

Cheddar Grove Primary School

COVID-19 OPERATING PROCEDURES

C/O WellsWay School, Chandag Road
Keynsham, Bristol BS31 1PH

The following new arrangements and procedures will be in place to support infection control and social distancing in school:

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Chief Executive Officer: Andrea Arlidge

Aspect	New arrangement/procedure
Behaviour	Our school Behaviour Policy has been revised to include new expectations of behaviour specific to support infection control
Circulation around the building	The school will ensure that the building is well ventilated with doors and windows open where ever possible.
Outdoor play	Pupils will remain in their distinct groups when outside and different groups of pupils will not play sports or games together. Outdoor equipment will not be used unless we ensure that it is appropriately cleaned between groups of children using it and multiple groups of children do not use it simultaneously Children should have suntan lotions applied before school as we cannot apply it during the school day. Children should also bring a sunhat to provide protection when learning outdoors.
School uniform	Pupils are required to wear their school shirt and jumper with their PE kit shorts/skirt or jogging bottoms. In this way children will not need to change for PE and will be wearing clothing that are comfortable and easy to wash so they can be washed when they return home at the end of each day. They are allowed to wear trainers, but younger children should not wear shoes with laces if they are unable to tie them themselves. Children with long hair should have it tied back at all times <u>Nursery & Reception</u> Children should bring a spare set of clothes to school in a clearly labelled bag. The bag should contain a T-Shirt, Jogging bottoms/shorts, pants, socks and daps/trainers.
Equipment	Pupils are not permitted to bring items from home into school with the exception of lunch boxes, water bottles and medication, which must all be named. They should not bring mobile phones or any other IT items such as an Apple watch. They should not wear any item that they would need to remove for PE such as jewellery or a watch
Resources	Children will not share resources in school and items that are difficult to clean will be removed from classrooms
Food	Children in years R and 1 who are NOT receiving vouchers for free school meals will still be provided with a packed lunch in school under the governments universal infant free school meals scheme. Children who ARE in receipt of the free school meal vouchers will need to bring their own packed lunch. There is an option to purchase

	<p>a school packed lunch at a cost of £2.10 per day paying in advance using SimsPay or children can bring their own.</p> <p>Packed lunches should be provided in a container which can be independently opened. Parents should consider the types of food provided for their children as they will need to be able to open them independently.</p>
Drink	Children should bring a named water bottle into school, which they will be able to re-fill
Hygiene arrangements	The school will follow government guidance on hygiene arrangements. Children will wash their hands when entering the building, before lunch and at appropriate times throughout the day.
Cleaning arrangements	The school has increased its cleaning capacity with areas being spot cleaned throughout the day as well as after school. The school will close on a Friday afternoon to all children except keyworker where a deep clean will take place.
First aid and sickness arrangements	The school will assign an appropriately trained member of staff to deal with first aid and sickness.
Use of Personal Protection Equipment (PPE)	Schools have been advised that the routine use of PPE is not necessary. Staff carrying out first aid, cleaning or looking after children who are ill will use PPE however
Attendance	If you choose to send your child back to school, he/she is expected to attend every session unless they are unwell. The normal absence procedure will apply and if your child is unwell and unable to attend you should contact the school office as normal. Please note that the process for fining parents over non-attendance has been suspended
Parental contact Tel: 0117 903 0418 Email: Office@cheddargroveschool.org.uk	Parents are asked not to come into the school building and to make contact via email or phone. In exceptional circumstances an appointment can be made for an in-school meeting, held using appropriate social distancing measures
Dropping off and picking up	<p>Parents are advised that only one person should attend to deliver/pick up their child, they cannot gather at entrance gates and doors and must respect social distancing rules whilst on the school site.</p> <p>Children are not permitted to bring bikes/scooters or mobile phones to school.</p>
Other visitors	To minimise contact we will not be bringing in other adults into school unless absolutely necessary. Maintenance will be done outside of the school day wherever possible

Specific procedures we will follow when children or adults are ill:

Guidance has been issued by the government to all schools as follows:

Those affected must follow government guidance as follows - [Government stay at home guidance](#)

Those who feel unwell should stay at home, should not attend work or any education or childcare setting and make arrangements to be tested for coronavirus (see below).

Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.

Children who are eligible to attend school and members of their households will have access to testing if they display symptoms of coronavirus.

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

As part of the national track and trace programme if other cases are detected within a school or cohort or wider setting Public Health England will conduct a rapid investigation and advise on the appropriate course of action to take.

We have a process in place to inform parents testing is required and how to book tests.

We will ask for evidence that pupils recommended to have a test have done so and that the test is clear before they return to school.

We will book tests for staff requiring them under the category of essential workers.

If anyone becomes unwell with a new, continuous cough or a high temperature we will send them home and advise them to follow [Government stay at home guidance](#)

If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.

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

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, the advice is that they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive ('What happens if there is a confirmed case of coronavirus in a setting?' refers set out below). They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people.

Provision for key worker and vulnerable children

In addition to widening our provision to include children in the identified year groups, we will continue to provide a daily child care service for the children of key workers and children deemed to be vulnerable. Our provision for key worker and vulnerable children will continue to be full time provision, 9am – 3pm Monday to Friday, and key worker parents will continue to have the flexibility to choose when they need to use this provision. Children in this provision will remain separate however and will not be permitted to mix with children who have returned to school because they are in the eligible year groups. Key worker parents will have the choice whether to keep their child in the key worker provision or to send them back to school with their year group. It should be noted that this decision cannot be changed and by sending their child back into their year group provision, they should be aware it will not be full time provision and their child will have to attend all the sessions offered.

Notifying parents of changes to provision or procedures

Parents and carers should be aware that our risk assessment will be reviewed at least weekly and some changes may result from this. You will be notified of these by email as they arise. It may also be possible that we will have to close some provision at very short notice and if this is the case we will notify you by text or email.

Support for children learning at home

We will continue to provide support for children in years 2, 3, 4 and 5 who will be learning at home, through our virtual learning platform Seesaw. We will also continue to use Seesaw to support those children in the eligible year groups who are unable to come into school because they or a member of their family are shielding. Children in the eligible year groups whose parents choose not to send them back to school will still be supported by members of staff who are presently working from home, however this potentially may not be your child's class teacher supporting you via Seesaw. More information regarding this will come out next week.

June 1st 2020