**Hampton Lucy School from September 2020**

Using government and LA guidelines for the safe full reopening of schools this guidance has been created for stakeholders to give clear instructions on how Hampton Lucy School will function from 1st September 2020. This document will be updated as guidance changes.

**Staff**

* Staff will be provided with a visor (NHS standard) to wear when teaching. If required staff can wear a reusable face covering which they will supply.
* Face coverings should be changed regulary, morning and afternoon is suggested.
* Staff should only be interacting with other members of their own bubble and keep 2m social distancing of other members of staff at all times.
* Staff meetings will continue to be online, promptly at 3.45pm every Wednesday.
* No exercise books to be taken home for marking. All marking must be kept to a minium, done preferably at the point of learning, using post its and mark book system, as per updated marking policy.
* Homework will set by teachers on a Monday and to be completed by the following Monday.
* The use of the communal kitchen should be kept to a minimum. It should be cleaned by those staff after each use.
* To minimize use of communal areas, staff are encouraged to bring their own lunch in a cool bag and a flask if required. Staff are encouraged to bring their own drinking mugs in daily and take home to clean.

**Children**

* Children will be in their class bubbles and will remain in this bubble.
* Children will be given their own welearn login and password to be able to access google classroom and online learning platform.
* Staff will work in their to particular bubble.
* Children will be required to wear uniform.
* On their PE day they must come to school dressed for PE – trainers, dark shorts/leggings or tracksuit bottoms, white T shirt and school jumper.
* Children should have their clothes regularly cleaned.
* Children will not bring anything to school other than their lunch and a coat or sunhat if weather dictates. Clock rooms are now outside the classrooms in the fresh air and must be clear at the end of the day.
* Children must be able to open any containers in their lunch boxes, as no assistance can be given.
* Children should bring a water bottle for the day.
* Children in class 1 and 2 will be given fresh fruit and veg for their snack from the schools healthy eating program. Children in class 3 and 4 must bring a piece of fresh fruit or veg only for a snack to promote healthy living and wellbeing.
* Children will have their own resources supplied by school, (pencil cases/ scissors / glue etc.) on their desk so will not need to move around the room and will not share resources.
* Homework will be set every Monday using online resources, which children will access through google classroom or a specific platform for spelling – spelling frame. KS2 maths will use a specific resource which will require a separate login. KS1 will be set times tables for maths.
* Reading books will be sent home once a week, on a Monday. If by Friday of the book needs changing it is returned to school and a new book will be received the following Monday. Further reading can be supplemented from Purple Mash, accessed through welearn login and Oxford Owl. Reading records will not be kept and parents to contact teachers via class email with reading updates.
* Children will also read books from relevant band in school and listened to by the teacher.
* Children will not take any extra items home with them.
* Children must adhere appropriate behaviour or parents will be contacted.
* Children should not bring items such as hand gel or suntan lotion to school.
* Parents must ensure sufficient sun protection is applied before arriving at school if required.

**Classrooms**

* Classrooms have been set up with desks adhering to the new guidance – facing the front.
* Hand santiser will be placed at at least 2 points in the classroom to ensure there is easy access and movement is reduced.
* Wherever possible work surfaces have been cleared to allow for easy of cleaning.
* Teachers have given themselves sufficient area around their desk/whiteboard to allow for social distancing. This area will marked to ensure staff remain safe and children adhere to the guidance.
* All unnecessary furniture and resources have been removed from the room.
* Children will be allocated a table which will not change during the week.
* Lidded bins and a plentiful supply of tissues /paper towels will be available in all classrooms.
* A supply of cleaning materials and gloves will be available in case need between designated cleaning times.
* Children will be allocated a reading book from a selection for school and another for home.
* One reading book will be sent home on a Monday for the child to read. This book must return on the Friday if it is required to be changed so it can be cleaned and quarantined. The child will then receive a new book the following Monday.
* Parents will be asked once a week to feedback to staff on the reading book via email.
* Natural ventilation should be used and windows/doors will be open if safe to do so. (air conditioning units will not be used)
* Children will have their empty tray under their desk to keep their belongings in.

**Beginning of day**

* **Anyone displaying symptoms must not attend school and will be refused entry.**
* Children will be given a staggered start time to ensure that there will be no over-crowding of the main entrance to school.

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| **‘Bubble’** | **Arrival time** |
| Bubble 4 – Class 4 | 8.45 - 8.50 |
| Bubble 3 – Class 3 | 8.50 – 8.55 |
| Bubble 2 – Class 2 | 8.55 – 9.00 |
| Bubble 1 – Class 1 | 9.00 – 9.05 |

If there are siblings in the school, they must all enter school at the oldest siblings start time please.

* Parents will leave children at the gate.
* No extra bags will be admitted into school.
* On arrival all children to use hand sanitizer by their outdoor cloakroom.
* Children will walk to their classrooms hang up a coat if they have one in the outdoor cloakroom, sanitize their hands and enter the classroom via their outside door.

**The school day**

* An electronic register will be taken at the beginning of the day and the lunch choices for the children having a deli bag from the kitchen.
* Children will remain in their seats whilst in the classroom.
* Children with particular needs for movement will be positioned near a door.
* Outdoor breaks will be timetabled to allow each bubble to enjoy outdoor time without coming into contact with another bubble. Hands will be thoroughly washed before and after each break.
* Children in class 1 and 2 will be given fresh fruit and veg for their snack from the schools healthy eating program. Children in class 3 and 4 must bring a piece of fresh fruit or veg only for a snack to promote healthy living and wellbeing.
* Staff will teach children from a safe distance (probably from the board) children will be expected to self-mark or be given verbal feedback whenever possible.
* Children will be encouraged to regularly, thoroughly wash their hands or use hand sanitizer, in particular, before and after any break, before and after lunch, and at start/end of school day.
* If a child coughs or sneezes they will be reminded to catch the cough or sneeze in a tissue or elbow and immediately be asked to thoroughly wash their hands.
* Used tissues should be deposited in a lidded bin followed by thorough hand washing.
* Children will be encouraged to socially distance whenever possible, classes 2, 3 and 4 will be asked to keep ‘a good step apart.’

**Toilets**

* Each bubble will be allocated a toilet.
* Staff will strictly monitor a one in one out policy for use of toilets to remove potential lack of social distancing whilst queueing.
* Hand sanitizer is located outside of toilets to clean hands before entering and touching door handles/locks. Children must flush and wash hands after they have been. On leaving the toilet they must sanitize their hands again before entering the classroom.
* Only one member of staff can use the staff toilets at any one time.
* As bubbles grow, timetabling may have to occur to ensure no over-crowding of class2/3 toilet area.

**Moving around school**

* Bubbles must not come into contact with each other
* Children should not be moving around school other than for using the toilet and for breaks.
* Under no circumstances should children enter the office, staff kitchen or use the photocopier.
* Children must not visit classrooms other than their designated classroom.
* Where possible doors will be propped open to reduce need of touching handles.
* The Hall is only to be used by the Early Bird and After School Clubs.

**Equipment**

* Whenever practical children should not share equipment, including PE equipment.
* Equipment for PE can be used by individual children and then cleaned or quarantined afterwards.

**Lunch**

* Tables will be wiped down before lunch. Class 4 will wipe their own tables after eating.
* For younger children, this will be done by a member of staff wearing gloves.
* Children having a deli bag from the kitchen will have them brought to the classroom by the lunchtime supervisor in charge of their bubble.
* Children with lunches from home will get their own lunch. Children must be able to open any containers in their lunch boxes, as no assistance can be given.
* All children will eat it at their desks after thoroughly washing their hands.
* Hands should be thoroughly washed after eating.
* Lunch time staff will supervise.

**End of day**

* At the end of the day all desks must be left clear to allow for cleaning. Children’s books etc. can be left on their seat or on their tray which should be under their desk.
* The end of day will be staggered to reduce potential congestion.
* Mr Dent will be on duty at the new access point form the Parish Field to ensure security of the gate.

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| **‘Bubble’** | **Pick up time** | **Point of entry to school** |
| Bubble 1 – Class 1 | 3.15 – 3.25 | Gate to playground |
| Bubble 2 – Class 2 | 3.15 – 3.25 | New gate from Parish field |
| Bubble 3 – Class 3 | 3.25 – 3.35 | New gate from Parish field |
| Bubble 4 – Class 4 | 3.25 – 3.35 | Gate to playground |

Siblings will be collected at the time of their youngest sibling and all will be gathered together.

* A list of children will be given to staff to ensure older siblings are sent to the correct area for collection time.
* A member of staff will on duty on the gate and will direct children to their parents.
* 2m markers will be on the zig zag lines, if these are full parents should remain in their vehicle.
* If communication is required, an email or phone call will be made. Class emails will be used for the teachers to communicate to the parents. This could include further information on first aid given or information about an incident.

**Staff only areas**

* Antibacterial wipes will be available to clean equipment used by multiple staff (kettle / photocopier etc.)
* Equipment **will** be wiped after use.
* Staff should not share equipment such as computers or telephones during the day.
* Thorough cleaning will take place where job sharing occurs.
* Only one member of staff to use the staff toilet area at any one time – outer door should be locked.
* Lights in the staff toilet should be left on to reduce need to touch light switch.

**If a child becomes unwell or needs personal care during the school day**

* PPE **must** be worn if social distancing cannot be adhered to because child needs first aid or personal care.
* First aid will be carried out by a qualified first aider.
* Each bubble will have al first aid kit and a set of PPE.
* If a child becomes ill with suspected coronavirus they will be immediately removed from the class to an outside area.
* The designated person and child will then put on PPE and strict social distancing will be adhered to. Parents will be contacted immediately.
* Staff who have supervised unwell child should leave the site immediately and arrange test.
* Parents will be informed of any suspected cases of coronavirus.
* If a positive test for coronavirus further advice will be taken from Public Health England and parents will be updated.

**Cleaning**

* Cleaning will occur regularly throughout the day and thorough cleaning will take place each evening as per guidance.
* At the end of the day, tables needs to left clear in order for cleaning to occur.
* Staff will wipe down communal equipment after each use (eg photocopier, kettle)

**First Aid and HS**

* First Aid area will be in the discovery room for any medication or treatment to be given.
* No forms to be sent home to be completed. All details of any basic first aid must be shared with parents via email. Any serious first aid, parents will be contacted via the staff in office on the phone.
* If in the case of a fire Children to gather on the far side of the field social distanced from the other classes.

**Early Bird and After School Club**

* All children attending Early Birds must enter by the front gate at designated drop off times. 8.00am or 8.30am and at no other time.
* Children will be taken to their cloak rooms to drop off their belongings with a member of staff and then taken into the hall.
* Children will dismissed from EB at their classes designated time via the hall door to the back of the school. Class 1 children will be taken round by a member of staff.
* ALL children going to After School Club must leave their classrooms at 3.15pm and go to the hall. Class 1 children will be collected by a member of staff. Class 3 and 4 must enter by the hall door to the field. Class 2 may enter from the corridor by the toilets.
* Children can be picked up from after school club at only 2 designated times – 4.15pm or 5.15pm. Chidlren will be taken by staff to the front playground where they will be dismissed to their parents waiting outside the gate.
* There are no sport after school clubs initially.