**Hampton Lucy School from March 2021**

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 8th March 2021. This document will be updated as guidance changes.

**Children**

* ● Children will be in their class bubbles and will remain in this bubble.
* ● Children from class 3 and 4 will need to return with their chromebooks, fully charged on Monday 8th March.
* ● Staff expect **ALL** work completed on paper/workbooks/worksheets to be brought back with every child. This will collected in each classroom on the first day.
* ● Children will be required to wear uniform.
* ● Children must be able to independently secure their footwear, especially laces and buckles.
* ● 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. Cloak rooms are still outside the classrooms in the fresh air and must be clear at the end of the day.
* ● 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 still be set every Monday using online resources, which children will access through google classroom or a specific platform for spelling – spelling frame. It is proposed KS2 and KS1 maths will use a specific resource which will require a separate login.
* ● Reading books will still be sent home once a week, on a Monday. If by Friday 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 in school and be monitored by the teacher.
* ● Children will not take any extra items home with them.
* ● Children should not bring items such as hand gel into school.
* **Classrooms**
* ● **We expect our children to follow the rules as outlined by their teacher. Parents will be contacted if these rules are not followed as laid out in the behaviour policy.**
* ● Classrooms will still be set up with tables facing the front.
* ● Hand santiser will be placed at at least 2 points in the classroom to ensure there is easy access.
* ● Children will be encouraged to social distance and limit movement around the classroom.
* ● 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.
* ● Natural ventilation should be used and windows/doors will be open if safe to do so.
* **Beginning of day**
* Anyone displaying the following symptoms must not attend school and will be refused entry:
* a new continuous cough;
* high temperature;
* Hot to touch on your chest or back;
* a loss of or change in your normal sense of taste or smell(anosmia).
* ● The front gate will be opened at 8.45am for the children to come into school. We expect all children to be in school by 9.00am prompt. This should give everyone enough time to enter school safely.
* ● Parents will leave children at the gate, socially distance and continue to wear face coverings.
* ● 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**
* ● 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.
* ● 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.’
* ● When the class has PE the children must come to school in their PE Kit, trainers, White T-shirt, dark leggings, shorts or track suit bottoms and school jumper. Days for PE are below.

|  |  |  |  |
| --- | --- | --- | --- |
| Class 4 | Class 3 | Class 1 | Class 2 |
| Tuesday | Wednesday | Thursday | Friday |

**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.
* **Lunch**
* ● Tables will be wiped down before lunch by lunchtime supervisors in charge of the bubble. 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. They will be brought into the classrooms on trolleys.
* ● 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.

● A member of staff will be on duty at the new access point from the Parish Field to ensure security of the gate.

**‘Bubble’ Pick up time**

|  |  |  |
| --- | --- | --- |
| ‘Bubble’ | Pick up time | Point of entry to school |
| Bubble 1 Class 1 | 3.15 prompt | Gate to playground |
| Bubble 2 Class 2 | 3.15 prompt | New gate from parish field |
| Bubble 3 Class 3 | 3.20 prompt | New gate from parish field |
| Bubble 4 Class 4 | 3.20 prompt | Gate to playground |

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

● A member of staff will be on duty by the gate and will direct children to their parents.

● 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.

* **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 8.20am 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 be 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.
* ● All coats, water bottles and lunch boxes belonging to children will be left outside the hall by the children before entering the hall.
* ● Children can be picked up from after school club at only 2 designated times – 4.15pm or 5.15pm. Children 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.