

# NORTH NEWTON COMMUNITY PRIMARY SCHOOL



**"TOGETHER WE ACHIEVE"**

Guidance Framework for  
North Newton Community Primary School  
Preparation for 1<sup>st</sup> June.

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## Purpose of the Guidance Framework

The government announced on the 11<sup>th</sup> May 2020 that they are working towards a planned phased return of schools provided the 5 key tests set by government justify the changes at the time:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

**Our ultimate priority as a school community is the safety of everyone in our school communities.**

The key purpose of this document is to provide support, advice and guidance in the planning processes for a potential phased transition of children back into schools and Early Years setting, in what will be defined as the 'new normal.'

### **When does this guidance apply and when will it be reviewed?**

Unlike other strategy documents this will be very much live guidance that will change as the nature of reopening changes, consistent with government guidance, in what everyone is anticipating will continue to be a phased approach. Any updates will be provided alongside regular email communication with changes highlighted as appropriate. Government announcements so far have tended to state overall ambition and not include the necessary detail required to plan a response, therefore this document will be updated according to the detail published by the Government as we move out of lockdown.

The phased reopening of school (Reception, Year 1 and Year 6) to children is the aim of the government from the 1st June, alongside the provision for key worker and vulnerable children already in place.

The challenges our school will face include (in no order of priority):

1. Infection prevention and control including social distancing, isolation of those who are symptomatic, testing and contact tracing are important:
  - Standard infection prevention and control measures including regular handwashing with soap and hot water and regular cleaning of school/setting premises are the best defence against COVID-19 infection.
  - Necessity to social distance in school and setting strategy but in a workable format
  - Importance of isolation of individuals who are symptomatic and their household members
  - Importance of testing to support teachers, other school staff and setting staff to return to work if they are symptomatic
  - Contact tracing will be required to make the next phase both safe and workable
2. North Newton will return to normality in phases. We must consider what a reopening might look like with 25% and 50% of our school population attending and how this would work logistically on the ground.
3. We must have the following factors at the centre of our approach:
  - Testing is now available for staff and family/household members that have symptoms
  - Contact tracing should be considered within school/setting planning
  - A balanced approach to social distancing

## Overarching Infection Prevention and Control principles especially regarding spread of COVID-19

In any health and safety risk assessment you assess the hazard (in this case spread of an infectious disease) and look at how you can **totally eliminate** the hazard. If this is not possible, put in place measures to reduce the risk to an acceptable level. This could be through re-design of activities and space. Personal Protection Equipment (PPE) usage should always be the **final control** measure and only used where no other measures can bring down the risk to an acceptable level. N.B. These principles should be familiar in all school settings who have to consider control of flu and Norovirus infections. Many of the controls are the same so if controls are maintained we hope to see reduction in these two infections and perhaps others too.

### **Principles of spread of COVID-19 infection - what we know so far:**

- COVID-19 is spread by droplet infection from coughing
- Coughing causes droplets to spread up to 2 metres
- The virus enters another person's mouth through eyes, nose and mouth either directly from person coughing or from hands contacting contaminated surface then touching the face
- Reduce hand contact surfaces touched by people e.g. by allocating single desks, one person one laptop...

### **Infection Prevention and Control Measures:**

#### **(a) Cough droplets**

- Either stop a cough (not really possible), or
- Keep a coughing person away from others: i.e. Keep symptomatic person in isolation, at home away from others for at least 7 days (infectious period). After 7 days they should not be infectious (unless a fever persists, in which case isolate until 48 hours after fever has gone), and
- Avoid non-essential activities that will increase chance of droplet infection from nose or mouth e.g. sharing wind instruments, energetic exercise that may provoke coughing or spitting

#### **(b) Cough can spread up to 2m**

Social distancing must be maintained - when possible and appropriate

#### **(c) Virus enters another person's face via droplet spread - transfer by hands which touched contaminated surfaces**

Everyone should wash hands regularly with soap and water. Where no soap and water can be accessed, use sanitiser gel with minimum 60% alcohol content. It is a waste to use gel **as well as** handwashing.

## Health, Care, and Safety

1. Infection prevention and control as well as wider health and wellbeing will be a central part of any strategy and there can be steps taken in advance to ensure that this is paramount to any reopening approach.
2. Prompt exclusion is essential to preventing the spread of infection in the school and nursery class.
3. Children and adults that are unwell will need to remain at home, whatever the condition or symptoms. If a child or staff member who is unwell comes to the school or nursery they must be sent home as set out below.
4. If a child or an adult in a household becomes unwell with symptoms of coronavirus (COVID-19), then they must stay at home for 7 days. All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.
5. If anyone becomes unwell with a new, continuous cough or a high temperature in the school they must be sent home and advised to follow the staying at home guidance and should not return as a minimum for 7 days counting from the day after the onset of symptoms. If any symptoms persist, however mild, the child or staff member must stay at home. If the fever persists, they must remain at home until at least 48 hours have passed since the temperature returns to normal.
6. If a child or staff member is awaiting collection, they should be moved to a pre-designated space where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. If an adult supervisor is required to be within 2m of a symptomatic child they should wear appropriate PPE, including disposable surgical mask, gloves and apron.
7. If a child or staff member needs to go to the toilet while waiting to be collected, they should use a pre-designated toilet. The toilet will then be closed until sufficient cleaning and disinfection has taken place.
8. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly after any contact with someone who is unwell.
9. When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and child who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.

10. Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
11. **Where the child or staff member tests positive, the rest of their class or group within the school or nursery should be sent home and advised to self-isolate for 14 days.** The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.
12. As national policy and capacity develops testing, criteria are changing frequently so it is best to access the most recent guidance using the link here <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> Currently the main focus is on people being tested to identify those who do NOT have COVID-19 so that key workers (including education staff) can return to work without completing an isolation period. The eligibility criteria and testing station provision continues to expand.
13. Due to the nature of contact, first aiders may need access to suitable PPE including disposable surgical masks, gloves and aprons for use when assessing and treating any child where social distancing is not practical. Any items that are used should be bagged, tied and disposed of appropriately and hands washed thoroughly.
14. It may be necessary to plan a rota for checking soap dispensers and paper towels in toilet facilities, to ensure that during the day, there is sufficient access.
15. Cleaning teams, should focus within their cleaning duties on surfaces that receive the most hand contacts: toilet doors and flushes, laptops, tables, chairs, door handles etc. This means routinely clean all frequently touched surfaces using the cleaning agents that are usually used in these areas.
16. Staff and children should handwash or use hand sanitiser on arrival at the school/setting building, before eating and after break time. They should be advised to wash their hands on returning home.

## **Leadership responsibilities.**

**The SLT and Governing body of North Newton are acting as responsible employers and caring for staff. Measures taken to ensure a safe return to work in a new 'normal'.**

- a) Following the recommendations and stipulations of the Government.
- b) Appropriately limited the number of children in the care of each 'work team' to reduce the risk of infection for staff and the chance for this to impact on staff's family.
- c) Created four groups to prevent the unnecessary movement around the school.
- d) Staff with childcare commitments will be considered on a case by case basis.
- e) Deployment and responsibilities for staff working at home will be distributed fairly.
- f) A Covid-19 risk assessment will be shared with all staff before our return to school.
- g) All relevant policies, including CIP have been updated prior to 1st June 2020.

## **Children and staff exemption to this framework:**

- i. Children and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect people in this category to be attending school and they should continue to be supported to learn or work at home as much as possible.
- ii. A child or member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable) including those who are pregnant, can attend school but they are encouraged to take extra care in observing social distancing and should work from home where possible. Although this is the guidance, we are encouraging pregnant workers to stay at home.
- iii. If a child or staff member lives in a household with someone who is clinically vulnerable, it is advised they only attend school if stringent social distancing can be adhered to and in the case of children, if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

## **Phased re-opening of North Newton**

It is the responsibility of the SLT in liaison with the School Business Manager and the Chair of Governors, to complete the following tasks:

1. All statutory site checks. These can be completed before or after school to ensure that contractors are maintain social distancing.
2. A deep clean of the school site will occur during the half term.
3. Children and staff will not enter different zones - tape will be used.
4. Signage about handwashing to be created and distributed around the classrooms and shared areas to remind staff and children about the need for thorough hand washing.

### **Staff responsibilities:**

1. Ensure our school is always as safe as possible.
2. Understand details of this plan and follow it.
3. Know changes to Fire Evacuation Plan.
4. Classrooms are always fit for purpose, and any minor issues are addressed.
5. Email Mrs Haysham to report any H&S issues - do not verbal pass message.
6. Vigilance always. Report any behaviour not in keeping with new procedures.
7. Work collaboratively and supportively with each other.

### **In the event of staff sickness / absence:**

We are mindful of the risk to staff and potential absence due to illness or isolation.

In the event they become ill, it is possible at least one of the four groups will be forced to temporarily closed if there is insufficient staff cover.

We will not be using supply teachers.

Should more than one member of staff fall ill, it is possible the whole school site will be shut for 14 days, in line with Isolation regulations. This will include suspending provision for Key Worker children.

We remain positive this will not happen, but parents must be aware of this potential situation.

## **Fire Evacuation Points**

During the phased return to school, the evacuation points will be as follows:

- Year 6 - in front of PE shed.
- KW Children - on Astro turf at 'goal' end of the main playground.
- Year 1 - on playground where usually line up.
- Reception - on playground beside the PlaySafe play equipment.

This will allow 2 groups to evacuate the site at 2 gates if required. It is the responsibility of all staff to ensure they familiarise themselves with the evacuation exit and route. Staff to ensure social distancing is maintained (as much as possible) in the movement to and from the evacuation points.

## **First aid**

Each classroom will have a small supply of first aid.

Staff are encouraged to wear PPE when administering First Aid.

The box contains an appropriate amount of First Aid kit - which will require to be replenished from the main office as required. It is the responsibility of the class LSA to do this.

LSAs must inform Mrs Haysham through email if classes require further stock.

## **Communication with contractors**

The responsibility to communicate with all contractors is that of the School Business Manager and Headteacher. The Caretaker may be required to manage the opening and closing of the school if Contractors work during other times.

Before entering onto the school premises contractors must be informed of the following:

1. Social distancing procedures for the school.
2. Times that they can come onto the school site to limit cross contamination.
3. Hands need to be regularly washed or sanitised with anti-bacterial hand gel to prevent contamination.
4. Areas that they contractors touch need to be cleaned to prevent contamination.

## Arrangements unique to North Newton Primary School

### Uniform:

- Uniform - pupils will wear clean uniform on **Mondays and Thursdays only**.
  - Tuesdays, Wednesday and Fridays - clean non uniform.
- All clothes (staff and children) must be clean on each day.
- Clean PE kit is required, with trainers, **each day**. No football shirts.
- Face masks may be worn if you wish, but this is not enforced.

### Main Office Arrangements:

- From June 1<sup>st</sup> until further notice - No entry to parents onto the school site.
- Mrs Haysham will continue to predominately work from home.
- For all enquiries:
  - Email [office@nncps.org](mailto:office@nncps.org)
  - Call 01278 662140 & leave a message on answerphone and it will be dealt with ASAP.
  - Written message may be put through in the temporary letterbox at the side gate.

### Curriculum Expectations, Assessment & Provision:

- The most important aspect to be considered in these difficult times is pupils' mental health and well-being. They may be confused and unclear of many things. The children being at home for an extended period will also have implications
- Once children are 'ready to learn', expectation is to teach key skills in English, Maths, Science, and other key skills through topic
  - Please note this will be very challenging due to numbers of pupils.
- For those in the Key Worker group, they will continue their home learning tasks as there is likely to be Years 2-5 within the group.
- Daily outdoor PE class lesson. Please use the field if possible, to increase SD.
- Progress will have been affected - similar to a summer holiday.
  - Initial steps will set learning parameters and expectations within each group.
- During the summer term, there will be no formal assessments.
  - On SIMs, record the same levels as Spring Term 1, unless you believe (with evidence) something different should be recorded.

### **Additional Provision - PE / MFL**

- Mr Irish: PE Monday mornings.
  - On field with LSA
  - 9.30 - 10.00am Reception
  - 10.00 - 10.45am KW children
  - 11.00 - 11.30am Year 1
  - 11.30 - 12.00am Year 6
- Sean Heddeaux: PE on Thursdays - on the field with LSA.
  - 9.15 - 10.00am Reception
  - 10.00 - 11.00pm KW children
  - 11.15 - 12.15pm Year 1
  - 1.30pm - 2.45pm Year 6

- French for Year 6 with Madame Pickford.
  - 1.30 - 2.30 for Year 6 on Wednesdays.
  - 2.30 - 3.15pm Mrs Pickford will continue with Year 6.

## Working locations

### Reception only

Use Hedgehogs & Outdoor area

- 1 child in WC at any one time
- 1 child per desk.
- Teacher only to use IWB - no pupil to touch

### Year 1 only

Use Foxes Classroom only

- 1 child in WC at any one time
- 1 child per desk.
- Teacher only to use IWB - no pupil to touch

### Year 6 only

Use Badgers Class & Quiet Area only.

- Badgers & Quiet Area for learning
- 1 child allowed in WC at any one time.
- Teacher only to use IWB - no pupil to touch

### Key Worker Children only - 10 maximum per day.

- Work in Squirrels - socially distanced from Reception / Year 1.

### Dining Room

- Left for refreshments for staff only & serving lunches.
- Upon entering Dining Room, all MUST wash hands.

### Classroom organisation:

- Classroom resources and non-essential learning items must be stored away.
  - a. The PTFA cupboard and Resources cupboard are storage rooms.
- Tables and chairs are to be placed as best as possible to ensure SD.
- All worktops, windowsills must be cleared daily to allow cleaning.
- Only the books in the classroom may be used, but only by one child on any day. Upon return, covers must be wiped.
- Individually named work packs to be created for each child's desk.
- To liaise with the premises team to ensure that there is enough soap, antibacterial wipes and paper towels in the classroom for each day.

## Working in the Classroom

Once children arrive and enter their groups, they will remain in their 'social bubble'. Social Distancing, whilst still important, will be a little more relaxed. Depending on the age of the children, staff will operate in an appropriately sensitive manner to ensure the children are emotionally well managed and nurtured.

**Children will frequently wash their hands, and also before and after food.**

### Hedgehogs:

- All equipment/surfaces will be disinfected daily
- All physical contact should be considered and only used where appropriate
- Outside learning is preferable - as much as possible take learning outside
- Gazebo over astro-turf to protect from rain / sun
- Each child will be provided with equipment. No pencil cases brought in from home.

### Year 1 & Year 6:

- Children will sit separately with desks spaced out as far as possible
- Tables and chairs will be disinfected daily
- Each child will be provided with equipment. No pencil cases brought in from home.

### Key Worker Children: Years 2 - 5

- Children will sit separately with desks spaced out as far as possible
- Tables and chairs will be disinfected daily
- Each child will be provided with equipment. No pencil cases brought in from home.
- Work will be Home Learning tasks - impossible to teach with 4 year groups in one room.

### Shared Equipment in school

- Shared resources will be cleaned at the end of each day. (Maths resources, ipads etc)
- Equipment will remain in that classroom - for the day - then cleaned.

## Daily Logistics

### Parent drop off (8.40am – 9.10am) and pick up (3.00 – 3.15):

- Parents pick up and drop off from the Village Hall car park, **remain Socially Distanced**.
- Staff / parents see children across the road. Parents do not enter school grounds.
  - In an emergency, call school to arrange phone call with staff member.
- Parents must not loiter in the Village Hall car park, to minimise gatherings.
- **Beginning of school - staggered arrangements:**
  - 0840am - Year 6 only.
  - 0850am - Key Worker only (Yr2-5)
  - 0900am - Year 1
  - 0910am - Reception

### **End of school - staggered arrangements:**

<b>(Monday – Thursdays)</b>	<b>(Fridays)</b>
3.00pm - Reception. 3.10pm - Year 1. 3.20pm - Key Worker (Yr2-5) 3.30pm - Year 6.	<b>Key Worker children only from 1<sup>st</sup> June. To be review from 23<sup>rd</sup> June.</b>

- Staff will bring children to Church Road gate to be collected.
- Siblings from different classes will leave at their class leaving time only.

### **Morning breaktimes:**

- Children will wash their hands before eating snacks & when return in from playtime.
- 1000 - 1015 - Reception
- 1015 - 1030 - Year 1
- 1030 - 1045 - Year 6
- 1045 - 1100 - Other children.
  - Mr Arnold will be on duty so staff can have break.
- Close contact games are not permitted - no manhunt / tag
  - Play Safe equipment Rota: Only be used by one group per day- Cleaned daily.
  - Mondays - Reception
  - Tuesdays - Year 1
  - Wednesdays - KW Children
  - Thursdays - Year 6

### **Lunchtime Arrangements:**

- Children will wash their hands before eating any food & when return in from playtime.
- Surfaces will be disinfected before and after meals
- **No sharing of food**
- All staff working / serving food will wear masks.
- **Hot meals only for FSM, EYFS & KS1. No hot meal orders for KS2 unless FSM.**
  - This will remain the case until further notice.
- Badgers packed lunch may eat in Quiet Area, but ensure SD.
- Lunchtime 'play' will take place on field if possible for all - SD in 4 quarters.
- Alternatively, 1, 2 or 3 groups to go up to the field, with the other 1 remaining.

### **Afternoon Break:**

There will be separated with a 10-mins outside break time for the summer term as follows:

2.10 - 2.20	-	Year 1
2.20 - 2.30	-	Key Worker Children
2.30 - 2.40	-	Year 6

For Reception, they will be flexible in their outdoor play, and avoid the above times.

## **Additional Information**

### **Appointment with staff by parents**

- Parents who wish for a meeting with a member of staff must request this through the school office using one of the three lines of communication offered. The appointment may be in the form of a telephone call. Parents may not enter the school site.

### **Assemblies**

- No whole school assemblies, but there will be Friday certificates presented within each class for class stars. No parents to attend. Class 'animal' is not to be presented.

### **Clubs:**

- No clubs will operate for the summer term. Reviewed in September.

### **Library:**

- Please return all books to the Library, no books to be taken out until further notice.

### **Food Related Activities:**

- No food related learning activities until further notice.

### **Hand Sanitizers:**

- Parents are encouraged to provide their own children with Hand Sanitizers, but there will be a supply in school.

### **Toilets:**

- Children's WCs are social grouping specific, not gender.
- The 4 WCs have signs on them to identify their social group.
- 1 child allowed per WC at any one time