**Rossington Tornedale Infant School**

**Action Plan**

**to prevent an occurrence of Covid-19 in the school community**

-working document subject to Government Guidance changes

**From January 2020**



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| Considerations | Actions |
| Class bubbles |

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| --- | --- | --- | --- | --- |
| Class | Year group | Teacher | TA | Class size |
| Acorn base | Nursery | Miss Gaunt | Mrs Wyllie | 24 but never more than 17 at any one time |
| Ivy and Fern bases | Reception | Mrs CaveMiss Ley (ITTP student) | Mrs Colton Mrs CunliffeMiss Coxon | 36 |
| Dandelion | Y1/2 | Mrs Clarke  | Miss SimpsonMiss Brough  | 25 |
| Bramble | Y1/2 | Miss Gardom  | Miss Johnson  | 25 |
| Conker | Y2 | Miss Brown | Mrs MansonMrs Cook | 28 |
| KS1 catch up |  | Miss Barrett |  |
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| Start and end of the day | Staggered starts and ends. Parents can bring the children to their designated playground but cannot enter the school building unless previously arranged. Parents must adhere to social distancing guidelines at all times. Parents must bring children to school on time, no earlier than 5 minutes before or later, same goes for collection times, they must be strictly adhered to, to prevent too many people being on school premises at once. One adult only should bring and collect their child for school. Parents must leave the school grounds immediately after drop off and pick up. Unless they have a disability, parents should go down the slopes when entering the school grounds and up the steps when leaving the school grounds. We would advise parents to wear face coverings on the school grounds.If a child is reluctant to leave a parent, staff will avoid physical contact with the child as much as possible. If child and parent are OK with it, staff will have a red felt pen to draw a heart on parent’s arm and one on child’s arm so that child and parent can look at it during the day and know they are thinking about each other. If physical contact cannot be avoided, the child will be aided into school by staff in a supportive manner. Once the child is safe and happy in the class, the staff member will ensure they wash their hands following Government hygiene guidance.Lining up and collection points:

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| --- | --- | --- |
| Class | Lining up point | Collection point |
| Nursery –children starting in the morning | Nursery gate | Nursery gate |
| Nursery – children starting in the afternoon | School office | Nursery gate |
| Reception | Red circle | FS entrance |
| Dandelion | Rectangle | First gate, right of school building |
| Conker | Square | Main entrance |
| Bramble | Triangle | Main entrance |

Staff will be out on the playground to direct the children and parents to the correct points on the playgrounds.Parents must continue to communicate with teachers and school by email, telephone and class dojos.School day times:

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| --- | --- | --- |
| Class | Start time | End time |
| Nursery – full day | 8.30 | 3.00 |
| Nursery- am | 8.30 | 11.30 |
| Nursery - pm | 12.00 | 3.00 |
| Reception | 8.45 | 2.55 |
| Dandelion | 8.40 | 2.50 |
| Conker  | 8.50 | 3.00 |
| Bramble | 9.00 | 3.10 |

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| Learning | The full curriculum for Foundation Stage and Key Stage 1 will be delivered. There will continue to be a strong focus on well-being. Teachers will continue to plan activities with a focus on talk, early reading, phonics and number. These will be carried out with an emphasis on physical, creative and wherever possible outdoor activities utilising our outdoor learning spaces, play grounds and forest school on a rota basis. Teachers will set the timetables for each year group and classes ensuring no overlaps. All children will be provided with a breakfast bagel or toast in their classrooms each morning. There will be no assemblies other than those that may occur within the classrooms or by video on our youtube channel. |
| Safeguarding | Safeguarding procedures will be as they would normally be, following the guidance set out in our policies and the ‘keeping children safe in education’ statutory guidelines. Additional appendices and risk assessments are in place for these unusual circumstances eg for our children with SEND and other vulnerable groups and staff who are clinically vulnerable.A fire drill will take place in order to practice this with regards to safe evacuation and social distancing. |
| SEND | For all of the children on our SEND list, they will be supported in their designated bubbles by their class teacher and support staff as detailed in their individual SEND support plans. Individual risk assessments, where appropriate, are in place for those children who require them.Miss Gaunt will continue to support all children, staff and families for any SEND needs during this time. Any SEND meetings will be held virtually. |
| Well-being support | All staff have engaged in well-being trainingWe have a bank of resources and support for those children, staff and families suffering bereavement due to covid-19We have a bank of resources and support for the well-being of children, staff and families Miss Gaunt will provide support to children, staff and families for those children with SEND needs.Activities have been planned to provide time for children to talk about their families, their experiences, their worries and their hopes.Staff are aware of the need to support children and their parents who may be anxious about leaving each other after all this time together and the fear of the virus still very much at the forefront of everyone’s minds.HT will provide reassurance to parents of safety procedures through;* the sharing of this action plan
* transparency in what we are doing
* regular communication.

Staff will provide reassurance for the children through;* planned well- being activities
* talking about families, including their own and what they will be doing to keep safe
* phone call or dojo message to parent

Parents must send their child in school uniform and school will provide free uniform from our spare clothes cupboard on request. It is preferred that children wear a clean uniform every day if possible.Staff will be expected to wear clean clothes every day wherever possible. Midday supervisors will wash tabards at least weekly and take them home each day. |
| Hygiene and Virus prevention | Children and staff will be required to wash their hands as soon as they enter and hand sanitise just before they leave the building. They will follow the usual hygiene rules and wash their hands after the toilet, before they eat and if they cough or sneeze. They may use hand sanitiser at other times to ensure cleanliness. We will follow the ‘catch it, bin it, kill it’ approach.School will be thoroughly cleaned at the start of every day by our usual cleaning staff. In addition, all hard surfaces such as tables, door handles, taps, backs of chairs, toilets and any other that staff and children come into contact with will be sprayed with cleaning products and wiped with a clean cloth at lunchtime every day. Every classroom will be well-stocked with liquid soap, paper towels, cleaning products, clean cloths, tissues and hand sanitiser.Staff in class bubbles are responsible for maintaining high standards of cleanliness. Miss Barrett will be responsible for Bluebell classroom.Government guidance states that the use of PPE is not necessary in school. However at our school staff will wear gloves, face masks and plastic aprons when dealing with sick children or administering first aid. They will do the same if they are supporting a child who has had a toileting accident. For children who have issues with toileting, individual care plans will be in place. All staff have had PPE training and have been made aware of appropriate disposal of PPE products after use.At our school staff will wear a visor or face mask at pick up and drop off times. They may wear a visor at any other time they wish. It is staff choice if they wear a face mask in communal areas when they are not working directly with children.We would advise parents to wear face coverings when on the school grounds.It is advisable that children of this age do not wear masks as it is highly likely that they will touch them, drop them etc and possibly contaminate them anyway.If a child has a cold ie runny nose, sore throat but no temperature or cough and they feel well enough they can come into school. If they have the other recognised symptoms eg persistent cough, high temperature, loss of taste and smell they don't come to school and they need to get a test. Other illnesses such as sickness and diarrhoea we treat as usual; 48 hours off. If children are displaying other symptoms not officially recognised as covid but we have read could be covid symptoms in children such as fatigue, headache and fever, we advise not to come to school. |
| Social distancing | Social distancing will be taught and encouraged. Children will receive regular reminders of this throughout the day from the staff. However it is acknowledged by all that children of this age will find social distancing extremely difficult and may even find it distressing. Children of this age, returning to school after so much isolation will need to socially interact and it is indeed very important for their development and well-being that they are able to do so. Therefore, it is the intention of this school to ensure that children stay with their designated class bubbles and do not mix with others but that they are able to have limited interaction with those in their class with reminders about social distancing and the hygiene measures outlined. They will remain in their classroom or outdoor area and will not use any other areas in school.If they have to travel to a different part of school, staff will ensure that there is only one class in areas like the corridor at any one time.Tape will be placed on the floor in all classrooms 1 metre apart to show children where they should stand to line up, however lining up will be kept to a minimum and avoided wherever possible.  |
| Morning Playtimes | Morning playtimes will be staggered to limit the number of children on the playgrounds and prevent the mixing of class bubbles.Dandelion and Conker classes will use the nearest playground Bramble will use the furthest playgroundPlaytime will last for 15 minutes. Teachers will have their break at this time and TAs will have their break just before at snacktime. \*Please note that Dandelion class will always use their outer classroom door to exit and enter the classroom wherever possible so they don’t need to walk through Bramble classroom.Playtimes:

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| Class  | Time |
| Conker | 10.15-10.30 |
| Bramble | 10.35-10.50 |
| Dandelion | 10.35-10.50 |

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| Lunchtimes | Nursery and Reception will use the FS outdoor area at lunchtime, the area will be divided in half to ensure the class bubbles do not mix.Dandelion class will use the nearest playground Bramble and Conker classes will use the furthest playground, divided in half so the two class bubbles do not mix.If the weather is fine, the field can be used for KS1, with each class to have a designated area on the field to use so the class bubbles do not mix.Lunchtimes:

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| --- | --- | --- | --- |
| Class | Midday Supervisor | Start | Finish |
| Nursery | Mrs Atherton | 11.30 | 12.40 |
| Reception | Mrs Porter Mrs Lakin | 11.50 | 1.00 |
| Dandelion | Mrs Turner | 12.10 | 1.20 |
| Bramble | Miss Bone | 12.10 | 1.20 |
| Conker | Mrs Kibble  | 12.10 | 1.20 |

Lunch hall times:

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| --- | --- |
| Class | Time |
| Nursery | 11.30 |
| Reception | 11.50 |
| Bramble  | 12.10 |
| Dandelion | 12.20 |
| Conker | 12.30 |

\*Conker and Dandelion classes will play outside before their lunch as well as after.Boxes of emergency first aid resources are provided for use on the playground and procedures for informing other staff and parents are in place. Reception toilets will be thoroughly cleaned at the end of lunchtime as these may be used by children on the playgrounds. Middays are to ensure that all children go to the toilet before lunch to limit the need to use the toilets again during lunchtime playtime.  |
| Classrooms | Use of different equipment will be limited.Wherever possible children will have their own set of equipment and laminated learning aids such as number lines will be kept on their table for only them to touch and they will be regularly cleaned.Teachers and TAs will ensure that they also have their own equipment eg pens, pencils so they do not share with each other or the children.Children will be required to bring their own water bottle to school every day. This must be taken home, cleaned and refilled every day. If it needs refilling during the day, children must be able to refill it themselves. Children in KS1 will have their own designated space at a table. The use of soft furnishings and soft toys will limited and replaced weekly (twice weekly in Nursery). The number of books in book areas will be limited to one box, an alternative box of books will be kept in the classroom stock cupboard to be swapped weekly (twice weekly in Nursery).Hard play equipment such as construction kits will be limited to one box swapped weekly (twice weekly in Nursery). Items such as small world toys etc will operate under the same system.There will be no sand trays unless they are thoroughly cleaned with antibacterial spray and sieved through weekly. There can be a water tray with toys swapped every week (twice weekly in Nursery) on the same system. The same measures will be applicable for any outdoor toys and play equipment.Resources will not be shared or passed between bubbles unless they are thoroughly cleaned or stored for 72 hours prior.Tables will be separated as much as possible in the space available. Usual enhanced and continuous provision will be provided in every classroom to ensure the children receive an engaging curriculum matched to their age and stage. Resources will be carefully chosen to ensure they can be thoroughly cleaned every week.Activities, wherever possible, will take place at tables or outside.Staff will ensure classroom doors are kept open to limit touching of handles and increase flow of fresh air, for the same reason some windows will be kept open during the day.Children should not bring anything from home except their water bottles, coat, book bag or a bag with a change of clothes etc for Nursery children and those who have an intimate care plan. Children can come to school wearing their PE kit on the days they have PE. Staff should wipe any items children have brought from home when they come into contact with them and wash their hands. They may apply hand sanitiser between handling of reading books etc received from home. Reading book wallets will be stored in a box under a table. |
| Visitors in school | Parents will not be allowed into the school building any further than the main entrance unless previously arranged. Wherever possible, any meetings with parents will be held virtually via Microsoft Teams or by telephone.Parents can only go into the main entrance one at a time and must keep 2 metres apart at all times within the school grounds.If parents need to speak to a member of the school staff it is advised that they phone school, email school admin or send a message on class dojos. Staff must do the same and contact parents by phone call, email or via dojos and not engage parents in conversation in person unless it is absolutely necessary.There will be no breakfast clubs or after school clubs. There will be Kixx sessions within the school day, individual risk assessments and safety precautions have been provided to ensure Kixx coaches stick to our school procedures as well as their own to ensure their safety and the safety of the children and staff in school.Visitors into school will not be permitted unless it is essential and strict social distancing rules must be followed. These visitors will also be required to wear a face covering.There will be no school events or visits out held until further notice. |
| Attendance | Taken from Government Guidance:School attendance will be mandatory from September. This means that the usual school rules on school attendance apply, including:* parents’ duty to ensure that their child attends school regularly
* school’s responsibility to record attendance and follow up absence
* the availability to issue sanctions, including fixed penalty notices in line with the local authority’s code of conduct
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| Staffroom | Only 8 members of staff can be present in the staff room at any one time. Social distancing must be strictly adhered to at all times. The staffroom will be well-stocked with liquid soap, paper towels, anti-bacterial spray and wipes, clean cloths, tissues and hand sanitiser.Staff should use hand sanitiser as they enter the staffroom.Staff are advised to bring in their own cup and spoon that only they can touch and use.Staff must wipe any surfaces they have touched before they leave the staffroom and wash their hands.Staff are advised to bring in lunch that doesn’t need much prep so there is very limited use of shared resources such as cutlery, microwave, toaster etc. Staff should use their own laptops.Staff should avoid use of the shared computers in the staffroom and wipe them down with antibacterial wipes after use if they really have to use them.The photocopier must be wiped after every use with antibacterial wipes, photocopying should be limited as much as possible and try to plan any recorded work to be done directly into children’s books.Staff meetings will be held virtually where possible, otherwise they will be held in the hall or Bluebell classroom so staff can keep at a safe distance from each other.Staff are advised to wear face coverings around school but this is optional. |
| Offices | Two members of staff can go in the two school offices at any one time. Office staff are advised to continue working from home where it is feasible. Three members of staff can go in the HT office at any one time.Table/ box to be placed outside main office for staff to leave anything they wish office staff to doRegisters will be put outside the main office every day for staff to collect. Office staff will collect registers from classrooms every morning and afternoon, staff should leave the completed registers by the door so they don’t have to enter the classrooms. Children should not be sent to the office or out of the classroom under any circumstances. If there is an emergency and a member of staff is on their own, mobile phones should be used to alert another member of staff. |
| PPA and management time | PPA and management time will continue as planned. Staff are encouraged to take this at home wherever possible.   |
| Absence and illness | Any staff absence will be covered by another member of the class bubble wherever possible. The use of staff from elsewhere in school or supply teachers will be avoided as much as possible.If an absence is confirmed as covid for staff or children, the whole class and staff will be told to stay at home for a period of 14 days. If a staff member becomes ill with covid symptoms during the day they will be sent home immediately and instructed to get a covid-19 test.If a child becomes ill they will be immediately isolated in the ELSA room next to the library with the window and door open for ventilation and the HT, DHT or one of the office staff will supervise them wearing apron, mask and gloves, keeping a 2m distance, if possible. Parents will be called to collect them immediately.For further guidance on response to any infection see separate document. |
| Short term medication administration | * If a parent brings you medication, refer them to the school office in the first instance so that they can complete the appropriate paperwork.  One copy of the paperwork will be stored in the school office and a copy kept with the medication.
* The admin staff will pass the medicine directly to the Teacher/TA to store safely in their classroom.  It will be their responsibility to ensure the medication is administered at the correct time.  If medication that requires refrigeration is received this will be put in the tall fridge in the staffroom along with the consent form - an email will be sent to all staff in that bubble and another copy of the consent sheet will be given to a member of staff in that bubble to ensure that someone is aware of the notification.
* Classroom staff must notify admin staff of the time medication is given, dose given and name of medication as on the packaging.  This can either be done by completing the log sheet in the managing medical conditions folder in the school office or by sending an email directly to the person who is currently in the school office as this will count as authorised signatory.  Admin staff will then send a message to parents via Parentmail confirming this medicine has been administered.
* Classroom staff will be responsible for returning the medication to parents at the end of the day.  Please leave the consent form with the medication when returning it back to parents and advise them to bring the form with them the following day if they still require medicine to be administered.
* Once a signed consent form is in place for the medication, parents can bring medication straight to class staff in the morning.  For non-prescribed medication parents must complete the form each day with the time they last administered that medication to avoid any overdosing of medication such as paracetamol when it might be issued on an as required basis to alleviate pain.  Please ensure this is done daily.
* Parents must be reminded not to put any medication in a child's bag.  It must be given directly to a member of staff.  This is same when staff are sending medication home - please ensure it is given to an adult.
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