

Wallace Fields Infant School and Nursery



Schools Re-Entry Policy: CoVid-19 Protective Measures

Date: 19.5.20



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Introduction

On 10th May, the Prime Minister announced a roadmap towards recovery, including plans for the phased return of some children to school, no earlier than from the week commencing 1 June 2020. This policy outlines the protective measures and other arrangements that will be in place when re-opening to include pupils in Nursery, Reception and Year 1 from the week commencing 1 June, alongside priority groups (the children of critical workers and vulnerable children).

Critical worker/vulnerable children and Nursery groups will be welcomed back to school in the week beginning 2nd June. Children from other year groups will be welcomed back to school from the week beginning 8th June.

The government's ambition is for all primary school children to return to school before the summer for a month if feasible. The school has no stated position on this and the policy will be kept under review, and further advice will be accessed as and when it is published.

This policy has been written using the available guidance from the Department for Education and supplementary guidance from Surrey. Staff and governors have been involved in discussions to agree all the working practices outlined in the policy. We will update the policy on a regular basis in line with any national or local updates and over the course of the re-entry period as matters arise. We will also share the policy with parents so they clearly understand the parameters within which we are working. Parents who take up a place in the school under these arrangements are expected to sign a Home-School agreement to say they agree with the steps outlined for them to take in order to support the school in maintaining the safety of children and staff.

Please note for the purposes of this policy the word parent also refers to any adult fulfilling a parental role for example when referring to collecting or dropping off at school, and that the word school includes the nursery.

A list of the national guidance used to support the preparation of this policy is detailed at the end of this policy.

Personal Protective Equipment (PPE)

- 1.1** Government guidance states that there is no need for gloves, aprons, face masks or face coverings in school except for those staff that work need to come into close contact with children (i.e. intimate care needs, first aid).
- 1.2** A supply of PPE will be kept in a backpack in each classroom and in first aid areas around the school should they be needed.
- 1.3** Face masks and gloves should be used by staff that are supervising children that are ill/showing symptoms in school whilst waiting for the child to be collected.
- 1.4** Guidance advises that children should not wear masks in school as there is no proven benefit, unless they become unwell.

- 1.5 The expectation is that children will need to wear clean clothes each day therefore school uniform will be optional.
- 1.6 Staff are expected to wear clean clothes each day and dress professionally (e.g.. no jeans).

Implementing Social Distancing

2.1 The government guidance states:

We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. Schools should therefore work through the hierarchy of measures set out:

- *avoiding contact with anyone with symptoms*
- *frequent hand cleaning and good respiratory hygiene practices*
- *regular cleaning of settings*
- *minimising contact and mixing*

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

- 2.2 Class sizes will not exceed groups of 15 in any room at any one time. We will risk assess each room to determine the permissible number of children and adults in each space, including where required the number of tables that can fit within each space. Each group of children and their adult/s will form a 'bubble' so that different groups do not mix together at any point in the school day. Think of the analogy that we do not want to burst any of our 'bubbles' with adults and children mixing groups.
- 2.3 All classrooms spaces will be available to host groups of children, including the music room and the main Nursery room which can be split in two with the folding wall. The school has 10 spaces available to host groups. The sliding doors between adjacent classrooms in the main building, and the sliding door in the main nursery classroom school should not be opened at any point except for cleaning purposes. This will ensure that each group is contained in its own individual space.
- 2.4 All teachers will continue to have their entitlement of Planning, Preparation and Assessment (PPA) time. We are not able to release teachers in the normal way due to the deployment of all staff to smaller groups. To accommodate this contractual right to PPA, we plan to close the main school at 1.15pm on Friday afternoons. **Nursery provision will remain open every Friday afternoon and the provision for critical workers and vulnerable children. Note that critical worker and vulnerable children will remain in their regular group in Friday afternoons to avoid mixing groups.** Early closure will also enable deep cleaning of the school each week.
- 2.5 Where possible, groups will remain in the same classroom for the duration of the term that they are in school. If it is imperative that if a group must move to a different area of the school, a deep clean of the spaces will take place.
- 2.6 All available teachers and support staff will be deployed to lead the groups. We will aim to have a teacher leading the group, however if there is a shortage of teachers, an Assistant Teacher will lead a group working under the direction of a teacher to supervise the children. Teachers in a job share arrangement will be allocated to the same group.
- 2.7 In Nursery, we will allocate two members of staff to each group. In other year groups, we will only allocate a second member if numbers of available staff allow. Staff may need to work with groups different to their allocated year group from earlier in the current academic year.
- 2.8 Where possible, children of critical workers and vulnerable children in Nursery and Reception will be placed with their year group peers. However to accommodate all children in this category who are offered a place, they may need to be allocated to groups with children of mixed ages.
- 2.9 Year group teachers will use their professional judgement to support school decisions about where to allocate children. It may not be possible to place children with all of their friends, or a preferred adult. Once children are allocated to a group it will be extremely difficult to move them with compromising each group's 'bubble'.
- 2.10 Where possible, classroom telephones, rather than face to face contact, should be used to communicate with the office or other areas of the school, for example if additional assistance is needed. This will reduce movement of adults around the building outside of their group.

- 2.11** Children within a group should remain two metres apart wherever possible. In Nursery, and to some extent Reception, social distancing will be encouraged but cannot be guaranteed at all times. The activities on offer will be distanced at least two metres apart to encourage children to social distance. For any structured activities, children will be spaced apart from each other. We will clearly communicate the new behaviour expectations with all staff and then with groups of children in an age appropriate manner. We will revise our behaviour policy to address these areas:
- following altered routines for arrival and departure
 - following school instructions on hygiene, such as handwashing and sanitising
 - following instructions on who pupils can socialise with at school
 - moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
 - expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
 - telling an adult if you are experiencing symptoms of coronavirus
 - following rules about sharing any equipment or other items including drinking bottles
 - expectations about breaks or play times, including where children may or may not play
 - use of toilets
 - clear rules about coughing or spitting at or towards any other person
 - rewards and sanction system where appropriate
- 2.12** Tables and chairs will be separated and spread out as far as possible to maintain social distancing. Our risk assessment will examine the maximum number of table spaces possible while maintaining the 2 metre rule. In Nursery and Reception, children will have identified spots on the carpet for sitting. There will be no whole group carpet learning with children in close proximity.
- 2.13** In Key Stage 1, children will keep their coats and belongings on the back of their allocated seat. Nursery and Reception will stagger cloakroom visits.
- 2.14** Children in Key Stage 1 will have their own equipment provided by the school e.g. their own pencils that will not be shared with others. Children will have a tray on their table to keep all of their own books and resources.
- 2.15** Different toys and resources will be allocated to different groups. Toys and equipment must not be used by other groups simultaneously and will be cleaned in line with government guidelines between groups if rotated after a longer period of time. Children must not bring any of their own toys in to school.
- 2.16** To reduce movement around the school as much as possible, groups of children are to access their classroom via the outside door at all points during the day. Children will be encouraged not to walk around the classroom unnecessarily. In the main school, although the door to the hall may be open to aid ventilation, children will not use these doorways as they will not be moving around the school hall or corridors.
- 2.17** Break and lunch playtimes will be staggered/ in separate areas of the school playground and field so that groups are not mixing together or moving around school at the same time. We have access to Wallace Fields Junior School's upper field to support this (in agreement with Mr Lee, Wallace Fields Junior School Headteacher). Different groups will have an allocated area of the field or playground which they will use on a daily basis.
- 2.18** Drop off and collection times will be staggered before and after school using signage to guide parents to minimise contact. Any parent and child arriving before their allocated drop off time should wait outside of the school grounds. We will adapt a circulation system so that all children and their parent enter the school via the carpark entrance and walk around the school to their allocated classroom space. Parents will all leave via the school gate at the top of the playground.
- 2.19** Parents will not wait or gather in the playground at drop off or after collecting their child. Only one parent will be able to escort their child to school.
- 2.20** No parents can enter the site, including the school office, unless it is an emergency. All communication with parents will be via phone call or email.
- 2.21** No visitors/staff/children/families/contractors can enter the school building if they have coronavirus symptoms.
- 2.22** Children and staff should access the office /other areas of the school only when needed by going outside rather than through school corridors.

- 2.23 The school will adopt a one-way system for staff using the internal corridors e.g. the corridor, access to classrooms from the outside door and using the staff kitchen. This will be indicated with signs. Staff will also use the external doors to move around the school wherever possible.
- 2.24 Children will go to the toilet one at a time (where possible) and groups of children will have allocated toilets.
- 2.25 Staff are encouraged to utilise outdoor space as much as possible and keep their group in their allocated zone.
- 2.26 Lunch will be brought to the children in their classroom and cutlery and plates/dishes will all be disposable (this procedure has been determined by our catering contractor). Only if necessary, lunchtime staff will be assigned to groups to cover staff break times. All staff **must** ensure they are aware of the allergies and dietary requirements for the children in their group when serving food to the children.
- 2.27 Staff and children should not take any resources or books home. An online reading scheme will be implemented for children who are attending school.
- 2.28 There will be no whole school assemblies. Class assemblies will take place in children's groups.
- 2.29 Staff must ensure they follow the Social Distancing Guidelines and avoid movement around the school as much as possible. Staff must use school telephones or emails rather than coming to the office area or visiting any other areas in the school.
- 2.30 Staff lunch breaks will be staggered and social distancing observed in the staffroom. Where possible staff breaks should be taken outside. The use of the staff room and office area will be staggered for staff to minimise contact.
- 2.31 Due to the potential for mixing between children in different groups, we will not offer KidsQuest before and after school care provision or any after school clubs.
- 2.32 The staff code of conduct will be updated so that staff follow the main principles outlined below:
- Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access a test as soon as possible.
 - Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
 - Use the 'catch it, bin it, kill it' approach.
 - Avoid touching your mouth, nose and eyes.
 - Clean frequently touched surfaces often using standard products, such as detergents and bleach.
 - Modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
 - Avoid calling children to the front of the class or going to their table to check on their work if not necessary.
 - Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
 - Prevent your class from sharing equipment and resources (like stationery).
 - Keep your classroom door and windows open if possible for air flow.
 - Limit the number of children from your class using the toilet at any one time.
 - Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.

Priority of children attending school

- 3.1 As an Infant School we face issues of capacity in comparison to a larger Primary School. We are limited by the number of classroom spaces and in the number of teachers. Through our risk assessment, we will determine capacity of each classroom and allocate places to children based on the guidance issued by the Department for Education and according to the school's Covid19 pupil attendance policy. ***We fully appreciate there may be parents who would like a place for their child who will be disappointed that we are unable to offer a place due to issues of capacity under the current government guidance.*** Where it is not possible to accommodate all children, we will inform the local authority.
- 3.2 If there are not enough classrooms/staffing available, children will be prioritised in the following order:
- Critical workers/vulnerable children as outlined by the latest DfE criteria.
 - Early years Nursery - 3 and 4 year olds followed by 2 year olds whose parents require it
 - Reception
 - Year 1
- 3.3 Parents who are critical workers will need to provide information from their employer to confirm their status as a critical worker, including information about their shift patterns/days worked. Where possible we will attempt to provide full time provision for this group of parents if required.

Minimising the spread of infection / Cleaning and hygiene practice

- 4.4 Protective measures will be put in place for staff and children, as far as is possible, to ensure that the risk of transmission is reduced. It is not possible to eliminate risk, however all staff, parents and children old enough to understand the issues, share a responsibility to keep the school as safe as possible.
- 4.5 A range of posters will be displayed around school for children, staff and parents to communicate key information around hygiene practice, e.g. Public Health England's *Horrid Hands, Hand Hygiene*, etc. Where appropriate, children will be taught it is their individual responsibility to socially distance and maintain good hygiene practice. Staff will regularly share expectations under the updated behaviour policy.
- 4.6 All unnecessary items in classrooms will be removed and stored elsewhere in the school. This includes soft furnishings, topic resources and displays. All soft furnishings and soft toys that cannot easily be cleaned every day will be removed from classrooms, e.g. teddies/cushions out of reading corners.
- 4.7 Resources will be shared across the school to enable all rooms to have their own set of items. If needed additional resources will be ordered to facilitate this.
- 4.8 All staff will be made aware of and adhere to cleaning protocols, including staff involved with food and maintenance.
- 4.9 Additional cleaning is required in line with government guidelines for all shared areas of the school. Surfaces that children or adults touch including toys, books, desks, chairs, doors, sinks, toilets, light switches etc. will be cleaned more regularly than normal.
- 4.10 All adults and children will be encouraged to frequently wash their hands with soap and water for 20 seconds and dry thoroughly, wash their hands on arrival at school and throughout the school day, and particularly before and after eating, and after sneezing or coughing. Children are encouraged not to touch their mouth, eyes and nose and use a tissue or elbow to cough or sneeze into and use bins for tissue waste ('catch it, bin it, kill it').
- 4.11 For younger children, adults will provide help for children who have difficulty cleaning their hands independently. We will encourage children to learn and practise these habits through games, songs and repetition.
- 4.12 Hand sanitiser will be available in all classrooms and shared areas of the school including the office and staff room.
- 4.13 Bins will be emptied throughout the day.
- 4.14 Outside doors and windows will be open at all times to ensure rooms are well ventilated. Air conditioning must not be used to avoid circulation of germs. All other doors should be open wherever possible unless they are fire doors. The premises manager will make regular checks to ensure that fire doors remain closed at all times.
- 4.15 Outdoor equipment/apparatus/play equipment and climbing frames are not to be used. This includes the train, houses and pencils in the playground and the Trim Trail on the school field.
- 4.16 Pupils will be asked to bring their own water bottle to school and must not share cutlery, cups or food.
- 4.17 Spillages of bodily fluids, e.g. nasal discharges, must be cleaned up immediately.
- 4.18 Neither parents or the school need to take children's temperatures every morning as the updated guidance states that routine testing of an individual's temperature is not a reliable method for identifying coronavirus. However, if anyone in the household develops a fever, a new continuous cough or a loss of, or change in, your normal sense of taste or smell (anosmia) they are advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance:
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Children/ Staff who become unwell whilst at school

- 5.1 All staff must ensure they are familiar with the symptoms of possible coronavirus infection and keep up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Regular updates will be circulated to staff by email.
- 5.2 If anyone (staff or children) have symptoms including a cough/temperature/loss or change of taste and smell, they must be sent home as quickly as possible and they will need to isolate for 7 days (their fellow household members will need to isolate for 14 days). Staff or children with symptoms will be tested for coronavirus as quickly as possible and will need to isolate. Parents can access testing for their child through 111. Staff can access testing through the Surrey educational staff procedures.
- 5.3 Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

- 5.4 Any pupil who displays signs of being unwell should be immediately taken to the First Aid area in the office. The child's temperature may be taken with a non-invasive thermometer. If a child is waiting to be collected, they will wait in the first aid area with the nearby door and window open. Once the child leaves, a deep clean of the first aid area will take place.
- 5.5 If the child/adult needs to go to toilet before being collected, they must use a separate toilet and it must be thoroughly cleaned/disinfected afterwards before anyone else can use it.
- 5.6 Staff supervising the unwell child must remain 2 metres apart and wear a mask/gloves. A mask must also be given to the child to wear.
- 5.2 The parents of an unwell child will be informed as soon as possible of the situation by the office team. Parents need to come and collect their child immediately if they are displaying symptoms of being unwell.
- 5.3 Staff supervising the unwell child must call for emergency assistance immediately if the pupil's symptoms worsen.
- 5.4 If a child or adult shows symptoms and tests positive for Coronavirus, then all adults and children in their allocated group must be sent home and must self-isolate for 14 days. Members of their household do not need to isolate unless the child or adult develops symptoms.
- 5.5 If other positive cases are also confirmed at the school, then Public Health England will advise the Headteacher on next steps and possible school closure.
- 5.6 The names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus should be kept confidential

Children and Staff who should not attend school

- 6.1 **Clinically extremely vulnerable individuals** (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised in writing by their clinician or through a letter from their GP, as set out in [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)) are advised not to attend school/work and must strictly follow shielding measures in order to keep themselves safe. Staff in this category are able to work from home.
- 6.2 If a child or staff member lives in a household with someone who is **extremely clinically vulnerable**, they should only attend school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children. For staff in this category we do not expect them to attend school and they will work at home.
- 6.3 **Clinically vulnerable individuals** (for example, people with some pre-existing conditions as set out in the Staying alert and safe (social distancing) guidance) who are at higher risk of severe illness have been advised to take extra care in observing social distancing. A full risk assessment will be carried out and, if appropriate, an alternative working area and role within the school will be made available. Where this is not possible then the individual should work from home. Pregnant women can return to work following a full risk assessment where a safer alternative on site role will be made available. If this is not possible then the individual should work from home. Under both circumstances, if it is necessary for staff to attend work then the school will ensure they are supported in doing so with an individual risk assessment which ensures they can socially distance.
- 6.4 If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school.

Curriculum

- 7.1 In this phased re-opening of schools, we will aim to give children the best possible experience of school whilst complying fully with government guidance and this policy. The Department for Education (DfE) recognises that schools will not be able to offer a broad and balanced curriculum and clearly we will not be operating 'business as usual'. The priorities for our children at this time are resocialisation into new school routines; speaking and listening, and regaining momentum in particular with early reading, in accordance with Department for Education expectations.
- 7.2 Children who have had limited opportunities for exercise will be encouraged to exert themselves physically, making use of supervised non-touch running games within their group. PE lessons will continue to take place but will be strictly non-contact and will not involve more than any one group of children.
- 7.3 Teachers will create a weekly timetable with lessons/activities that will be delivered. Teachers will plan as much as possible to utilise their allocated outdoor space for learning activities. Teachers will have the flexibility to give additional focus to fundamental areas where support is required following time spent out

of school, such as reading and well-being. A provisional timetable of the day, adapted for different year groups will be:

Year 1 and 2 groups:

| Time | Activity/Lesson | Additional notes |
|---------------|---|---------------------------------|
| 8:50 – 9:20 | Handwashing, register and mindfulness education | |
| 9:20 – 9:30 | Story time | |
| 9:30 – 9:40 | Movement break | Yoga, go noodle etc |
| 9:40 – 10:15 | Maths Lesson – White Rose | Worksheet based |
| 10:15 – 10:25 | Handwashing and mental health and well being lesson 'circle time' | Not in a close proximity circle |
| 10:25 – 10:45 | Playtime | |
| 10:45 – 11:10 | Handwashing, snack and milk | |
| 11:10 – 11:25 | Handwriting lesson | On whiteboards |
| 11:25 – 12:00 | English Lesson | Focussing on key skills |
| 12:00 – 12:15 | Handwashing and singing lesson | |
| 12:15 – 1:00 | Lunch | |
| 1:00 – 1:15 | Handwashing and mental maths/listening lesson | |
| 1:15 – 1:30 | Phonics lesson | |
| 1:30 – 2:30 | Foundation subject lesson | Eg Art/PSHE/Science/Computing |
| 2:30 – 2:40 | Handwashing | |
| 2:40 – 3:00 | Playtime | |
| 3:00 – 3:15 | Getting ready for home – story time | |

Reception groups:

| Time | Activity/Lesson | Additional notes |
|---------------|---|---|
| 8:50 – 9:20 | Handwashing, register and mindfulness activities | |
| 9:20 – 9:30 | Storytime | |
| 9:30 – 9:40 | Movement break | Yoga, go noodle etc |
| 9:40 – 9:55 | Maths – Power Maths | |
| 9:55 – 10:10 | Handwashing and mental health and well being lesson 'circle time' | Not in a close proximity circle |
| 10:10 – 10:40 | Playtime | |
| 10:40 – 11:00 | Handwashing, snack and milk | |
| 11:00 – 11:15 | Handwriting lesson | On whiteboards |
| 11:15 – 11:30 | English lesson | |
| 11:30 – 12:00 | Outdoor learning | |
| 12:00 – 12:15 | Handwashing and singing lesson | |
| 12:15 – 1:00 | Lunch | |
| 1:00 – 1:15 | Handwashing and mental maths/listening lesson | |
| 1:15 – 1:30 | Phonics lesson | Focus on recap |
| 1:30 – 2:30 | Discovery Learning | All children doing the same learning activity – these will be different every day of the week |
| 2:30 – 2:40 | Handwashing | |
| 2:40 – 3:00 | Playtime | |
| 3:00 – 3:15 | Getting ready for home – story time | |

Nursery groups:

| Time | Activity/Lesson | Additional notes |
|---------------|--|---|
| 8:30 – 8:50 | Handwashing, Indoor Discovery Time | |
| 8:50 – 9:00 | Small group learning | Sharing story of the week, Squiggle while you wiggle, phonics, number focus, modelling discovery time activities Children split into 2 groups using 2 adults |
| 9:00 – 9:45 | Indoor Discovery learning time and adult teaching focus activities with small groups | |
| 9:45 – 10:00 | Handwashing and Snack time | |
| 10:00 – 10:45 | Outdoor Discovery learning time | |

| | | |
|---------------|--|---|
| 10:45 - 11:25 | Indoor Discovery learning time and adult teaching focus activities | |
| 11:25 - 11:35 | Small group story and singing time | Children split into 2 groups using 2 adults |
| 11:35 - 11.45 | Handwashing and preparing children to go home | |

Note: Afternoon sessions will follow a similar pattern

- 7.4** In line with the government guidance, for any children in Reception and Year 1, where possible, teachers will ascertain where children have fallen behind or have progressed further against the school's existing reading curriculum. If they have forgotten aspects already covered, then teachers will reteach and practise this material.
- 7.5** Children will not be taking home reading books and will continue to use the online book links. We will promote a new online reading platform so that teachers can allocate readers to children so parents can continue to support at home.
- 7.6** For pupils with education, health and care (EHC) plans, the Department for Education has recognised that it may not be possible to provide the full range of provision set out in their plan, and it may be necessary to make different arrangements if some of the support services are not available in their usual form from the start of June. The SENDCO and teacher will work with the local authority and parents to confirm what special provision can reasonably be provided.

Managing pupil and staff wellbeing and mental health

- 8.1** The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children and equally to staff. While 'getting back to normal' is important and reassuring for many, teachers will plan additional activities which support children who have found the long period at home hard to manage, those who have developed anxieties related to the virus and those who may make safeguarding disclosures once they are back in schools. This may include lessons on mental wellbeing or staying safe, pastoral activity, such as positive opportunities to renew and develop friendships and peer groups, and other enriching developmental activities. Any 'circle time' activities will ensure social distancing is observed.
- 8.2** Some children may have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities. Staff will plan for opportunities for one-to-one conversations with trusted adults if needed and communicate with parents about any issues.
- 8.3** Parents are encouraged to share any concerns they have about their children in relation to wellbeing through the regular channels.
- 8.4** If safeguarding issues come to light, staff must follow the school's existing safeguarding policy.
- 8.5** Staff who are experiencing any difficulties with their mental health and well-being are strongly encouraged to speak to a colleague and a member of the senior leadership team. In agreement with the individual staff member, an individual risk assessment will be undertaken to determine how to support them effectively.

Communication

- 9.1** The Senior Leadership Team (SLT) must be immediately informed regarding any cases of suspected coronavirus, even if staff are unsure.
- 9.2** The head teachers / SLT will contact the *Surrey Area Schools Officer* immediately about any suspected cases of coronavirus, even if they are not yet confirmed, and discuss if any further action needs to be taken. There is also the option to call the Department for Education school helpline.
- 9.3** The head teachers / SLT will contact the *Surrey Area Schools Officer* if there are any specific recommendations for their school from Public Health England.
- 9.4** The head teachers / SLT will keep children and parents adequately updated about any changes to infection control procedures as necessary.
- 9.5** We will make early communication with contractors and suppliers that are needed to prepare for opening, for example, cleaning, catering, food supplies, hygiene suppliers.
- 9.6** Premises / Cleaning staff will be briefed on the additional cleaning requirements and a member of SLT will regularly monitor cleaning to ensure it meets the agreed requirements.

Risk assessment

- 10.1** The school will produce a risk assessment for the school which will be updated as government guidance changes. The risk assessment will be shared with the governing board for discussion and ratifying before the school reopens.
- 10.2** A Health and Safety check of the building will be completed prior to wider re-opening.
- 10.3** The school will hold a fire drill on re-opening and adjust current procedures in light of the new class groups and social distancing measures.

Remote education during Wider Re-opening of the WFIS & Nursery

- 11.1** Pupils continuing to access remote learning will continue to be assigned work to complete by members of school staff.
- 11.2** Following the wider re-opening of our school, larger numbers of staff will be needed to provide face-to-face teaching at the school for priority year groups. Staff who are working from home will oversee and manage the remote education provision for pupils in the year groups who are not eligible to attend, or for those pupils in year groups who are eligible to attend but who themselves cannot.

Emergencies

- 12.1** Parents will be reminded to ensure their emergency contact details are up-to-date, including alternative emergency contact details, where required prior to wider reopening.
- 12.2** Parents will be contacted as soon as practicable in the event of an emergency.
- 12.3** Alternative contacts will be called where their primary emergency contact cannot be contacted.
- 12.4** The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.
- 12.5** Parents will need to ensure that children with a care plan and who require medication have sufficient medication in school from the first day of attendance.

Attendance Reporting

- 13.1** Staff will resume taking the attendance register and continue completing the daily data returns using the Department for Education portal.
- 13.2** For children that have been allocated a place and return to school, parents are required to call the school office each day if they are not coming in as normal, so that the office understand why and can discuss it with them if needed.
- 13.3** Parents will not face local authority fines for non-attendance in accordance with our attendance policy if they choose not to send their child to school.

Working with parents

- 14.1** The school will communicate with parents via email regarding any updates to school procedures which are affected by the coronavirus pandemic.
- 14.2** Parents must agree to a new home-school agreement prior to their child attending school during this reopening period. The agreement will outline all of the expectations on parents to support the school to ensure it remains safe for both children and staff. Most importantly, parents will ensure that their children will maintain social distancing in line with government guidelines outside of school.
- 14.3** In line with government guidance, parents and children are encouraged to walk or cycle where possible, and avoid public transport at peak times.

National Guidance documents used to prepare this policy

Government guidance is subject to change and at the time of writing, the following references have been used:

Actions for education and childcare settings to prepare for wider opening from 1 June 2020:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Coronavirus (COVID-19): implementing protective measures in education and childcare settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Opening schools for more children and young people: initial planning framework for schools in England

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Planning guide for primary schools:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

Actions for schools during the coronavirus outbreak:

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

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