

Sandy Lane Primary School COVID 19 Handbook

September 2020

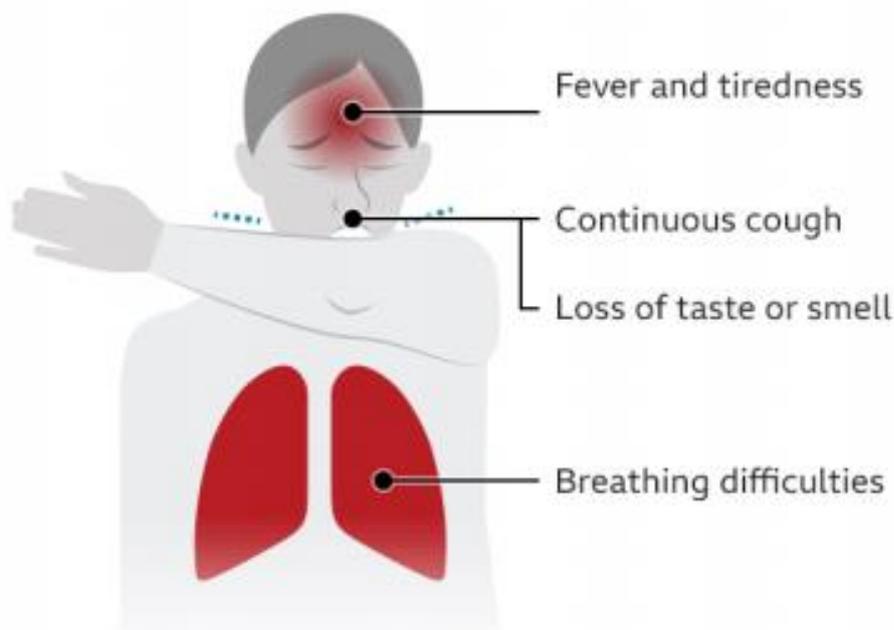
Contents

- **COVID-19 Symptoms**
- **Introduction**
- **Guidance and actions put in place to minimise the risk of infection**
- **Public health advice to minimise COVID-19 risks**
- **Whole school control measures**
- **Lunches, toilets, cloakrooms**
- **Classroom control measures**
- **First aid**
- **Cleaning**
- **Dealing with a child with Covid 19**
- **Dealing with staff with Covid 19**
- **When to get a test**
- **Testing Websites**
- **School Uniform**
- **Cleaning**
- **Daily routines**
- **Bright Sparks**
- **School Bus**

COVID-19 Symptoms:

- **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.

Coronavirus: Key symptoms



Introduction

The re-opening of Sandy Lane Primary School will be undertaken with due regard to the latest government and scientific advice available to us at the time. We have worked closely with the governing body and Bradford Local Authority to ensure that the safety of our pupils, staff and parents is paramount at all times.

Guidance used by school leaders to minimise the risk of infection in the school environment.

- Guidance for full opening – schools. **DFE**
- Key Actions List- taken from **DFE Advice on opening schools.**
- Sandy Lane Primary School Coronavirus Risk Assessment
- COVID-19 Risk Assessment: **Bradford Local Authority Risk Assessment.**
- COVID-19: implementing protective measures in education and childcare settings **DFE (Department for Education)**
- Planning guide for primary schools. **DFE**
- COVID-19: cleaning of non-healthcare settings guidance. **UKGOV**

Government Guidance for Schools

Public health advice to minimise COVID-19 risks

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contact and maximise distancing between those in school wherever possible and minimising potential contamination as far as is it practically possible

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks in KS2
- staff maintaining distance from pupils and other staff as much as possible

Whole school control measures:

- There will be a one-way system around the school playground. Parents and pupils will enter the school through the top gate, walk down the side path into the playground and leave via the bottom gate.
- There will be a staggered start to the school day to minimise the amount of pupils and parents on the playground at any one time. EYFS and Key Stage 1 will start at 8.45 am and Key Stage 2 will start at 9.00 am.
- A member of staff will greet the children and ask them to wash their hands as soon as they enter their classroom.
- Parents will leave via the bottom gate.
- **EYFS** parents will enter the playground through the middle gate and line up outside the EYFS door (2m lines will be on the floor). A member of staff will meet the child and bring them into school. At home time the parents will line up outside in the same way and the children will be brought to them.
- At home time, classes will wait in the classrooms. The end of the day will also be staggered, EYFS and Key Stage 1 will finish at 3.00 pm and Key Stage 2 will finish at 3.15 pm. Teachers will look out of the windows and send the children to the parents once they see them.
- Parents will be asked to communicate with their child's class teacher using Class DOJO. Face to face meetings can be arranged if needed, please ringing the school office to arrange this.
- Parents will be able to call into the school office. We will only be able to see one parent at a time. There will be a waiting point outside the school office.
- The box outside to main entrance for parents to drop off and collect items will still be available.
- Each Key Stage in school will make up one bubble.

- Inside the building there will be 3 one ways systems, the systems should only have to be used at playtime and lunchtimes. Children do not have to use the system when going to the toilet between lessons as the risk of transmission when passing in a corridor is very low at this time.
 - Yr 1/2 – in blossom and out at Ash
 - Yr 3/4 - in Ash and out Willow
 - Yr 5/6- in Bonsai and out Elder
 - EYFS – children will be closely monitored there will not be a one-way system
- The hall will be used for lunches. Phase bubbles will go for lunch using a rota system. The hall will be split into 2 zones to allow for cleaning down of all tables and chairs in between each phase.
- The playground will be split into 2 zones, these will be coned off. Each phase bubble will be given a zone to use at playtimes and lunchtimes and a rota system will be used.
- Signs to ensure one-way systems are clear will be added to all corridors and outside areas.
- All windows and doors will be kept open to provided good ventilation.

Lunches, cloakrooms and toilets

- Cloakrooms will be used in phase bubbles. Children **MUST** only use a school book bag, as this ensures they will fit on their individual peg. Book bags can be bought from our school uniform suppliers. Firth's in Keighley, Henry Smith's in Shipley and Natasha's in Bradford and School Trends online. (Natasha's take FSM school uniform vouchers)
- Beech class will have a rail for their coats within the classroom to ease congestion.
- Children may bring their lunch in a lunch bag/box that is clearly labelled and their own water bottle. These must go home every night and be washed.
- Children will use Toilets in their own area. Toilets will be cleaned at lunchtime.

Classroom control measures:

- Under government guidance, class sizes will return to normal.
- Where possible children's desks will be arranged so that children are facing forwards.
- Groups of children from different phases will not mix at any time.
- Within the classrooms, children will be given their own stationary and pencil case.
- All classrooms will have cleaning equipment. Tables and high traffic areas such as backs of chairs, sinks and doors are to be wiped down at lunch time.
- At the end of each day all rooms in school will be sanitised using a fogging machine.

First aid:

- Children needing minor first aid will be seen by the members of staff within their bubble. E.g. plaster for a graze
- In the event of more severe injury a first aider will be called. All first aid incidents will be recorded on CPOMS and a wrist band will be placed on the child.
- If the children have a head or more serious injury their parents will be rung.

Dealing with a child that is showing COVID-19 Symptoms:

- **If a child displays signs of Covid 19 at home, they must not come to school. They should seek a test. Similarly, if a family member displays symptoms of the virus the family must self-isolate until a negative test has been obtained.**
- Children with symptoms starting in school time will be taken to Dynamo room, the member of staff dealing with the child will wear PPE. There will be PPE on each phase corridor, first aid area and cleaning cupboard. The child's parents will be contacted and asked to take them home. Siblings will also need to be taken home to self-isolate until a negative test result is obtained. Parents will be asked to get their child tested and the child and siblings can only return to school once the test result has come back negative or they have isolated for 14 days.
- Confirmation of a negative test result will be required in order for the child to re-enter school if before 14 days.
- All areas where the children have been will be cleaned down.

Staff displaying COVID-19 symptoms:

- If the symptoms start before work, stay at home, arrange for a test and only return to work once the result has been returned negative or they have isolated for 14 days.
- If the symptoms start at work, go home immediately, inform SLT via phone if necessary, arrange for a test and only return to work once the result has been returned negative or they have isolated for 14 days.
- If the test results of a staff member or child come back positive all members of that bubble must self-isolate for 14 days.

When to get a test:

- **Do not wait**
- **If you have symptoms, get a test as soon as possible. You need to get the test done in the first 5 days of having symptoms.**

Getting a Covid19 Test- useful websites:

- <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>
- <https://www.bradford.gov.uk/health/health-advice-and-support/coronavirus-testing-in-bradford-district/>

School Uniform:

- Children will be expected to wear school uniform every day.
- Parents should where ever possible provide clean uniform each day a child is in school. Children can wear their PE kit on none PE days if this supports the washing and drying of uniform on a daily basis.

Cleaning:

- All areas of school will have cleaning equipment available. This includes offices, toilets and classrooms.
- Enhanced cleaning will take place as per DFE guidance.
- Classrooms will be wiped down each lunchtime and additional times if staff feel this is needed.
- Corridors, toilet doors and sinks will be cleaned at lunchtime as well as the end of the day.
- Posters will be added to ensure staff and children are aware of new cleaning expectations.

Daily routines:

- Phases bubbles will follow their own timetables, with start and end of day times linked to the staggered school re opening. These will be available to see on the school website.
- Children and staff will be expected to wash their hands as they enter the building. Hands should be washed, before and after playtime and lunchtime and once again in the afternoon and before the children leave at the end of the day.
- We will be starting the school year with a whole school theme **Do Something Amazing!** Throughout the first 3 weeks the children will have time to settle back into school routines and address any worries they may have about returning to school. Work will be linked closes to PSHE, mental health and our Magic Mondays!!

Phase Bubble	Start of Day	Break	Lunch	End of Day Monday – Thursday	End of Day Friday
EYFS Zone A	8.45 am	9.30 am	11.30 am -12.15 pm	3.00 pm	1.00 pm
Key Stage 1 Zone B	8.45 am	10.45 am	11.50 am - 12.35 pm	3.00 pm	1.00 pm
Lower Key Stage 2 Zone A	9.00 am	10.30 am	12.10 pm – 12.55 pm	3.15 pm	1.00 pm
Upper Key Stage 2 Zone B	9.00 am	10.30 am	12.30 pm – 1.15 pm	3.15 pm	1.00 pm

Bright Sparks:

- We are really pleased to be able to re-open Bright Sparks in September.
- The club will be run in the hall to allow us to keep all phase bubbles separate. The prices mostly remain unchanged and are listed below.
- Bright Sparks will be open on a Friday afternoon to provide childcare for families who need it, this has been costed at a discounted price.
- To book your children’s sessions please visit:
<https://sandylanepriaryschool.schoolipal.co.uk>

Times	Cost per session
7.30am - 8.45am (with breakfast)	£3.25
8.00am - 8.45am (with breakfast)	£1.50
3.15pm – 5.15pm (with snack)	£5.20
3.15pm – 4.30pm (with snack)	£3.25
3.15pm – 4.00pm	£1.50
Friday 1.00 pm – 3.15 pm	£4.00

School Bus:

- The school bus will continue to run at the usual time every afternoon.
- Unfortunately, school has been unable to secure a service on Friday lunchtime. If parents need their children to use the bus at the usual time of 3.15pm on a Friday afternoon. They will need to book their children into school’s Bright Spark facility for that afternoon.

Should you have any questions about the start of school for your child(ren) before the start of school please contact Mr Cooper / Mrs Newsome at:

john.cooper@sandylane.bradford.sch.uk

fiona.newsome@sandylane.bradford.sch.uk

We look forward to welcoming back all our children on Wednesday 2nd September.

Best wishes

**Mr J. Cooper
Executive Headteacher**

**Mrs F. Newsome
Head of School**