

## Gawthorpe Community Academy

### Return to school September 2020 Covid 19 Policy into Practice

Please refer to the timetable of school showing zones, entrances, outdoor areas and toilets.

#### Coming into School

- **Children and staff must not come to school if they are showing any signs or symptoms of illness. (Please see what should I do? Guidance)**
- **If anyone in school develops signs or symptoms of illness they will be put into the isolation room and parents will be contacted. Staff will be adhering to public health guidance. They should organise to have a test as soon as possible and self-isolate for 14 days. (Further guidance has been issued)**
- **Children with intimate care needs will have individual assessments to ensure appropriate measures have been put in place. Parents may be contacted to collect their child in the event of them soiling themselves.**
- **All staff must park on road side. Car parks will be used as additional outdoor space.**
- **School times have been adjusted to accommodate staggered start and end times. Please note earlier and later start and finish times.**
- No adults are allowed into school building unless arranged by Gawthorpe Community Academy. Parcels to be left outside. Parents communicate via enquiries and school phone.
- All staff must use hand sanitizer when entering the building, then sign in using their own pen.
- All staff **must** then wash hands.
- Key pads and hand rails to be cleaned by receptionist after all staff have arrived.
- Internal doors to be propped open to reduce the contamination by touch. In the event of a fire staff **must** close fire doors on exit.
- Children and staff should go to their allocated zones.
- All staff belongings should be kept in their allocated zone.
- To allow communication between zones staff can have their mobile phones, kept on silent, to phone for assistance during school hours.
- Staff can access staffroom with a limit of 3 people at any one time, remaining socially distant, to make drinks and warm up food. All surfaces and handles need to be wiped after use.
- Surfaces in classroom should be kept clear at all times.

#### At the start of School

- Staff are strongly recommended to wear face masks during drop off and collection times.
- Adults on school premises dropping off or collecting children are asked to wear face masks.
- Staff will be issued with visors and are strongly advised to wear them during the day.
- Staggered start and finish, please see timetable.
- Siblings need to arrive at the **latest** allocated time to their family and go to their own entrance.

- Siblings need to be collected at the **latest** time allocated to their family. They will wait inside in their zone until their sibling comes out of school. Parents will need to collect the youngest child first.
- **Children must not arrive at school before their allotted start time. Everyone must adhere to social distancing guidance.**
- Parents will drop children off at the gate, where they will go straight to their allocated entrance and maintain social distancing.
- Parents should drop off their children as quickly as possible, making sure entrances and pavements remain free flowing.
- Children must come in through the gate and into school on their own.
- Pick up zones have been allocated to each class. When parents collect their child they must remain socially distant from others, arrive no more than 5 minutes before collection and leave the school premises as soon as possible.
- Classes will be seated in rows with children facing forwards. There will be 4 zones in the main school building with a maximum of 60 children in each. Nursery will form its own zone. Classes will be allocated a teaching space these are called zones.
- In order to minimise cross contamination children must only bring their coat, a packed lunch and water bottle into school. No other bags or equipment including and sanitizer, PE kit, pencil cases or rucksacks should be brought into school.
- Children will be having a **normal 60 minute** lunch time
- **Children will not be bringing anything home from school.**
- All children will be supervised whilst washing hands and wrists on entering the building. They will then have an application of hand sanitizer administered.
- In classrooms desks will be adhering to social distance guidance. Children will have an allocated place; their coat will be on the back of their chair and water bottle on this desk. Lunches will be stored in classrooms.
- Each child will have their own pack of stationery (except nursery and reception).
- The vast majority of the time children will be working in the same zone with the same members of staff every time they are in school.
- Each group will be allocated to their own zone. They will have their own entrance, toilet facilities and outside space.

### **During the school Day**

- There will be no whole school assemblies. Assemblies will take place in the zones.
- Adults need to remain standing where possible.
- Break times will be staggered to minimise the number of children outside at any one time.
- Desks will be wiped down before lunch.
- Children will be supervised washing their hands before lunch.
- Lunch will be eaten in classrooms at their desk.
- Desks, chairs and surfaces will be wiped down after lunch before children return for the afternoon session.
- Equipment/ toys will be washed thoroughly, or remain unused for 72 hours before each session and will remain in that zone.
- Where possible work will be self-marked to minimise cross contamination.
- Outdoor learning will be prioritised where possible.

## **Cleaning**

Hand / glove washing

- When entering the building
- Before and after break time
- Before and after lunch
- Before home time
- After using the toilet
- After coughing or sneezing

Children will have hand sanitizer applied after they have washed their hands in the morning.

Each zone has a cleaning kit containing washing up liquid, cloths and gloves.

Desks, chairs, surfaces and bathroom areas will be cleaned more frequently than normal.

Bins will be emptied more frequently than normal.

Zones will be ventilated. Windows and doors should be open.

Equipment/ toys (including outdoors) will be washed thoroughly before each session and will remain in that zone or decontaminated for 72 hours before further use.

## **Behaviour**

Children will be reminded of the school behaviour policy. This will be strictly implemented and adhered to.

## **Attendance**

Government guidance outlines the return to the legal requirement of all children attending school. Please refer to the school Attendance policy.

## **Curriculum**

We will be implementing a recovery curriculum, ensuring that children are ready to learn. This will re-establish working relationships with children and adults, assessments will take place to establish gaps in learning and there will be an emphasis on healthy lifestyle, including PSHE and wellbeing.

Priority will be given to the teaching of skills and knowledge which will impact on the majority of subjects such as reading and writing. Gaps in mathematics will be identified and taught. There will be a period of catch-up to ensure subsequent learning is meaningful.

## **Further Considerations**

- Teach the children what social distancing means.
- Teach the children how germs spread.
- Teach adults and children to clasp hands which will prevent faces being touched.
- Minimise the amount of jewellery worn by staff.
- Walk around the outside of the building to access toilets.
- Staff should stand up to prevent face to face contamination. Where this is not possible side by side contact only.

- Staff will be strongly advised to wear a visor/ face covering in communal areas.
- Toilets should be allocated to each group and identifiable to children.
- Children should cough into a sleeve or tissue. If a child coughs into their hand they must wash hands immediately. Catch it, bin it.
- All resources for each day must be taken to zones before the start of each day. Access to resource areas will be restricted during the day.