

St. Joseph's R.C. Primary School

School Opening
Guidelines:
September 2020



Completed By: SLT

In light of the Government's announcement on 2nd July 2020, St Joseph's will open for all pupils from Wednesday 2nd September 2020. 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 are informed by the government guidance '*Guidance for full opening: schools*' and a detailed risk assessment of the school undertaken by the SLT.

1) Attendance

- It is mandatory for all children to attend school full time from September 2020.
- 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 or exiting the classroom.
- To ensure good respiratory hygiene 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 ensure enhanced cleaning of frequently touched surfaces.
- An enhanced cleaning schedule will be in place for all frequently touched surfaces, e.g. door handles and toilets will be cleaned thoroughly throughout the school day by the St Joseph's staff team.
- Every classroom will be deep cleaned every morning prior to the start of the school day.

3) Minimising contact including social distancing

- The children will only move around the school in their 'class bubbles'.
- 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 'class bubbles' of no more than 30 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: ensuring all desks are forward facing, creating seating plans which place 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 such as: pencils, pens, whiteboards to use over the course of the school day and will not share equipment with others.
- Windows will be opened to allow consistent airflow through the classroom.

6) Bringing Belongings to School

- Children are permitted to bring their book bags to and from school everyday
- PE kits should be brought to school on a Monday and will be sent home on a Friday
- Water bottles should be brought to school each day (full) and will be sent home at the end of the school day
- The children will be set homework and given reading books weekly

7) 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 class bubble.
- 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.

8) The Start and End of the School Day

- From the 2nd September there will be a long ‘drop off period’ at the start of the school day. The pupil entrance will be open from 8:30am-9:30am when parents are permitted to drop their child off:
 - 8:30-8:45am Reception pupils + siblings via Pupil Entrance
 - 8:45-9:00am Y1 & Y2 pupils + siblings via Pupil Entrance
 - 9:00-9:15am Y3 & Y4 pupils + siblings via Pupil Entrance
 - 9:15-9:30am Y5 & Y6 pupils
 - 8:40-8:55am Nursery pupils via Nursery Entrance (siblings to enter 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 at 3:00pm
 - Reception pupils + siblings will be dismissed from the playground at 3:00pm
 - Year 1 & 2 pupils + siblings will be dismissed from the playground at 3:15pm
 - Year 5 & 6 pupils will be dismissed from the school playground at 3:30pm
 - The children in year 3 and 4 will be dismissed from Main Reception:
 - McAuley Class + siblings at 3:10pm
 - Felton Class + siblings at 3:20pm
 - Joseph Class + siblings at 3:30pm

9) Communication

- This information has been communicated to parents through letters, phone calls, on the school website and signage around the school site.
- This information will be communicated with all teachers and support staff.
- A lesson 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!’

10) Whole School and Key Stage Events

- Whole school or key stage gatherings such as assemblies and hymn practices will not take place as normal to prevent the mixing of children and staff from different teaching bubbles.
- Assemblies will take place in the children's teaching bubbles and will be socially distanced appropriately

11) 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.

12) Home Learning

In the event of another lockdown or children being required to self-isolate, we will provide online learning materials via Google Drive to support children's learning at home.

13) 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
- 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 and always send children to the toilet accompanied by an adult .
- 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 guidelines and know what role in it you're being asked to take.