metre distance at all times when outside the pod. Continue to talk to your children about doing this. Take note of social distancing markers, signs and structures on arriving at school.

MORE IMPORTANT THAN EVER TO ARRIVE ON TIME - NOT BEFORE - NOT AFTER.

Government guidelines are asking parents to make sure that ONLY ONE PARENT brings their child to and from school.

At all times aim to be patient and respect the needs of others and remember that social distancing is the priority, i.e. be prepared to stand back.

New government guidelines emphasise NO PARENTS INSIDE SCHOOL BUILDING, except in emergency circumstances and / or by prior arrangement.

All external visitors unless safeguarding, Healthcare or vital contractors are not allowed

Any questions, conversations needed with staff must be by phone or by email.

Mr Lane will be a visible presence on arrival and collection. We are all in this together so please make sure we all follow these new arrangements.

Most importantly for parents, despite all our preparations and measures, if you are still not sure or have on going worries or concerns then keep your child safely at home.

All parents should keep the situation under review and continue to communicate with us.

Communication

Communication between home and school during any time is crucial. At Flax Hill and Lark Hall we ran an 'Open Door Policy' and invited parents to interact with all staff.

Unfortunately, this will not be the case when we open more widely. Although Mr Lane will be on the gate in the morning and at the end of the day, he will not be available to discuss issues as he would have done in the past. If you wish to discuss matters further or have any concerns, we ask that you phone into school or email where they will be happy to discuss matters further. Please continue to use the school contact details:

Tel: 01827 215333

Email: office@flaxhill.staffs.sch.uk

If you need to speak to anyone in the school office, we are allowing only one person into the Reception entrance area at any one time. We will speak through the hatch but we ask that you observe the 2m boxed area inform of the hatch when speaking to the office staff. This is again to comply with social distancing guidance.

We would ask that whenever possible please ring or email

Face Masks

All adults must wear a face mask in all communal areas. Staff entering another bubble must wear a face mask at all times.

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Lark Hall - Start of day arrangements: Practical steps to reduce risk.

- 8.50am -9:00 am – arrival time.
- **IMPORTANT TO NOTE** – Staff will be in their base to receive children who have been directed in. Teachers will stand at doorway of the main building.
- One-way system entering main gate – leaving by field gate (around back of kitchen).
- Children to walk to their classrooms from the directed walkway for parent. Parents to continue to follow directions out.
- Parents will leave, as child walks down and parents will follow one-way system out, following instructions and social distancing.
- Teachers will be in class from the start of the day and avoiding contact with other pods.

End of day arrangements

This is not a time to have a parental/teacher conversation. One and only focus is safe, swift dismissal.

- 2.50 pm until 3.00 pm Teachers will dismiss children to parent /guardian.
- Teachers bring children to their relevant doors – parents queue up at 2m distances– teachers safely dismiss to parent. Parent and child leave school site.
- This will take a considerable time initially.
- Enter school via main gate leave by field gate (back of kitchen).
- Again, using the whole time available will reduce queuing.

Flax Hill - Start of day arrangements: Practical steps to reduce risk.

- Lengthened start (8.30 until 8.50 am).
- **IMPORTANT TO NOTE** – During the first day staff will be on the playground to help direct children to their classes.
- One-way system entering main gate – leaving by Office gate
- 8.30am -8.50 am – please note if you want to avoid lengthy queues after 8.40 am will be quieter.
- Children to walk to their classrooms. Parents to continue to follow directions out.
- Parents will leave, as child walks down and parents will follow one-way system out, following instructions and social distancing.
- If parents are happy for children to walk to classrooms on their own from the gate this greatly reduces the volume of people and is appreciated.
- After the first day, teachers will be in class from the start of the day and avoiding contact with other pods.

End of day arrangements

This is not a time to have a parental/teacher conversation. One and only focus is safe, swift dismissal.

- 3.05 pm -3.15 pm walkers will be released – please note teachers will use discretion to reduce the volume of children on the playground at any one time.
- 3.00 pm -3.15 pm Teachers will dismiss children to parent /guardian
- Teachers bring children to their relevant doors – parents queue up at 2m distances– teachers safely dismiss to parent. Parent and child leave school site.
- This will take a considerable time initially.
- Enter school via Office gate, leave through main gate.
- Again, using the whole time available will reduce queuing

Lunch time arrangements

- Lunch will be provided for children who require it.
- Children will eat at their desk.
- Lunches delivered outside classroom.
- Staff lunch breaks to be taken in the hall or outside
- Mrs Rust will provide timings for lunchtime supervisors. A lunchtime supervisor will cover one or two classes at a time for the teacher's 30 minute lunch break and 15 minutes cleaning. They may also cover toilets during their scheduled hours.
- **Lunch structure:**

| | Inside cover | Outside break | | Inside cover | Outside break | |
|-----|--------------|---------------|--|--------------|---------------|--------------|
| PS | 12:30 -1:00 | 1:00 -1:15 | | Y1 | 11:45 -12:15 | 12:15 -12:30 |
| Rec | 11:45 -12:15 | 12:15 -12:30 | | Y2 | 12:30 -1:00 | 1:00 -1:15 |
| 3M | 12:30 -1:00 | 1:00 -1:15 | | 5W | 12:45 – 1:15 | 1:15- 1:30 |
| 3W | 12:30 -1:00 | 1:00 -1:15 | | 5HD | 12:00 – 12:30 | 12:30 -12:45 |
| 3P | 11:45 -12:15 | 12:15 -12:30 | | 5C | 12:00 – 12:30 | 12:30 -12:45 |
| 4P | 12:15 -12:45 | 12:45 -1:00 | | 6C | 11:45 -12:15 | 12:15 -12:30 |
| 4Y | 1:00 -1:30 | 1:30 -1:45 | | 6H | 12:45 – 1:15 | 1:15- 1:30 |
| 4D | 12:15 -12:45 | 12:45 -1:00 | | 6S | 1:00 -1:30 | 1:30 -1:45 |

Break times

| | Break 1 | Break 2 | | Break 1 | Break 2 | |
|----|--------------|--------------|--|---------|--------------|--------------|
| 3M | 10:45 -11:00 | 2:15 -2:30 | | 5W | 11:00 -11:15 | 2:45 -3:00 |
| 3W | 10:45 -11:00 | 2:15 -2:30 | | 5HD | 10:30 -10:45 | 2:00- 2:15 |
| 3P | 10:00 -10:15 | 1:45 – 2:00 | | 5C | 10:30 -10:45 | 2:00- 2:15 |
| 4P | 10:15-10:30 | 2:30 – 2:45 | | 6C | 10:00 -10:15 | 1:45 – 2:00 |
| 4Y | 9:45 -10:00 | 11:45 -12:00 | | 6H | 11:00 -11:15 | 2:45 -3:00 |
| 4D | 10:15-10:30 | 2:30 – 2:45 | | 6S | 9:45 -10:00 | 11:45 -12:00 |

Break times will be carefully managed to ensure pods do not mix. Break times will be staggered.

Hand washing will be done before and after breaks and lunchtimes.

There will never be more than two pods on the playground at any one time. Two distinct areas will be de-marked. It is the class teacher's responsibility to ensure children do not mix at break times

Cleaning and Hygiene

All frequently touched surfaces, door handles, equipment, rails, contact points and toilets will now be wiped down and cleaned thoroughly each day before school. A member of staff will wipe these surface throughout the day. All doors will be open. A plentiful supply of soap and water is available. Lidded bins are in place for every part of school for disposal of tissues.

One of our measures to safeguard the pupils is to ensure frequent hand cleaning as well as observe good hygiene practices. This will mean the children will have to wash their hands at different points throughout the day. This will include:

- On entry into school in the morning
- Before break times
- After break times
- Before lunch times
- After lunch times
- Before leaving school at the end of the day
- After each time they go to the toilet
- Any time staff deem it appropriate.

During the school day, children will be constantly reminded of the need to observe good respiratory hygiene.

If they cough/sneeze they will be asked to wash their hands immediately after. Additionally, periodically throughout the day, the staff cleaning team will be responsible for cleaning down work stations, door handles, toilets and any other necessary surfaces. School will be thoroughly cleaned before the start of each school day.

Marking

Staff will be expected to mark all children's work using the marking policy. Staff must – wash their hands before marking. Don not touch your face while marking. Wash your hands after marking.

First Aid/Intimate Care

Each pod will have access to a classroom first aid kit.

Teachers need to minimise the risk for first aid being required by ensuring that during playtime games stay safe.

Only serious incidents should be sent to the office.

COVID-19 Symptoms

If a child becomes symptomatic, the child will be moved to either the medical room or the hall. Their parents will be phoned and the child will go home. The parents will need to get the child tested and their family group. No child will be readmitted having been sent home without proof of a negative test result. If a suspected case of COVID-19 is confirmed, that pd, including all pupils and staff will need to isolate for 14 days and will not be allowed back in school.

Pupils or staff should NOT attend school if:

They are showing symptoms of COVID-19.

- High Temperature (37.8 degrees or higher)
- Develop a new and persistent cough
- Experience a loss of taste or smell

Any other symptoms of Covid – please see the NHS website for latest symptom list.

No one with the above symptoms should attend Flax Hill or Lark Hall for any reason. If you experience these symptoms you are advised to stay at home for seven days.

Movement around school

Arrows and signs inside school promote a 'Walk on the Left' rule throughout school and a one way system is in place.

Site examination

Resources which are not needed in all class bases have been removed. This increases available space in classrooms and minimizes resources that need to be wiped down and the end of each session / day. Resources have been moved so that no teacher needs to enter another room. Each child has their own commonly used resources that no other child can touch.

Attendance

The school will follow any government guidelines regarding attendance.

Uniform

Children will be expected to wear full school uniform. On PE days they will be expected to wear their PE kit including a sweat shirt and jogging bottoms.

Outdoor play equipment

No fixed play equipment is to be used.

Air Flow

Internal doors and windows will be kept open at all times where possible to promote air flow. All air conditioning will be turned off.

Pupil Mental Health and Well- Being

School will support children who:

- Have found the long period at home hard to manage.
- Have developed anxieties / worries / concerns related to Coronavirus.
- Have been bereaved in their family or wider circle of family / friends.

Staff will, where necessary, provide lessons on mental well – being and staying safe. Pastoral activities to provide opportunities to develop and renew friendships will also take place.

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