



## Procedure and Checklist Response to Covid-19

### Houghton St.Giles C.E. Primary Academy

| Step                                       | Measures/Response   |
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| Preparing the site                         | <ul style="list-style-type: none"> <li>- All hygiene checks have been maintained by the site supervisor.</li> <li>- All servicing has been taking place as previously scheduled.</li> <li>- Additional stock of PPE, cleaning equipment and soap and hand sanitiser has been purchased.</li> <li>- Children will be arriving/leaving at staggered times. Children will be greeted by head teacher at the school gate (pedestrian entrance) and children will go straight to their usual classrooms.</li> <li>- Children will wash hands/sanitise on entry to school.</li> <li>- Anti-bacterial spray and blue-roll will be available in classrooms to clean touch points.</li> <li>- Doors held open with wedges (where they do not compromise H&amp;S regulations).</li> <li>- Photocopier use to be minimised and only by staff–anti bac is available to clean before/after each use.</li> <li>- Children will only be entering/exiting the school and classrooms through their allocated doors.</li> <li>- Compliance to systems is the responsibility of all staff.</li> <li>- Pupils and staff are unlikely to be able to remain 2m apart. Effort should be made to keep distance wherever possible.</li> <li>- Toilets – each social bubble have access to their own toilets. 1 child at a time.</li> </ul> |
| Reviewing staff for availability in school | <ul style="list-style-type: none"> <li>- Normal hours for staff is in place.</li> <li>- Consistency in staffing of bubbles (2 staff per bubble, with 1 emergency cover staff member).</li> <li>- Staff will arrange PPA time/home learning prep time and comfort breaks with their bubble staff member.</li> <li>- Lunchtime supervisor will set up hall for lunch, assist younger children in cutting up dinner (with single set of cutlery) and will wipe down all tables. Lunchtime outdoor supervision will not take place as this will be carried out by class teachers in the social bubble.</li> <li>- Cleaners will focus on priority cleaning of touch points, tables, chairs as opposed to hoovering daily.</li> <li>- Parent guidance will be given to all those attending.</li> <li>- Children showing symptoms will be required to isolate and have a Covid-19 test.</li> <li>- Parent guidance makes it clear that we cannot mitigate all risks, but parents are agreeing to accept this in returning children to school.</li> <li>- Meals – kitchen staff will prepare in the kitchen. Reception and Y1 will collect (at guided 2m distances) and sit in zones. Food will be delivered to KW/V and Y6 pupils</li> </ul>  |

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|  | <ul style="list-style-type: none"> <li>- If staff levels fall, bubbles will close. Keyworker bubble has priority over all other bubbles.</li> </ul>   |
| Group Size                               | <ul style="list-style-type: none"> <li>- Emergency PPE pack will be available in school for medical reasons. This has been sourced from the fire service and cleaning company.</li> <li>- Maintaining social bubbles is aimed at reducing contact as children will struggle to maintain social distance of 2m.</li> <li>- Social bubbles will not exceed 15, including key worker pupils.</li> <li>- If staff choose to supply and wear their own face covering, they will not be prevented from doing so.</li> <li>- Social bubbles will not come together, therefore, whole school gatherings are cancelled.</li> </ul>   |
| Staffing temporary teaching groups       | <ul style="list-style-type: none"> <li>- Social bubbles will not exceed 15 pupils.</li> <li>- We are prepared to introduce part time attendance of pupils if required.</li> <li>- Activities should be planned where staff do not have to come in close proximity of children.</li> <li>- Only HLTAs will be covering 'classes' to provide non contact time for class teachers. Other TAs will provide childcare for key worker children.</li> <li>- External supply teachers will not be brought in, a bubble would not attend school if a member of school staff could not lead.</li> <li>- Headteacher is prepared to teaching in a social bubble in emergencies.</li> </ul>   |
| Practical steps to reduce risk.          | <ul style="list-style-type: none"> <li>- Staggered starts and finishes to ensure social distancing at the beginning and end of the school day.</li> <li>- Parents will be informed of the start/finish times by the 20<sup>th</sup> May via email.</li> <li>- Head teacher will monitor arrival at the school gate.</li> <li>- Children will go straight to classrooms</li> <li>- No parent will be allowed to enter the school building.</li> <li>- Essential visitors will enter through the front entrance. They will be required to wash their hands on entry.</li> <li>- Break times – children will remain in the social bubbles they have been allocated. Own play equipment box per bubble, children advised of games they can play such as hopscotch and races.</li> <li>- Wet weather playtimes – mindfulness activities in classrooms and/or films.</li> <li>- Parents will be asked to provide water bottles (kept in class).</li> <li>- No collective worship in the hall during this period.</li> <li>- Any child with symptoms will be isolated in the back office room until collection with staff member wearing PPE.</li> </ul> |
| External support for SEND and behaviour  | <ul style="list-style-type: none"> <li>- SENCO working in school on Fridays in designated office space</li> <li>- No high need children in current groups.</li> </ul>   |
| Changes to routines for staff and pupils | <ul style="list-style-type: none"> <li>- Staff meeting conducted on 1<sup>st</sup> June (school re-opens on 2<sup>nd</sup>) will discuss with staff to show changes to pupils.</li> <li>- No marking of books needs to be carried out.</li> <li>- No home/school books checked.</li> <li>- Reading books will not be sent home during this time and parents/pupils directed to online access to reading books</li> </ul>  |
| Communicating with staff                 | <ul style="list-style-type: none"> <li>- Staff feedback will be sought via email each week.</li> </ul>  |

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|                                       | <ul style="list-style-type: none"> <li>- Communication via email and phone calls in the lead up to the reopening.</li> </ul>   |
| Communicating with parents            | <ul style="list-style-type: none"> <li>- Regular information emailed to parents and school website/social media updated.</li> </ul>  |
| Managing pupil and staff wellbeing    | <ul style="list-style-type: none"> <li>- Mental health to support staff on display in staff room.</li> <li>- Links to services to support staff on display in staff room.</li> <li>- Weekly feedback from staff will include monitoring of well-being and workload.</li> <li>- PPE available to those who require it.</li> </ul>   |
| Planning what to teach and how        | <ul style="list-style-type: none"> <li>- Children will create a classroom risk assessment and posters for behaviour with staff on entry to school and review each morning (and throughout the day as required).</li> <li>- No requirement for detailed plans.</li> <li>- PSHE to be a priority for timetable.</li> <li>- Individual packs available for each child to ensure shared resources are minimised.</li> <li>- Staff given time during key worker rota'd days and on 1<sup>st</sup> June to plan in their social bubble groups.</li> <li>- Sterilise resources at the end of each day.</li> </ul> |
| Remote education during wider opening | <ul style="list-style-type: none"> <li>- Home learning activities to continue for non-attending year groups (but those children not attending from returning year groups are directed to Oak National Academy and PurpleMash.</li> <li>- Bubble 'partner' to provide release cover for planning/resourcing.</li> </ul>   |