

## Coronavirus Pandemic Protocols – Term 6 2021 (7<sup>th</sup> June)

At the start of Term 6 the following system of controls will remain in place:

### **Prevention**

#### **You must always:**

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.

### **Response to any infection**

#### **You must always:**

10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of COVID-19 amongst the school community.
12. Contain any outbreak by following local health protection team advice.

**In addition to the system of controls specified in the risk assessment, the following protocols will be in place at St. Mary's School to minimise the risk of infection:**

#### **Bubbles**

Wherever possible, children will be taught in their usual class bubbles. Children from different classes may be mixed for phonics teaching, small group interventions and wraparound care. In these circumstances children will be kept in year group bubbles wherever possible.

At playtimes and for extra-curricular activities, children will be able to play in year group bubbles.

#### **Drop off and pick up**

All children can now be dropped off at school from 08.40 and all children will go into school at 08.50. School finish time will return to 15.10 for KS1 and 15.15 for KS2.

Reception children will be dropped off and picked up from the KS1 playground

Year 1 children will be dropped off and picked up from outside the Y1 classes

Year 2 children will be dropped off and picked up from outside Y2 classes.

Year 3 children will be dropped off and picked up from outside Beech Class

Year 4 children will be dropped off and picked up from the Year 4 entrance.

Year 5 children will be dropped off and picked up from the overflow car park

Year 3 children will be dropped off and picked up from the overflow car park.

The fire escapes will no longer be used to exit and enter the building.

### **Breakfast club and Twiglets**

**Breakfast club** will run from 7.45 am until 8.40am and is open to all children. Parents are required to book places for their children via Parentpay. Children cannot turn up at breakfast club without prior booking.

Children come onto the school site through the blue gate to the Year 3/4 playground. Families are asked to follow social distancing guidelines on coming into school.

Children enter the school through the Y5/6 entrance and go straight into the hall where they will need to sanitise their hands.

Tables will be spaced out in the hall for the following groups:

- Reception
- Year 1 and 2
- Year 3 and 4
- Year 5 and 6

Breakfast will be available on each of the tables:

- Selection of cereals
- Milk
- Yoghurts
- Fruit
- Spreads for toast
- Toast will be cooked to order and brought to the tables.

Children will be seated as far away from each other as possible.

When children have finished their breakfast they will need to go to their allocated area of the hall (again separated into phases) where they will need to participate in quiet activities such as reading, board games or colouring. There should be no mixing between phases and children cannot run around the hall freely. Children may participate in 'Wake and Shake' type activities but they will need to stay in their area of the hall.

**Twiglets** will run from 3.15pm until 6.00pm and is open to all children. Parents are required to book places for their children via Parentpay. Children cannot turn up at Twiglets without prior booking.

KS2 children will make their own way to Twiglets from their class at the end of the school day. They are to go directly to the hall. Reception and KS1 children will be collected from their classes by a Twiglets staff member.

Upon entering the hall all children will sanitise their hands.

Children will spend as much time as possible outside however this will be weather and season dependant.

Tables/mats and activities will be spaced out in the hall for the following groups:

- Reception
- Year 1 and 2
- Year 3 and 4
- Year 5 and 6

An afternoon tea/snack will be provided by Caterlink. The children will eat this at their group table, seated as far away as possible from each other.

There should be no mixing between phases and children cannot run around the hall freely. Children may participate in 'Wake and Shake' type activities but they will need to stay in their area of the hall.

Parents will collect children from Twiglets by coming to the Year 5/6 external doors. They are not to enter the school building, instead notifying Twiglets staff that they are here by ringing the doorbell. Children will be brought to their parents by Twiglets staff. Parents are requested to maintain social distancing whilst on the school site.

### **Break and Lunchtimes**

Break-times and lunchtimes will be carefully planned and managed to ensure:

- Children do not mix across bubbles
- Staff get a reasonable break from their work
- Children have valuable and enjoyable playtimes.

At breaktime, children will go out to play from the nearest external door. They will play in their year group bubbles on the field (weather permitting) supervised by teaching staff or MDSAs. Bubbles will be marked out using white lines on the field.

KS2 year group bubbles will take it in turn to use the trim trails on the field. Each Year group will be allocated a week during the term when they can use the trim trails.

### **Lunch**

EYFS pupils will eat lunch in the hall from 11.45

KS1 Lunchtime will run from 12:00 - 1:00

Eating in the hall - 12:00 - 12:30

Play - 12:30 - 1:00

KS2 Lunchtime will run from 12:30 - 1:30

Eating in the hall - 12:30 - 1:00

Play - 1:00 - 1:30

Children will sit in class bubbles but some tables can be occupied by children from both classes within a year group.

Children will continue to be served at tables and plates will be cleared by lunchtime staff to prevent queues forming and children mixing across year group bubbles.

### **Toileting**

Children will ask when they need to go to the toilet. Supervising staff will monitor the number of children who are in the toilets at any time to maintain social distancing.

### **Visitors to school**

The number of visitors to the school will be strictly limited and managed to ensure that the potential for the spread of Covid19 between persons as school is minimised. The following controls will be in place.

#### **Protective Measures:**

- Only essential visitors will be invited into school and at the Headteacher's discretion.
- Visitors will be signed in by office staff. Records will be used to contact visitors for track and trace purposes if necessary.
- Visitors will use the hand sanitisers on entry and exit to the school.
- Visitors will be required to wear a face covering whilst walking around the school. These can be removed once they are in social distanced meeting with a member of staff or pupil.
- Adults will maintain a 2 metre distance where ever possible.
- Meetings being held in well ventilated rooms.
- The number of people in a meeting will be limited.

#### **Parents**

Parents should not come to the school office without first emailing or phoning the school office. Wherever possible parent queries and meetings will be dealt with via phone, email or online platforms.

#### **Governors**

- Governor meetings will be held through Microsoft Teams.
- Essential governor visits to the school will be permitted at the discretion of the Headteacher but with social distancing controls in place.

#### **Outside agencies working with staff and pupils**

- Outside agencies who provide support to children and staff will continue where it is seen to be necessary for the education and well-being of a pupil.
- Visitors will be asked to follow the visitor protocol above.

#### **Contractors**

- Statutory health and safety/maintenance schedules will continue. Contractors will have minimal contact with other persons in school and use gloves and where necessary face masks.

### **Music and singing**

- Music lessons can and should be taught.
- Peripatetic music teachers are permitted to teach in school on a 1:1 basis. Social distancing should be observed wherever possible.
- Children are permitted to sing indoors in class bubbles however rooms should be well ventilated and children should be discouraged from singing directly facing each other.

### **Performances and end of term events**

- All indoor performances and events will be 'virtual' for the time being until further guidance from the government is available.