

Welcome back to Dove Bank



Organisation Guidance from September 2020

**(Please note it is important all Parents read this information before their children return to school Thursday 3<sup>rd</sup> September)**

## Introduction & Background

The Government have stated very strongly that all pupils, in all year groups, should return to school full-time from the beginning of the Autumn term.

'Government Guidance' states that social distancing, hand and respiratory hygiene, regular cleaning of 'high contact' touch points, being aware of the symptoms and test and trace, are key to reducing the transmission of the virus; these are at the very heart of our planning measures when school re-opens for all children in September.

Prior to September the school's Covid -19 Risk Assessment has been fully reviewed and updated in accordance with current Government Guidance taking into account the context and layout of Dove Bank Primary School. This has involved assessing the risks to minimise them, adapting the premises to make it fit for purpose, making sure we have all the correct equipment, staff training and organisation processes are thoroughly planned, which includes staggering start and finish times, breaks and lunchtime sessions.

Despite these measures, children will find it extremely difficult, if not impossible (especially the younger ones), to keep apart from others despite rigorous measures put into place. Indeed, Government Guidance states '*younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group.*' We will not be able to guarantee social distancing at all times but will encourage the children to do so, especially the older children.

We expect as school's return, the Government Guidance may well change especially in light of local lockdown measures. Please note these can occur at any point and we are not sure how much notice we will be able to give you. It is therefore important we have your up to date contact details; phone numbers and email address.

As School reopens fully in September the pages that follow contain information which we hope reassure parents. Details include infection control actions School implemented during the Summer Term. We are pleased to report the school had no child or member of staff either contracting the virus or displaying symptoms of the virus.

- A range of Coronavirus infection control posters are displayed inside and outside of school
- Floor markings in corridors and classroom indicating one way systems and 2 meters' distance have been marked out
- Desks face forwards and children sit in pairs (we don't have the capacity to have children at individual desks and further-more this is not a Government requirement)
- Each child will have their own daily stationery wallet with the essentials they need to prevent sharing of equipment. At the end of each day, these will be cleaned.
- Additional cleaning aides and measures have been put into place in each classroom throughout the day
- Hand sanitisers have been placed throughout the school (adult use only)
- Handwashing for a minimum of 20 seconds with soap and running water will be expected and monitored -
  - Before leaving home
  - On arrival at school
  - After using the toilet
  - Before and after breaks
  - Before and after eating food
  - At regular intervals throughout the day
  - Before going home
- Class bubbles will not be allowed to mix with other Class Bubbles
- PPE is available and staff have been trained on using PPE & waste disposal
- PPE will be worn by staff whilst attending to a child's personal care and in the event of medical care i.e. grazes and cuts needing close attention.

- Staggered arrival, lunch breaks, playtimes and departure times have been put into place
- No whole school assemblies
- Lunch in the hall will be limited to 2 classes at any one time - note these groups will be seated well apart from each other
- Lessons have been planned to support children with their emotional wellbeing, understanding the importance for infection control, learning new routines, learning outdoors as well as revisiting the core skills in reading, writing and maths
- Children must only bring to school their coat, a sunhat (if necessary), a plastic water bottle and their lunchbox. (Due to health and safety reasons children should not bring their own hand sanitiser to school)
- External entrance and exit points for parents and children have been adapted
- Communication via email and telephone will remain, face to face meetings are not possible

## What are the symptoms of the coronavirus?

### NHS Guidance

The symptoms of coronavirus (COVID-19) are usually mild, but some people can become very unwell.

### Main symptoms

The main symptoms of coronavirus are

- **high temperature** - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **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)
- **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

Most people will have at least one symptom

## What if my child or anyone else in the same household are displaying Coronavirus symptoms?

HM Government

NHS Test and Trace

PLEASE NOTE  
THIS IS NOW  
10 DAYS!



## What if a child displays Coronavirus symptoms at school?

- The child will be moved immediately to our isolation room.
- Their parents will be contacted in the first instance and must be collected straight away
- Parents must book a test without delay and inform school of the outcomes as soon as they can (email [headteacher@dovebank.staffs.sch.uk](mailto:headteacher@dovebank.staffs.sch.uk) or telephone the school 01782 898015) School will inform the local health protection team
- The rest of the class bubble will vacate their classroom for the rest of the day to allow a thorough clean of the classroom. These pupils may still attend school if they are symptom free, as stated in the government guidance
- A positive test will trigger an immediate school referral to our local health protection team. They will direct all actions from that point
- All parents from that Class Bubble will be informed what the next steps are, as directed by our local health protection team

- If you have children who attend another school and they are requested to self-isolate, your child must not attend Dove Bank. We will classify this as self-isolating and you must inform school immediately if this should occur

## What to expect upon returning to school

### Arriving to School

We have implemented social distancing measures throughout our school site to make it safer for your children and yourselves, these include:

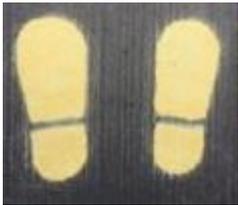
- A one-way system when entering and exiting the premises (please keep to the left and adhere to the signage)
- Staggered 'Class Bubble' arrival and collection times
- Strictly one adult per family to limit the number of adults on site
- **All parents/carers must wear a face covering/mask at all times**
- **All children 12 years+ must wear a face covering/mask at all times**
- Pupils attending Dove Bank Primary school do not need to wear a mask

**Please arrive and exit promptly - please do not congregate with other parents either on the school premises or outside the school entrances**

All entrances are operating a **KEEP TO THE LEFT** system

**Reception, Year 1 and Year 2 - (drop off and collection point, KS1 playground)**

- Please enter the school premises via the main gate and follow the signs through the yellow nursery gate.
- The Lamb Street gate will remain closed until further notice and the nursery playground is out of bounds.
- Social distancing signs have been placed at 2 metres distance from each other to support with social distancing.



- Please look out for the yellow footprints on the playground, (these are placed near to the green KS1 gate) stand on the lining up footprints with your child close to you, until they are called into school. Only parents/carers bringing children to school should be on the school grounds (no other siblings unless they are also attending school).

**Year 3, Year 4, Year 5 and Year 6 - (drop off and collection point, KS2 playground)**

Please enter through the main gate and proceed down the drive to the KS2 playground. **Please remember to keep to the left.** Exit is via the same route which is why keeping to the left is important.





Please note Parents should not under any circumstances approach staff or enter school through any entrances. Parents are politely asked to observe all signage on the premises. If a Parent feels it is necessary to speak to a member of staff, they should contact the school office in the first instance.



Staff will not be allowed to accept letters, notes or things that a child may want to show in school. Please continue to contact staff by leaving messages on the school office phone or email.

## Any learning tasks completed at home

- Please place any work completed in the correct Class Bubble box on the playground (don't forget to social distance)

## Collecting your child

- Collection times will be staggered for each Class Bubble
- Please arrive promptly and enter the playgrounds as you do for arriving to school (Only one parent or carer please)
- **All parents/carers must wear a face covering/mask at all times**

- All children 12 years+ must wear a face covering/mask at all times
- Avoid arriving early
- Wait for your child in the designated area marked out by the yellow feet
- Promptly exit using the same system as for arrival
- Please avoid being late, where it absolutely unavoidable, please contact the school office, do not just turn up at school late.

## Inside school

### Class Bubbles

- Class Bubbles will be separate at all times
- Children will wash their hands in the first instance and this will be repeated regularly throughout the day
- Children will be designated their own desk within the classroom where they will remain throughout the day, unless learning is outdoors or due to inclement weather PE lessons which will take place in the school hall
- Only resources that can be thoroughly cleaned immediately or stored for at least a week afterwards before reusing, will be used



- Due to social distancing and to maintain no sharing of equipment, each child will receive their own Toolkit of equipment on their desk. These will be cleaned daily.

- All school corridors are operating a 'KEEP LEFT' policy
- Corridors have been marked for 2 metres distancing
- During breaks, children will play in designated areas and social distancing will be strongly encouraged
- Staff will teach the children games which allow for social distancing



## Hygiene and Cleanliness

- There will be increased handwashing throughout the day as part of the daily routine and children will access the toilets on an individual basis to ensure social distance measures.
- Children will be encouraged to manage sneezes and coughs using the NHS guidance to CATCH IT- BIN IT- KILL IT. Tissues will be available in each room and then immediately disposed of in the bins provided.
- Windows will be kept open to increase ventilation and where possible doors will be propped open. All soft furnishings and hard to clean equipment has been removed as they cannot easily be sanitised.
- There will be additional cleaning of desks, high contact areas and toilet areas during the day.
- PPE will be used at all times for intimate care, first aid and emergency situations.



## Additional Information:

- Breakfast Club will still be operating from 7.30am - all places must be pre-booked; it is not possible to just 'turn up'. Please contact the school office for booking details 01782 898015
- No after school clubs until further notice - this is to facilitate enhanced cleaning at the end of each day
- Snack money - we are currently reviewing how we can 'safely' provide this service. Further details will be sent to parents as soon as they are finalised. Please do not send your child with 'cash' to purchase snacks.

## Your responsibilities

- Follow the plan as outlined
- Arrive and collect at the specified times precisely and avoid pupils not in the same 'Class Bubble'
- Send children with only the essential items (coat, appropriate footwear, sunhat, lunch and a plastic water bottle that can stay in school)
- Do not send children to school with toys, pencil cases or bags (PE bags only)
- Please return any reading books, placing them in the appropriately labelled box on the school playground - these books will be 'sanitised' and not reused for a minimum of 7 days
- All children must be in full school uniform
- Do not send in letters
- Keep to the recommended 2 metre social distancing at all times
- Wear a face covering/mask whilst on the school site
- Do not approach any members of staff

- To preserve the safety of each Class Bubble, outside of school, pupils should only play with children with whom they live with or are part of their household bubble, or are part of their Class Bubble
- In line with government guidance pupils may attend wraparound care at other nurseries
- **PROMPTLY ENGAGE WITH THE NHS TEST AND TRACE PROCESS**

As an important part of our school community, we strongly encourage continuing the infection control practices at home, such as handwashing regularly and adhering to the social distancing guidelines.

Thank you for your understanding during this difficult time. We fully appreciate that although we are welcoming all children back to school, it is not going to be anything like the 'normal' they were used to. Please do your best to prepare your children for this reality and we will do everything that we can to support them through this change.

Please email any queries in the first instance to: [headteacher@dovebank.staffs.sch.uk](mailto:headteacher@dovebank.staffs.sch.uk)

PLEASE REMEMBER IF ANYONE IN YOUR HOUSEHOLD DEVELOPS ANY SYMPTOMS RELATING TO COVID 19 YOUR CHILD MUST STAY AT HOME!

We look forward to welcoming you and your child(ren) back to Dove Bank Primary School

Information in this document is taken from the published *Government Guidance* - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>