

St. Joseph's R.C. Primary School

School Partial
Re-Opening
Guidelines –
June 2020



Completed By: SLT

In light of the Government's announcement on May 10th, St Joseph's will re-open from Monday 1st June for pupils in Nursery, Reception Year 1 and Year 6. The St Joseph's staff will be implementing a number of measures, including behavioural expectations of children, to reduce the potential spread of the virus. These measures reflect Government guidance suggested in '*Actions for education and childcare settings to prepare for wider opening from 1 June 2020*' and '*Planning guide for primary schools*' and are informed by a risk assessment of the school undertaken by the SLT.

1) Attendance

- Children in Nursery, Reception, Year 1, Year 6 or the children of key workers and vulnerable groups are eligible to attend school from the week commencing June 1st
- No one with symptoms of Coronavirus should attend for any reason (staff and children)

2) Cleaning and Hygiene

- Regular hand washing: The children and staff will be encouraged to wash or sanitise their hands thoroughly throughout the school day including: upon arrival at school; before/after certain activities; before/after breaks and lunch times and before dismissals.
- Each classroom will contain hand sanitiser, soap and have access to warm water. Children should use sanitiser when entering the classroom and wash them on leaving.
- Each classroom will be issued with tissues and will implement the 'catch it, kill it, bin it' approach.
- Each classroom will be issued with antibacterial cleaning wipes and sprays, stored in a locked cupboard, for teachers and support staff to wipe down hard surfaces as needed.
- All frequently touched surfaces, e.g. door handles and toilets will be cleaned thoroughly throughout the school day by the St Joseph's premises team.
- Every classroom will be deep cleaned every morning prior to the start of the school day.

3) Movement around the school

- The children will only move around the school in their 'teaching groups'.
- When moving around the school the children will be encouraged to maintain a safe distance between themselves and others.
- Play times, lunch times, arrivals and dismissals have been staggered so that only one group of children will be using a corridor at any one time.
- Each teaching group will use the nearest exit to access outdoor areas and in the event of an evacuation.

4) Group size

- The children will be placed into 'teaching groups' of no more than 15 pupils.
- The pupils will not interact with staff or pupils from other groups over the course of the school day.
- Staff are advised not to congregate in communal areas in the school.

5) In the Classroom

- Teachers will implement measures to encourage social distancing as much as possible within the classroom although the children cannot be expected to remain at a safe distance at all times. These measures include: seating plans, placing children as far apart as reasonably possible; adjusting teaching styles so that children and staff do not come within a close proximity of each other; avoiding calling children to the front of the class or unnecessary movement within the classroom and using resources that can be cleaned and wiped down easily.
- Each child will have their own individual equipment to use over the course of the school day and will not share equipment with others.
- Books and homework will not travel between home and school – all homework will be through online platforms.
- Windows will be opened to allow consistent airflow through the classroom.
- PE kits and water bottles will come into school on a Monday and leave on a Friday – spaced out as much as possible when storing.
- PE lessons will be strictly non-contact.
- Marking – The virus can live on paper for up to 3 hours. Books will be placed in a box after each lesson, left for a minimum of 3 hours and then marked whilst wearing gloves.

6) Break Times and Lunch Times

- The playground will be divided into three separate zones. Playtimes across the school have been staggered so that at any one time only one teaching group will occupy a playground zone under adult supervision who will encourage appropriate social distancing.
- During playtimes and lunchtimes equipment will be set out in each playground zone to encourage the pupils to maintain appropriate social distancing while being active.
- Lunch times have been staggered so that children will only eat lunch with their teaching group.
- Whilst eating the pupils will sit at a safe distance from each other.
- Throughout lunchtime the dining room will be cleaned thoroughly.
- School staff have been asked not to congregate in communal areas such as the staff room but to take breaks and lunch within the classrooms they are working.
- Meals shall be served from a safe distance.

7) The Start and End of the School Day

- From 1st June there will be a longer 'drop off period' at the start of the school day. The pupil entrance will be open from 8:30am-9:25am when parents are permitted to drop their child off:
 - 8:30-8:55am Nursery pupils via Nursery and Thames Room Entrances
 - 8:30-8:45am Y6 pupils + siblings via Pupil Entrance
 - 8:40-8:55 KW + VG via the Pupil Entrance
 - 8:50-9:05am Y1 pupils + siblings via Pupil Entrance
 - 9:10-9:25am YR pupils via Pupil Entrance
- The children will then make their way straight to class to avoid congregating in the playground. Parents have been reminded not to congregate around entrances at this time and to respect social distancing.
- During dismissals the school will implement a strict one way system to guide parents movements through the school in order to support social distancing measures.
- Dismissals have been staggered to prevent the mass congregation of children, staff and parents:
 - Nursery pupils will be dismissed from the Nursery or Thames Room at 3:00pm
 - Year 6 pupils + siblings will be dismissed from the playground at 3:00pm
 - Year 1 pupils +siblings will be dismissed from the playground at 3:15pm
 - Reception pupils will be dismissed from the school playground at 3:30pm
 - The children of key workers and vulnerable groups in year groups 2-5 will be dismissed from Main Reception at 3:15pm

8) Communication

- This information has been communicated to parents through letters, phone call and signage around the school site.
- This information will be communicated with all teachers and support staff.
- An 'assembly' will be carried out with each teaching group in their classroom to outline expectations including the *St. Joseph's Super Safety Guidelines*:
 - Follow the Mission Statement
 - Keep a safe distance
 - Wash your hands
 - 'Catch it, Bin it Kill it!'

9) Rewards and Sanctions

- These rules and expectations will be enforced in line with the school's behaviour policy.

- There are rewards and sanctions that will not be implemented in light of the COVID-19 specific measures:
 - Children will not be sent to other teachers/classrooms or out of the classroom.
 - Behaviour discussion will take place on a 1:1 basis in the offices of the SLT.

10) Principles for Staff

- Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible
- 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
- Use the 'catch it, bin it, kill it' approach
- Avoid touching your mouth, nose and eyes
- Clean frequently touched surfaces often using standard products, such as detergents and bleach
- Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary
- 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
- Prevent your class from sharing equipment and resources (like stationery).
- Keep your classroom door and windows open if possible for air flow
- Limit the number of children from your class using the toilet at any one time.
- Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms
- Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take