



## ARRANGEMENTS FOR PUPILS IN SCHOOL – PARENTS/CARER HANDBOOK, SEPTEMBER 2020

This document explains the arrangements in place in school from 7<sup>th</sup> September, 2020. If we make any changes to these arrangements, we will notify you straight away, so please make sure we have up to date contact details and you check and read emails and texts regularly. We hope that you will feel reassured by all of the measures we have planned. Most of these have already been in place and working well over the last few weeks, with some new additions to support the wider opening. As with everything we do, we have tried to create a plan which will help us to create a safe, supportive and happy environment for the children and staff. If after reading this you have any questions please feel free to email us at

[christchurch.ceprimaryschool@salford.gov.uk](mailto:christchurch.ceprimaryschool@salford.gov.uk)

Please note – whilst we will do our best to minimise contact between children and staff, we cannot guarantee they will maintain social distancing at all times. We also think it is important for the children's emotional well-being that they have others to interact with whilst with us. You can find more information about how we plan to manage this in this pack.

If you are struggling to explain social distancing to your child, you can use this link to access a copy of this fact sheet for children:

The image shows a collection of NHS coronavirus fact sheets for children. The sheets are colorful and contain simple text and illustrations. The main sheet is titled 'CORONAVIRUS Fact sheet for kids' and includes sections on 'WHAT IS CORONAVIRUS?', 'HOW DOES A VIRUS WORK?', 'WHO CAN CATCH IT?', 'HOW CAN WE PROTECT OURSELVES?', 'WASH YOUR HANDS', 'AVOID OTHER PEOPLE', 'HOW ARE SCIENTISTS TRYING TO KEEP US SAFE?', and 'REMEMBER IT ISN'T YOUR FAULT IF SOMEONE YOU KNOW CATCHES CORONAVIRUS.' The sheets are designed to be easy to read and understand for children.

<https://coronavirusesources.phe.gov.uk/nhs-resources-facilities/resources/coronavirus-fact-sheet-children/>

## Parents and Carers on the school site

Unfortunately, we will not be permitting parents/carers onto site and your child will be dropped off at a manned gate (special arrangements may be made by the SENDCo for children with additional needs as part of a child's risk assessment). Staggered start and finish times will be in place for different year groups with designated entrances/exits for the start and end of the day.

**Nursery and Reception will use the Green Lane entrance**

**Year 1 and 2 will use the main gate entrance**

**Year 3 and 4 will use the Black Hall doors**

**Year 5, 6 will use the entrance off the cobbled street**

Please ensure you use the correct gate for each child's bubble. Whilst we appreciate this may mean multiple drop offs, please understand that this is the safest way to manage the start and end of the day.

Please ensure you maintain social distancing on your way into school. 2m markings are on the paths at each side of the gates to help with this. You must arrive to drop off and collect your child promptly. Your child cannot be brought through the main entrance if they are late. There will be staff outside the drop off points until the last bubble enter. Please also leave the school grounds as soon as you have dropped off or collected your child.

All proof of your child's medical appointments need to be emailed to the office in advance so we can ensure children are ready.

After the first week, **children who are late will not be admitted to school that day**, as the school office is closed. We are unable to use our usual procedure of late children entering and waiting in the reception area.

Other than staff and pupils attending school, the only other people who will be allowed access to the buildings at this current time, are contractors carrying out emergency repairs. The school office will be staffed between the hours of 8.00am and 3:30pm. Parents and carers can keep in contact with us by ringing 0161 921 1955 during these hours or by email – [christchurch.ceprimaryschool@salford.gov.uk](mailto:christchurch.ceprimaryschool@salford.gov.uk)

## Pupil numbers and the environment

Through our Risk Assessment, we have agreed the number of children who can safely use each learning space in school. The children and staff will be organised into year group bubbles. Each bubble will have an area of the indoor site allocated to them as their base including toilet facilities and outdoor areas.

Please see the grid below which shows the groups, group size, time slots and where children should be dropped off and picked up:-

| Year group | Bubble | Start /Drop off Time | Finish/Pick up Time | Key Staff                  | Entrance/Exit    |
|------------|--------|----------------------|---------------------|----------------------------|------------------|
| Year 6     | UKS2   | 8:30                 | 2:45                | Mrs Holmes/Mrs Bleasdale   | Cobbled Street   |
| Year 5     | UKS2   | 8:45                 | 3:00                | Miss Barrett               | Cobbled Street   |
| Year 4     | LKS2   | 8:45                 | 3:00                | Miss Mulholland/Mrs Elliot | Black Hall doors |
| Year 3     | LKS2   | 9:00                 | 3:15                | Mr Lancaster               | Black Hall doors |
| Year 2     | KS1    | 8:45                 | 3:00                | Miss Anderton              | Main Gate        |
| Year 1     | KS1    | 9:00                 | 3:15                | Miss Dunne                 | Main Gate        |
| Reception  | EYFS   | 8:45                 | 3:00                | Miss Westwood              | Green Lane       |
| Nursery    | EYFS   | 9:00                 | 2:45                | Miss Back                  | Green Lane       |

### **Cleaning and Hygiene**

All areas of the school in use are being cleaned thoroughly by our cleaning company every day. The children's and staff toilets are being deep cleaned every day. High use surfaces such as door handles, sinks and paper towel dispensers will be cleaned regularly throughout the day.

The children are regularly reminded about how to keep germs at bay. We use videos to help with this and have posters up around their areas and by the sinks.

All staff and children are asked to frequently wash their hands with soap and water for 20 seconds and dry them thoroughly. They must all wash their hands; on arrival, before and after eating and after sneezing or coughing. The children will be allocated specific toilets to use. There are also sinks in the classrooms for additional handwashing. They will be directed to them each day as well as having access to well as to the hand sanitiser situated at various points in school.

As per Government guidance, adults and children are instructed to avoid touching their mouth, eyes and nose, as much as possible.

Boxes of tissues are available around all areas of the school. Adults and children are asked to use a tissue (or their elbow if they don't have one to hand), to catch a cough or sneeze and use the lidded bins in their areas to dispose of tissues. Bins will be emptied throughout the day and lids will be cleaned as part of this process.

As part of our risk management plan, we ask that staff and children wear clean clothes every day. Children should wear full school uniform and we ask that all uniform items are clearly labelled.

On days where children have PE, they will come to school wearing their PE kits. Leggings or long jogging trousers can be worn on cold days.

Children may bring water bottles into school, labelled, and they should take them home daily to be washed and refilled. They may also bring a in a healthy snack. Children who bring packed lunches will be asked to keep their lunchbox in the classroom and ensure that it is taken home daily for cleaning. Alternatively, they may bring their lunch in a carrier bag which can be thrown away.

On hot days please put plenty of sun cream on your child before they come in to school and please send them in with a cap or a sun hat. Best practice is to apply a high factor sun cream to your child before they come into school so that this will last for the day. You may wish to send in some extra sun cream with their name on that they can keep in their assigned places in case they need to top it up. They must be shown at home how to apply this properly and will not be allowed to share or borrow sun cream from other children.

### **During the School Day**

#### **Indoors**

Indoors, the children will only be using the classroom and toilets assigned to their year group bubble. Staff will ensure that rooms are kept ventilated by keeping windows open.

The children will all have their own work station or table where they can sit for activities. They also have a named plastic wallet to keep their belongings in. Children keep to the same tables and chairs. These are cleaned frequently daily as part of the cleaning routine.

We have provided all of the children with their own set of pencils, colours, glue sticks and scissors to use for activities and these are just for them to use and are kept in their area. All children will have a selection of books from the book areas and library. These will be cleaned.

Although they will all have their own space indoors, there may be a small number of activities where children use the same space or resources indoors, such as using the same paint pots but different brushes or sharing a Sellotape dispenser for craft. These situations will be kept to a minimum and the children will only complete these activities in their allocated bubble. Shared resources will be cleaned before and after use, and the children will be instructed to wash their hands before and after these activities.

**No toys or other equipment (that includes footballs) should be brought in from home.**

#### **Outdoors**

We know that the safest place to be at the moment is outside so, weather permitting, we aim to have the children outdoors for part of each day. Children will take their break and lunch with their year group and we will encourage them to take part in activities that allow them to continue to socially distance. They will not be able to play contact games such as tig and football.

The outdoor equipment in the play areas will be used by each year group on a timetabled basis and cleaned in between uses. The children will wash their hands thoroughly before and after use.

## Use of PPE

We know that limiting contact with others and regular, thorough handwashing is an effective way of reducing the risk of spreading the virus. Wearing protective gloves over a period of time for different activities isn't. We also know that wearing a facemask can encourage people to touch their face more often than usual.

PPE will only be used for the specific activities listed below:-

- Preparing and serving food and drinks
- Administering First Aid or medicine
- Supervising a child who is showing symptoms of the Coronavirus until they leave the site (each area of the school has a "Grab and Go" bag for this)
- Staff who are symptomatic will also be asked to wear PPE and leave the site

PPE is available to staff working in all areas of the school. This includes face masks, plastic face screens, aprons and gloves. This is a photograph of the PPE that has been provided for us – it will be helpful for you to share these pictures with the children:-



## Symptoms of Coronavirus and how we respond to these

As we head into autumn and winter, Public Health in Salford are advising to consider a combination of new symptoms (two or more) if the person does not have the classic symptoms of fever, cough or loss of taste/smell. There are many illnesses that can give rise to concern. Please contact your GP or NHS111 if you are worried; or call 999 if seriously unwell.

**The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:**

A new continuous cough

A high temperature (fever)

A loss of, or change in, your normal sense of taste or smell (anosmia)

**Any one of the above symptoms gives reason for high level of suspicion for COVID-19.**

**A well person or child:** feels 100% well, seems themselves and not displaying any changes in behaviour or their daily routines.

**An unwell person or child could be a possible case of COVID-19.**

**A combination of symptoms below gives reason for high level of suspicion for COVID-19.**

Vomiting/nausea/off their food, diarrhoea, sleeping more than usual, complaining of not feeling themselves, listless/restless/agitated, shortness of breath, feeling cold, headache, severe body aches, sore throat, congested or runny nose, skin rash - anything that is not feeling themselves. For fevers, the NHS advice is to look for a high temperature – ‘this means you feel hot to touch on your chest or back; you do not need to measure your temperature’.

### **Actions for suspected cases**

1. Pupils, staff or any member of the school community should not attend school if they are unwell as outlined above. Parents should not send their child to school/setting. If anyone in the household is unwell, awaiting testing or has tested positive for COVID then they **should not** attend the school or setting.
2. If someone becomes unwell in school, they should be sent home and advised to isolate while awaiting the result of a COVID test. The school or setting should undertake any necessary cleaning after someone has been unwell on the premises. All staff are aware of the need for PPE for cleaning or dealing with an unwell person.
3. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. Household members of staff can also be tested if they have symptoms.

### **Action to take if your child or a member of your household becomes unwell**

If your child, or any of your household displays any of these symptoms then your child must not be brought into school.

You should use the online 111 Coronavirus service (link below) and apply for a test.

<https://111.nhs.uk/covid-19/>

More information about testing can be found here:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

The person showing symptoms must self- isolate at home for 10 days, unless they have been tested and the test has shown **negative**.

All other members of the household must self-isolate for 14 days. Children will not be able to return to school for 14 days, as the adults in the family must isolate for 14 days, and will not be able to accompany them to school, safely.

**Please also refer to the NHS website for advice and information about Coronavirus in children**

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

### **Action if your child becomes unwell in school and is showing symptoms of Coronavirus**

A member of staff will stay with your child. They will take a PPE grab bag and direct your child away from other children and staff, to the designated Medical Room. This will be the Place2be room upstairs and the meeting room downstairs. The doors will be open to allow for fresh air to circulate, and your child will be brought directly to you on your arrival.

The office will contact you to collect your child immediately. When you arrive at school, your child can be collected directly from the entrance area.

You will then need to use the 111 online coronavirus service, to see if you can get your child tested. If your child is tested please ensure you inform us of the results as soon as you have them, as this will impact on whether the rest of the bubble can remain in school or not.

A child cannot return to school until either :-

- they have been tested and the result is negative
- all members of the household have self-isolated at home for 14 days, (although the person with symptoms only needs to self-isolate for 10 days, the adults in the household will not be able to bring them to school until they have self-isolated for 14 days)

- they feel well enough and they have not had a fever, diarrhoea or vomiting for 48 hours. As there are other viruses circulating such as a cold or flu, it is advisable to avoid contact with other people until they are better.

### **If a member of staff shows symptoms of Coronavirus in school**

The member of staff will inform their colleagues, take a PPE grab and go bag and leave school immediately. They will use the online service to request a test and must inform us of the results as soon as they have them.

A member of staff cannot return to school until either:-

- they have been tested and the result is negative
- they have self-isolated for 10 days and have been instructed by the Executive Head Teacher/ Head of School that they are able to return.

### **If a child or member of staff tests positive for Coronavirus**

Where a child or staff member tests positive, the other members of their household must self-isolate for 14 days from the start of their symptoms.

The rest of the children and staff in the same bubble will be sent home and advised to self-isolate for 14 days from the start of the positive person's symptoms. Other members of these households do not need to self-isolate unless someone in their household subsequently develops symptoms. If this happens, school should be notified.

All areas the group has been using will have a deep clean as well as any shared staff areas, such as the staff room.

As part of the national test and trace programme, if other cases are detected within the group or in any other group in the school, the local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases a larger number of other children and staff may be asked to self-isolate at home as a precautionary measure.