

Belleville Primary School



Guide to Wider Opening of Belleville School during Covid-19 Pandemic:

Parents and Carers

2nd June 2020

The aim of this document is to provide information and guidance to parents and carers regarding the wider opening of schools in June 2020 linked to current government guidance and risk assessments.

This guidance will be changed as and when necessary e.g. new government guidance issued/updated, changes in practice through ongoing risk assessment.

1. Who can come back to school?

Children in Year 6, Year 1 and Reception are being invited to return to school in phases as below.

	Return date
Year 6	Monday 8 th June
Year 1	Thursday 11 th June
Reception	Monday 15 th June

At this point no decision as to the return of Nursery children has been made. The Trust are currently reviewing the question of what can be provided for nursery-aged children.

Provision for children of critical workers from all year groups along with children with EHCPs or social workers in Nursery, Year 2, Year 3, Year 4 and Year 5 will continue at Meteor Street.

1a. Clinically Extremely Vulnerable

Definition as in government guidance here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Children who are considered extremely clinically vulnerable and shielding should continue to shield and are not expected to attend school. If not done so already, a copy of the shielding letter should be provided to the headteacher.

Children who live in a household with someone who is extremely clinically vulnerable and shielding and are not expected to attend school, they will be working from home as stringent social distancing of 2 metres at all times will not be possible for children at school.

1b. Clinically Vulnerable

Definition as in government guidance here: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>

Children who are considered clinically vulnerable are not expected to attend school, they will be working from home.

Children who live with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting.

1c. Other concerns

Parents/carers who may have other concerns or circumstances that affect their child returning to school are encouraged to discuss these with the school as soon as possible.

2. Attendance

Children in the eligible year groups and priority groups (such as children of critical workers) are encouraged to attend, unless they are self-isolating or there are other reasons for absence (such as shielding due to health conditions).

Parents/carers will not be fined for non-attendance at this time.

For children who have a social worker, attendance is expected unless their social worker decides that they are at less risk at home or in their placement.

For children who have an education health and care (EHCP) plan, attendance is expected where it is determined, following a risk assessment, that their needs can be as safely or more safely met in the school environment.

Parents/carers should notify the school by 9.30am each day on the phone or by email to enquiries@bellevilleschool.org if your child is unable to attend so that staff are aware and can discuss this with you.

Please note:

There may be unavoidable occasions where school cannot open for a group or groups and children should not attend due to staff absence (as we are minimising mixing adults with different groups) or because of a positive case of coronavirus in the group (see section 3).

3. Becoming ill whilst at school

Staff or children already experiencing symptoms should not come into school.

If a member of staff or a child starts to experience symptoms, they should report them immediately. Children will be taught to recognise the symptoms and staff will monitor more closely the younger children and those with learning needs who may not be able to recognise/report for themselves.

The member of staff or child will be sent home and advised to follow the staying at home guidance which includes them self-isolating for 7 days and the household for 14 days.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.

Parents and carers must ensure all contact telephone numbers are accurate and that phones are switched on throughout the day so that we can contact you.

If a child is awaiting collection, they will be moved, if possible, to the nearest First Aid/Isolation room (which are large enough to keep a 2 metre distance and have supplies of PPE if required) where they can be isolated behind a closed door and with appropriate adult supervision.

Ideally, a window will be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.

If they need to go to the toilet while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, school will call 999 if a member of staff or child is seriously ill or injured or their life is at risk.

All staff and children who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.

Where the child or staff member tests positive, the rest of their group within the school will be sent home and advised to self-isolate for 14 days. The other household members of that group do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the child's group or in the wider school, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.

In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group.

4. Risk Reduction Measures

a. Fitness to be in school

Everyone coming onto site will be expected to follow the government guidance below and not come onto site if experiencing symptoms, to self-isolate and to arrange to have a test.

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness. However, **if you have any of the symptoms above you must self-isolate at home and should arrange to have a test** to see if you have COVID-19 visit NHS.UK to arrange or contact NHS 119 via telephone if you do not have internet access.

b. Hand Hygiene

Staff and children will be expected and supported to practice good hand hygiene throughout their time on site and in their varied activities by avoiding touching their faces; cleaning their hands regularly using 60+% alcohol hand sanitisers and/or thorough hand washing, ensuring all parts of the hands are covered.

Parents/carers of children with skin conditions irritated by alcohol based hand sanitiser should indicate this on the survey attached so that alternative arrangements can be made.

c. Respiratory Hygiene

Staff and children will be expected and supported to practice good respiratory hygiene throughout their time on site and in their varied activities e.g. the 'catch it, bin it, kill it' approach. Doors and windows will be kept open as much as possible to ensure there is good ventilation in the rooms being used.

d. Cleaning

Cleaning contracts have been adjusted to provide more frequent and specific cleaning during the day and in the daily clean when school is closed to children and staff.

For example, high touch areas (door handles, hand rails, light switches) and toilets will be cleaned throughout the day. Additional cleaners have been employed to carry this out.

e. Groups, contact and mixing

Government guidance acknowledges that *'unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.'*

As well as the measures above (avoiding contact with anyone with symptoms, frequent hand cleaning and good respiratory hygiene practices, regular cleaning of settings), school will also minimise contact and mixing between people as much as possible.

Classes have been split into two groups or 'bubbles' of no more than 15 children who will be with the same adults assigned to the group to reduce the mixing of people as much as possible. This will include a teacher, a second adult to support, any additional adults to support high needs children as necessary.

f. Personal Protective Equipment (including face coverings and face masks)

i. When use of PPE is required

PPE is only required to be used in a very small number of cases:

- Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- PPE should be worn if a distance of 2 metres cannot be maintained from any child, or adult displaying coronavirus symptoms

PPE would be needed in scenarios such as these:

- a facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus
- if contact is necessary, e.g. for intimate care or first aid, then gloves, an apron and a facemask should be worn
- if there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn in addition to gloves, apron and facemask

PPE equipment is in each of the First Aid/Isolation rooms in each part of the building (on each floor at Webb's Road; the school and critical worker provisions at Meteor):

- fluid-resistant surgical face masks
- disposable gloves
- disposable plastic aprons
- eye protection (for example a face visor or goggles)
- no-touch thermometers

First aiders and staff working with children in Reception and Year 1 will receive additional training in safe use of PPE. All staff will receive training in safe use of disposable gloves as these will be used frequently in school.

ii. Optional use of face coverings/masks

From government guidance, wearing of face coverings/masks is not recommended or required for staff or children:

'Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops.'

Incorrect use of a facemask or covering, particularly by children, can increase the risk of transmission or contamination:

Face coverings (or any form of medical mask unless instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

You may choose to send your child to school with a face coverings/masks – parents/carers will need to provide suitable masks for the entire day e.g. a new mask will be needed every time they eat/drink, plastic bags for storage/disposal and training for their child.

Facemasks/coverings worn to travel into school, after eating and/or drinking must be safely and hygienically removed and placed in a plastic bag to either take home to be washed or placed in the bin.

Children must be able to put on, use and take off their own facemask/covering safely as below:

'Face masks must:

- *cover both nose and mouth*
- *not be allowed to dangle around the neck*
- *not be touched once put on, except when carefully removed before disposal*
- *be changed when they become moist or damaged*
- *be worn once and then discarded*
- *hands must be cleaned after disposal'*

Adults will not be able to assist children with face coverings or face masks.

If a child cannot use a face covering/mask safely, they will be required to remove it and will no longer be permitted to use these in school.

5. What to bring/not bring to school

Children should only bring what is absolutely necessary to school and will keep their belongings with them and/or in their work space during the day to minimise contact with others.

To reduce the risk of contamination between home and school, children should bring minimal personal belongings to school other than a coat if needed. Most children will not need to bring a bag. Books, toys, games, pencil cases and similar should be left at home. Children will not be bringing books, work or other materials to home from school.

All children should bring a large bottle of plain water, labelled with their name, which is taken home and washed each day. The water fountains have been switched off and there will be drinking water available in the classroom/from water stations in school that are cleaned between uses.

Children in Year 6 who are travelling to and from school by themselves and need a mobile phone to contact their parents/carers will be expected to switch this off when on school premises and to hand it in to their teacher. These will be kept in individual plastic bags during the day. School accepts no responsibility for loss or damage to children's mobile phones.

6. Clothing

Government guidance states that there is no need for anything other than normal personal hygiene and washing of clothes following a day in school.

Children will be expected to follow the uniform code as usual, including that shirts, jumpers with the school logo are not required but they must be in the school colours of white, light blue or navy blue. Uniform that cannot be machine washed should be avoided. If your child has grown out of their uniform since March please send them to school in clothes as close to the school colours of light blue, navy blue or white as possible (no football kits).

Children will not be getting changed for PE/outdoor exercise so should come to school in suitable clothing and footwear for movement.

Children should not be sent to school wearing rings or bracelets as these can stop effective hand hygiene/washing and should avoid wearing any other jewellery or accessories that they may be tempted to touch or are hard to clean.

7. Travelling to and from school

Where possible, avoid public transport to travel to and from school. Try to maintain social distancing when you walk or cycle, for example when approaching or passing other pedestrians or waiting at

crossings and traffic lights. Where using bikes wash your hands for at least 20 seconds or sanitise your hands before and after cycling.

If you need to use public transport, please read the guidance for safer travel found here: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Please note:

There will be no storage on site for children's bicycles/scooters at this time due to risk of contamination and contact.

8. Dropping off/collecting children

Parents/carers and children arriving on the school site should only enter and exit via the drop off points allocated to their child as below. Only one adult should accompany the child(ren) to reduce numbers on site and therefore risk of contact.

If an adult who is not the parent or carer is collecting your child, you must inform the school offices by phone or email enquiries@bellevilleschool.org at least 30 minutes before the end of your child's session.

There will be staff to help you when you come to site, please do follow their guidance as it is for everyone's safety.

Timings:

Critical worker timings have been sent separately.

Year Group	Start of day			End of day	
	Gates open	<i>Go to class</i>	<i>Gates close for the group</i>	Pick up	<i>Gates close for the group</i>
Year 6	8.30	8.35	8.40	2.50	3.00
Year 1	8.50	8.55	9.00	3.10	3.20
Reception	9.10	9.15	9.20	3.30	3.40

If you are late and the gates have closed for your child's group, please go to the main office.

If you arrive early for your group, please wait until the time allocated before coming in.

Locations

Webb's Road

The children in the two groups for the class will be lined up (with 2m in between them) around the edge of the playgrounds to allow enough space for parents/carers to drop off and collect whilst remaining socially distanced.

Drop Off A: For classes RB, 1C, 6S

Large black gates at the top of Wakehurst Road to come into and out of the top playground.

Drop Off B: For classes RC, 1G, 6H

Gates at the lower part of Wakehurst Road to come into and out of the big lower playground.

Drop Off C (one way only): For classes RKB, 1S, 6W + twins/triplets (see below)

Come into the large gates by the school house on Belleville Road, walk through the passageway and down to the small lower playground by the art room. Exit through the gate by the Nursery.

Webb's Road twins/triplets

Please drop off and collect your child using Drop off C (the one-way Belleville Road entrance by the school house). The children can be dropped off and collected from the shelter on the top playground and then you exit via the lower playground gate by the Nursery.

Meteor Street

In the mornings, children should come into the classrooms through the outside door to the room, they do not need to line up. In the afternoons, RT will be dismissed from the classroom and Infants playground. IB and 6G will line up on the Junior playground.

Drop Off A: For classes IB, 6G

Large gates to the Juniors playground on Meteor Street to come into and out of the playground.

Drop Off B (one way only): For classes RT

Come into the Infants gate on Forthbridge Road. Children can be dropped off at the gates by IB and RT as you walk through. Exit through the gate by the main office.

Drop Off C (Critical workers only)

Press the buzzer by second gate on Forthbridge Road (usually used by breakfast and after school club). Come in and drop off/collect your child directly from their group's room.

Please plan to arrive in good time and follow social distancing of 2 metres if waiting outside the school and on the school premises as much as possible.

The arrangements have been designed so that fewer parents/carers are arriving at the same time and that there is enough space for you to enter the playgrounds at a safe distance rather than gathering by a gate.

We are aware that some of our younger children may find it more difficult than usual to separate from their parent/carer at the start of the day. Staff will support parents and carers to encourage the child to come in whilst also maintaining a safe distance. In some cases, if the child is distressed or unwilling to come in by themselves, their parent/carer may need to try bringing them in again later in the morning when they are calm.

Parents/carers of children in Year 6 who are traveling to/from school by themselves must ensure that their child is aware of their allocated entrance and time, how to keep a distance of 2 metres and what to do if they arrive late at school.

Parents/carers should also ensure that their child knows their responsibilities to keep themselves and other safe when using public transport if applicable, crossing roads (children are less aware of risks than they used to be as the roads have been quieter) and to maintain social distancing as they travel to and from home.

If children are not following these expectations, parents/carers will be required to drop off and collect their child(ren).

9. Movement around school

Pathways have been marked around the school site (playgrounds, corridors, stairwells) to maximise the distance between people as they move around school. In general, the different teaching groups will be kept apart and children will be supervised.

Any brief, transitory contact, such as passing in a corridor or stairwell, is considered low risk in government guidance.

10. Classrooms

Children will mostly be based in their classrooms, spread as far apart as possible at separate desks/workspaces. Soft toys and furnishings, including carpets, have been removed as they are hard to clean.

Children will have their coat, lunchbox or any other necessary belongings with them rather than stored in cloakrooms where they will be in contact with each other.

They will have their own equipment, books and other materials that they will use in school – no books, pencil cases or other equipment should be brought from home.

Any other equipment used will be cleaned before being used by another child.

Children will have reading books in school - when they have finished reading them will be kept to one side for a week before being given to another child to stop cross-contamination.

Adults in the class will not be able to write on the children's books as there is a risk of cross contamination and will need to keep a distance when supporting and giving the children verbal feedback.

The children will be following the same learning in English, maths and the wider curriculum lessons as children who are at home and using the Home Learning website.

11. Toilets

Hand driers have been de-activated and paper towel dispenser's band pedal bins installed for drying hands. New signs have been placed in toilets to help distancing and hand washing.

Children will be taught how to keep their distance, wash their hands correctly and how to use the pedal bin when in the toilets.

Children will be accompanied to/from the toilets wherever possible by an adult (who doesn't go inside) to help maintain distancing and avoid overcrowding.

Additional hours from the cleaning company have been put in place to increase how often the toilets are cleaned.

12. Lunches

Children will eat their lunches in their classrooms, seated at their desk or workstation. This is to avoid contact, mixing and cross-contamination by using a communal lunch hall.

Children can bring their own packed lunches from home (no nuts, sweets or fizzy drinks) or can order a cold packed lunch from the school caterers which will be delivered to their classrooms in disposable, biodegradable/recyclable packaging. The school packed lunch includes:

- Sandwich with a choice of fillings:
 - Tuna Mayonnaise with Cucumber
 - Cheddar Cheese with Tomato
 - Egg Mayonnaise with Lettuce
- Whole piece of fruit (apple, banana or satsuma)
- Raw salad/vegetables (carrot, cucumber and cherry tomatoes)
- Home baked biscuit/flavoured muffin or cake
- Yogurt pot

Children in Reception and Year 1 will get this for free as part of the infant universal free school meals programme. The cost is £2.30 per day for children in Year 6.

Please indicate if you will require a school packed lunch on the survey and preferred choice of sandwich.

Free school meals

Children entitled to free school meals who attend school will no longer receive weekly vouchers as a meal is being provided in school.

If the child is not attending school, the vouchers will continue to be paid.

13. Outside breaks/exercise

As groups need to be kept separate to avoid mixing and also to keep at a safe distance from each other, our PE staff will be teaching the children (from a distance) a range of exercises and activities that they can do in their own personal space.

Each group will have regular scheduled time to go outside for exercise breaks as often as playground capacity will allow.

14. First aid

Children needing first aid will be treated at their nearest First Aid/Isolation room – these are located on each floor at Webb's Road and with separate rooms for school and critical worker use at Meteor Street. These rooms are only used for first aid/isolation in case of illness and are supplied with PPE.

Depending on the need, staff will wear PPE to treat children e.g.:

- if contact is necessary, e.g. for intimate care or first aid, then gloves, an apron and a facemask should be worn
- if there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn in addition to gloves, apron and facemask

15. Fire alarms and drills

In case of a fire alarm, the greatest risk is from a potential fire.

Children and staff will evacuate as quickly as possible without keeping their usual distance for moving around school. Once at their assembly area and all have been accounted for, children will be separated out as far as possible.

The children will be trained in this, their exits and expectations established and there will be a fire drill in their first week in school, with additional drills as necessary.

16. Behaviour expectations

We will continue with our current policy and expectation that children should make the right choices to ensure everyone:

1. Is kept and feels safe
2. Can learn
3. Feels welcome and valued

With the new protective measures in place, what these right choices are will be taught to the children and supported by the adults e.g. lining up, moving around school, hand and respiratory hygiene, using the toilets, what to do in a fire alarm.

This will be new to them and time will be put into explaining and supporting children to understand this, including in the form of a story sent out before they return and in the first few days and weeks back in school.

If, although very unlikely, a child deliberately and/or persistently does not follow these routines and expectations to keep themselves and others safe this will be treated as a 'High' level incident as in our current policy.

17. Communication with school – parents

To reduce mixing and contact, parents and carers are not expected to come into the building unless by prior appointment.

Parents can phone the school and/or email enquiries@bellevilleschool.org if there are any messages to pass on.