

# COVID-19 Return to School Arrangements

## Instructions and information

This document has been put together by a Lancashire school. Other schools may wish to use the document as template to assist in recording their own COVID-19 arrangements for the Autumn term.

Please ensure that you change the document as necessary to reflect your own arrangements.

This document complements the Lancashire County Council COVID-19 risk assessment template which is due to be published early September 2021.

## Return to School in September 2021

Government guidance now allows school to remove the ***bubble structure, other social distancing measures*** and ***control measures*** that have been in place for children. Our school will be doing this from September 2021. Government guidance also means we can also remove our staggered start/finish times and revert many aspects of school back to how school was working before the pandemic started.

However, we need to be clear that the pandemic has not gone away and as per government guidelines, we now need to learn to live with Coronavirus. As such some general measures will need to remain in place. From time to time, our arrangements may need to be reviewed in the event of any increase in infections or changes in government guidelines.

Below details some key changes to be aware of.

Please see [Government guidance](#) for latest information

## The School Day

The school day will revert back to normal hours for all classes as of ***2nd September 2021***.

School registration will be at ***9.00 am***. Children will be met by staff 10 minutes prior to this at ***8:50 am*** so children can come in, start learning and be ready for 9.00 am registration. We ask parents to be at the relevant entrance points promptly at ***8:50 am*** to support the organisation of the school day. Ensuring your children are in school promptly has a huge impact on their learning.

## Entrance and Exit Points

During Covid-19 pandemic we have used different ways of entering and leaving our school site. These have been successful in many ways and we will be continuing with different entrance and exit points for different classes next term. As with all school procedures, we will be evaluating this as we move through the autumn term. The information below details the entrance points for your child's new class from 2nd September 2021.

**Reception and Year 1 entrance (Acorn Class)** – Front of school and side gate entrance. Parents will line up on the infant yard, hand their child over to staff at the gate and then leave via the main gate. Please note Reception parents have a staggered start (Induction period) with their children and entry points and collection points will be discussed with their class teacher.

**Year 1 and Year 2 (Hazel Class)** – Back of school entrance. Parents will enter at the back of school and wait on the back playground. Staff will meet the children on the playground in a zoned area before taking them into class.

**Year 3 (Maple Class)** Front of school entrance. Parents will enter via the main school gate and continue to line up on the path. Children will enter via the main door.

**Year 4 and 5 (Blossom Class).** Old After School Club entrance. Parents will enter via the main school gate and children enter the side door and follow the stairs to Blossom Class.

**Year 5 and 6 (Sequoia Class)** Back of school entrance. Parents will enter at the back of school and wait on the back playground. Staff will meet the children on the playground in a zoned area before taking them into class.

**Collecting children at the end of the day.** School finishes at 3:25pm. Parents should line up and wait at the relevant points to collect children in an organised and orderly way. Children will be handed over to the parents in an organised way and leave the school site promptly.

## **P.E**

PE will recommence on Monday 6<sup>th</sup> September. Please see timetable attached.

## **Lunchtimes and Break Times**

Children will once again be eating together in the Hall and playing with other year groups. As a school we may make some internal decisions on how we structure lunchtimes for the benefit of the children to make break times and lunch times the best experience for them.

## **Assembly**

During the last 18<sup>th</sup> months whole school assemblies have been held on zoom. We know the importance of physically coming together as a whole school community and will once again be holding assemblies together in the hall.

## **School Events and Clubs**

School events have changed dramatically over the last 18 months with many meetings taking place virtually and many usual events being unable to take place in the normal way. As we move through the autumn term we will be keeping you fully informed of any school events and clubs we are able to hold. I hope everyone understands that at this point we are not in a position to outline **any extracurricular clubs** or **key events** and **we will do this upon the return of school in September.**

## Key Control Measures

During the last 18<sup>th</sup> months, school has functioned incredibly successfully and is now confident and experienced in working in the pandemic. As school reopens in September 2021 we will continue to have key control measures in place to prevent transmission of the virus which are in line with Government guidance.

Key Government Advice on control measure	Key school control measures
<b>1.Ensure good hygiene for everyone</b>	
<p><b>Hand hygiene</b></p> <p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p>	<p>All children to clean hands on entry to school and at key points during the day including break times and lunch times by washing with soap and water or using hand sanitiser.</p> <p>School ensures adequate supplies of soap and hand sanitiser are available.</p> <p>Hygiene rules to be discussed with children regularly and posters displayed around school.</p>
<p><b>Respiratory Hygiene</b></p> <p>The ‘catch it, bin it, kill it’ approach continues to be very important.</p>	<p>The ‘catch it, bin it, kill it’ approach is promoted in school and discussed with children.</p> <p>Tissues are available and all children are briefed on procedures for blowing noses and disposal of waste. Lidded bins are provided in each area for waste disposal.</p> <p>Children are briefed on the importance of behaviour and school rules are revisited with all classes. School rules have been refreshed to reflect COVID – 19 and are discussed with all children daily and are evident around school. See behaviour policy.</p>
<p><b>Use of personal protective equipment (PPE)</b></p> <p>Most staff in schools will not require PPE beyond what they would normally need for their work. The guidance on the use of <a href="#">PPE in education, childcare and children’s social care settings provides</a> more information on the use of PPE for COVID-19.</p>	<p>All staff in school have access to PPE as required and will use in line with government guidance.</p>
<b>2. Maintain appropriate cleaning regimes, using standard products such as detergents</b>	
<p>You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day),</p>	<p>Each classroom has its own cleaning materials. All surfaces are cleaned at the start of each day, during the day, after each lesson and at the end of each day.</p>

<p>with a particular focus on frequently touched surfaces.</p> <p><a href="#">PHE has published guidance on the cleaning of non-healthcare settings.</a></p>	<p>Cleaning procedures are in place and monitored at start and end of the day and a daily evaluation of cleaning is carried out by SLT. Cleaning procedures include regular cleaning of touch points.</p> <p>A daily health and safety check is done with (Headteacher), (Site Supervisor) and (School Health and Safety Officer). These are done before the start of school each day to check all aspects of cleaning.</p> <p>Deep cleaning planned during school breaks and before wider reopening.</p>
<b>3. Keep occupied spaces well ventilated</b>	
<p>When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Refer to <a href="#">Simple steps to Good Ventilation</a> and the <a href="#">Ventilation Checklist</a></p>	<p>All rooms in the school have windows which are opened to create air flow and ventilation. Where possible windows will be left open during lessons, if this is not practical, windows will be fully opened when unoccupied to fully purge the air.</p> <p>At key points in the day ventilation is also improved through opening doors. At these times, increased consideration will be given to security of the building. All doors and windows will be closed at the end of the day. Any areas of school where there is poor ventilation will be identified and concerns addressed with the building surveyor.</p>
<b>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</b>	
<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p>	<p>School will continue to work within Government guidance regarding Covid-19. In particular the following procedures are in place.</p> <ul style="list-style-type: none"> <li>• Regular asymptomatic staff testing, to be reviewed at the end of September</li> <li>• Isolation and testing of symptomatic members of the school community</li> <li>• Regular updates and reminders to parents of Covid-19 symptoms and school and government procedures</li> <li>• children do not attend school with Covid-19 symptoms</li> </ul>

## **Outbreak Management Plan**

In the case of a Covid-19 outbreak it may be necessary to revert to a different school organisation once again. These procedures would be similar to those we have worked in during the last 18 months so parents and children should feel confident and at ease with them. Any procedures within this aspect of our management plan would be adapted to meet the needs of our children following ongoing risk assessments and changes in government and DfE guidance.