



PRINCE OF WALES
PRIMARY SCHOOL

Guidance for Staff, Pupils and Parents/Carers

Reopening from Monday, 8th March 2021

This document provides key guidance and expectations for staff, pupils and parents/carers about our school reopening on Monday, 8th March 2021. Much of this 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. This information is mostly the same as the arrangements for Autumn term 2020.

Although it is encouraging that infection rates have dropped significantly and that the vaccination roll out is going well, our requirement remains to minimise the risk of transmission. Rates are still high and we hear about new variants. This requires every individual staff, parents/carers and all pupils to follow the guidance to ensure that all members of our school community are able to work and learn safely.

The terms in this guidance are not negotiable as, without exaggeration, lives are at risk. Coming on to school site means that you agree to follow all guidance and expectations.

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, such as when Government Guidance changes. Changes will be communicated to staff, pupils and parents/carers.

Government Guidance

This document has been drawn up in response to the latest United Kingdom Government's guidance: [Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/schools_coronavirus_operational_guidance.pdf)

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 through different 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). Staff must wear a face covering (not just a visor or a shield) when moving through the school, when on duty in high circulation areas, using communal areas.

NEW: All parents/carers are also expected to wear a face covering when entering the school site (including car park and playground) at all times. Parents/carers are asked not to socialise with other households on site nor use their mobile phones.



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 may wear an additional jumper due to windows being open for ventilation)
- Children should not wear a face covering 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 8th March (see page 4) – children will be seated in the dining halls in their bubbles
- 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
- 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/carer 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/carer 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/carers 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/carers not to drive to school and not to park in Salisbury Road as congestion is likely
- Parent/carers 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/carers of that bubble and they will need to self-isolate for 10 days



Illness in child

If a child becomes unwell at school they will be removed from their class and quarantined. Parent/carer will be contacted and staff wearing PPE will stay with child until parent/carer 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.

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.

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 be available from Monday 8th March, for parents to work, attend education and access medical care. Vulnerable children can attend these settings regardless of circumstance. Due to limited spaces as a result of distancing between bubbles this provision 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/carers 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. We aim to update parents/carers 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.

Drop off and Collection arrangements

- Entry and exit times will be staggered to avoid congestion of parents/carers 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
- Follow any one way systems in place, such as by the Year 1 entrance and woodlands car park.



- To limit parents/carers 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/carers.
- One parent/carer per child on site only.
- EYFS parents/carers to stay behind the barrier whilst their children line up
- Whist on school site, parents/carers **MUST** wear a face covering, *not* socialise with other households and *not* use a mobile phone
- Parents/carers not adhering to expectations will be spoken to by the Head Teacher and may be asked to make different arrangements to drop off and collect their child
- Years 5 and 6 will be dropped at the pedestrian gate and will walk to their entry door independently
- Year 5 will line up beyond 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 (may be unaccompanied)
Year 5	8:50am	3:30pm	Via the main school gate towards the Square Hall (pupils only)
Year 6	8:50am	3:30pm	Main playground (pupils only)

Break times / Lunchtime / Playground / Assemblies

- 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.
- 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 (30 hour funded): in their class
 - Reception: in the Community Room
 - Year 1: in the dinner hall
 - Year 2: in class
Support staff stay with them and begin to take the children outside when they are ready and it is safe. They supervise them in their play space.
 - Year 3: in the packed lunch hall



- Year 4: in their classrooms.
 - Year 5: in the dinner hall
 - Year 6: 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 lunches in containers
 - 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 Bubbles will stay with them throughout the whole dinner slot
 - Assemblies and gatherings will take place for individual year group bubbles with gaps between lines of pupils in a well ventilated school hall. There will be at least a 2 metre distance between the audience and the adult leading the session.
- Singing will not take place at this time.

Bubble	Morning Break	Lunch Break	Play space
EYFS	/	11:45am - 12:45pm	EYFS area
Year 1	10:15 - 10:30am	11:50am - 12:50pm	Playground – allocated space
Year 2	10:15 - 10:30am	11:50am - 12:50pm	Playground – allocated space
Year 3	10:15 - 10:30am	12:00 - 1:00pm	Playground – allocated space
Year 4	10:30 - 10:45am	12:20 - 1:20pm	Playground – allocated space
Year 5	10:30 - 10:45am	12:20 - 1:20pm	Playground – allocated space
Year 6	10:45 - 11:00am	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