

Bishopton Primary School

Wider re-opening of School, Parents' Guide



Aims:

- To ensure the **safest possible work practice** for all employees;
- To ensure the **safest possible learning environment** for all pupils;
- To **reduce the risk** to all children and parents on the school site;
- To reduce direct contact between children **wherever practically possible**;
- To ensure government guidance is **followed correctly** for our individual school site

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This document will answer many of your questions or queries around what the school day and the site will look like.

PLEASE NOTE THAT THIS IS AN ABRIDGED VERSION OF THE STAFF RETURN TO SCHOOL GUIDE

(THIS IS A WORKING DOCUMENT AND IS SUBJECT TO CHANGE AS REQUIRED)

1) Overview

What a phased return looks like at Bishopton Primary:

Following Government Guidance released last week I have been working to interpret it for our school and community. This guide should be used together with the Government guidance. I have written this document to inform and prepare for a return to school, whenever that date may be.

After very careful consideration and taking into account:

- Safety of staff and pupils;
- Staff and pupil mental health and well-being;
- Government Guidance;
- Union Advice;
- LA advice;
- Contracts and working patterns;
- Workload.

A plan has been devised that I believe minimises risks and cross contamination where possible and supports our staff, children and families. Child and staff well-being and safety is paramount and whilst we cannot eradicate all risks, we can minimise them.

At Bishopton the wider re-opening of school from 2nd September will be as follows:

- Children in will be with other children from their year group. This group is referred to throughout as a 'bubble'.
- Each 'bubble' will be in their own classroom with their own designated toilets. They will have their own playground or outdoor space which they will share with only one other bubble.
- Each year group 'bubble' will be in school on a full-time basis unless a localised lock-down is implemented.
- There will be a minimum of 2 adults with each group.

2) Movement around the school site

Travelling to and from school:

Staff and children should not use public transport where possible. If staff or our families need to use public transport then they should try to maintain 2m social distancing at all times and may wish to consider wearing a face covering. Scooting, walking and cycling is encouraged. If travelling by car it should only be with members of own households. Staff, children and parents should not congregate in groups outside the school gates or on the premises.

Cleaning the site

- Cleanliness of often used and touched items, such as doors, door-handles, keypads, light switches etc – following detailed discussions with the school caretaker and cleaners I can assure you they are following the government recommendations for cleaning non-healthcare establishments, using the most effective anti-bacterial cleaners. Additional supplies and equipment are in place across the school.
- Daily Task sheet for cleaners – throughout the period that school has been open so far, we have used a daily task sheet for cleaners for anything that is required beyond the guidance set out by the government or any items staff are concerned may not be regularly cleaned. We have brought in more cleaning staff to increase our capacity at the end of each day.

Arrival and departure of Children and Parents

Government guidance states where possible, children should be dropped off and collected by one adult. We also ask that this one adult drops and collects a child/ren without siblings, however we appreciate this isn't possible for everyone. We know children will be excited to see their friends but please encourage them to keep a safe 2m distance.

1. Welcoming children back to Bishopton – We understand that children and families will be apprehensive about the return to school and have tried to keep all year groups with familiar adults. We know they will be excited to see their friends but please take the time to have a conversation about keeping a safe distance during arrival and drop off times.
2. Uniform – From 2nd September all children returning to will need to be in school uniform. This will signal the return to 'normal' schooling. Initially, we will NOT require a PE kit.
3. Items children need – To minimise cross contamination and ensure safety, at Bishopton we are asking children NOT to bring in book bags or other items from home EXCEPT:
 - Their **named** water bottle and a coat if needed.
 - Packed lunch – children are able to bring a lunch box daily into school provided that it is taken home at the end of the day and washed thoroughly. The kitchen will be providing a cold packed lunch option if children would prefer a school lunch. To minimise unnecessary contact, we are asking that lunch contains nothing they would need help opening. No nuts or fizzy drinks - and that we are a healthy school.
 - If the weather is warm please send in a named sunhat. Sun cream should be applied at home before attending school.

Children do not need book bags or books. We will continue to use the online eReader books for as long as possible. School will also provide children with individual resources to minimise potential spread through shared objects.

4. Adjustment/flexibility (to accommodate siblings and to ensure that we do not find gatherings of parents and children at one specific drop-off / pick-up time – eg, if we said Year 2 were coming in at 9.30am we would have all of the children and an adult lining

up one behind the other. Under a flexible system of arrival times this potential problem should be reduced - School will be open for informal and staggered drop off from 08.45-08.55 for KS2 and 08.55-09.05 for KS1. Each year group 'bubble' will be given a set entrance to use.

- Year 1 will use their cloakroom door;
- Year 1/2 will use their fire door;
- Year 2 will use their fire door;
- Year 3 will use their fire door;
- Year 4 will use their fire door;
- Years 5 & 6 will use the fire door at the bottom of the stairs to access the classrooms on the second floor.

Please remind children to ONLY use their own year groups' entrance and exit. If parents have any information they need to pass on please email the office. Parents and other adults will NOT be allowed into the main school buildings. A one-way system will be in place for parents after drop-off & pick-up. They will continue around the back of the school buildings and exit the site next to the Children's Centre.

5. Breaktime and Lunchtime - The government has recognised social distancing at break and lunchtimes will not always be practical. Children will take break and lunch with their 'bubble' so as to reduce risk as much as possible. We will encourage social distancing as much as possible. Children will have the choice of bringing their own packed lunch or will be able to order a COLD sandwich lunch which will be delivered to them, meaning there is no need for children to gather in the school hall at lunch. Lunch will be eaten outside when possible. It will be eaten in their 'bubble' classrooms on all other occasions.
6. Children going home – School will be open from 15.00-15.10 for KS1 and 15.10-15.20 for KS2 for parents to collect their child. They need to use designated entrances and exits only. It is important that parents maintain a 2m distance at all times. Parents will be asked to head straight to their child's drop off point from the morning to collect. We will dismiss children as soon as we see parents, to avoid all of the children in the 'bubble' coming out together.

Parents will be urged to respect a 2m distance from staff. This will be supported by a floor marking indicating where it is safe to stand and where parents must not pass when handing children over into our care (or the reverse at the end of the day). We do not want parents to have to wait. Parents will be asked to maintain a 2m distance from others when on the school site. If parents have any information they need to pass on they need to email the office.

7. Procedures for children who find it difficult to separate at drop off - we understand that this is an unusual situation and not all children will find it easy coming into school. I hope the bubble plan and one day per week, alongside our transparency, will help reassure our families. If a child is refusing to come into class we will do our best to reassure them but I do not expect our staff to breach social distancing and assist them coming in. If children refuse to enter and cannot be persuaded into school they will need to be taken home and a plan devised to help them when they next return.

The safety of everyone is paramount.

8. Visits – All visits off site are cancelled until further notice. We will NOT be inviting visitors into school during this time.

3) Communication

- Phone calls – We encourage all parents to call the school office on 01789 205058 if there is an important administrative issue. Office staff will NOT be permitted to visit other ‘bubbles’ so messages can only be phoned through or emailed. Office staff will NOT be able to take messages to children in person. Staff will respond to any queries as soon as they are able.
- Distancing Arrangements – To ensure the safety of office staff and parents the 2m distancing is mandatory and the hatch at the main office will remain closed. All non-essential external staff visits are prohibited until further notice. Visitors and Late Books are to be removed and kept updated by office staff directly.

Meetings with Members of Staff

- Face to face meetings will NOT be possible until further notice.
- If a parent wishes to discuss a matter with a member of staff this can be done via email or by telephone.
- Other visiting professionals will be managed on an individual basis and where this relates to children, parents will be consulted as to the safest way to enable meetings to take place.

Sharing this information

- Many parents requested to know how social distancing measures were to be observed in a recent survey, but many also questioned how the risk to staff would be reduced. For this reason I am sharing these aspects of the staff guide with parents so that everyone can make informed choices and understand how the system will work for the returning year groups.

4) Protection

Child Protection

- Our safeguarding commitment has not altered throughout the school closure so far and we will continue to operate as normal.
- If a child is unwell when they are due to attend school then the school office will need a telephone call from parents to register the absence. This is so that we can keep track of all children whose parents have requested that they attend school.

Personal Protective Equipment

As a school we have already been stocking up on PPE in readiness for any return to school. This includes:

- Disposable face masks;
- Disposable aprons;
- Disposable gloves ;
- Visors;
- Anti-bacterial hand sanitiser;
- Anti-bacterial hand wash;
- Disposable paper towels;
- Cleaning equipment for individual classrooms including Milton for sterilising equipment

We anticipate that the masks, aprons, gloves and visors will only be necessary when administering First Aid or intimate care. First Aiders have been briefed on appropriate use of PPE and administering first aid. Government guidance states that in school, staff and pupils do NOT need to wear face coverings or PPE. However, if staff or children would like to wear a face covering in school that is a personal choice that school will support. Any face coverings or masks must be brought from home. If children choose to remove their face mask we will encourage them to wear it but we cannot strictly enforce this. School would ask that all face coverings are appropriate and washed daily.

In Classrooms and spaces

All 'bubbles' and classrooms will have their own cleaning equipment, hand wash and disposable paper towels. They will also have their own toilet block and sinks for their use. These areas will be cleaned every evening to ensure they are ready for the following day. Children are allowed to bring in a small bottle of hand sanitiser if they would like to.

Throughout the day staff will have cleaning equipment to regularly wipe down any high touch areas – door handles, light switches, tables etc and where they see it is necessary. This will be expected and encouraged. Internal doors will be propped open safely where possible to avoid unnecessary surfaces being touched and hand washing will be expected regularly throughout the day.

All classrooms and spaces used by the children will be set up by staff to include only what the children need whilst remaining as welcoming as possible. Equipment and items the children do not need will be removed to minimise cross contamination through touch of objects in the room. Classroom windows will be open wherever possible to encourage ventilation.

Handwashing

Handwashing will be encouraged regularly and children will be supervised by an adult to ensure they are doing it properly and for 20 seconds. This will happen:

- On arrival at school ;
- Before and after playtime or time outdoors;
- Before lunch;
- After lunch;

- Before going home;
- Between lessons if necessary.

First Aid

- Disposable aprons, gloves, face masks and wipe-clean visor shields will be provided and should be worn by any member of staff dealing with symptoms of coronavirus.
- If children are displaying symptoms, they will be taken to the art room by a First Aider and await collection by a parent. Advice will be issued to ensure their safe return as soon as possible. Adults working in school are already eligible for a coronavirus test.
- Government guidance says: 'if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Medicines in school

- Parents have the responsibility to ensure that their child is fit and healthy to attend school. A child should not be given any form of Calpol or Paracetamol before coming to school as this masks a high temperature.
- If a child has suffered from sickness or diarrhoea then a clear 48 hours must be observed before they return to school.
- If children require medication to be held at school (i.e. Epi-Pen, Inhaler or similar) parents will be asked to return it to school on their first day back. It should be labelled with clear instructions for use. It will be kept in their 'bubble' classroom and normal medication procedures will apply and should be followed by parents and staff.

5) Staffing arrangements

- My first duty before I can even contemplate allowing children to return to school is to prepare a plan that reduces the risk to my staff. The system I have designed follows guidance but very deliberately minimises contact.
- BASH will be in use from Monday 7th September at either end of the school day.

6) Impact of returning to school

- We hope that the impact of reopening will be a positive one for the children who attend. Recognising that initially, the stress associated with this will affect a considerable number of people is also clear. We aim to balance our arrangements to suit everyone, with varying views and vastly different concerns. It will not be possible for everyone to have the return to school arrangement that they want.
- How will this affect what we are 'teaching'? Children will not return to the full curriculum immediately. There will need to be a period dedicated to seeing how children manage with returning before normal lessons resume as before.
- How will this affect our most vulnerable children? Any reintegration plan includes provision for our most vulnerable children but only if it does not compromise safety.
- Behaviour choices compromising safety – any child or adult who does not follow the safety rules that they have been given will not be allowed to return to school until we have confirmation from the Local Authority that the children and adults in their 'bubble' can be kept safe. Parents will be asked to collect if safety is compromised.