

## ST NEOT SCHOOL AND NURSERY

**POLICY FOR RE-OPENING SCHOOL TO ALL PUPILS September 2020, updated 22.10.20, updated 03.01.2021, updated 28.4.21, updated 12.5.21.**

**It is the intention that this policy supersedes other policies where they are in conflict. It is the school's intention to follow the latest government guidance and advice.**

**This is a dynamic document and will be amended in accordance with advice received from the Department for Education.**

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm\\_source=11%20May%202021%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=11%20May%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. This is the set of actions schools will take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail below.

### **System of controls**

#### **Prevention**

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, the use of face coverings in schools (secondary).
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

#### **Response to any infection**

- 9) Engage with the NHS Test and Trace process.

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

**There is a requirement that if staff or children are ill that they stay at home.**

**IF PARENTS TAKE CHILDREN FOR A COVID-19 TEST THE SCHOOL MUST BE INFORMED.**

Current DfE guidance regarding shielding and self-isolation will be followed.

Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If someone with symptoms tests negative for COVID, then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case when they will need to self-isolate for 10 days from the date of that contact.

Home testing kits will be provided by the school in the case that a family can't book or get to an appointment. The school will keep a record of kits allocated and results received.

There is no evidence that pregnant women are more likely to get seriously ill from coronavirus but pregnant women have been included in the list of people at moderate risk ([clinically vulnerable](#)) as a precaution. The government guidance for the clinically vulnerable remains in place and we ensure we continue to follow the latest government guidance.

Pregnant women should follow the latest government guidance on staying alert and safe ([social distancing](#)) and avoid anyone who has symptoms suggestive of coronavirus. If you are in your third trimester (more than 28 weeks' pregnant) you should be particularly attentive to social distancing.

***Contain any outbreak by following local health protection team advice***

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm\\_source=11%20May%202021%20C19&utm\\_medium=Daily%20Email%20C19&utm\\_campaign=DfE%20C19](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=11%20May%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19)

*'If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.*

*In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.'*

**Parents must be aware that in the case of a positive test the school will be closed at short notice. Parents must have a contingency plan in place as the school will be closed for up to two weeks for ALL children, including children of keyworkers and vulnerable children.**

### **Robust hand and respiratory hygiene.**

- Everyone must wash their hands with soap when entering the building first thing in the morning for at least 20 seconds
- Hands must be washed with soap for at least 20 seconds after going to the toilet
- Hands must be washed with soap for at least 20 seconds before and after eating
- Hands must be washed with soap for at least 20 seconds when returning to the classroom from outside or another area in the school
- 'Catch it', 'bin it', 'kill it' approach continues to be very important, silver bins are used for tissues and changed twice a day
- Sanitiser is available at all times throughout the school

### **Enhanced Cleaning Arrangements**

- More frequent cleaning of rooms
- Frequently touched surfaces being cleaned more often than normal
- Toilets will be cleaned regularly
- Reading books will be 'self-isolated' for 72 hours

### **Active engagement with NHS Test and Trace**

- Book test if symptoms are displayed
- Provide details of anyone having close contact or if asked by NHS test and Trace
- Provide families with testing kit provided by government
- Encourage use of NHS app

### **Reduce contacts and maximise distancing between those in school**

- Pupils will be met at the school gates
- Classes will enter through different entrances Nursey/ Dewey/Loveny- School Gate from 8.45-8:55. Anyone arriving after this time will have to ring school for a staff member to collect your child from the gate

- Treverbyn/Fowey-Doorstep Green, from 8.45-8:55. Anyone arriving after this time will have to ring school for a staff member to collect your child from the gate
- Only one person to drop off and collect (Older children can walk home alone if written consent has been given)
- Where possible pupils will stay in own classes
- Where possible tables will face the front
- Staff will maintain distance from pupils and other staff as much as possible
- Face to face contact will be avoided where possible
- Time spent within 1 metre of anyone will be minimised

### **Drop off and Collection**

Parents must adhere to guidelines as set out below to keep ALL parents, children and staff safe:

- Only drop off and pick up your child at the allocated times and locations
- One adult only to drop off and pick up
- Be conscientious at drop off and collection locations; follow social distancing guidelines, do not congregate. Parents will not be allowed to enter the school (appointments can be made by telephoning 01579 320580)
- Any arrangements for breakfast club or after school club that have not been booked in please email [secretary@st-neot.cornwall.sch.uk](mailto:secretary@st-neot.cornwall.sch.uk)
- Dinner money must be in a labelled envelope

### **Drop Off**

	Time Allocation	Drop Off Location
Nursery/Foundation/Loveny	8:45 – 8:55	School Gate
Treverbyn/Fowey	8:45 – 8:55	Doorstep Green

A member of staff will be at the drop off location to meet your child and take them into their classroom. **Do not leave your child unattended at the drop off location.**

If you miss your allocated time please ring school then you will be given a new drop off time.

Social distancing is paramount, we will ask you to abide by this. Please wait outside at the drop off location. We ask you and your children not to socialise with others during these times. You are responsible for your child until they are collected by a member of staff. Do not leave your child unattended outside the school gate. Please allow space on the pavement to allow those walking by room to pass.

If you are dropping off more than one child, please go to the drop off location at the time and place of the youngest child, this includes Nursery children.

If you are dropping off at the Doorstep Green please use the village car park.

**Please do not come into school; if you have any queries please ring to make an appointment. 01579 320580.**

## **Collection**

	Time Allocation	Drop Off Location
Nursery/Foundation/Loveny	3:10	School Gate
Treverbyn/Fowey	3:10	Doorstep Green

A member of staff will be at the collection location to meet you.

If you miss your allocated time please ring school then you will be given a new collection time.

Social distancing is paramount, we will ask you to abide by this. Please wait outside at the collection location. We ask you and your children not to socialise with others during these times.

Where you are collecting more than one child please go to the collection location at the time and place of the youngest child.

Every child must be collected by adult. No child will be allowed to walk home alone, unless prior notice is given by email [secretary@st-neot.cornwall.sch.uk](mailto:secretary@st-neot.cornwall.sch.uk).

If you are collecting at the Doorstep Green please use the village car park.

**Please do not come into school, if you have any queries please ring to make an appointment. 01579 320580.**

## **SCHOOL TAXI**

The school taxi will drop off and collect children at the school gate, not enter the premises. The taxi driver will remain with the children until a member of staff tells them it is safe to come in. They must arrive and be collected at the allocated time.

## **School Routine**

On a daily basis children need to only bring in one bag, no furry bags, with all their belongings for the day.

Your child must attend school daily with:

- Waterproof coat
- Sun cream and sun hat
- Water bottle (with water in)
- Wild Tribe kits and PE kits to be sent in on the first day

Please make sure all these items are named.

Do not send your child in with any toys or other objects, especially soft toys.

Children will be asked to wash their hands on arrival. They will stay in their own classroom, except for outdoor activities and not mix with other year groups. A teacher and teaching assistant will be allocated to each room. Each class will have a designated area to play. Dinner will be delivered to, and eaten in the classroom.

Breakfast Club (8am -8:45) and Riverside (3:10-5:30) will run as normal.

Where possible classes will seat children facing forwards.

## **SEN**

Pupils to be collected and returned to parent waiting at gate by 1:1.

Restricted areas wiped and cleaned regularly (toilet, learning area).

Individual risk assessments in place.

## **Curriculum**

A full, broad and balanced curriculum will be taught. After assessment and monitoring by the teacher, some children may need to receive extra tuition through interventions.

Outside agencies will be used for sports and music lessons. All agencies will be sent a copy of the expectations, set out by the Government, for opening schools, and asked to sign a slip accepting the expectations.

Children with medical conditions will be fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with their peers.

## **Remote Education Policy**

This can be found on the school website under the Policy tab, along with templates for home learning.

## **School Dinners and Break Times**

Chartwells will be providing a daily hot meal option at a cost of £2:34 (free for Foundation/KS1) children. The menu is available on request. This is the school's preferred choice.

Children can bring in a packed lunch, however the school would prefer your child orders school dinners. If they do bring a lunch box it must be plastic, not fabric.

All children will need a healthy snack, daily, including KS1 and Nursery.

All children from Y1-Y6 will need a named water bottle with water in daily, it will be topped up in school. Foundation children will be provided with a drink in an allocated cup.

## **REGISTER**

The register will be open until 9.15am daily.

## **MARKING POLICY AMENDMENT**

### **Rationale**

In response to Covid-19 and attempting to protect children and staff from contamination, we will be making the following temporary alteration to the school's marking policy. This alteration will significantly reduce the contact time staff have with children's book.

## **Alteration**

When marking a child's work, staff will continue to follow the established policy for correct answers, indicating mistakes and areas to improve. However, the staff comment at the end of a piece of work will be replaced with a sticker. The stickers are colour coded and has writing which clearly states the child's progression towards the learning objective. Where a child is working towards, or did not achieve the learning objective, established methods of individual verbal feedback and intervention will continue to be used.

## **LIABILITY**

The school will continue to follow DfE guidance and Health and Safety legislation. This policy does not affect employer's responsibilities or employee rights.

If the school is following the DfE's guidance and their employers' instructions, they should not find themselves personally liable for injury or illness sustained by colleagues. Individuals cannot be liable for matters not within their control. And even if, as is certain to happen, mistakes are made employers are 'vicariously liable' for the consequences of employees' mistakes. The principle of vicarious liability means that the employer is automatically liable for any failings on the part of any employee

## **RISK ASSESSMENT**

A dynamic risk assessment is in place and has been agreed by the Board of Governors.

## **SAFEGUARDING AND HEALTH AND SAFETY**

An amendment to the safeguarding policy has been agreed by the Board of Governors. The school ensures that there is always a DSL or DDSL on the premises. The school continues to abide by KCSIE.

A full health and safety audit and risk assessment has been completed prior to opening.

Evacuation plans have been temporarily adapted and fire drills will take place so that the whole school community understands these.

## **SCHOOL SECURITY**

Parents/carers will not be allowed anywhere on the school site without an appointment. All visitors will be asked to wait outside the school gates including deliveries and school taxi.

**POLICY REVIEWED 4.1.21 UNDER GUIDANCE RECEIVED FROM DFE 30.12.2020**

**POLICY REVIEWED 12.5.21 UNDER GUIDANCE RECEIVED FROM DFE 11.5.21**