



**Great Chart Primary School**  
**Return to School Policy**  
**Plan and Procedures**  
**For all Year Groups**  
*Summary Version*

*(for detailed information please refer to the full guidance)*

**March 2021**

**The following policy is written to provide the school community of Great Chart Primary School with an awareness of how we are going to approach a return to school for all pupils. Great Chart Primary School will continue to follow Government guidance, considering the needs of our local community.**

**This will be amended following advice from central Government and Kent County Council**

## **PREVENTATIVE GUIDELINES**

### **Public Health Advice**

We will aim to follow Public Health Advice to reduce the risks. Essential measures include:

- A requirement that people who are ill with covid 19 symptoms stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

The procedures to reduce contacts will include:

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks, where practical
- Staff maintaining distance from pupils and other staff as much as possible

### **Face coverings**

The government has stated that Primary school children will not need to wear a face covering. However, if guidelines are changed we will inform parents immediately with any updates. Although not recommended, if parents wish their child to wear a face covering this can be discussed with a member of the SLT.

For staff and visitors face coverings should be worn in situations where social distancing is difficult eg in the staffroom.

For parents who come onto site face coverings must be worn at all times.

Please follow the Government Guidelines on the safe use of face coverings.

### **Hand washing**

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. We will ensure that pupils clean their hands regularly, including

- When they arrive at school
- When they return from breaks
- When they change rooms
- Before and after eating

### **Respiratory hygiene**

The 'catch it, bin it, kill it' approach continues to be very important, so we will ensure that we have enough tissues and bins available in the school to support pupils and staff to follow this routine.

### **Enhanced cleaning**

We have put in place a cleaning schedule that ensures cleaning is enhanced and includes:

- More frequent cleaning of rooms / shared areas that are used by different groups

- Frequently touched surfaces being cleaned more often than normal including trim tails and equipment
- Toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet

All classrooms are provided with hand sanitizer and cleaning products.

### **Keep occupied spaces well ventilated**

- Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
- Natural ventilation – if necessary external opening doors may also be used

### **Minimise contact between individuals and maintain social distancing wherever possible- Groupings**

- Year group bubbles
- Staggered start and finish times
- Staggered break and lunch times
- Adults to remain 2 metres apart

We will aim to keep children in their class/ year groups for the majority of the time, but will allow mixing into wider groups for wraparound care, providing pupils maintain good hygiene routines.

### **Measures within the classroom- social distancing**

- Staff to remain 2 metres apart
- Older children encouraged to social distance
- Seating pupils side by side and forward facing

### **Measures elsewhere- Assemblies and large gatherings**

Large groups will be kept apart. Assemblies for one Year group will take place in the small hall and Assemblies for two year groups will take place in the large hall, with at least 2ms apart between the year groups. Doors and windows to remain open.

Shared Assemblies/ shows with parents and visitors will not take place for the time being.

### **Movement around the school**

Movement around the school will be limited. While passing briefly in the corridor is low risk, we will avoid creating busy corridors, entrances and exits.

### **Playtimes**

We will have designated play areas for year groups.

### **Measures for arriving at and leaving school**

We will stagger start and finish times but endeavour not to reduce the amount of overall teaching time. Parents will drop their children off at allocated times and if at all possible avoid coming onto the school grounds at drop off time.

## **Other considerations**

### **Equipment and Resources**

Equipment and resources are integral to education in schools.

For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. ***Children will be encouraged to bring their own equipment to school in a named pencil case in Y1-6.***

Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Outdoor playground equipment such as trim trails will be frequently cleaned.

It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

## **GENERAL ORGANISATION**

### **Attendance**

From the 8th March the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

**Pupils who are shielding or self-isolating- please refer to Full document**

### **Safeguarding and support**

- We will continue to follow our safeguarding policy.
- There will always be a Designated Safeguarding Lead (DSL) on site daily.
- There will always be a trained first aider on site daily.
- The Family Liaison Officer will be available to support children and families.

### **Behaviour expectations**

We will continue to follow our school's behaviour policy. In addition to this, we will adhere to social distancing measures for all members of our school community ; this is to ensure the safety and well-being of all. Any pupil that breaks our social distancing rules deliberately will be deemed a 'risk to themselves and others' we will therefore ask the parent to collect the child immediately.

## Staggered Start and Finish Times

The day will start with staggered opening and finishing times limiting the number of pupils and staff in school at any one time, protecting our school community and ensuring the measures we have put in place can be carried out effectively.

### Drop off

- Depending on which year group your child is in there will be different drop off/ pick up times. (We apologise as we can not accommodate siblings with different times)
- **It is really important that pupils are dropped off on time.** Parents **MUST** adhere to these times to ensure we can follow social distancing guidelines.
- We advise parents to follow safe social distancing whilst waiting outside.
- Only one parent to drop off.
- The pub car park has been allocated for a waiting area in the mornings so unfortunately parents will not be able to use it to park.
- Parents of pupils from Y1-6, if possible, will drop their children at the main drop off gates and children will be supervised and directed by staff to access the playground gates.
- For Y6 children who walk to and from school, parents must be secure in the knowledge that their child will socially distance themselves.
- In the morning children are greeted by their class teacher or TA at the time allocated ( It is vital staff are punctual) at the appropriate gate and will come straight into school and not stay on the playground.
- Children not arriving at allocated time slots to enter via school office.

### Pick up

- Parents to wait at the allocated pedestrian gate for a member of staff.
- At collection times children will be brought to the playground gate. Parents will be allowed on site to wait for their child but only at the correct time and will need to leave once they have collected their child.
- Only one parent to pick up.
- Only Y6 have permission to walk home on their own. Parents must ensure that Y6 pupils follow the current government guidelines when they leave the school premises.

	Gate to enter the site	Gate to enter the building	School Start time	School finish time	Enter school via....
Year 6	KS2 pedestrian gate	KS2 Playground	8:20am	2:40pm	Year 6 Classroom doors
Year 5	KS2 pedestrian gate	KS2 Playground	8:30am	2:50pm	Year 5 door
Year 4	KS2 Pedestrian gate	KS2 Playground	8:40am	3pm	Year 5 door
Year 3	Main pedestrian gate	KS1 Playground	8:20am	2:40pm	Y2 door
Year 2	Main pedestrian	KS1 gate	8:30am	2:50pm	Year 2 door

	gate				
Year 1	Main pedestrian gate	KS1 gate	8:40am	3pm	Year 2 door
EYFS	Main pedestrian gate	KS1 gate	<b>8.45am</b>	2:30pm	EYFS door
Goldwell	KS2 Pedestrian	KS2 Playground	8:50am	3:10pm	Goldwell

### Lunch times/Play times

- We will have staggered play times and lunch times
- Each year group bubble will be allocated a play area.
- Climbing frames and trim trails will be used but metal surfaces will be cleaned after each playtime.

### Lunches

- School lunches will be offered but the menu will look different to our normal offer. Please view the menu on the website.

### Water and mid morning snack

- Children will be encouraged to bring named water bottles to school.
- Water fountains will only be used to refill water bottles and not for direct drinking.
- Water fountains will be cleaned 3 times a day.
- For KS2 mid morning piece of fruit or vegetable can be provided by parents. No other snacks will be allowed. The normal KS1 Fruit and Veg scheme will be in place.
- Milk will be offered to EYFS children in the morning (age 4 years old)

### Toilets

- Toilets will be cleaned 3 times a day including staff facilities- breaktime, lunchtime and after school.
- Bubbles will be allocated to toilets.
- The disabled toilet is allocated for a CEV member of staff. Toilet facilities will not be available to parents and pre school pupils. (For a pupil waiting to be collected with suspected covid symptoms. the disabled toilet will need to be used- The toilet would have a deep clean if this happens)
- If children have a toileting accident, parents will be called in to support their child.

### Parents and visitors

- During this period we ask parents to not come to the school office but to communicate by phone or email. The only exception to this is when school has contacted a parent to come and collect their child.
- Parents must implement their own social distancing.
- Visitors to the school site should be limited and only essential visitors should be admitted (e.g. lunch delivery).
- Suppliers and contractors should be encouraged to attend the site for essential business only and if possible, outside of the teaching hours.

## **Communication**

- Communication with teachers will need to come through the main office and no longer through Google Classroom
- Please refer to the Communication's Policy on our website.

## **Develop remote education so that it is integrated into school curriculum planning**

Remote education will continue to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. There will be online provision of educational activities for children to access when they are at home if they have to self isolate. Teachers will try all they can to continue to support online learning as far as reasonably practicable in terms of commenting on pupils work etc. Please refer to the Remote Learning Policy

## **Curriculum- please refer to the Full document**

## **Pupil wellbeing and support- please refer to the Full document**

## **Transition for children coming back to school**

Staff will be conscious that many children have not been in school for another long period of time and so will be displaying a whole range of emotions. Before any 'formal' teaching takes place staff will ensure that children feel happy and safe at school. There will be plenty of opportunities for children to discuss their emotions and any concerns. During the first week back children will be involved in induction activities to help them settle into their new classes and year groups.

## **Wrap Around Care**

Breakfast Club will continue:

- Children will sit at tables, in their year group bubbles, to eat their breakfast and then to enjoy some activities. They will not be able to move around the hall.
- It will not be possible for children to avoid sitting opposite each other, so please can parents be aware of this
- Breakfast club will run from 7:45- 8:40 (for this period only).

## *After School Club*

*This will resume after the Easter Holidays. Kent Play Clubs will contact parents with regard to their After School Club provision.*

## **Trips**

Currently the Government is advising against all educational visits at this time. This advice will be kept under review. We are not sure of any implications with regards to the residential at this current time.

## **Uniform**

Any potential issues with school uniform can be discussed with Mrs Pang or a member of staff. We appreciate that children may have grown and it may be tricky buying new uniform at this time. If this is the case please ensure your child wears something as close to our uniform as possible.

From Term 5 our high expectations in terms of our uniform and footwear will resume. Uniform plays a valuable role in contributing to the ethos of our school and sets an appropriate tone. All pupils will need to follow our policy.

Pupils will need their PE kit in school from Monday to Friday when it will be sent home to be washed. As all classes have their own room and cloakroom we are able to organise safe changing areas. PE will be outside where possible so outdoor kit will be necessary. (Y6 may make their own arrangements in terms of PE kits)

### **Outside agency clubs**

Outside agency clubs will continue but will follow their own guidelines. Please wait for further information.

### **Extra Tuition after school sessions**

We will continue with our extra tuition sessions for pupils in Y3-6. If your child is invited to one of these sessions it is really important for them to attend so that we can ensure they make the best progress possible by the end of the year.

### **Birthday sweets**

We recognise that children will want to continue to celebrate their birthdays with their friends. If your child would like to give out sweets, please ensure they are in pre packaged bags.

Thank you for your support