



16th July 2020

INFORMATION FOR RETURNING TO SCHOOL IN SEPTEMBER 2020 FOR ALL CHILDREN.

The first day of term for all children in Years 1-6 will be Monday 7th September 2020. Children starting Year R from September will start on 9th September in the afternoons initially.

The school will work through the following essential measures:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

The information in this document is the school's plan for full opening from September, how it will implement the essential measures and is based on a revised risk assessment that has been approved by the Governors. However, as with any risk assessment, it is a working document that may require alterations due to changing circumstances. Therefore the following information may be subject to modification but please be assured we will notify you as soon as possible of any significant changes.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. This document gives details for the return of all pupils to Buriton Primary School for the autumn term that address the risks identified and the actions it must take. It is a revised and adapted form of the system of protective measures that will be familiar from the summer term. The essential measures in this document are grouped into 'Prevention' and 'Response to any Infections'.

Prevention:

- a requirement that people who are unwell with the symptoms of the coronavirus (COVID-19), or who have someone in their household who does, stay at home and do not attend school.
- robust hand and respiratory hygiene (promotion of the 'catch it, bin it, kill it' approach).
- enhanced cleaning arrangements.

- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable. How contacts are reduced at Buriton Primary School will include us:
 - grouping children together
 - avoiding contact between groups
 - rearranging classrooms and seating plans
 - staff maintaining distance from pupils and other staff as much as possible.

Response to any infection – the following must be followed in every case where they are relevant:

- active engagement with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

The School Site and environment

- During the summer holidays, a full deep clean will take place of the school and all premises safety checks will be carried out.
- When we open in September, the school will only be open to essential visitors with pre-arranged appointments. All school gates will be locked during the day to prevent access to the site.

Organisation for drop off and pick up times including staggered start and end of the day:

- In order for this to be effective, so that everyone is as safe as possible, parents must socially distance (not gather together too closely) at drop off and pick up times.
- Parents will not be allowed to enter the school site, unless they have a prearranged appointment.
- To avoid too many people gathering at the designated drop off and collection points only one parent should bring their child/children to school.

Start of the day:

- 8.50 am **Children in Emeralds (Year 6)** to use the left gate to enter the school, the gate leading to the school administration offices. Parents should form a socially distant queue on the path and pavement away from the school railings. The teachers will unlock the gates and direct the children to stand in a designated place on the playground. The children will enter the school via Emerald's Class door, where they will use an automatic hand sanitizer before entering their classroom. Year 6 children will be based in Emeralds Class.
- 8.50 am **Children in Pearls (Years 4 & 5)** to use the right gate to enter the school, the gate nearest to the Five Bells. Parents should form a socially distant queue

on the pavement away from the school railings. The teachers will unlock the gates and direct the children to stand in a designated place on the playground. The children will be walked to the children's entrance door, where they will use an automatic hand sanitizer before entering the school building.

- 9.00 am **Children in Sapphires (Years 2 & 3)** to enter the school via the large five-bar gate on the recreation ground which leads onto the meadow. Parents should form a socially distance queue on the recreation ground towards the Parish storage shed. The children will form a socially distanced queue on the meadow where they will be walked into school and enter via Sapphires Class door, they will use an automatic hand sanitizer before entering their classroom.
- 9.10 am **Children in Diamonds (Year R & 1)** to enter the school via the small gate on the recreation ground by the steps. Parents should form a socially distance queue on the recreation ground towards the village hall. The children will walk into the school via Diamonds Class door, they will use an automatic hand sanitizer before entering their classroom.

End of the day:

Please could parents follow the same procedure as the start of the morning to collect their child/children from school. The children will then be brought to the exit gate by a member of staff. Home times will be as follows:

- 2.50 pm **Children in Diamonds, Years R & 1** - Parents to collect children from the small recreation ground gate.
- 3.00 pm **Children in Sapphires, Years 2 & 3** – Parents to collect from the large five-bar gate on the recreation ground.
- 3.10 pm **Children of Pearls, Years 4 & 5** – Parents to collect children from the right gate at the front of the school.
- 3.15 pm **Children in Emeralds, Year 6** – Parents to collect children from the left gate at the front of the school.

Any parent who is first in their queue are requested to please leave at least 1 metre clear from each gate to let the teachers have space to socially distance and allow the children to enter and exit the school site.

Children arriving late:

Please be prompt to arrive at school at your designated time. Any child who is going to be late must not enter the school until 9.20 am via the main school gate which leads to the administration office. The gate will be locked but a door bell will be in place for you to use. The pupils will enter the school via the main door where they will have their hands sanitized before being taken to their classroom. If possible, please telephone to inform the school office if you are going to be late.

Parents arriving late for school pick up:

Please contact the school to inform us if you are going to be late. We will then let you know where to collect your child/children from.

Siblings in school:

Any siblings in school will be able to be dropped-off at the earlier times with their older sibling, however it is essential that you let us know if you require staff to collect your child from you earlier than their class drop off time.

Punctuality will be key throughout this period – so please arrive on time at both ends of the day and leave the school site immediately.

Attendance will now be compulsory:

Parents may now be fined for non-attendance of pupils.

Learning:

Children will be taught in their class 'bubble' and will not mix with other class 'bubbles' during the school day. There will be no opportunities for classes to come together and there will be no assemblies. The guidance recognises that young child will not be able to maintain social distancing and it is acceptable for them not to distance within their group.

We aim to continue to teach a curriculum that is broad and ambitious with an emphasis on initially helping children to catch up where necessary on their literacy and maths skills in particular.

Peripetetic music teachers and supply teacher can continue to be engaged during this period, but will be expected to comply with our school arrangements.

If there is a local lockdown, then home learning for the children involved will resume during this period. In September we will survey parents to establish whether they would prefer learning to be accessible online or in a hardcopy so that we can be prepared if a local lockdown happens.

Organisation of classrooms and school day:

- Small adaptations to each classroom's layout and seating plans have been made to allow greater distancing or for children to be facing the front.
- Each child has either a tray or plastic wallet with stationery for only their use.
- Year 6 children **ONLY** may bring in their own pencil case which must be kept on their desk. All pencil cases must be made of either plastic or tin so that they can be wiped down before coming into school, no material pencil cases will be allowed. Alternatively they will be supplied with their own stationery to use in school.
- Equipment must not be shared with any other child unless the item has been cleaned by the teacher.
- Year R will have toys that will be used on a three day rota.
- Reading books will be used in school and home and will not be re-circulated into the library until they have been left for several days.

- Children will come into contact with several different adults during their time in school and these adults will work with more than one group of children in a week.
- Children will stay with their class group to minimise contact with children in other classes.
- Each class group will have their specific zone in which to play on the meadow. This will be used for play and lunch times, as well as for outdoor learning. If the playground has to be used for playtimes, then these will be staggered at different times for the classes, it will also be zoned to enable the children to stay in their class group.
- Eating lunch will also take place in their class groups in the classrooms or, if weather permits, children may eat in their zoned area on the meadow.
- Each class will have a selection of outdoor play equipment which will be kept in their classroom for their use only each day.
- Children may use the Timbertrail and outdoor buildings on a rota basis.
- Wherever possible the school and classrooms will be well ventilated with windows and doors open, whilst still maintaining a secure site.

Clothing and equipment

- Children will be required to wear school uniform everyday except for PE days (see below).
- Uniforms do not need to be cleaned any more than usual, nor do they need to be cleaned using methods which are different from normal.
- Children will need to bring in the following which **MUST** be named:
 - Full water bottle – children will be able to refill them from the taps in their classroom, they will not be able to use the water dispenser.
 - Sun hat
 - Sun protection cream if they are able to apply it themselves. Alternatively please apply a sun cream before they come to school in the morning, which will protect you child for the duration of the school day.
 - Light waterproof jacket.
 - Cardigan or sweatshirt as the school will be well ventilated.
- Book bags may be brought into school.
- Children may bring in a small rucksack or bag that will fit all these items in including their packed lunch and waterproof jacket.
- Children should be hands-free so that they can easily use the automatic hand sanitizer.

PE lessons:

- PE will be taught by external sports coaches from JC Sports and Paul Evans who will provide the school with their own risk assessment for their activities.
- On PE days children will come to school in their PE kit.
- The timetable for PE lessons is as follows:

Class	Day	Time
Diamonds	Tuesday	Afternoon
	Friday	Afternoon
Sapphires	Tuesday	Afternoon
	Friday	Afternoon
Pearl	Wednesday	Afternoon
	Friday	Afternoon
Emeralds	Wednesday	Afternoon
	Friday	Afternoon

Catering:

- School lunches will be available each day.
- Children will either eat their lunch in their classrooms or outside on the playground or meadow.
- We will not be accepting any cash or cheques for school lunches. We are currently in the process of adopting an on-line payment scheme and we will let you know further details as soon as the system is in place.
- Alternatively, please provide your child with a packed lunch. Please could you avoid any items that is in packaging that your child will need assistance to open.
- Your child may have a healthy snack or piece of fruit for break time. We expect the school free fruit and veg scheme will be operating for the infant children, although we are awaiting confirmation.

First Aid, Medicines in School and PPE:

- The school will always have qualified emergency aid trained staff in your child's class or on site to deal with any accidents and injuries.
- First aid kits have been provided to each class.
- All asthma inhalers will be kept in the child's class for them to self-administer under the supervision of a member of staff.
- Any child who is prescribed or requires medication must to able to self-administer it under the supervision of a member of staff.
- If a child is unwell and requires medicine they should not be in school.
- Staff have been provided with personal protection equipment (PPE) for use in their classes and around the school.
- When dealing with any injury that requires close contact with a child, staff will wear either a medical disposable mask or a protective visor.

Cleaning and hygiene including regular handwashing

We will be following the government guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings:

- The school will follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
 - Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments:
 - Some classrooms have small water tanks and therefore a limited supply of warm water. Warm water is more effective when washing hands however, cold running water is fine for handwashing as long as the correct hand washing technique is used with soap and hands are rinsed thoroughly. Hand washing with soap will not kill the coronavirus but it washes it off. (Professor Sally Bloomfield, London School of Hygiene and Tropical Medicines).
 - Hand Sanitizer – this will be used throughout the school and is an alcohol based sanitizer (above 70%). It will be used as follows:
 - for children, staff and visitors arriving on site.
 - when soap and water is not available e.g whilst on the meadow, playground or on the tennis courts.
 - If needed in an emergency as the sinks are already being used.
- Hand sanitizer will not be used as replacement for soap and water if it is available.
- Clean surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Each class will be supplied with a disinfectant solution and disposable paper towels to wipe down any area surface or object that may be touched regularly or accidentally sneezed or coughed on.
 - Ensure that all adults and children:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly,
 - clean their hands on arrival at school, before and after eating, after sneezing or coughing, after they have touched equipment or toys, after playtimes and any other times the staff feel it is necessary.
 - are encouraged not to touch their mouth, eyes and nose. Please could children with long hair have it tied back and/or use an Alice band to avoid them having to touch their face.
 - use a tissue or elbow to cough or sneeze:
 - Catch it, Bin it, Kill it – this campaign will be displayed around the school and children will be told by the teachers the importance of this. Please provide your child with a packet of tissues for their personal use. Each classroom and the toilets will be provided with a pedal bin.
 - Ensure that help is available for children who have trouble cleaning their hands independently.
 - Consider how to encourage young children to learn and practise these habits through games, songs and repetition.
 - Classes will have a designated toilet to use and the number of children using the toilets at any one time will be controlled, unless it is an emergency.
 - Toilets will be regularly disinfected during the day.

- Hands **MUST** be washed after going to the toilet.
- Toilet break times will be staggered to reduce congestion before break and lunch times, however children will be allowed to use the toilet whenever they need it.

Procedure for a suspected case of COVID-19 in school:

The symptoms of COVID-19 are:

- persistent new cough
- high temperature
- loss or change to sense of smell or taste.

Any child showing these symptoms during the school day will be treated as follows:

- Any children or adults will be moved away from the child discreetly.
- A member of staff will put on the appropriate PPE (apron, gloves, mask and visor).
- The member of staff will accompany the child to the nearest covered outside exit (the children's glass door or the main reception door), and stay with them.
- The parent will be contacted by the school office to come and collect their child immediately.
- Any siblings that are in the school will also be removed from their classroom and await collection by the parent.
- Parents must follow the [COVID-19 guidance for households with possible coronavirus infections](#) (revised 8 July 2020). A copy of this document will be given to parents when they collect their child with suspected symptoms.
- Please inform the school as soon as the results of the test are known.

Any child showing these symptoms **MUST NOT** attend school, nor should their siblings. If a child shows signs of having a temperature on arrival at school, their temperature will be taken using a hand-held non-contact thermometer. If their temperature is raised parents will be asked to take the child/children home.

Response to any infection - Engaging with the NHS Test and Trace process

We will fully engage with the NHS Test and Trace process and parents and staff **must be** willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

School **must be** informed immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home.

Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

Contain any outbreak by following local health protection team advice

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with our local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed the whole school if necessary, in line with routine public health outbreak control practice.

Danielle Brown

Headteacher