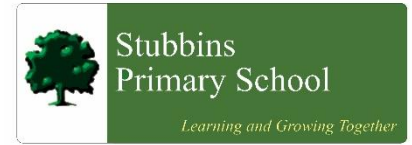


COVID-19 HEALTH PROTOCOLS



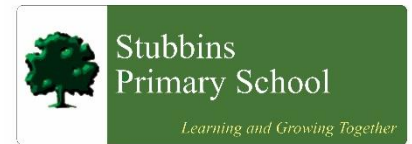
Due to the Coronavirus Pandemic, these rules MUST be observed:

- **These are possible symptoms of COVID-19:**
 - A High Temperature
 - A new continuous cough.
 - A sudden loss of or change in taste or smell.
- **Any child who exhibits the above symptoms at home must not come into school. If the symptoms occur in school, the child will be sent home immediately. (Whilst waiting to be collected, the child will be isolated from others, at least a 2metre distance, in a well-ventilated area and the member of staff caring for the child MUST wear PPE). **ALL** children with one or more of these symptoms must self-isolate (stay at home) for at least 7 days and parents should arrange for them to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.**
- We have a non-contact thermometer in school. We will take the temperature of any child returning following illness. If they still have a high temperature, they will not be admitted.
- We will be taking the temperature of any child in school who we suspect may be unwell.
- **In order to avoid contact with children, we will be minimising administration of first aid & medication:**
 - Staff are asked to wear full PPE when administering.
 - We will **NOT** administer non-prescription medication.
 - Any antibiotics / tablets which can be taken three times a day **MUST** be taken at home i.e. before school, after school and at bedtime.
 - Generally, children will be asked to clean their own wound, apply a plaster etc. if they are able to.

If we have two or more confirmed cases of coronavirus (COVID-19) within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and we will continue to work with our local health protection team who will be able to advise if additional action is required. This may mean that a larger number of other pupils self-isolate at home as a precautionary measure; perhaps the whole school or year group.

COVID-19

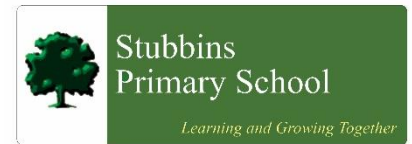
HYGIENE PROTOCOLS



Due to the Coronavirus Pandemic, these rules MUST be observed:

- **Hand washing must be a regular habit, washing with soap and water for at least 20 seconds. Where soap and water is not available, hand sanitiser should be used. Hands should always be washed:**
 - When coming in to the building. ***(including upon arrival)***
 - When moving from one area to another.
 - Before and after eating.
 - After going to the toilet.
 - After coughing, sneezing or blowing your nose.
- **Catch it, Bin it, Kill it** is a vital regime. Tissues must be available in all areas so that coughs and sneezes can be caught in the tissue and binned immediately.
- Avoid touching your face.
- **PPE – Children.** There is no requirement for children to wear any PPE, including face masks. If a parent wishes their child to wear a face mask in school, it must be **PLAIN** – with no writing, images, symbols etc. on it.
- **PPE – Staff.** There is no requirement for staff to wear PPE, however, masks, visors, gloves and aprons are all available. **It is recommended that staff wear PPE when cleaning, and when dealing with any first aid / close contact incident.** Counter-top Perspex screens are in each classroom so that staff can sit opposite children for small group or 1:1 teaching etc.
- **Social Distancing – Children.** There is no requirement for children in the same class 'bubble' to social distance, as long as the bubbles remain separate as much as possible. However, social distancing should be implemented when it is possible, by spacing tables & activities. **Children should not sit opposite each other, but in rows, facing the same way.** Each class bubble has its own assigned toilet facilities.
- **Social Distancing – Staff.** Staff should remain 2 metres apart where possible and avoid communal areas such as the staff room. They should keep a distance from the children, e.g. remain at the front of class, or use the screens, PPE provided where this is not possible. Staff are able to move from one class bubble to another, as long as social distancing and good hygiene (e.g. washing hands between classes) is observed.
- **Enhanced Cleaning.** Our cleaning team has approved products and focussed regimes. In addition, staff working with children are asked to regularly sanitise table tops, door handles and any frequently touched areas. This is especially important when children move areas or before and after eating etc. ***(See also equipment protocols.)***

COVID-19 EQUIPMENT PROTOCOLS



Due to the Coronavirus Pandemic, these rules MUST be observed:

- **Minimising Equipment from Home.** We need to minimise what children bring in from home. No pencil cases or stationery from home should be brought to school.
- **Pupils Individual Equipment.** We will provide each pupil with their own set of equipment such as pencil, ruler etc. These are not to be shared with other children.
- **Shared Equipment.** Where equipment must be shared, it will be cleaned between users. The children will be asked to wash their hands before and after using shared equipment.
- **Uniform** must be worn and **clearly labelled with your child's name**. In order to reduce the risk of transmission from home to school, we would strongly encourage children to wear clean uniform each day.
- A **named water bottle** is essential which will be brought home to wash daily. If your child wishes to have a healthy mid-morning snack, they must bring this in from home.
- **PE kits** should be worn on your child's P.E. day (in most classes). Tracksuits may be worn. If your child's teacher requests a P.E. kit in school, they should be in a drawstring named bag and will be kept in class for the duration of the half term.
- **School Bags: KS2 (Y3 – Y6)** If your child is bringing a school bag, it **MUST** be small as all bags will be stored under your child's table or in their tray. **KS1 (Rec- Y2)** Your child will only need their book bag and, if on sandwiches, their lunch box.
- **Homework / reading books etc.** We want children to read and to continue with homework. Guidance is constantly changing, but we will be ensuring that returned books are quarantined for the correct time and that any required sanitisation is carried out.

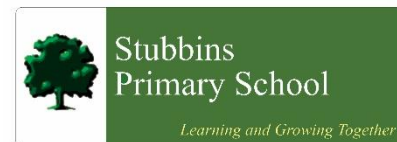
IMPORTANT NOTICE

Staff need to maintain an appropriate distance from the children. Please make sure that your child can deal with their own belongings without assistance. e.g.

- **Ensure they can fasten their own coats and tie their own laces.**
- **Ensure that any snacks or flasks can be opened by the child unaided.**
- **Ensure that children can self-care (e.g. blow their nose etc.)**

PLEASE NOTE THAT THESE GUIDELINES ARE SUBJECT TO CHANGE FOLLOWING GOVERNMENT GUIDANCE.

COVID-19



SITE PROTOCOLS

Due to the Coronavirus Pandemic, these rules MUST be observed:

- Our site does not allow for every route to be a one-way system. **Social distancing** must be observed at all times. Please remain 2 metres apart from other households if possible and allow each other to pass safely.
- Parents / Carers: Please avoid stopping to chat etc. Our aim is to keep people moving and **avoid social gatherings**.
- A one-way system is in operation on the driveway. Please follow the arrows carefully.
- **Drop-off & pick-up.** Ideally, KS2 children will walk up the drive on their own in the morning to avoid too many people on the premises at once. Some more confident, younger children may be able to do this too. Drop-off and pick-up times will be staggered according to the first letter of your surname. In the event that siblings have different surnames, please choose one of their surnames and stick to that time for arriving and leaving school. **IT IS ESSENTIAL THAT THESE TIMES ARE ADHERED TO.**

	Drop-Off Time	Pick-Up Time
Surnames A - F	8:50 am	2:50 pm
Surnames G - K	9:00 am	3:00 pm
Surnames L - Q	9:10 am	3:10 pm
Surnames R - Z	9:20 am	3:20 pm

- **Children will arrive at, and be collected from, the following doors:**
 - **Y1 children:** The Y1 external classroom door.
 - **Y2 children:** The main entrance.
 - **Y3 children:** The Y3 classroom door.
 - **Y4 children:** The fire exit door of the blue room (*behind the Y4 classroom*)
 - **Y5/6 children:** The junior entrance door.
- During the school day, playtimes and lunchtimes will be staggered to avoid classes sharing the same areas and remain isolated.
- **Generally, parents, carers & visitors are asked to spend as little time as possible in the school grounds.**
- **Admission into the school building will be granted only under special circumstances or by prior arrangement.**