



Holywell Primary School

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we are a learning community with the spirit to succeed

Covid-19

Policy Override- to be reviewed / renewed 31st Feb 2021

The staff and governors at Holywell Primary school recognise that during the Covid – 19 pandemic, some policies and protocols may not be appropriate to the needs of staff and pupils.

In line with the government's own approach we have produced this 'override' document which clarifies the need to deviate from policy at times in order to function in the current restrictions/requirements. This document is designed to cover the main areas but includes the caveat that some policies will need to be adapted as we move through this pandemic. As such, this does not cover all changes that may be necessary but supersedes other policies as needed.

Safeguarding

A DSP will be available on site each day. In the event of illness/isolation etc, a DSP will be available on the phone. If this is still difficult then the school should consult the Consultation Hub **0300 123 4043**

Door security- guidelines on the opening of doors and windows for ventilation. In normal circumstances, schools endeavour to keep doors closed to prevent people accessing the building. As there is a requirement to keep rooms well ventilated and to maximise outdoor space, we will allow doors and windows to be left open on the condition that the perimeter is secure. Gates will be manned during the staggered 'drop off' and 'pick up' times and will then be secured.

Uniform

Good practice for schools is that children and staff wear fresh clothes each day and wash the clothes worn at school. For this reason, and because we will try and use outdoor spaces, staff and pupils are expected to wear comfortable clothing. If clothing is deemed to be inappropriate or not cleaned, then we will need to contact families or speak to staff.

As we will use outdoor spaces then we ask that children wear sunscreen.

Health and Safety

We aim to follow the Health and Safety policy and continue to do the necessary routine checks and procedures. We will ensure that the perimeter is checked daily to ensure that it meets requirements.

Food hygiene- extra measures will be in place to ensure that contact with catering staff is minimised and that 'cross- contamination' between groups/bubbles of children is avoided. This involves changing gloves, not handling used plates with bare hands, reducing pupil contact with the kitchen areas.

PPE and First aid- The government has decided that PPE is not required for primary schools. Staff and pupils choosing to wear masks may do so as a matter of choice. It does require us to risk assess certain close contacts and, as such, PPE will be used for delivering close contact first aid. In the event of small bumps and scrapes the staff will take a low contact approach and may direct



a child to wipe a scratch and apply their own plaster. Staff will keep a first aid record sheet in each group/bubble to record any first aid incidents. Head bumps will still be notified to parents.

Food technology- in line with the aim of reducing the risk of contamination, food technology will not be part of the curriculum until further notice.

Outdoor learning- all activities should be risk assessed. Staff are directed to avoid 'riskier' outdoor activities to reduce the need for first aid etc.

Cleaning and hygiene

The school is operating a slightly shorter day to allow for classrooms to be cleared before cleaners start cleaning the rooms and surrounding areas. Staff will need to wait until pupils have left before they can move around the room to collect chromebooks (a chromebook will be allocated to each pupil to use each day) collect books and materials, clean any of these before putting them away. Staff will then need to prepare materials for the following day as they cannot all use central areas and stock rooms at the same time.

Staff have been provided with generous supplies of antibac wipes and sanitiser for 'on the go' cleaning.

Toilets are marked and allocated for each group/bubble to reduce cross contamination.

Curriculum

The government guidance asks schools to decide on their curriculum during this period. Staff will use our curriculum plans as a guide but are encouraged to do more art and pastoral support during a partial opening of the school. Outside learning is also encouraged in government guidelines.

Adaptations to the structure of lessons will be mindful of the need to reduce contact or room 'overload.' This means that some children might rotate activities rather than all sitting together at once.

Children will complete all of their work in one exercise book to avoid too much movement around classrooms and too much clutter on tables.

Marking and feedback

Due to the need to avoid contact with pupils or with items used, staff will give verbal feedback during lessons. They cannot move around the room so some feedback will be given in front of other children. Staff will aim to be mindful of sensitivities here.

Books will not be marked in a conventional way and teacher will complete a weekly summary sheet for English and Maths that identify the strengths and weaknesses in learning.

Materials brought in from home

Children are asked not to bring too much in from home. Learning kits will be provided to each pupil. A water bottle (clean each day) and a packed lunch where needed. School books will not be sent home.

Parents and Visitors on Site

Parents are not permitted on site at present. The only exception is for the main reception, parents visiting the main reception may only enter 1 adult at a time and must adhere to the guidance.

Children being dropped off at school must be left at the designated point and are asked to not wait around too much.

Children must be collected from school to ensure that social distancing measures are managed by parents. We aim to stop mixing between groups/bubbles.

If staff need to contact you then they will do so by phone or email. If you wish to contact the teacher then please email or call the school to leave a message. Teaching staff cannot respond to emails during the teaching day.

Social Distancing

Children and staff are expected to follow the two metre distancing expectation where possible and will be reminded of this regularly.

Tables in classes are spaced out according to this guidance. Each group of children has outside areas marked out to keep groups apart. There will be no drawing of boxes for children to sit within.

Where social/physical distancing may not be maintained then staff may choose to wear masks/gloves provided by the school.

Key worker children who are also in a returning year group may not move between groups. No child can be with one group in the morning and another in the afternoon. Any change from this would need to be done over a weekend. **We will not be moving children between groups, once allocated.**

Dealing with someone who is unwell or showing symptoms of Covid – 19

- If a staff member or pupil displays symptoms then you will be contacted immediately to collect your child. At this point all persons in contact with that individual will be entitled to testing.
- Falsely suspecting- it is almost guaranteed that some of these incidents will be false alarms. We ask that you are courteous to staff who will have to ask you to collect your child even if you do not agree.
- Procedures- if a child or adult shows symptoms or becomes unwell we will notify all persons in the group/bubble and any others that have been in contact. All children will need to be collected asap and we need reliable and suitable contact numbers for each child in school. Any person displaying symptoms will be isolated in an allocated area. Disposable paper masks will be given to anyone coughing/exhibiting clear symptoms. Children will not be left alone and will ideally be supervised by staff known to have had the virus.
- Entitlements- staff, adults and children believed to have been in contact with a suspected case are now entitled to Covid – 19 testing. Details can be found on this link <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>
- Track and trace procedures are expected to be in place soon.

Playground/Outside Play

Children are encouraged to use outside spaces as much as possible. Each of the classrooms has an outdoor area marked out. Unless they have an allocated playground time, they should stay within these areas. There is a 'one-way' system in the school for everyone to use. Lunches will be collected from the kitchen.

Complaints

If you are unhappy with any element of school then please contact the class teacher initially via phone call or email. The senior leadership team should be available each day if the class teacher is unavailable. If you do not feel that your concern has been addressed then please contact the headteacher. There is no requirement for school governors to process complaints during the partial closures of schools in order to allow us to focus on managing the current situation. If you are unhappy with any incident please consider whether it is the school's issue or one of guidelines, please consider that staff are working in less than ideal circumstances. Thank you. We aim to resolve any issues as best possible.

Behaviour

The school's behaviour policy remains our guide but some situations may need to be addressed differently. As examples, children spitting or refusing to maintain social/physical distancing guidelines would need to be addressed in a more serious manner and may not be permitted in school if the risk to others is greater.

Other situations may occur and, if necessary, will be dealt with. It is hoped that with children in small groups then the behaviour is likely to be excellent! Some pupils have an individual risk assessment in place

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