

THE DAILY PLAN – Contextual Information

Autumn Term 2020

Updated Wednesday 30th September 2020

This is subject to ongoing review by the school, updated guidance from the government, the Local Authority, the Diocese and Staffordshire Health Safety and Wellbeing Service working with Public Health England.

Please read this document in conjunction with our Daily Plan – arrangements and procedures document and our weekly newsletter. All these documents (including this one) are available on our school website.

It may be that further Risk Assessment reviews by the Governing Board/Headteacher / SLT deem that this plan has to be altered.

The Headteacher/Governing Board reserve the right to amend the plans in place, subject to the regular review that is and will be in place.

Parents and carers must be aware of their crucial role in following all guidance and requests fully. Failure to do so, may cause safety measures to be breached and could result in the closing / reducing back down of our service.

Our formal risk assessment continues to be reviewed at least weekly, on each Friday afternoon.

Health and Safety Measures

Health Measures and Safety Advice being followed are more important than ever. These measures are taken to make school a low risk place for children, staff and parents.

The personal responsibility of everyone involved is crucial in acting properly and consistently to defeat the virus.

1. The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If school follows the guidance set out here, they can be confident they are managing risk effectively.

2. Essential measures include:

- 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

3. How contacts are reduced will include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Prevention

- 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.**

As per protocols in use and followed in school since March 2020. We need all service users and families to fully follow all advice and processes in place from the school, Public Health England and Staffordshire Health Safety and Well Being Service

- 2. Clean hands thoroughly more often than usual.**

Continuing to follow the regular and thorough regime that has been established in school building on behaviour expectations around regular hand washing and helping all children, staff and parents are reasons for needing to follow these routines.

- 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**

Continue to use our catch it, bin it, kill it approach which is operating in school using the tissues and pedal bins provided.

- 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents .**

Continuing the regime of regular cleaning of toilets and touch points and surfaces before, during and after each school day.

- 5. Minimise contact between individuals and maintain social distancing wherever possible**

Our aim is always to reduce and minimise contacts between children and children, between children and staff and between staff and staff. The school will do everything possible to minimise these contacts and mixing while delivering a broad and balanced curriculum. It will be helped by keeping the children in separate class bubbles.

- Staff will always aim to maintain a two meter distance from each other and from children.
- Staff will always avoid close face to face contact and minimise any time spent within one meter of an individual.
- Adaptations have and are being made to classrooms to support distancing. This includes seating pupils side by side and facing forwards rather than face to face in years 1-6.

- Large gatherings such as assemblies or collective worship cannot take place initially, as to do so inside would increase opportunity for transmission across bubbles. Break times and lunch times will continue to be staggered.
- Staff room use will continue to be minimised and a maximum occupancy will continue to be recognised.
- Start and finish of the day will continue to be staggered.
- Gatherings at the school gates and otherwise coming on to the site without an appointment will not be permitted.
- Supply teachers, peripatetic teachers and other temporary staff are permitted to move into and out of school, but only by strict arrangement and following control measures.
- Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions.
- Children will use basic items, such as pens and pencils, which will be provided for them by the school and will NOT be shared.
- Pupils will limit the amount of equipment they will bring into school each day to essential items such as coats, water bottles and lunch boxes.
- Bags are allowed, but only for essential items.

6. Where necessary, wear appropriate personal protective equipment (PPE) Current guidance and practice will continue to be followed.

7. Engage with the NHS Test and Trace process

Current guidance and practice will continue to be followed.

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

Current guidance and practice will continue to be followed, as per previous cases.

9. Contain any outbreak by following local health protection team advice

Current guidance and practice will continue to be followed.

Hand washing

Make sure you wash your hands properly from first thing in the morning and through the day. **Children, parents and staff must wash their hands before leaving for school.** Children and staff will continue to wash their hands on arriving at school and at the key points needed though the day.

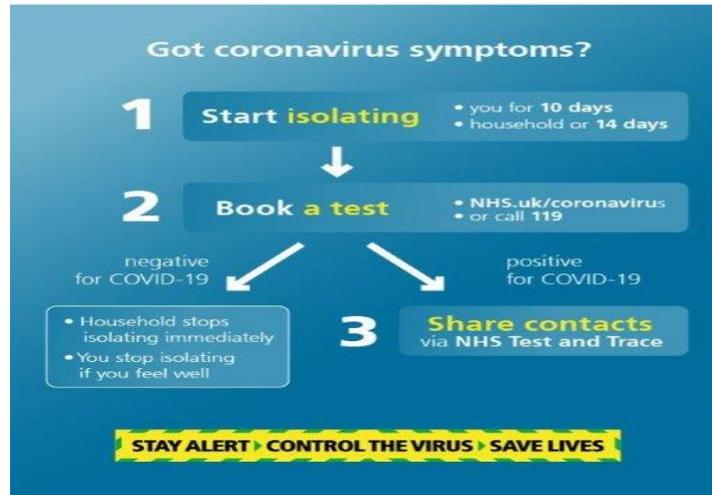
It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

Who SHOULD NOT attend school?

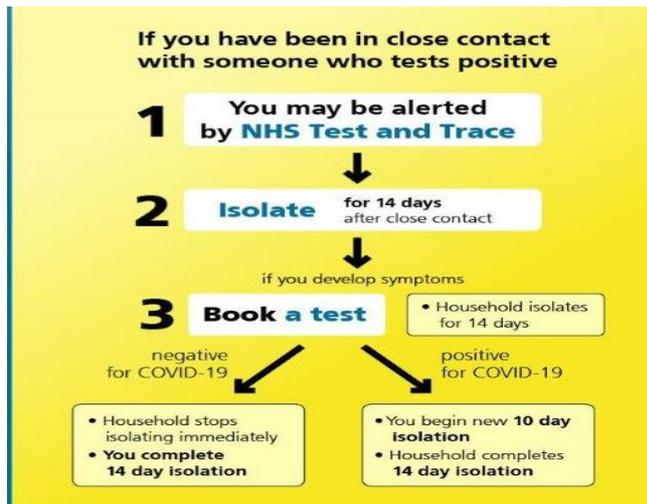
Please can all parents and carers make sure that they are aware of and are familiar with the following key information about school attendance. Thank you for your support with this.

1. Any staff, young people and children who are unwell with a new, continuous cough or a high temperature or a loss of, or change in normal sense of taste or smell (anosmia) should not attend school.
2. Staff or young people and children who have someone in their household who has coronavirus symptoms should not attend school.
3. Staff or young children and children who have been advised by NHS Test and Trace that they need to self-isolate because they have been a close contact of a confirmed case should not attend school.

If you or a member of your household has got coronavirus symptoms you must follow the steps below:



If you have been in close contact with someone who tests positive you must follow the steps below:




If your child has:
 a high temperature
 a new, continuous cough, or
 a loss of, or change in, sense of
 smell or taste

This could be a sign of
 coronavirus

Book a test

If your child has:
 a runny nose, is sneezing or
 feeling unwell
But they don't have:
 a high temperature
 a new, continuous cough, or
 a loss of, or change in,
 sense of smell or taste

These are
**not normally symptoms of
 coronavirus**

Seek advice from a pharmacy, dial
 111 or see your GP

It is very important that parents report to us any decision to test or details of a proposed test for their child as it has implications for the safety/ well-being of both other children families and staff in school. Thank you.

Social Distancing

We are advised to keep a one metre plus distance (or more) at all times. Continue to talk to your children about doing this. Take note of social distancing markers, signs and structures on arriving at school. **MORE IMPORTANT THAN EVER TO ARRIVE ON TIME - NOT BEFORE - NOT AFTER.**

Government guidelines are asking parents to make sure that **ONLY ONE PARENT brings their child to and from school.**

If you are in a car DO NOT PARK ON THE STAFF CAR PARK. If early, ideally stay in your car.

At all times aim to be patient and respect the needs of others and remember that social distancing is the priority, i.e. be prepared to stand back.

Government guidelines emphasise **NO PARENTS INSIDE SCHOOL**, except in emergency circumstances and / or by prior arrangement.

All external visitors are discouraged.

Any questions, conversations needed with staff must be by phone or by email.

Mr Bright and other senior members of staff will be a visible presence on arrival and collection.

We are all in this together so please make sure we all follow these new arrangements.

Cleaning and Hygiene

Following meetings with Chartwells, who provide our cleaning service, a further updated regime of cleaning has been put in place. All frequently touched surfaces, door handles, equipment, rails, contact points and toilets will now be wiped down and cleaned thoroughly each morning before school, lunchtimes and after school. A plentiful supply of liquid soap and hot water is available. Additional hand sanitiser points have been fixed to a number of identified key places around school. Lidded pedal bins **are now in place** in every part of school for disposal of tissues. This in addition to bins already in place. Cleaning team will commence cleaning from 2.45pm each Friday afternoon to complete required regime.

Movement around school

Photographs on the website show some of the work completed to create lines and walkways to reduce contact between individuals. Arrows and signs inside school promote a 'Walk on the Left' rule throughout school.

Site examination

Resources which are not needed in all class bases have been removed, e.g. chairs, soft furnishings, toys. This increases available space in classrooms and minimizes resources that need to be wiped down and the end of each session / day.

Air Flow

Internal doors and windows will be kept open at all times where possible to promote air flow. These doors and windows are opened each morning from 7am by caretaker, Mr Petricca to maximize dispersal of possible air born virus. Emerging evidence this week from World Health Organisation of even greater importance of ventilating rooms to encourage dispersal of aerosol particles.

Pupil Mental Health and Well- Being

School will support children who:

- Have found the long period at home hard to manage.
- Have developed anxieties / worries / concerns related to Coronavirus.
- Have been bereaved in their family or wider circle of family / friends.

Children who have experienced neglect / physical abuse / emotional abuse or suffered other experiences which may be safeguarding concerns will have those concerns addressed in the usual fashion through the school's safeguarding and protection policy. Staff will, where necessary, provide lessons on mental well – being and staying safe. Pastoral activities to provide opportunities to develop and renew friendships will also take place.

What will be taught:

The full national curriculum will be re -introduced for all year groups.

Exercise will take place daily with supervised non – touch walking and running games.
Regular use to be made each day of marked route on each playground to encourage daily 1 km or more walk/jog or run.

In event of a bubble closure, class teachers will add work and instructions onto Microsoft Teams for children to complete.

The work will be linked to the National Curriculum and will be available every day that the class bubble is closed.

Thank you for your co -operation.

Our only interest is to keep everyone safe.

John Hayes Monday 13th July 2020

Updated William Bright Thursday 27th August 2020

Updated – William Bright, Sharon Taggart, Jo Coakley, Nina Townsley, Brian Fowler (Senior Leadership Team) – Wednesday 30th September 2020