

# Julian's Primary School

## January Opening

### Guidance



## Rooms in use

- EYFS - RCK for Key Workers, RCL for Zoom teaching etc.
- Year 1 – 1CC for Key Workers, 1R for Zoom teaching etc.
- Year 2 – 2V/2E for Key Workers, 2S for Zoom teaching etc.
- Year 3 - 3R for Key Workers, 3K for Zoom teaching etc.
- Year 4 - 4N/4K for Key Workers, 4L for Zoom teaching etc.
- Year 5 - 5E for Key Workers, 5P for Zoom teaching etc.
- Year 6 - 6B for Key Workers, 6J for PPA Zoom teaching etc.
- Library
- Staff room
- Medical room
- Studio
- Main hall
- Staff toilets – next to staff room
- Children's toilets – all for different year groups

## Pastoral

SLT, Polly and Kerry will continue to offer pastoral support.

The sensory room will be closed to ensure hygiene standards are met. If a child is in crisis and the sensory room has to be used, a member of SLT must be told as the room will need to be cleaned before any other child can use it.

Please see behaviour policy for guidance in positive handling.

## Staff Absence Procedures

If a member of staff is unable to work on the day which they were expected to work from home due to sickness, injury or otherwise, they must follow our school absence reporting procedure. The staff member is required to keep the school informed of their likely date of return to work, the reason for the absence, and progress, as if they were normally attending work.

## School Day Start and Finish Timetable

- SLT will be located at the Leigham Court Road gate at the beginning and end of day as usual.
- Parents/carers will leave their children at the Leigham Court Road gates. The children will then walk unaccompanied into school, either through the Pedestrian Gate or Driveway
- At the end of the day, parents/carers will enter via Leigham Court Road, collect their children at the barriers in the car park area and then leave via Etherstone Road using a one way system.

|                | Start<br>Time | End<br>Time | Classroom  | Break<br>Time | Lunch<br>Time                             |
|----------------|---------------|-------------|--|---------------|---|
| Year R         | 9:00          | 3.15        | <p><b>Start of day:</b> One adult to stand at the classroom door to welcome children in and give hand sanitiser.</p> <p>Other adults to supervise washing of hands and direct children to their allocated table/carpet area.</p> <p><b>End of day:</b> Adults will need to take children to collection point</p> | NA            | 11.30 – 12.30                             |
| Year 1 and 2 - | 8.55          | 3.10        | <p><b>Start of day:</b> Adult to stand at the door to welcome children in and give hand sanitiser.</p> <p><b>End of day:</b> Adults will need to take children to collection point</p>   | 10 – 10.15    | 12- 12.45                                 |
| Year 3 and 4 - | 8.50          | 3.05        | <p><b>Start of day:</b> One adult to stand at the door to welcome children in and give hand sanitiser.</p> <p>One adult to supervise as children wash hands with soap and water.</p> <p><b>End of day:</b> Adults will need to take children to collection point</p>   | 10:20- 10:35  | Year 3- 12- 12:45<br>Year 4- 12.45 - 1:30 |
| Year 5 and 6   | 8.45          | 3.00        | <p><b>Start of day:</b> One adult to stand at the door to welcome children in and give hand sanitiser.</p> <p>Other adult to supervise washing of hands.</p> <p><b>End of day:</b> Adults will need to take children to collection point</p>   | 10.40- 10:55  | 12.45 - 1:30                              |

If a household has more than 1 child attending, parents/carers should collect both/all children at the time the youngest child is due to be collected. Only one household member may drop off /pick up children on site, (one adult per family household). Whilst adults are on site, they should wear a mask or visor, respect social distancing and not interact with other adults/children outside their household. Parents/carers are required to ensure that the children are picked up/dropped off on time.

Upon entering and exiting the school, children should sanitise or wash their hands, following the ‘catch it, bin it, kill it’ approach. Children, parents/carers should respect social distancing at all times whilst on school grounds. A member of SLT will be at the entrance and exit at all times.

The school office will be closed to all parents and carers, unless collecting work books by prior arrangement. If parents/carers wish to communicate with the school, please call or email.

All children should have a warm coat, hat, scarf and gloves which will be kept in their designated classrooms. Rooms will need to be well ventilated so layers are encouraged. All children should wear either their school uniform or PE kit on their allocated days.

Water bottles can be brought in to school each day – please remind children to have these labelled. They will be sent home each day to be washed and refilled.

The register will be taken as normal at the start of the day and after lunch – in the morning, staff will also ask children what they would like for lunch from that day's menu.

### **Breaktime Timetable**

|            |              |
|------------|--------------|
| Year 1 & 2 | 10 - 10:15   |
| Year 3 & 4 | 10:20- 10:35 |
| Year 5 & 6 | 10:40- 10:55 |

Each year group will have a personal box of equipment (e.g. balls, skipping ropes, etc.) that they can use during play and lunch. All children and adults should wash their hands before and after playtime.

### **Lunchtime Timetable**

Lunch hours for year groups are as follows:

|                 |               |
|-----------------|---------------|
| EYFS            | 11:30 – 12:15 |
| Year 1, 2 and 3 | 12:00 – 12.45 |
| Year 4, 5 & 6   | 12.45 – 1.30  |

In the dinner hall, children should sit within their respective bubble groups.

Adults should wipe down tables and benches with warm soapy water or disinfectant between groups of children.

### **Outdoor Learning**

Bubbles and groups are encouraged to still engage in outdoor learning including PE sessions. During these sessions, children should only use the equipment assigned to their group.

PE timetable is below:

| Day        | Monday                     | Tuesday                    | Wednesday      | Thursday                   | Friday                   |
|------------|----------------------------|----------------------------|----------------|----------------------------|--------------------------|
| Year Group | Year 1<br>Year 3<br>Year 6 | Year 2<br>Year 4<br>Year 5 | EYFS<br>Year 1 | Year 4<br>Year 5<br>Year 6 | EYFS<br>Year 2<br>Year 3 |

### Year Class Zooms

| Tuesday am | Friday am | Friday am | Tues pm | Monday am | Monday am | Wednesday |
|------------|-----------|-----------|---------|-----------|-----------|-----------|
| Year R     | Year 1    | Year 2    | Year 3  | Year 4    | Year 5    | Year 6    |

## Key Safety Measures: Roles and Responsibilities for Keeping Everyone Safe

### Principles for Staff

1. Please do not come to work if you have coronavirus symptoms, or go home as soon as these develop (inform SLT), and access a test as soon as possible.
2. Clean your hands more often than usual - 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.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces regularly using the disinfectant provided.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible. We understand that this is not always possible and therefore it is important to wash hands regularly throughout the day and at key transition points.
7. Consider minimising movement within the classroom ie. calling pupils to the front of the class or physically going to their desks unnecessarily.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Do not share equipment and resources (like stationery) where possible.
10. Keep your classroom door and windows open for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, avoiding congregating in shared spaces.
13. Make sure you've read the school's updated behaviour policy, risk assessment and blended learning policy so that you are aware of school procedures.

### In Bubble Practices

Children should not use any other stationery or touch any belongings of any other child/adult. Their reading book should be kept on their table at all times.

**Coat hooks** - Coat hooks **WILL NOT** be used to ensure they stay sanitised and clean. Children should place their coats on the back of their chairs and bags on the floor.

Please see the *Health and Safety* section for more information on cleaning bubble rooms and equipment between use.

## **Respiratory**

All doors (in rooms mentioned above) must remain open at all times. If possible, windows should also be open to allow for circulation of fresh air at all times.

## **Ongoing Hygiene**

All children and all adults must wash their hands / sanitise at regular intervals throughout the day:

- When entering school at the beginning of the day – they then must wash their hands when in bubbles;
- Immediately before and after break time (to use on the playground/outside before coming into bubble);
- Immediately before and after lunch time (to use on the playground/outside before coming into bubble);
- When leaving school at the end of the day.

Children/adults must wash their hands / sanitise in the following, but not limited to, situations:

- The child or adult feels it is needed / safe to do so
- The child or adult has left the bubble room and is re-entering (including coming from the toilet)
- A child or adult has come into contact with another group of children outside their immediate “bubble”
- A child or adult sneezes or coughs at any point

All bubble rooms must have tissues available, in line with government guidance to promote the “catch it, bin it, kill it” approach (to use when sneezing, coughing). Children should also be reminded throughout the day to socially distance and to discourage any face touching. All used tissues, wipes etc must be disposed of in a lidded bin located in each bubble room.

## **First Aid**

In addition to the existing first aid guidelines below, first aid practices during Covid-19 will also adhere to the following:

- All staff who administer any first aid will be provided with personal protective equipment care pack containing:
  - Apron
  - Face Mask
  - Hand Sanitizer
  - Wipes
  - Goggles
  - Gloves
- Staff are not to administer First Aid without wearing the appropriate PPE

- Any equipment used will be disposed of in a lidded bin in line with government guidance
- The existing first aid room will be in use where all required PPE will be situated.

### **A child shows signs of COVID-19**

Where a child is displaying signs of COVID-19 (a high temperature, and/or a new, continuous cough, and/or a loss of taste and smell) the member of staff must contact a member of SLT immediately using the walkie talkie. The child will be seen straight away and if SLT agrees that there is a concern, they will be taken to the Medical Room with their coat and bag. The office will telephone the parent/carer to inform them that their child is showing signs of COVID-19 and must be then sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should [arrange to have a test](#) as soon as possible and then self-isolate for 10 days pending the result. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

Whilst waiting to be collected, the child should be moved to the medical room where they can be isolated, with appropriate adult supervision if required. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible.

PPE must be worn by staff caring for the child while they await collection. More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

Any members of staff and pupils who have been in close contact with people displaying symptoms, do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. Staff members are encouraged to have a lateral flow test as soon as is practically possible if they have direct contact with a child displaying symptoms.

### **An adult or staff member shows signs of COVID-19**

The adult or staff member who believes they are showing signs of COVID-19 (a high temperature, and/or a new, continuous cough, and/or a loss of taste/smell) should tell an SLT member at school immediately. The adult or staff member should then follow regular absence procedures, and self-isolate in line with government guidance. They must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and [arrange to have a test](#) at the earliest opportunity to see if they have coronavirus (COVID-19).

### **A child falls ill (no COVID-19 symptoms)**

If a child falls ill and there are no signs of COVID-19, then the normal procedures take place. They will be checked over by a first aider (any TA in school) who will then decide the next course of action.

### **Disposing of PPE**

All used PPE must be disposed of in a lidded bin – these are located in the Medical Room. Please see waste disposal in risk assessment for further guidance.

### **Staff Rooms**

Staff should use their designated staff area – only bring in your own packed lunch or have a school dinner.

Microwave – this must be wiped down with cleaning spray and disposable towel before and after every use – same with fridge.

## **Fire Alarm**

If the fire alarm sounds, then all classes must make their way out to the playground to line up. To minimise contact, bubbles will exit through their fire exit door and line up as per normal fire alarm procedure. Children should still be encouraged to maintain a distance between children and between bubbles. The member of staff must lead the line and ensure that key children are supported appropriately. As in normal circumstances the expectation is that this should happen silently and swiftly.

### **If you find a fire or one is reported to you**

Staff discovering a fire or other emergency for which the buildings should be evacuated, must activate the fire alarm using the nearest available break glass call point.

### **Fire fighting**

The safe evacuation of all adults and children is the only priority including during the COVID-19 pandemic where social distancing is not expected. No staff must attempt to fight any fire unless they have been properly trained on how to deal with small fires without putting themselves at risk.

### **On hearing the fire alarm**

All adults and all children must respond to alarm activations. The fire alarm is a continuous high-pitched buzzing sound. The Premises Manager will check the fire alarm panels and, if safe to do so, go to the zone where the alarm has been activated to investigate if there is a fire or false alarm and notify the office accordingly. If the fire is real, the office will summon the emergency services and the Premises Manager will activate the Personal Emergency Evacuation Plan (PEEP), for anybody who has reduced mobility. Individual risk assessments will be created for children who need additional support and these will be shared with staff. Staff will supervise the evacuation of children and adults to the designated assembly points. Staff not with children, visitors or contractors must leave the building by the nearest exit and report directly to the senior member of staff at the designated assembly point. Children should leave in a single file when instructed by the teacher in charge of the class.

Evacuating the building should be a priority. Children should leave by the nearest available escape route. The last person to leave the room must close the door. Children should walk in their class lines and remain with their teacher at the designated assembly point. Children will assemble at their assembly point and ensure a 2m distance between each line/group and each child in their line. If a child is not in a classroom when the alarm sounds, s/he must walk to their designated assembly point leaving the building by the nearest marked escape route. An adult should check the toilets and cloakroom before leaving the classroom. On arrival at the assembly point, children must stand in their year groups whilst staff check their registers. Registers will be taken to each assembly point by the attendance advisor. The result of each check must be reported to the EHT/HoS as soon as it is completed.

Any adults who are leading groups around the school when the alarm goes off should leave by the nearest exit and make their way to the nearest playground rather than returning to class. The adult must inform the supervising senior leader on that playground that they have been separated from their group.



| ON DISCOVERING A FIRE                                      | ON HEARING THE ALARM                              |
|--|---|
| Raise the alarm by using the nearest fire alarm call point | Leave by the nearest fire exit                    |
| Leave by the nearest fire exit                             | Proceed directly to your assembly point           |
| Proceed directly to your assembly point                    | <b>DO NOT</b> stop to collect personal belongings |

## Posters

Government guidance indicates 5 posters should be displayed in all classrooms, staff rooms, toilets, entrance points and any other visible locations to staff / children / community -

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-c-posters>

Catch it, Bin it, Kill it posters will also be displayed in each classroom and around the school -

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

## Toilets

As normal, children should be encouraged to go to the toilet during break and lunch time. If a child does need to go during learning time, only 1 child from each class may go at a time. Children should be reminded to wash their hands after going to the toilet, following the 'catch it, bin it, kill it' approach.

## Safeguarding

Refresher safeguarding training will be delivered on 15/01/21, to include KCSIE 2020, which includes updates relating to COVID-19. Teachers and staff are to continue to report any concerns they have via the designated DSLs and/or CPOMs in line with school guidance and policy.

## Safeguarding and Child Protection

School to refer COVID-19 school closure arrangements for Safeguarding and Child Protection (to be read in conjunction with the Safeguarding and Child Protection Policy)