



Coronavirus Closure: Re-opening to all children

Drafted July 2020 for September 2020 implementation

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Introduction

This plan for full re-opening serves a number of purposes.

It sets out for staff our expectations regarding the operational procedures for the full reopening of school as well as outlining the measures in place, including additional measures, to ensure that school is as safe as can be.

It also works as a guide for parents and families; setting out what everyone needs to do in order to keep school safe. It sets out the role parents have at drop off and pick up, highlights the need for their availability during the school day and explains how different school will be post lockdown.

The plan is a fluid document and will be subject to change as new routines and procedures are evaluated and adapted so that school can continue to operate. It reflects the government's guidance at the time of writing.

Rationale

In his briefing on July 2nd 2020, Education Secretary Gavin Williamson announced the intention for primary schools to begin further planning to welcome all children back to school in September. This decision is based on *'the balance of risk being now overwhelmingly in favour of children to return school.... the benefits of being back in school far outweigh the very low risk from coronavirus.'*

Guidance was also distributed on July 2nd to schools that would guide the reopening of schools. This document has been written with the DfE guidance as its foundation and running throughout its core. It is important to note that no one at Midhurst Primary is in a position of expertise in relation to coronavirus and all actions are taken with the DfE guidance in mind. While this document sets out our plan to continue to mitigate risks associated with Covid-19, we cannot guarantee that all risk is eliminated. The guidance used to form this document can be found at:

Education and childcare during coronavirus - Guidance for full opening - schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

There is a concern among stakeholders that school must be safe for staff and children in order to reopen fully and it is the aim of this plan to mitigate those concerns and risks so that it is safe to do so.

The "guidance for full opening" document has provided the core approach we are taking to make school as safe as possible, including an ongoing system of controls with the following essential measures:

- 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 contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Minimising contact with those who display coronavirus symptoms is absolutely vital in limiting any infection at school and relies on the good faith of families within our community that they will follow government guidance on social distancing and isolation at all times and especially in the event of someone in their household displaying coronavirus type symptoms. Parents sending their children need to be aware that they will be asked to collect their children as soon as possible if their child demonstrates what staff believe to be coronavirus type symptoms.

Cleaning hands and ensuring "good respiratory hygiene" are cultural aspects of school life that had already been introduced, heavily promoted and taught prior to school closure on March 20th. These will continue to be promoted and enforced moving forward.

Cleaning frequently touched surfaces is not something our whole staff team would have been involved with prior to the current health crisis. However, in order for Midhurst Primary to open, it is expected that all staff take some responsibility for keeping school clean and infection free.

The final control of “*reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable*” is the most important control measure we can put in place and will shape the way that the whole school reopens.

The guidance gives further detail stating that the school should consider reducing contact by:

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

Children will be taught in their usual whole class year groups with their class teacher and teaching assistant(s). The guidance states: ***We recognise that, younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.*** The guidance places an emphasis on the importance of minimising any risk by containing children in groups - in our case class bubbles - that do not mix with other adults or other children. ***It is important for parents and families to know that we cannot guarantee the social distancing of children from one another and that staff will work to maintain social distancing from children. It is impossible for school to guarantee that social distancing will eliminate risk.*** This will mean that there will be inevitable cultural changes to Midhurst CE Primary School and for some children and families this may be unsettling - we will work to support those families that have concerns but this document remains the core guide for school to keep everyone as safe as possible as per government guidance.

It is essential that all families and staff attending Midhurst Primary adhere to the guidance set out in this document and support us in its implementation if we are to be successful in keeping our community safe.

At Midhurst Primary we have a duty of care for the safety of our staff and children. We expect that parents who come to school uphold the principles of this document and follow the rules set out within it. Parents and carers who do not follow the rules within the plan will be asked to leave the school site.

We ask that parents spend time with their children discussing the contents of the plan and ensure that they have a good understanding of what is expected of them prior to their return.

If a child is unable to follow the rules set out in this guidance and school believes that they may be putting others at risk with their behaviour, we will ask that parents come and collect them from school.

There are additional changes to our school routine and operation that will also need to be made in order to mitigate risk outlined in each section of our Phased Re-opening document.

General School Setting Information

The DfE Guidance states: *Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.*

This means in addition to class bubbles we will be taking further steps to ensure that groups of children and staff do not come into contact with people who are not essential to the running of our school and its' curriculum offer.

These include:

Parents only having access into school via the front office and only for urgent/emergency issues. Ideally any contact or meetings should be carried out over the phone. Parents will not be permitted into classrooms. Parents will only be allowed into school to support their child in the event of a first aid or illness related issue.

Midhurst Primary children can now be supported by volunteers and external providers.

Once school is open to all year groups we will allow volunteers, subject to the usual DBS checks, to come back in to work with children. We will be welcoming back external providers who work at other school settings-this includes Aspire coaches and Madame Byers. Some school events and trips will be able to take place once again - e.g. Forest Schools sessions and local trips/visits.

In order to maintain the class bubbles children will be spread out across the school site as follows:

Reception	Location	Quad building
	Teacher/Teaching Assistant	Miss Channon/Ms Rose/ Mrs Cobbold
	Toilets	In quad class base
Year One	Location	Y1 classroom
	Teacher/ Teaching Assistant	Miss Hurrion/Miss Glenn
	Toilets	In Y1 class base
Year Two	Location	Y2 classroom
	Teacher/Teaching Assistant	Mr Aldren/Mrs Thurley/ Mrs Waldron
		In Y2 class base
Year Three	Location	Y3 classroom (last classroom by bank)
	Teacher/Teaching Assistant	Mrs Alden (Mon - Tues) /Mrs Moorcroft (Weds - Fri)/ Miss Marsh/Mrs Mepstead (mornings)
	Toilets	Inside by library
Year Four	Location	Y4 classroom (second classroom from bank - next to Y3)
	Teacher/Teaching Assistant	Mrs Griffiths/Mrs Lowing
	Toilets	Outside - playground facing

Year Five	Location	Y5 classroom (Second classroom in from end of row - adventure playground end)
	Teacher/Teaching Assistant	Mr Ind/Mrs Lewis
	Toilets	Outside playground facing
Year Six	Location	Y6 classroom (end of row by adventure playground)
	Teacher/Teaching Assistant	Mrs Bowles/Miss Austin
	Toilets	Inside by library

School will be open from 8.45am until 3.25pm **Monday to Friday**.

- Drop off and pick up times will be staggered to limit the amount of adult to adult contact taking place.
- Classrooms will be adapted to allow for social distancing as much as possible.
- Play time and lunch times will be phased.
- Assemblies in the hall will not take place.
- Our curriculum will be adapted to keep everyone as safe as possible.
- We will now be able to run our wraparound provision of Breakfast Club and After school club

Further information on each of these areas can be found further on in our plan.

PPE

The guidance for full opening of schools advises against the use of additional PPE for teaching and school staff beyond what they would usually need.

Children may wear masks on their way to and from school but should remove them before entering the premises and store them in a plastic sealable bag. Staff will not be required to wear face masks in usual circumstances in classrooms or the school building in line with DfE guidance.

Additional PPE will be available for:

- Cleaning-gloves will be provided for staff using cleaning materials.
- First aid-The usual provision of gloves will be available for responding to usual first aid and illness concerns. Aprons and facemasks are also available.
- Intimate care -Where direct intervention is necessary by a member of staff they should wear appropriate PPE as is usual practice.

Guidance states that additional Covid-19 related PPE will be available if: *an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.*

We have a stock of aprons, gloves and masks.

Classrooms

In Key Stage one and Key Stage two classrooms:

- All surfaces should be as clear as possible including sink areas and table tops. Any unused equipment and resources should be cleared away in to cupboards. An area in the spare classroom will be set aside for any items that need to be moved.
- Where possible, desks should be set out in rows to allow children to face the front, with space in between each row. Only enough chairs for the children in the classroom should be in place.
- Desks should be arranged in such a way as to allow access to and distancing around the classroom sink.
- All children will have their own individual tray in which they can store equipment and books. These will not be touched by other children.
- Each child must provide their own water bottle stored on their desk.
- Children are now able to store their belongings in the class cloakrooms. However, the only equipment they should bring to school is their water bottle, lunch box and reading folder/book. Coats are essential as we will be outside for play in all weathers as much as possible. Belongings should all fit in one bag that can be easily stored in the cloakroom. PE kit will not be necessary as children will be expected to wear PE clothes on their allocated PE day. On non-PE days children will be expected to be in school uniform including school shoes.
- As much as possible, children should remain seated with minimal movement around the room at any one time. If a child is going to wash their hands they should proceed one at a time to the sink, wash their hands and then return to their seat. If they are waiting to go outside they should stand behind their chair and avoid touching anything.
- In each classroom there will be a stock of gloves, cloths, bin liners and cleaning spray. This should be kept out of reach of the children. Desks and surfaces will be cleaned routinely throughout the day. This will be done by staff members.
- Bins will be lined. As a bin becomes full a member of the staff team should use gloves to remove the bin bag, tie it and remove it.
- As much as possible, all entry and exit to the classroom should be via the external class door.
- Every time a person (staff member or child) enters a classroom they should wash their hands/hand sanitise regardless of the amount of time they have either been out of the classroom or intend to be in the classroom.
- Weather permitting, all doors and windows should be kept open at all times to allow the flow of air. Staff and children will be encouraged to wear layers to stay warm in the event of colder weather.

In our reception classrooms:

Staff will do their best to maintain a social distance from the children.

The toys and resources that Reception will be able to use will be limited in line with DfE guidance.

Toys and resources used will be regularly cleaned.

Children will wash their hands between activities.

The guidance states that: *Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly.* We will not be able to guarantee that equipment will be cleaned between use by children within each group.

Children are now allowed to store their belongings in the class cloakrooms. However, the only equipment they should bring to school is their water bottle, lunch box and reading folder/ book, when these are issued. Belongings should all fit in one bag that can be easily stored in the cloakroom. PE kit will not be necessary as children will be expected to wear PE clothes on their allocated PE day and in Reception formal PE lessons don't start until January. On non-PE days children will be expected to be in school uniform including school shoes.

Toilets

Children's toilets:

Each class bubble has allocated toilets for use.

Reception	Location	Quad
	Toilets	In class base
Year One	Location	Year One classroom
	Toilets	In class base
Year Two	Location	Year Two classroom
	Toilets	In class base
Year Three	Location	Year Three classroom
	Toilets	Indoor toilets by library
Year Four	Location	Year Four classroom
	Toilets	Outside, playground facing
Year Five	Location	Year Five classroom
	Toilets	Outside, playground facing
Year Six	Location	Year Six classroom
	Toilets	Indoor toilets by library

The following information relates to all toilets - including staff toilets:

- Two children from the same class bubble in toilet areas at a time.
- Staff toilets - only one at a time.
- Toilet lights should be left on.
- Every person using a toilet should wash or sanitise hands prior to use.

- Hands should be washed after using the toilet.
- It is essential that children must only use the toilet allocated for their class bubble. Children in Reception and Year One should be encouraged to use the toilet regularly to avoid “emergency” visits.
- Bins will need to be monitored throughout the day and emptied when necessary. Bins should be lined with a bin liner. When emptying the bin, gloves should be worn.
- Toilets used by more than one bubble should be cleaned at lunchtime as an extra precaution.

Hall

The hall will be used for Breakfast Club from 7.55 – 8.45am

At lunchtime the hall will be used for hot school meals served to Reception class only.

It will be out of use for other activities/time, unless required for small intervention groups such as RWI.

Any resources required from the hall must be accessed and retrieved either before school or after school as much as possible, following handwashing guidance.

Office

The office is in effect its own “bubble” and children should not enter the office unless in an emergency.

Office staff are able to space themselves out using social distancing while in the office.

Keyboards and equipment should be wiped down prior to use using cleaning wipes.

The office hatch must remain closed at all times.

Any deliveries to the office should be placed in the tray outside the office on the table.

Registers and school meal orders will be collected by office staff. No children/other staff will be required to move through the building.

Visitors to the office will be directed to remain at social distancing markers.

Deliveries from outside the school building will be left outside the office under the canopy except any food deliveries for Chartwells which will be made directly to the school kitchen.

While we prefer payments to school to be made using the school money system, we are now once again able to accept cheque and cash payments. Please help us by ensuring that these payments are sent in using a sealed envelope with full details of the payment on the front.

Staffroom

It is essential that staff have some space on site to eat their lunch, have a drink and some respite throughout the day.

All staff should wash their hands or sanitise prior to entering the staff room.

The staggering of play and lunch times means that the staff room is unlikely to be overcrowded and social distancing maintained.

Staff should avoid using the tall seats and table as this leads to crowding around the tea making and dishwashing facilities, as well as being face to face.

Chairs will be marked to enable social distancing.

Space, with chairs and benches, will be made available for staff outside the staffroom, along the side of the school on the grass. If chairs are taken out, please return them.

Any crockery and cutlery used must be placed in the dishwasher -not the sink.

Staff would be welcome to bring their own mug and crockery to school if they prefer.

Playtimes and Lunchtimes

DfE guidance states that we should: *consider staggered break times and lunch times.*

To that end playtimes and lunch times will be altered considerably to the playtimes that children usually experience.

Playtime will be staggered in the morning. Afternoon play has been removed to maximise learning time.

- Year Three, Year Four, Year Five & Year Six: 10.30 – 10.50am
- Reception, Year One & Year Two - 10.50 – 11.10am

Lunchtimes:

- Reception, Year Three, Year Five & Year Six: 12.00 – 12.30pm – eat lunch/12.30 – 1.00pm out to play
- Year One, Year Two & Year Four: 12.00 – 12.30pm out to play/ 12.30pm – 1.00pm – eat lunch
- Playground Zones – each class bubble will have an area for a day. Initially, both adventure playgrounds will be closed.

Dry weather:

- Zone 1: Bottom playground to include fenced area outside the quad
- Zone 2: Top playground
- Zone 3: Field - tyre park end
- Zone 4 Field - fence end

Wet weather (but not indoors)

- Zone 1: Bottom playground
- Zone 2: Fenced area outside the quad
- Zone 3: Top playground outside Y3/4 classrooms
- Zone 4: Top playground outside Y5/6 classrooms
- Reception groups may prefer to use their outside area if wet.

Wet weather:

- Children and staff will remain in their class bases.

At playtime, we will try hard to engage children in socially distant play this means they may not be able to play as they normally would – football will not be played nor any other game that increases the likelihood of physical contact. School will continue to source playground resources that could be used so that children have something to do at playtime, however this is contingent on their ease of cleaning.

If a child engages in what school deems to be deliberate and risky behaviour e.g. spitting, deliberately touching another person, parents or carers will be asked to come and collect their child.

Guidance states that play equipment: *can be used and shared within the bubble and cleaned regularly.*

Both adventure playgrounds will be out of use until further notice.

Covering lunchtimes and playtimes will need to be coordinated between the teacher and the teaching assistant supporting them. Either the teacher or teaching assistant will need to supervise the children eating their lunch/or playing outside while the other person has their lunch or break and then they will swap. Every adult should get half an hour lunch break and 10-minute break at playtime.

First Aid

First Aid issues should be dealt with outside in the open air as much as possible either on the playground or just outside the classroom. **All staff should avoid using the hygiene room as there is poor ventilation.**

Where possible first aid should be self-administered under supervision and direction—most children are capable if given a wipe, of cleaning a cut and putting a plaster on. **Where possible avoid moving down to face level with the child.**

PPE Guidance says that no additional PPE is necessary than usual to treat first aid. In the case of Midhurst Primary School this is usually only gloves.

If first aid needs to be administered directly – gloves and a facemask should be used. Each group will be given a first aid kit containing gloves, wipes, plasters and masks. The member of staff using the kit should replenish any used items as soon as possible from the central store in the office.

If a child is vomiting or bleeding profusely aprons are also available for use.

Regardless of what PPE is used to administer first aid, strict hand washing routines should remain in place. Hands should be washed as soon as possible after responding to a first aid incident as possible.

If a child or member of staff begins to demonstrate Covid-19 symptoms:

The child or staff member should be moved into isolation. If possible, this should be outside in the open air.

The office should be notified and parents contacted to come and collect their child urgently.

Any supervising member of staff should maintain a 2m distance from them.

Guidance states: ***an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.***

When dealing with any child we would seek to be reassuring.

Ask the children to move to a space for isolation.

Ask the other member of staff with the group to notify the office.

Obtain a face mask and gloves.

Aprons should only be used if necessary.

Remain close by and supervise child giving reassurance.

All medical waste should be placed in the yellow bin in the hygiene room.

Drop off

Term starts back on Monday 7th September for all children in Years 1 - 6.

Children in our new Reception cohort will have a part time provision offered until Monday 21st September when they will also be in school full time.

The recommendation is that only one parent brings their children to school, if at all possible. For everyone's safety we request that parents adhere to this.

As far as practicable, a member of school staff will be outside school for drop off.

To ensure that we limit as much as possible the number of adults on the school site we are asking that parents drop their children off during specific "windows" of time. If you have more than one child attending you should drop off your children at the earlier time. We ask that only 1 parent accompanies their child to and from school and where possible they are only accompanied by children who are attending school. Where this is not possible additional children must be closely supervised and will be required to stay close to their parent at all times. No child may play on either adventure playground while waiting for siblings at drop off or pick up. There will be no toilets available in school for use by parents or younger siblings.

Key stage two (Years 3, 4, 5 & 6)

Children in KS2 should be dropped off at the front of school. We expect that the majority of KS2 children will be able to make their own way on to the school site. They will follow the path up to the top playground, using markers to help them stay safe. They should make their way to the external door of their classroom. **We cannot guarantee that children entering the school will be able to maintain social distancing from other families and children dropping off on the bottom playground.**

Key stage one (Years 1 & 2)

Where possible we ask that KS1 children follow the same procedures as KS2. We recognise though that they may need to be escorted in by a parent. Parents should follow their way along the path using social distancing markers. On the playground they and their children should observe social distancing from other families and make their way to either the Year One or Year Two classroom. **Please note we cannot guarantee that all families entering the school will be able to maintain social distancing from your family.** Once their child is in the classroom parents and carers should exit school and follow the one-way system down through the staff car park.

Reception

We do not expect reception children to be able to make their own way on to the school site. They should be escorted by a parent to the bottom of the ramp to the quad building.

For all parents dropping off:

All parents should exit via the green gate and through the path marked out in the car park. This maintains a one-way system of traffic through the school. Outside each classroom will be social distancing markers. We ask that all children wait on one until they are called in by their class teacher to sanitise their hands. When the space in front becomes empty they may move forward. This enables us to make sure all children sanitise their hands upon entry and avoids children crowding around sinks.

Normally we would assist parents where children are reluctant to move away from their parents. Given the social distancing measures we are unable to do this. If your child is upset and reluctant to move away from you we would ask that you move away from others and try again, possibly at a later point in the day.

Parents will not be allowed to enter the school building or cloakrooms. Parents are expected to observe social distancing from the classroom doors at all times.

We ask that parents exit the school grounds as soon as possible.

Arrival Windows:

Please do not arrive/drop off before your window unless you are dropping siblings off at school.

- **Year Five & Year 6:** 8.45 – 8.55am
- **Year Two & Year Four:** 8.55 – 9.05am
- **Year One, Year Three & Reception:** 9.05am – 9.15am

Children must arrive within their window of time.

There may be occasions when a child needs to arrive at a different time. They should report to the front office. They will then be escorted around to their classroom and will enter the building via their external doors.

Pick up

Like drop off, pick up will be staggered as well to prevent a build-up of parents queuing to access school. Similar to drop off, we would ask that only one parent picks up and where possible without other children.

During their pick up window children will be ready and waiting. If they have a sibling we will do our best to ensure both children are ready to leave. Please note Y5 & 6 children will be allowed to leave the school site by themselves at 3.25pm.

Parents will make their way along the path in to school observing the social distance markers.

As parents enter the playground class teachers will call the children to leave. Children will remain seated at their desks and will be released from their classrooms one at a time as best we can. Parents must adhere to social distancing guidelines while they wait.

Parents and children should then make their way as quickly as possible off the school site via the path marked in the carpark.

We ask that parents continue to observe social distancing on their way back to their cars and avoid congregating with other families. This will help maintain safety for all children and adults and help protect our neighbours.

Pick up Windows:

- **Reception, Year One & Year Three:** 3.05 – 3.15pm
- **Years Two & Four:** 3.15pm – 3.25pm
- **Years Five & Six:** 3.25pm

In order for us to be successful, we rely on parents being on time to pick up their children.

Curriculum, Teaching and Learning

Teachers have already met and discussed gaps in curriculum coverage and learning due to lockdown and it is our aim to start with these gaps as a focus for moving forward with the children.

As set out in the DfE Planning Guidance at Midhurst Primary School we will endeavor to: *Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content.* While this will be a priority, our first and foremost concern will be the emotional well-being of all children attending.

Teaching styles will need to be adapted so that the majority of teaching takes place at the front of the classroom. While we cannot guarantee that children will be able to maintain social distancing from one another, school staff are still expected to try and maintain a social distance from the children wherever possible. This will mean frequent reminders and reinforcements of expectations.

All classrooms

1. All doors and windows should remain open at all times - weather permitting.
2. Blinds will rarely be pulled down during the school day, remaining up wherever possible.
3. Upon entry to the classroom children should sanitise/wash their hands.
4. Upon exiting the classroom to the playground children should use the hand sanitiser. If this has run out and a staff member is not able to immediately replace it, children should wash their hands using soap and water before leaving the room.
5. If a member of staff or a child needs to move further in to the building from a classroom area either to go to the toilet/staff room they should wash their hands.
6. Children are expected to remain in their seats as much as possible. If they need to move from their seat they are to put their hand up and ask the teacher/teaching assistant.
7. Teaching will be direct and limited in terms of movement.
8. Teachers and teaching assistants may move around the classroom but will limit how close they move towards the children.
9. Any support given to a child will need to be given from a distance as much as possible.
10. Teachers and teaching assistants will not sit directly next to children or move down to be on face level with the children. 1:1 support will take place from a distance.
11. All exercise books will remain in trays. Work will not be collected in for marking. Where possible children will self-mark under teacher/teaching assistant guidance.

12. Working outside the classroom must be coordinated with other class groups. Class groups working outside must remain within a designated area. Children should do their best to maintain a social distance from one another while outside.

Each class bubble will have a box of playground resources that can be used either for physical education or structured playtime games which will be cleaned on a regular basis using warm soapy water solution.

Each child will have a tray containing their books and equipment. They will be supplied with stationery for personal use. Additional resources such as subject specific equipment will be washed regularly between bubble use.

Items must be able to fit neatly in their tray - if it cannot, children will be instructed to put it back in their bag and take it home at the end of the day -they will be asked not to bring it in again.

Children must bring in their own water bottle. They will be expected to take it home at the end of each day to be cleaned.

Reception

The planning guidance indicates that children in reception should be in line with the Early Years Curriculum. **Children will be encouraged to keep a safe distance, however as guidance states: *We recognise that, younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.***

We take the view that we cannot deliver an early years curriculum and expect children to not to come in to contact with one another.

Staff will do their best to avoid all physical contact with children at all times.

Staff will avoid moving down to be face to face level with children.

Staff will not sit opposite children.

Children will still have indoor/outdoor learning.

Children will still have access to toys and resources - albeit limited.

Children will still have access to bikes.

Reading books

Children will now have access to the school library on a rota basis.

All children will continue to have a school reading book that goes home each day. We welcome books from home, or they can be selected from the reading scheme, class book areas and school library. Reading books will remain in their individual trays. Staff will not be collecting in reading diaries.

When books are being changed children will be expected to deposit their book in a central box. Teachers/teaching assistants will place new reading books in children's trays to take home.

Books in the box will be wiped down and/or left for 24 hours before being put back in with the other reading books.

When hearing children read, teachers and teaching assistants will aim to keep two metres from the child reading.

Attendance

The Government have stated that attendance will be compulsory for all pupils from September, except for the usual reasons of illness, or if they have to self-isolate due to exposure to the Covid-19 virus.

As a school we are required to follow this guidance: 'The usual rules on school attendance will apply, including

- a) parents' duty to secure that their child attends regularly at school where the child is a registered pupil
- b) the schools' responsibilities to record attendance and follow up absence.'

However, as always, we will consider each circumstance on an individual basis.

Children

It is paramount for the safety of staff and children that the whole school community adheres to these rules.

Before coming to school, parents should check the temperature of their child. If a parent or carer is in doubt as to whether their child is well enough to attend school **we ask that their child does not attend.**

Children absolutely must not come to school if they or a member of their household is displaying symptoms of Covid-19. In this instance, households should follow self-isolation guidance.

The symptoms we expect parents to monitor for are:

High temperature, new persistent cough, loss of smell/taste or flu like symptoms.

Information relating to symptoms can be found here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Children displaying symptoms will be sent home. Siblings will also be sent home.

Parents sending children to school must be able to make themselves available in the event of a child becoming unwell. School must be supplied with up to date contacts. Parents must ensure that they are contactable throughout the school day.

We will not be able to tell other parents why a child has been sent home.

Medication

There are many reasons why a child may require medication. We will continue to administer oral medication, providing the child is able to give themselves the medication under guidance.

We will not be able to apply skin creams or lotions - including sun tan lotion.

We will not be able to administer ad-hoc medication as previously detailed in our Administering Medicines Policy.

Parents and Carers should not be administering Calpol before school for temperature related illnesses and then sending children to school - this puts the whole school community at risk.

Staff

Where staff are unwell due to showing mild symptoms of COVID-19, they should be referred to testing.

Unexpected closures or lockdown

If there are confirmed cases of Covid 19 within the school community we will be asked to close down specific classes or key stages depending on advice from Public Health England. If this is the case there are contingency plans in place for children's learning to continue at home.

Wraparound provision

New guidance states:

Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term. We recognise that schools may need to respond flexibly and build this up over time. Such provision will help ensure pupils have opportunities to re-engage with their peers and with the school, ensure vulnerable children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.

Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups.

Based on this guidance we have made the decision to open up Midhurst Primary school's breakfast and after school clubs. We will be putting the following restrictions in place to keep the children and staff as safe as we possibly can.

Breakfast Club

Children can be dropped off for Breakfast club from 7.55am at the school reception. The club will be situated in the school hall with tables allocated to each year group to ensure children keep within their class bubble. Breakfast will be provided by staff who will bring the food and drink to the children's table. Activities on offer will be table based, with less movement around the hall than previously, in order to keep everyone safe.

At 8.45am children will be taken to their classroom where they will be supervised by the class teacher until the rest of the children arrive.

Tables will be cleaned by the breakfast club staff.

After School Club

Children will stay in their classroom until 3.25pm when they will be taken to the hall to meet After school club staff, keeping within their class bubbles. After the register has been taken the staff will escort the children over to the quad building.

We will endeavour to keep children in KS1 and KS2 apart by using both rooms in the After School club area. Wherever possible activities will take place outside where children can keep a safe distance from each other. A snack and a drink will be provided as normal, brought to the children by the staff.

Resources for each key stage will be allocated each week according to interest and cleaned on a regular basis.

On pick up parents and/or carers should ring the quad door bell and wait. A member of staff will check who needs collecting and bring children out.

Cleaning

Day to day cleaning will continue on a daily basis. Our cleaning team will focus on areas of high touch contact such as desks, surfaces, light switches and door handles etc. Remember cloth colours - blue for toilets, red for bathrooms and classrooms.

Anyone cleaning will have access to gloves, aprons, and face masks. The use of this PPE is optional.

The guidance for full opening of schools advises against the use of additional PPE for teaching and school staff beyond what they would usually need.

Staff using PPE may wear their own face mask for cleaning if preferred.

Toilets

Toilets will be monitored throughout the day. Due to the control measures already in place and that only children from specific groups are using specific toilets two at a time, extra cleaning beyond the norm should not be necessary. However, toilets shared by Y3 & Y6 and Y4 & Y5 will be cleaned at lunchtime by a member of staff as an extra precaution.

Toilet "etiquette" is routinely taught at primary schools - but regular reminders as to expectations should be reiterated at a much higher frequency.

Classrooms/teaching areas

Each classroom in use will have additional cleaning materials and gloves. It is recommended that tables are regularly cleaned during the day. Children should place their belongings in their tray, turn themselves around while any cleaning solution is applied and then sit back down once cleaning has been completed.

Keyboards and equipment should be wiped down prior to use using cleaning wipes.

Taps and sink areas should be cleaned using warm soapy water after each significant use.

IT equipment

Computers, laptops and i-pads should be wiped down using disinfectant wipes before use. Children should wash hands after collecting/using equipment. While they are washing their hands, staff should wipe the surfaces.

IT equipment should be wiped down after use and laptops/ipads before they are returned to the trolley.

Art Equipment

Paint brushes, and pallets should be washed in warm soapy water. Staff should wash their hands before retrieving resources and distributing them. If children are washing art equipment, they should be monitored and warm soapy water must be used.

Playground Equipment

Any equipment used should be washed down with warm soapy water after use by class bubble. Each class will have a large tub in which they wash equipment by submerging it in warm soapy water. Equipment should be taken out to dry and then put back in the storage box.