

Gawthorpe Community Academy

Return to school June 2020 Covid 19 Policy into Practice

Please refer to map 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.**
- **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.**
- **All children attending school must be toilet trained.**
- **Intimate care is not possible in these circumstances, due to contamination risk. Parents will be contacted to collect their child in the event of them soiling themselves.**
- **All staff must park on road side. Car parks will not be in use.**
- **School times have been adjusted to accommodate a shorter, 30 min lunchtime. Please note earlier and later start and finish times.**
- No adults allowed into school building unless employed by Gawthorpe Community Academy. Parcels left outside. Parents communicate via enquiries and school phone. The nursery phone will not be answered at this time.
- 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 rail 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 and should not use corridors.
- 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 2 metres apart, 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

- 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 and queue 2 metres apart.**
- Parents will drop children off at the gate, where they will go straight to their allocated entrance and maintain social distancing.
- Children must come in through the gate and into school on their own.

- Pick up zones will be marked out on the playground. These are signposted and marked out. When parents collect their child they must leave the school premises as soon as possible.
- Classes will be split into 2 groups. A maximum of 15 children in each group. Groups will be allocated a teaching space these are called zones. (Except for Nursery where EY ratios will be adhered to and practise will be adjusted accordingly).
- In order to minimise cross contamination children must only bring their coat, a disposable **packed lunch** and water bottle into school. **No** other bags or equipment including sanitizer, PE kit, pencil cases or rucksacks should be brought into school.
- Children will be having a **30 min** 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 and lunch on this desk.
- 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, they will not mix with other groups during the day and they have a separate outdoor 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 and lunch 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 before each session and will remain in that zone.
- Work will be self-marked to minimise cross contamination.
- Outdoor learning will be prioritised where possible.
- Staff outdoor seating area at the front of school.

Cleaning

Hand / glove washing

- when entering the building
- Before and after break time
- Before and after lunch
- Before home time
- After using the toilet

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

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

Desks, chairs, surfaces and bathroom areas will be cleaned 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.

The guidance states that clean clothes should be worn each day.

Equipment/ toys (including outdoors) will be washed thoroughly before each session and will remain in that zone.

Teaching and support staff will leave the building as soon as possible after children have left the building.

Behaviour

Where children do not follow guidance or behaviour is inappropriate parents will be contacted to collect their child.

Further Considerations

- Teach the children what social distancing means and what 2m looks like.
- Teach the children how germs spread.
- Teach adults and children to clasp hands which will prevent faces being touched.
- No watches or wrist jewellery should be worn.
- 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.
- 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.
- 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.