



**PRINCE OF WALES**  
PRIMARY SCHOOL

## **Guidance for Staff, Pupils and Parents/Carers**

### **Reopening from 7<sup>th</sup> September 2020**

This document provides key guidance for staff, pupils and parents/carers about our school reopening on Monday 7<sup>th</sup> September. Much of the information is operational information which will allow everyone to have a better understanding of how Prince of Wales Primary School will manage its reopening to staff and pupils.

Given our requirement to minimise the risk of transmission, every member of staff and all pupils will be required to create and uphold new practices to ensure that all members of our school community are able to work and learn safely.

Parents/carers must spend time with their child/ren discussing the content and reinforcing the need to follow the guidance provided in this document.

This guidance is a 'live' document; it may be necessary to update it regularly, particularly after opening when everyone returns. Changes will be communicated to staff, pupils and parents/carers.

### **Government Guidance**

This document has been drawn up in response to the United Kingdom Government's guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

In order to minimise the transmission of Coronavirus, Government advice is to:

- clean hands thoroughly, more often than usual;
- ensure good respiratory hygiene by promoting the 'Catch It, Bin It, Kill It' approach;
- introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;
- minimise contact between individuals and maintain social distancing wherever possible;
- where necessary, wear appropriate personal protective equipment (PPE)

The Government have advised to keep pupils in 'bubbles.' Our school will do this by keeping pupils in their year groups for break and lunch time as well as arrival and leaving times.

Pupils will stay with their class and may work in smaller groups within their year group.

### **Face Coverings**

Guidance from the government is that children at primary school age in England do not need to wear face covering at school (they are now part of a whole-year bubble) unless the school is in a local lockdown area and neither do staff where they are able to maintain a 2-metre distance from everyone else. Staff may choose to wear a face mask or shield when moving through the school, when on duty in high circulation areas, using communal areas, working 1:1 or where they may need to be close to students.



## Summary

- Children will be back to school **FULL** time and in normal class sizes
- Children will be back to school in school uniform and PE kit
- Children should not wear a face mask in school
- The classes in each Year group will join together to make larger bubbles of up to 90 pupils
- Breakfast club will resume on 7<sup>th</sup> September (for working parents only and must be pre booked) – children will be seated in the dining halls in their bubbles
- A survey has been sent out to gain an insight into numbers of parents wanting after school club and more information sent out before autumn term – if demand is too great, the school may have to limit numbers
- Break time will be staggered so only one bubble will be out in the designated areas at one time
- Lunchtimes will be staggered and the menu will be adapted to ensure all meals are within a packed lunch style. There will be hot options for school dinners each day (see menu attached)
- Classroom seating and organisation will uphold government guidance.
- Reading books will continue to be sent home but will be quarantined upon return to school for 72 hours before going back into circulation
- Year 2 to Year 6 pupils will be provided with a zippy wallet containing their own classroom equipment – there is no need to bring any further stationery in from home
- Only 1 parent per child for Early Years, Key Stage 1, Year 3 and Year 4 children on site
- Year 4 children are allowed to come onto and leave school premises alone, as long as the parent has given written consent
- Years 5 and 6 children should come onto and leave school premises alone (unless arrangements made with the school in advance)
- No parents to enter the classrooms at any point during the day
- Entry times will be staggered – see page 6
- Entry and Exit times must be **strictly adhered to** in order to ensure minimal bodies on site – if parents are consistently late/early they will be asked to wait or asked to meet with the Head teacher
- To help pupils arrive within the allocated start times we urge parents not to drive to school and not to park in Salisbury Road as congestion is likely
- Parents to communicate with the school office as much as possible via phone or email
- Communications with staff to be through the office or messages via class email
- If your child is showing symptoms *before coming to school* please phone the office and take them for a test as soon as possible. Please keep the school informed of the test results.
- If a child from a bubble tests positive for covid-19 the school will inform all parents of that bubble and they will need to self-isolate for 14 days



## Illness in child

If a child becomes unwell at school they will be removed from their class and quarantined. Parents will be contacted and staff wearing PPE will stay with child until parent arrives to make sure they are calm and cared for. We expect that pupils showing symptoms will be taken for a test as soon as possible and that the school is kept informed.

## Covid-19 symptoms

It is important that parents/carers remain vigilant and look out for the key symptoms of Covid-19. Scientists are still trying to understand the illness, but research so far suggests that there are fewer cases of the virus reported in younger children.

A study in the New England Journal of Medicine also said that "children might be less likely to become infected or, if infected, may show milder symptoms" than adults.

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Other symptoms may be:

- **Shortness of breath** - this means their chest may begin to feel tight or they begin to feel as though they cannot breathe deeply enough to get a good breath.
- **Muscle pain** - they may experience body aches or joint pain.
- **Fatigue** - this means a feeling of tiredness and an overall lack of energy.
- **Stomach ache/diarrhoea** - they may notice general stomach pain, constipation, diarrhoea, or other kinds of GI distress.

## Children's Kawasaki disease-like illness

The NHS has recently warned GPs to be on the lookout for a new "inflammatory syndrome" in children that could be linked to coronavirus.

There has been a rise in children with the mystery illness needing intensive care in recent times.

Some of those children struck by the mysterious condition have tested positive for Covid-19, while others have not.

Doctors have been told the children displayed signs similar to toxic shock syndrome (TSS) and Kawasaki disease, a condition that causes inflammation to the heart.

Hospitals say they have been treating youngsters "of all ages" with the syndrome.

Health chiefs said in an alert to GPs the signs include:

- Stomach pain
- Gastrointestinal symptoms - like vomiting and diarrhoea



The mysterious condition has been compared to toxic shock syndrome (TSS) and Kawasaki disease.

The signs of TSS are:

- High temperature
- Flu-like symptoms, like headache, feeling cold, aches, sore throat and cough
- Feeling and being sick
- Diarrhoea
- Widespread burn-like rash
- Lips, tongue, and whites of the eyes turning bright red
- Dizziness or fainting
- Difficulty breathing
- Confusion

Signs of Kawasaki disease include:

- A rash
- Swollen glands in the neck
- Dry, cracked lips
- Red fingers or toes
- Red eyes

## Behaviour Policy

Our pupils are well-behaved and we rely on them to be considerate and cooperative.

Pupils should endeavour to remain a safe distance from staff members at all times, where possible. Classrooms have been rearranged to ensure that pupils' desks are two metres away from teachers. This is especially important when a different adult from outside their bubble leads a lesson to cover, i.e. PPA. This separation has been marked with floor tape. Pupils must not cross the floor tape and encroach on a teacher's area.

The behaviour policy still stands. The following rules are added to ensure safety within all in classes. These rules must be reminded daily.

- Keep hands clean by washing with soap and water.
- Socially distance from other people in classroom and playground.
- At all times follow the directions of the adults.
- Do not bring anything into school from home aside from book bag, packed lunch bag
- Follow the catch it, bin it, kill it routine.
- If you feel unwell, tell an adult straight away.



## Breakfast and After School Clubs

Breakfast club will begin from Monday 7<sup>th</sup> September, for working parents only and must be pre-booked.

- The dining halls will have designated bubble areas and children will be sat at tables. bubbles and children must not mix.
- Parents will accompany their child and drop them off at the Community Room. They will not be allowed to come in. Staff will enter the child onto the register.
- Children must sanitise hands on arrival.
- Food will be left within each bubble for children to take independently.
- Breakfast bowls must be left at the end of the table and breakfast club staff will collect and wash in hot soapy water.
- Children need to stay within their designated area of the hall. Therefore, activities will be planned that require less space and movement.
- Equipment will be assigned to a bubble and cleaned down before returning to shelf- or assigned to a bubble for a week and then washed down.
- Children will use the toilets within own bubbles.

After school club options continue to be explored. Due to Grassroots ceasing to operate, we are in discussion with an alternative provider. We aim to update parents as soon as possible.

## bubbles

The school will be split into 7 year group bubbles. The reason for this is to allow facilitation of interventions, use of TAs, safe staffing numbers at lunch and break times, designated playground space.

The classes will be kept apart in these bubbles as much as possible. Each class will have a designated playground box of equipment.

## Staggered Times

- Entry and exit times will be staggered to avoid congestion of parents and children
- **These times must be strictly adhered to at all times for everyone's safety**
- **Please do not drive to school** as parking congestion complicates arrival times – please set off from home earlier to walk or use public transport and arrive on time
- To limit parents on site, Year 4 pupils may join Years 5 and 6 in walking onto and leaving school premises alone. Permission must be given by parents.
- Parents not adhering will be spoken to by the Head Teacher
- One parent per child on site only
- Years 4, 5 and 6 will be dropped at the pedestrian gate and will walk to their entry door independently
- Year 5 will line up at the Square Hall



| Bubble     | Start   | Finish  | Drop off/collection point:                              |
|------------|---------|---------|---|
| Nursery AM | 8.30am  | 11.30am | Woodlands car park area (sectioned off)                 |
| Nursery PM | 12.15pm | 3.15pm  |   |
| Reception  | 8:50am  | 3:15pm  | Woodlands car park area (sectioned off)                 |
| Year 1     | 8:40am  | 3:20pm  | Y1 outdoor area   |
| Year 2     | 8:40am  | 3:20pm  | Playground (usual spot)                                 |
| Year 3     | 8:45am  | 3:25pm  | Playground (usual spot)                                 |
| Year 4     | 8:45am  | 3:25pm  | Playground (usual spot)                                 |
| Year 5     | 8:50am  | 3:30pm  | Square hall (staff to take class in through swale gate) |
| Year 6     | 8:50am  | 3:30pm  | Main playground (usual spot)                            |

### Break times / Lunchtime / Playground

- Each Year group will be assigned a zone on the playground in which they must stay during break time and lunchtime. Adults on duty are responsible for ensuring that children do not mix or move into the different zones.
- Break time will last 30 mins, allowing time for socialising, relationship building, exercise.
- Children may take a healthy snack into the playground. All waste to be placed in waste bins in the classroom or playground.
- Hands must be washed before and after break.
- Lunch arrangements:
  - Nursery and Reception to eat in their classrooms.
  - Year 1 eat in the dinner hall
  - Year 2 eat in the packed lunch hall
  - Support staff with them begin to take the children outside when as they finish and supervise them in their play space.
  - Year 3 and Year 4 to eat in their classrooms.
  - Year 5 eat in the dinner hall
  - Year 6 eat in the packed lunch hall
  - Support staff with them begin to take the children outside when as they finish and supervise them in their play space.
  - bubbles must not be mixed.
  - Lunches will be hot packed lunches until a review at October half term
  - Children to sit in classes or designated tables in the hall.
  - Tables, chairs and floor must be cleaned in between bubbles
  - All children to wash hands before and after lunch.
  - Thorough surface clean in between sittings.
  - Gloves to be worn by Playleaders
  - Outdoor zones designated for bubbles



- Children do not leave the hall until all of Bubble have finished eating
- Playleaders assigned to Bubble will stay with them throughout the whole dinner slot

| Bubble | Morning Break   | Lunch Break       | Play space                   |
|--------|-----------------|-------------------|------------------------------|
| EYFS   | /               | 11:45am - 12:45pm | EYFS area                    |
| Year 1 | /               | 11:50am - 12:50pm | Playground – allocated space |
| Year 2 | 10:15 - 10:45am | 11:50am - 12:50pm | Playground – allocated space |
| Year 3 | 10:15 - 10:45am | 12:00 - 1:00pm    | Playground – allocated space |
| Year 4 | 10:45 - 11:15am | 12:20 - 1:20pm    | Playground – allocated space |
| Year 5 | 10:45 - 11:15am | 12:20 - 1:20pm    | Playground – allocated space |
| Year 6 | 10:45 - 11:15am | 12:20 - 1:20pm    | Playground – allocated space |

### Change of Clothes

- Uniform will be worn by all children
- PE kit to be worn to school on the children’s PE day (this information will be circulated the first week back) - white shorts and white t-shirt, school jumper, trainers, leggings if temperature is low

### Classroom Design/ Equipment

- Apart from Nursery/ Reception/Year 1, all children to be given individual desk and chair to sit at. This should be their seat going forward and they should not mix seats. Two per table, side by side.
- Arrange tables in rows, and where possible arrange so that staff can easily get between and coach from behind the child.
- All excess furniture will be removed from classroom- but ensuring equipment needed is available as usual.
- All soft furnishings will be removed- including dressing up, drapes, teddies, cushions etc.
- Reading books- These can be shared as usual in bubbles. Those going from home and to school will be wiped down and left for 72 hours before redistributing to others
- All paper exercise books will be used as normal.
- Each child (not Nursery, Reception) will be given a named zippy wallet. Contents:- pencil, pen (where appropriate), ruler, glue stick, scissors, coloured pencils can be included for younger children. Pupils may bring their own pencil case with pencil, rubber, sharpener, small ruler, black Berol pen (Years 3-6) and colouring pencils. Felt pens not allowed nor toys or additional items unless asked by the class teacher.
- Any shared equipment used will be sanitized after use.
- Ventilation - As often as possible, doors and windows should be open to reduce risk of transmission.



### **Nursery, Reception and Year 1**

- The classroom design and provision of activities and learning should not inhibit the full teaching of the 'Continuous Provision' (Early Years Curriculum).
- Social distancing is not expected between children.
- Working at group tables for children as is normal practice is allowed.
- Free flow to outside area
- Activities spaced out as much as possible.
- Larger carpet area to attempt some distancing (use of chair as in Reception currently can be continued)
- Staff to keep 1m+ from children as much as possible.
- Side by side support for children



**Process following identification of a suspected case of COVID relating to a child attending school**

