



## Temporary School Operating Procedure (During the Coronavirus outbreak)

This procedure document has been written in order to address the extraordinary measures being applied to the school environment in order to open and operate in a safe manner during the Coronavirus (Covid-19) crisis. The control measures detailed in this document, will be implemented in order to address the primary identified hazard in school, which is the spread of Covid-19. It has been compiled in line with current government guidelines and is effective as from 1 September 2020.

It is the responsibility of all staff members at Barton Primary School to read and understand these procedure instructions before entering the school premises. This document will also be available for parents to read so that any concerns or queries they might have will be addressed appropriately.

### **Background:**

From the week commencing 31<sup>st</sup> August 2020, schools will welcome back all children from Nursery to Year 6.

### **Opening times:**

To ensure a safe arrival and departure for pupils and their parents, the entrance/exit points have been changed for some year groups. Normal school attendance times apply for all year groups except Nursery.

**Nursery – EYFS gate:** Morning session 9 – 11:15am  
Afternoon session 12:15 – 2:45pm

### **Reception – EYFS gate:**

Week 1 - children will attend for mornings only 8.45-11.30am

Week 2 - children will attend for the morning and lunch sessions 8.45am-12.30pm

Week 3 – children will attend all day 8.45am-1.30pm

Doors open at 8.35am. School starts at 8:40am and ends at 3pm for Years 1- 6.

**Years 1 & 2 - MUGA**

**Yaverland & Totland Classes – MUGA**

**Sandown Class – Front of school fire exit door**

**Years 5 & 6 – Front of school side gate**

## **Arrival at school:**

Parents will be expected to maintain standard social distance measures when arriving with their children and upon collection in the afternoon. It is advised that only one parent should accompany their child(ren) when dropping off or collecting. To further reduce the risk of contact, the entry and exit point to school for the different classes will be as below:

**Nursery and Reception classes:** Children will be dropped off, and collected by a member of staff at the Early Years side entrance (green gate) at the times as specified above. Parents are to ensure that they maintain effective social distance measures as they wait in the area at the back of the school and on the side footpath. Children will stand with their Key Worker and they will all go into the classroom together.

**Years 1 and 2:** Parents will arrive and wait on the side footpath and maintain standard social distance measures. As a guide, the green perimeter fence posts are 2 metres apart. Pupils will enter the school onto the MUGA via the green gate and will line up next to a marker cone as guided by a member of staff. The pupils will be led into their classroom via the external fire doors.

**Yaverland & Totland Classes:** Parents will arrive and wait on the side footpath and maintain standard social distance measures. As a guide, the green perimeter fence posts are 2 metres apart. Pupils will enter the school onto the MUGA via the green gate and will line up next to a marker cone as guided by a member of staff. The pupils will be led into their classroom via the side door.

**Sandown Class:** Parents will need to drop off/collect their child at the end of the footpath leading up to the reception entrance of the school. Pupils will be led into the classroom through the external fire door, in front of the car park.

**Years 5 & 6:** It is expected that most Yr 6 pupils will arrive / leave school by themselves. For those pupils being accompanied by a parent, it is advised that the parent will drop off / collect their child at the end of the footpath leading up to the reception entrance of the school. Pupils will enter the school via the side gate next to the car park and will be led to their classroom by a member of staff through the external fire exit door.

**On arrival into school, all children will be instructed to wash / sanitise their hands.**

No adults, other than staff, will be allowed on the school site. If you need to communicate with us, please email or call the school office.

## **In the classroom:**

Each class will be a 'bubble' and will use their own classrooms only. Movement around the classroom will be managed by the staff members to ensure social distancing, where possible.

Each class will have their own toilet facilities, which will be cleaned frequently throughout the day. Toilet visits will be controlled in order to ensure social distancing is maintained.

Where possible, classroom doors will be propped open in order to limit use of handles and further aid ventilation within the room.

To further minimise the potential spread of the virus, various resources / equipment have been removed from classrooms.

Frequently touched surfaces will be cleaned regularly throughout the school day by staff.

When practically possible, lessons will be conducted outside.

Break times will be determined for each class and will be staggered in order to maintain social distancing and to minimise mixing with other groups.

In Early Years, we understand that young children find it hard to socially distance, so our focus will be on promoting good handwashing and hygiene routines.

### **Lunchtime:**

Cooked meals will only be available for Reception children, initially. They will have their lunch in the dining hall.

School packed lunches will be available for children in Years 1 – 6. They will eat their lunch in the classroom or outside on the field, if weather permits.

Lunches will be prepared on site in the school kitchen and will be delivered to the classroom. On completion of lunch, any waste will be collected from each classroom and removed to be disposed of/cleaned.

Pupils will be instructed to wash their hands before and after eating.

In the Early Years classes, snack time will be led by an adult at a set time in the morning and afternoon, this is to ensure good food hygiene. Children will wash their hands before and after this.

### **Movement around school:**

As the majority of the school day activities will be completed within individual classes, general movement around school will be discouraged and will be limited to toilet visits.

Early Years children will be supported in their toileting as and when required.

Furniture and resources usually situated in the corridor areas have been removed in order that social distancing can be maintained when there is pupil / staff movement in these areas.

### **Assemblies:**

Normal large group assemblies will not take place.

### **Fire evacuation:**

The normal fire evacuation procedure as regularly practised by all staff and pupils in school will still be adhered to. Pupils will be instructed to observe the normal social distance rules when evacuating classrooms and when at their muster point. Staff and pupils will continue to practise regular fire evacuation drills.

### **Staff Room:**

Normal use of the staff room will be discouraged. In order for staff to model social distancing within the classroom, they will remain in their designated classes with their allocated learning group.

### **Breakfast Club and After School Club:**

There will be a limited number of places for families who have work commitments and cannot make alternative arrangements for their children.

Children attending Breakfast Club will need to arrive at 8am. Those arriving any later will need to wait for their usual start time.

After school club will run from 3-4pm only, again for a limited number of pupils.

### **Infection Control Measures:**

We understand that implementing social distancing measures in a school setting is extremely challenging. Therefore, we will ensure that we implement robust infection control measures to help ensure the safety of staff and pupils. The following measures will be implemented:

- 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 the school for 7 or 14 days.
- Cleaning hands frequently – washing hands thoroughly for 20 seconds with running water and soap, and drying them thoroughly or by using hand sanitiser ensuring that all parts of the hands are covered. Each classroom will have a supply of hand sanitiser.
- A mobile handwashing unit will be available to deploy to areas of the school where direct access to a sink or hot running water is not available within a learning bubble.
- Ensuring good respiratory hygiene by promoting the “catch it, bin it, kill it” approach. Each classroom will have a supply of tissues and a bin to put them in.
- Cleaning frequently touched surfaces using standard products, such as anti-bac spray. Each classroom will have a supply of appropriate cleaning products.
- Limiting the number of shared resources that are taken home by staff and pupils.
- Discouraging pupils from touching their faces or putting objects in their mouths.
- Water fountains will not be available for pupils to use. All pupils will need to bring a full water bottle to school each day. Staff members in individual classrooms will fill up water bottles, without involving contact of bottles.

### **Cleaning:**

In addition to the above control measures, the school contract cleaners will continue providing an enhanced cleaning service, which will include a robust daily cleaning schedule.

Staff will conduct regular classroom cleaning throughout the day, paying particular attention to desks, furniture, doors and resources.

## **Monitoring:**

The school has a supply of digital non-contact thermometers that will be utilised in order to take a temperature check of any pupil who might present with potential Covid-19 symptom signs.

Any pupil who becomes unwell with potential Covid-19 symptoms will be removed from their classroom and placed into a separate well-ventilated room where they can be isolated until collected by a parent.

## **Personal protective equipment (PPE):**

The government has advised that the majority of school staff do not need to wear PPE beyond what they would normally wear for work. However, the government guidance does acknowledge that there is the possibility that PPE may be needed for a small number of cases, so the school subsequently has been provided with a limited supply of PPE which contains the kit as required to meet government guidance. PPE will be provided to staff in the following circumstances:

- Where staff are caring for pupils whose intimate care needs already require the use of PPE.
- Where a pupil becomes unwell with symptoms of coronavirus at school and requires direct personal care until they can go home. The staff member caring for the pupil should wear a fluid-resistant surgical mask. If contact with the pupil is necessary, the staff member should also wear disposable gloves. Where there is a risk of splashing to the eyes, e.g. from coughing, eye protection should also be worn.

PPE that has been used by or near someone with coronavirus symptoms will be disposed of by putting it in a black plastic bag and securing at the top. This bag will then be placed in a second rubbish bag which will then be placed in a suitable container and then secured in a secure storage space for 72 hours before final disposal.

## **Face masks:**

The school also has a supply of face masks which will be worn by staff when administering first aid if the injury involved requires it.

In line with government guidance, pupils and staff will not be required to wear face masks outside the occasions as mentioned above and will therefore be asked to remove them if they arrive at school wearing one.

## **Communication:**

All social distancing measures will be communicated to all relevant stakeholders, including pupils, parents, staff, governors, visitors and contractors.

Staff will be consulted and informed of all relevant plans, timetable changes, safety measures and amendments to school operating procedures and will be consulted regularly by the school senior leadership team in order to ascertain relevant feedback / concerns.

Parents should contact the school if they have any issues or concerns regarding the measures in place within school.

The school receives Coronavirus updates provided by the government and any relevant guidance amendments will be implemented as necessary.

All school staff are now required to complete an on-line Coronavirus awareness course as arranged by the school.