

Wivelsfield Policy Re Covid-19 (Draft 3) – 22nd June 2020

This is deliberately referred to as Draft 3 because it updates two previous drafts.

1. Wivelsfield School has remained open for vulnerable children who opted to attend and the children of key workers, for whom there was no option but to come to school, since the school closed to all other pupils on Friday 20th March 2020. Following a government announcement on Sunday 10th May 2020, the school is now expected; from Wednesday 13th May 2020 to accommodate those children where one of their parents is a key worker, regardless of whether another parent is available to look after that child at home and as of the 1st June, any child who wishes to return in Reception (Robins), Year 1 (Hedgehogs) and Year 6 (Owls).

(The additional arrangements, as of the 1st June, were dependent upon the five tests that the government has set itself to enable the easing of the lockdown restrictions. Those tests were satisfied and on Thursday 28th May 2020, the governors voted unanimously to reopen the school, to a wider pupil group, from the 1st June 2020.

2. It is hoped that this draft – Draft 3, will be the final version of this policy. The government has recently announced new easing of the lockdown measures and it is clear that if there is no second spike in Covid-19 cases, that the school should plan to reopen to all pupils, in September 2020)
3. Our overriding objective at Wivelsfield School remains:

*“We seek to have as many children return to education at Wivelsfield School in the summer term of 2020 as is possible, whilst keeping **all** of our pupils, teachers and staff **safe** from Covid-19”*

The government relaxed the social distancing principles for children, but not adults, as of the 1st June. As of the 4th July, the advice for adults will become the “1 metre +” rule as opposed to the “2m rule”. Crucially, the government advice regarding the importance of the pod system remains the same as at the 1st June.

4. Therefore, in order to comply with the above and to get children back to school in a safe fashion, we have implemented a system whereby children in Reception, Year 1 and Year 6 are able to attend from Monday to Thursday every week and priority children are able to attend full time. We have split each of those (original) classes in half, as it is imperative to do according to the government’s advice and we are now using all available space. Members of staff are now physically in school more often.

5. As the government's advice stands and as a direct result of it, we are currently unable to offer school places to non-priority children in years 2 – 5 whilst Reception, Year 1 and Year 6 are in school.
6. In Reception, Year 1 and Year 6, parents and carers have already indicated whether or not they wish their child(ren) to return to school, as of the 1st June 2020. Not all children have taken up the offer of schooling and therefore teachers remain in a position where they teach some children in school and some children remotely.

(Children whose parents or carers have stated that they will not return will be marked in the daily register with an appropriate code. Those parents and carers are not required to contact the school on a daily basis to confirm their child's absence. Should any child whose parent or carer has initially indicated that they do not wish their child to attend, change their mind and require a place at school, a minimum 24-hour notice period will apply. The school should be notified of a parent or carer seeking to return their child to school by email – office@wivelsfield.e-sussex.sch.uk. The school will then confirm upon which days that particular child should attend.)

7. Parents and carers in Reception, Year 1 and Year 6 whose child(ren) will return to school as of the 1st June, must notify the school in the usual manner, if their child is to be absent on a day when they are expected to attend. The school can be contacted on 01444 471393 and then *"press 1 for pupil absence"* or on office@wivelsfield.e-sussex.sch.uk.
8. The school has implemented the following alterations to a normal school day, in order to keep pupils and staff as safe as possible:
 - a. No child displaying symptoms of Covid-19, or where it is known that a family member has such symptoms, will be permitted into school.
 - b. Arrival at school will be staggered for all permitted stakeholders.
 - c. Staff members will be provided with specific arrival times.
 - d. Their temperatures will be taken upon arrival.
 - e. Each individual group of children will be provided with set arrival times.
 - f. Parents or carers will not be permitted on the school site, beyond the car park, at the start or end of school each day.
 - g. Mrs Smith, or another member of the senior leadership team, will allow pupils and one parent or carer, onto the school site one at a time. The car park is a safe area to wait and it allows sufficient space to allow for social distancing.
 - h. The school car park will **not** be available to parents' cars at either end of the day. Parents should park away from the school (not in Fair Place) and walk to the pedestrian gate. Should parents be required to urgently collect a child during the school day, they will be entitled to park briefly in the school car park.

- i. Blue Badge holders should use the school car park as normal.
- j. Outside the school gate, social distancing measures should be adhered to.
- k. Children's temperatures will be taken on their way into school.
- l. On each day that a child attends, (s)he will be taught by the same teacher and support staff throughout that day. The school will also aim to ensure continuity over time but this will depend upon factors beyond our control such as; changing government advice, new year groups attending, illness and/or self-isolation.
(If a member of staff is required to self-isolate, parents will be notified forthwith.)
- m. To ensure that each (new) school group remains consistent in its membership, priority children (vulnerable children or those with key worker parents) in Reception, Year 1 and Year 6 will choose, in conjunction with advice and support from the school's SLT, either of the following options:
 - o Full time schooling in a group with other priority children. In other words, a group with children from all ages within the school. This will be the best option where full time schooling is the priority.
 - o Attendance at school in a group with peers from their original year group from Monday - Thursday.
- n. Priority children in Years 2 – 5 will be taught in inclusive groups of no more than 15 children. A teacher will oversee the learning of up to two groups, supported by an experienced teaching assistant assigned to each group.
- o. Soft furnishings and material toys/learning aids will be removed from each classroom and the school generally.
- p. Children will be provided with their own individual books and stationery.
- q. The marking of books will be delayed by staff, for at least 24 hours after the work has been completed.
- r. There will be a one-way system in place around the school. The internal corridor will flow from north (KS2) to south (Reception) and the opposite will apply on the external terrace .
- s. At all times, children will be encouraged to remain some distance apart from their classmates.
- t. Children will be encouraged to wash their hands at regular points during the school day.
- u. Each group will have specific toilets identified for their use and only two pupils at any one time will be permitted in each toilet block.
- v. Break times and lunch times will be staggered to ensure that the various groups that are present in school, do not come into unnecessary contact with one another.
- w. To ensure there is no overcrowding in the school car park (pedestrian waiting area), children's departure from school will be staggered from 2.45 - 3.15pm using two different exits. Each pod will be dismissed at 5 minute intervals. Priority children are dismissed at 3.15pm . Parents will be expected to leave the school site as soon as their child is dismissed to them

- x. There will be no pre-school, lunchtime or after-school clubs during the summer term.
- y. No parents should enter the school without prior permission at any point in the school day. Parents should telephone the school in advance of any attendance to discuss any concerns/issues with a member of staff.
- z. Staff will wear PPE should they need to administer first aid.
- aa. Staff will be expected to observe social distancing as between each other.
- bb. Staff will wear freshly laundered clothes to school every day.
- cc. In addition to the staff appointed to the various groups of children, the following members of staff will not be assigned to a group of children but will be present at school. These are the only people who should be on the school site, in addition to the respective groups of children and their relevant teachers and support staff, during the school day, save in exceptional circumstances; Mrs Smith (Headteacher), Mrs Hill (School Business Manager), Mrs Milton (School Secretary), the caretaker, cleaning staff and Chartwells staff.
 - o No child or member of staff is to enter Mrs Smith's office without her express consent, save in case of an emergency.
 - o No child or member of staff is to enter the school office without the express consent of either Mrs Hill or Mrs Milton, save in case of an emergency.
 - o Suitable social distance compliant arrangements will be made to ensure that the caretaker and cleaning staff do not come into contact with each other or other members of staff.
 - o Chartwells staff will enter the kitchen directly and arrangements will be made for children to collect their lunch without coming into contact with those staff. Chartwell staff will wear gloves and masks whilst on site.
 - o External contractors, such as those responsible for removing sanitary waste should attend as directed by Mrs Hill. They should wear PPE, abide by social distancing principles and wherever possible, attend at a time when no children are on site.
- dd. Staff appointed to a group of children will only attend on the days when their group is present in school. When their group is not physically in school, teachers will continue to work from home and assist their original class by preparing schoolwork. Support staff will not attend when their group is not in school.
- ee. Mrs Smith is the school's Designated Safeguarding Lead. In her absence, that role will be fulfilled by Mr Dawson (Deputy-Headteacher) and/or Ms Reilly (SLT). In exceptional circumstances, this role can be undertaken remotely. Should this become necessary, all staff will be notified of the current DSL and how to contact that individual.
- ff. The school will not utilise volunteers during this period.
- gg. Should a child or member of staff display any symptoms of Covid 19 whilst at school, they will remain in an isolation room until they are able to leave the premises. One adult with PPE will look after the child. There is clear government guidance about the

procedures which should be adhered to in these circumstances and Wivelsfield School will follow these rigidly.

- hh. Throughout the day there will be routine disinfecting of surfaces used by the children. Other equipment, e.g maths resources will be disinfected after a single use. Each group will have a ball and a selection of easy to clean toys/play equipment at break times.
- ii. In line with government guidance, there will be a deep clean at the end of each day for each room used.
- jj. Any child who wantonly jeopardises the health of another child or a member of staff, may, at the discretion of the Headteacher, have their school place revoked. In line with government guidance, this will be recorded as a formal fixed term exclusion and that child will continue to receive schoolwork and support from staff within the school. A risk assessment will be carried out, within 48 hours of any incident resulting in a school place being revoked, to ascertain what, if any, further measures could be implemented to enable that child to return to school whilst keeping other children and adults safe.
- kk. Children do not need to wear their full school uniform. At this late stage in the year some aspects may not fit and that the skirts, trousers and shorts which are ordinarily worn, are not the easiest items to routinely wash. Therefore, in line with government guidance, children should wear clothes which can, and have been, washed after each and every day in school. Children should, whenever possible, wear a white polo shirt together with suitable and comfortable shorts or trousers with a cardigan or jumper as appropriate. On sunny days, a hat is essential and sun cream should be applied pre-school. Staff will not be able to apply sun cream during the day.

Either shoes or trainers will suffice, worn with socks.

There should be no flip-flops or open toed sandals and jewellery limited to one pair of studs, or a single stud, per child. Make up will not be permitted.

- 9. The school kitchen is able to offer hot lunches to all attending children. Children will also be permitted to bring a packed lunch if that is their preference. Children will eat with their pod, as directed by members of staff. They will be supervised by the same staff allocated to their group throughout that day.
- 10. The following policies have been amended and agreed by the governors, in light of Covid-19. These can be found, in their amended form, on the school website:
 - Confidentiality Policy.
 - Safeguarding and Child Protection.

- Data Protection Policy.
- Online Safety Policy
- Behaviour Policy

11. Governors will continue to oversee the running of the school. Meetings will take place remotely via Microsoft Teams. Governors should only physically attend the school, during the school day, if attendance is essential to the reason for their visit and that visit is important to the ongoing running of the school.

12. This policy will cease to have effect at the end of the school day on Friday 17th July 2020.