

## School Opening - September 2020

### Guidance for families

#### Introduction

The government has announced that educational settings can open to all pupils in September, provided that additional safety measures are put in place to minimise the risk of coronavirus transmission. In line with the government's direction, and following a robust risk assessment process, we are welcoming back all pupils from Thursday 3rd September 2020.

We are so pleased to welcome your children back and thank you all for your support and understanding during the coronavirus (COVID19) pandemic. We have put together this guidance to provide you with information about the measures that are being implemented to improve safety for our school community.

We hope this will address your concerns and reassure you that we have taken the necessary precautions in preparing to welcome all our pupils back to school. Guidance is changing frequently however we will keep you updated through the website and via text message

Please feel free to call our office on: 020 8699 1047 if you have concerns. You will not be permitted to come onto the school site without prior permission and only where there is an urgent and unavoidable need.

The website will be updated regularly and we will send messages if there are changes to systems and processes.

We look forward to working with you all over the course of the year

Andy Taylor

Headteacher

## 1. Risk Assessment

In order to keep our school safe, we would like you to help us by:

- Adhere to pick-up and drop-off procedures– ensuring you leave the school site promptly. Maintain social distancing with staff and other adults and adhere to the distancing markings on the ground.
- Only communicating with the school via telephone or email
- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms or if any members of the household develop symptoms
- Ensure your child washes their hands before they leave for school and after they return home
- Helping your child understand the importance of infection control, good hygiene, and social distancing.

**All this guidance is current, but things are changing daily. If there is a spike in cases, we may have to go into a local lockdown and different controls may be implemented.**

**We will keep you updated with any changes as soon as possible**

The school has undertaken a robust risk assessment to identify all the risks and we have implemented control measures in line with the Government Guidance

## 2. Symptoms

If anyone in your household becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you and your child must not come to the school and stay at home and follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which explains the requirement to self-isolate for at least 10 days and how to [arrange to have a test](#) to determine whether anyone in your household has coronavirus(COVID-19).

Please notify the school office via telephone as soon as possible if your child, or anyone in your household, is showing symptoms of coronavirus and your child cannot come into school.

## 3. Testing

All pupils and members of their household, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms it is vital that you access a test.

There is information about how you can access a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.

You can also call NHS 119

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is

negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period.

**We urge you to inform the school immediately of test results.**

You may also need to engage with the NHS Test and Trace programme, which will require you to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Ensure that your child self-isolates if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

4. Procedure for Pupil Displaying Symptoms of Covid 19

It is extremely important that all parents and pupils remain vigilant regarding preventing, identifying and minimising the spread of coronavirus.

It is essential that you do not send your child to school if they have any of the following symptoms.

- A high temperature – this means they feel hot to touch on their chest or back
- A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- A loss of, or change in, their normal sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

It is also essential that you do not send your child to school if somebody in your household has tested positive for or has symptoms of coronavirus.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be required to self-isolate in school using a designated area and you will be informed.
- Your child will be supervised while waiting for collection
- You must come to collect your child urgently.
- You must access a coronavirus test for your child.
- You are required to engage with the NHS Test and Trace programme.

If an individual in your child's class tests positive for coronavirus, the school will send the individual's close contacts home to self-isolate for 14 days.

Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact or being coughed/sneezed on.
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes.
- Travelling in a small vehicle, e.g. a car, with the individual.

We will notify you if this is the case and you will be required to collect your child from school immediately. While pupils are awaiting collection, they will remain in their classroom and be able to access one toilet.

If a positive case is identified, all parents will be informed immediately.

## 5. Social Distancing

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these measures; however, we understand that some pupils may be unable to fully understand social distancing principles. Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

We have implemented:

- One-way systems
- Desks and chairs in classrooms arranged to maintain space
- Staggered lunch and break times
- Assigned toilets to Zones
- Signage and floor markings to encourage social distancing

## 6. Arrangements

To increase the effectiveness of social distancing with all staff and pupils attending school, we have made the decision to have children organised in four Zones.

Children will still work in their individual classes as much as possible and will remain in their Zones when they are on the playground and at lunch. They will also share some Zone resources.

- We will endeavour to ensure that individuals within a Zone do not mix with members of another Zone.
- Some staff may have to move between Zones to deliver a full curriculum, assist classroom staff, respond to an emergency situation or to provide cover. However they will ensure social distancing is maintained and robust hand washing procedures and good hygiene practices are adhered to.
- Each Zone will have its own classrooms, learning areas and designated outdoor areas for breaktimes and PE lessons.

- Each Zone will have their own classroom and outdoor resources which will not be shared with other Zones. These resources will be frequently cleaned.
- Desks and chairs will be arranged as far apart as possible.
- Classes will be issued with their own individual stationery sets.
- Any equipment or resources that is shared with other Zones will be thoroughly cleaned or taken out of use (for the 72 hours) before being used by another Zone.
- We request that pupils do not bring in non-essential items from home.
- Pupils will be able to take home books and resources from their class to support their learning. When returned they will be taken out of circulation for 72 hours before they can be used by others in the Zone.
- Each Zone will be allocated specific toilets which will be cleaned regularly during the day.
- Tissues, hand sanitisers and pedal bins will be available in each class.
- Contact points and surfaces will be cleaned and sanitised regularly during the school day.

We request that your child only brings the following items into school:

- A water bottle – which can be refilled in school
- Packed lunch
- Essential medication and medical equipment
- Coats and other essential outdoor wear
- School bag

## 7. Travelling to School

Pupils should walk or cycle to school or be dropped off by only one member of their household where possible.

Public transport should be avoided; however, if you need to use public transport to get to school, you should try to avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks / face coverings.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Please contact your child's teacher if your child is likely to arrive late or need to be collected early

## 8. Face Coverings / Masks

Current advice from Public Health England recommends the use of mask/face coverings in schools where social distancing cannot be guaranteed and in areas where local rates of transmission of the virus is high. The situation will be kept under review. We will support the decision of parents who wish their child to wear a mask/face covering in school. Some staff may also choose to wear a mask/face covering/visor and will be required to do so for specific duties.

Secure bins will be provided for disposal of disposable masks as required. Sealed bags will be provided for reusable masks which will be stored in the pupils' individual stationery bags when not in use. If you have any concerns or questions on this issue, please contact your child's teacher.

## 9. Drop off and Pick Up

We ask that pupils are dropped off or picked up by only one accompanying adult.

Parents/carers will not be permitted to enter the school building or gather in groups within or outside of the school premises. Parents/carers are required to maintain a two metre distance when waiting outside school at the beginning and end of the school day.

Pupils that are being dropped off should make their way to the Pupil Entrance and they will be directed to their Zone by staff on duty at the gate

The four Zones are organised as follows:

### Upper East

- 9K
- 9B
- 10K
- 11K

### Lower East

- Sycamore
- Oak
- Elm
- Library

### Upper West

- 7K
- 7B
- 8K
- 8B
- 10B
- 11B

### Lower West

- Acorn

- Birch
- Chestnut
- Willow
- Ash

## 10. Uniform

We expect all our pupils to attend school in full uniform in the Autumn term. Uniform does not need to be washed or cleaned any more than normal. On the days that your child has PE they should wear jogging bottoms and trainers as there will be no changing facilities for PE.

## 11. Infection Control

Strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in our school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils, given their needs, may be unable to fully understand infection control principles

Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Pupils will be instructed to wash their hands at various times during the day including

- On arrival
- After removal of their face mask / covering
- Before and after playtime
- Before and after lunch
- After using the toilet
- After coughing or sneezing

Pupils will wash their hands for at least 20 seconds using soap and water or use the sanitiser. Younger pupils will be supervised when doing this.

We have also enhanced our cleaning regimes to include additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc). Staff and visitors will also be required to follow stringent infection control measures.

We have disconnected all our water fountains but pupils will have access to drinking water in class.

## 12. Food and Drink

Arrangements will be implemented to ensure mixing between Zones is avoided during lunchtime.

Until we are confident about operation pupils who have school meals will be provided with a packed lunch which will be eaten in class.

### 13. Visitors

Visitors, including parents are not permitted to come onto our school site without a prior appointment and then only where it is absolutely necessary. Parents who need to meet with a member of staff are required to call the school office to discuss the necessity to make an appointment. Meetings will only be held if absolutely necessary, ensuring social distancing and adequate ventilation. We will offer meetings via Microsoft Teams if at all possible.

### 14. Breakfast and After School Clubs

We are not operating breakfast club or after school activities for this half term and will reassess the situation in the coming weeks and months. .

### 15. First Aid / Intimate Care

There have been significant changes to our first aid and intimate care procedures to ensure we have stringent hygiene controls in place.

Additional personal protective equipment has been issued to staff and where possible social distancing will be maintained.

The accident / incident reporting procedure will remain unchanged.

If you are called to collect your child after an accident you will need to report to reception and remain outside the main entrance where your child will be brought to you by a member of the staff team.

### 16. School Trips

The government has advised that overnight trips do not go ahead until further notice.

Our school is not currently planning or arranging any new school trips at this time.

### 17. Assemblies / Gatherings / Events

The government has advised that school do not hold full school assemblies at this time.

We may hold Zone assemblies, but no parents / carers will be invited.

We will not be organising any events or gatherings for the foreseeable future.

### 18. Curriculum

It is important that as a school we sharpen our focus on supporting pupils "health and wellbeing" and help them back into school life successfully.

We will:

- Increased outdoor learning, where possible
- Continue with PE lessons – non-contact sport and in groups from their Zones. PE for KS4 will not take place at The Bridge but will take place within school
- Specialist subjects at KS3&4 will be delivered in classrooms within Zones with specialist teachers
- Sydenham Gardens – We will be working with them to determine control measures and an update will be provided when we are confident that the risks are low enough for pupils to resume their visits.

#### 19. Behaviour

For our school to remain as safe as possible for pupils and staff to return, we have implemented additional rules with regards to social distancing and infection control.

Pupils will be expected to follow these rules, however we understand that they may be difficult for our younger pupils or those with the most complex needs, so each situation will be considered individually.

We will expect pupils to:

- Partaking in additional hand washing.
- Not to behave in a way that puts others at risk
- Maintain social distancing where possible.
- Not mix with other pupils from different Zones
- Adhere to all the classroom / Zone hygiene rules

#### 20. Clinically Vulnerable

If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding' or lives with somebody who was shielding; they are now able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be implemented to ensure it is safe enough for them to attend school.

If after speaking with their GP, you decide that your child will need additional safety measures in place to attend school, please contact the Andy Taylor or Sarah Lynch via the school office.