

# St. Joseph's R.C. Primary School

School Opening  
Guidelines: March  
2021



Completed By: SLT

In light of the Government's announcement on 22<sup>nd</sup> February 2021, St Joseph's will open for all pupils from Monday 8<sup>th</sup> March 2021. 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 '*Schools coronavirus (COVID-19) operational guidance February 2021*' 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 8<sup>th</sup> March 2021.
- No one with symptoms of Coronavirus should attend school 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 will clean their hands 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) Face Coverings

- Staff must wear face coverings in the communal areas of the school such as corridors and the staff room.
- Staff and children are **not required** to wear face coverings in their classroom 'bubbles'.
- Parents/carers are expected to wear a face covering before entering the school premises and must keep it on until you leave unless there is a justified reason for removing it (unless you are exempt as per government guidance).

### 4) Ventilation

- Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission.
- Good ventilation will be achieved by opening windows (in cooler weather windows should be opened just enough to provide constant

background ventilation and opened more fully during breaks to purge the air in the space).

- Opening internal doors can also assist with creating a throughput of air.
- To balance the need for increased ventilation while maintaining a comfortable temperature, staff will consider: opening high level windows in colder weather in preference to low level to reduce draughts, increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)
- Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.

#### **5) 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.

#### **6) 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.

#### **7) 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 distance of two metres 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.

#### **8) Bringing Belongings to School**

- Children are permitted to bring their book bags to and from school every day.
- 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.

#### **9) 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.
- 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 staffroom but to take breaks and lunch within the classrooms they are working.

#### **10) The Start and End of the School Day**

- From the 8<sup>th</sup> March there will be a staggered 'drop off period' at the start of the school day. The pupil entrance will be open from 8:30am-9:10am when parents are permitted to drop their child off:
  - 8:30-8:40am Reception pupils + siblings via Pupil Entrance
  - 8:40-8:50am Y1 & Y2 pupils + siblings via Pupil Entrance
  - 8:50-9:00am Y3 & Y4 pupils + siblings via Pupil Entrance
  - 9:00-9:10am 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.
- Parents will not be permitted on to the school premises unless they are wearing a suitable face covering (unless exempt).
- 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 Years 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

#### **11) 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!'

#### **12) 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 'virtually' or in class bubbles.

#### **13) 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.

#### **14) Remote 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.

## **15) Principles for Staff**

### Key Principles

- 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.
- Please 'pause' the NHS track and trace app whilst in school.

### In the Classroom

- Keep surfaces clear as much as possible and clean frequently touched surfaces often, using standard products.
- 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 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.

### Around the school

- Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.