

LODGE FARM PRIMARY SCHOOL



COVID-19 Policy

Written July 2020

Executive Summary

The COVID-19 (Coronavirus) epidemic is developing rapidly. This document sets out Lodge Farm's policy on actions to be taken in response to the epidemic. It should be noted that any compelling advice issued by central government or the local authority will take precedence over the actions set out in this policy.

We recognise that some of the children in our care are among the most vulnerable members of society and so may need additional precautions.

We also recognise that for many of the students, the routine and structure of school is extremely important for their wellbeing, so we aim to adapt and maintain normal routine as much as possible.

The school policy in response to the COVID-19 epidemic is summarised below. Additional detail is provided in specific risk assessments. Some of these are additional measures and some are a continuation of our already existing health and safety policy. We intend to limit the risk to children and staff by:

- the introduction of additional personal hygiene requirements for staff and children as they move around the school (e.g. hand washing/sanitising);
- the limitation of pupil travel by the cancellation of residential trips and by reviewing the risk of even local [out of school] activities;
- the limitation staff travel – staff will only attend essential external events necessary for school improvement or pupil provision.
- the minimising of school visitors – only visitors deemed essential will be allowed to enter the school premises

The school's policy will be that...

- if a member of staff or student shows symptoms that would require 'self-isolation' under the current Government guidance, they will be sent home immediately to 'self-isolate'. See list below for the current main symptoms of COVID-19. They will be able to return to school after either fourteen days or a negative test result for COVID-19.
- sick pay will be paid to staff who are self-isolating in line with government guidance.

Symptoms

- Following NHS and government guidance, the main symptoms of coronavirus are:
- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Most people with coronavirus have at least 1 of these symptoms.

Bubble/ School closure

- Contingency plan
- In the event of bubble/ school closure, we will follow advice from PHE and HCC
- Remote learning will take place – See policy once ratified by FGB

Responsibilities

Headteacher

The headteacher is to maintain and update all information relating to the development of the pandemic and the current advice from the government, the local authority and the NHS.

School staff will:

- Follow all government guidance and rules
- Report symptoms immediately to the Headteacher/SLT, access a COVID-19 test and isolate at home until the result of the test has returned
- Immediately report any concerns regarding a pupil displaying relevant symptoms to a the Headteacher/ SLT

Office staff will:

- Respond to parental queries regarding attendance and guidelines
- Liaise with parents and staff when a suspected COVID-19 case has been reported
- Call the parents/carers of a pupil suspected of having symptoms to request they collect their child
- Ensure any pupil suspected of displaying COVID-19 symptoms is quarantined in the Fish Bowl until they are collected by parents/ carers
- Inform parents and staff of the outcome of any suspected case.

Parents will:

- Respect and support the school's reporting of suspected COVID-19 symptoms
- Follow the school's COVID-19 policy, specifically relating to slowing the spread of the virus
- Acknowledge that all decisions regarding policy and procedure related to COVID-19 have been carefully considered, following the most recent advice from Government and the local authority, and have been made with the well-being of all pupils and staff in mind.

Hygiene precautions

- Use hand sanitiser on entering the building before using key pad
- Sign in using own pen
- Wash hands on entering or leaving classroom/area - where this is not possible hand sanitiser should be used and then hands washed when possible
- Wash hands after using a tissue/coughing/sneezing
- Wash hands before and after eating or drinking
- Maintain social distancing between adults and where possible children
- Ensure and supervise children maintain regular handwashing routines following the handwashing guidelines
- Wash hands after handling books
- Ensure working spaces are well ventilated
- Wipe over shared equipment (such as the photocopier/kettle) with an appropriate spray/wipes after use
- If children are required to change seat/table, the seat and table should be cleaned with appropriate spray or wipe
- Children will have their own set of stationery
- PPE should be used when administering first aid or intimate care

Staffroom use

- Staggered breaks at lunch will allow for less staff accessing the staffroom – maximum of 4 staff members. In addition to the staff room, the Food Tech Room is also available for staff breaks
- Social distancing should be maintained at all times
- Sanitise any communal use equipment after use
- Wash hands before and after eating and drinking
- Used cups, plates etc. should be washed, dried (using paper towel) and returned to the cupboard or placed in the dishwasher
- Used cups, plates etc must not be left in the sink or draining board
- Judy to empty dishwasher having washed her hands

Trips and educational visits

- No swimming
- No wind instruments

- No singing – apart from EYFS and Year 1 for phonics and early counting teaching and learning
- No educational visits to take place. This will be reviewed as the term goes on.

In-school events

- General information exchange visits to Lodge Farm will not take place to minimise contact.
- Non-essential community events e.g. assemblies, concerts and class open days will not currently be taking place to minimise contact.
- Parent consultations will take place. We will follow local authority advice regarding the facilitation of these. It is likely that these will take place using alternative means of communication e.g. by telephone.
- School will look into option eg Live Storm to stream events eg assemblies and Christmas productions

Parental presence within school

Nursery parents are allowed on site to drop off and collect their children.

Parents of Reception and KS1 children will drop their children off at the Fire Engine Gate in the morning which is manned by SLT and additional staff. All children will be collected by their class teacher. To ensure children go home with the correct adult, parents will be allowed on site at the end of the day. There is a clear system in place with each route leading directly to classrooms. Staff members will be on duty to supervise this.

To reduce congestion on Mobbsbury Way due to pedestrians travelling to neighbouring schools, KS2 parents will use the Mobbsbury Way gate for drop off and pick up purposes. They are allowed on the playground to collect their on socially distanced, class bubble markings. During the mornings, parents do not come on site.

All school staff wear visors on duty and maintain social distance.

All parents are strongly urged to wear face coverings on the school premises too.

It is the school's preference that conversations with teachers take place via the telephone or email. If it is deemed necessary to have a face to face meeting, parents will be invited in and the visitors' protocol will apply.

Normal events which involve parental attendance eg assemblies, plays will not be arranged.

Staff training

All non-essential staff training should be completed remotely. If this is not possible, consider whether the training could be delayed until later in the year, or cancelled until further notice.

Essential in-house staff training should be completed in a large, open and airy room, where social distancing measures can be adhered to. There should be no sharing of resources or communal refreshments and members of staff should remain in the same seat for the duration of the session.

Where this is not possible, the training should be completed remotely.

Essential off-site training can be attended upon receipt of acceptable risk assessment from the leaders of the training.

Visitors to school

- **See updated Visitor Policy 14.8.20**

Attendance - staff and children

- **See updated Attendance Policy**

Illness of staff member or pupil

- Contingency plans for staff absence and key tasks
- COVID procedures – flowchart of actions

Curriculum

The curriculum will be organised in accordance with advice from the Department for Education <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

The key principles that underpin curriculum planning at Lodge Farm are:

- education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life
- the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects

In the Autumn term, teachers should focus on ensuring pupils are ready to learn, developing learning behaviours which are suitable for the reintroduction to classroom teaching and prioritising PSHRE.

For children in nursery settings, teachers should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.

Access to outdoor space has been organised so that Nursery and Reception will use the EYFS courtyard which they can access during Child Initiated Learning, but at separate times.

For pupils in Key Stages 1 and 2, priority has been given to: identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics); identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum will remain with children having access to the full range of subjects.

Classroom set-up for September:

- Tables should be facing towards the front of the class
- A 2 metre distance should be allowed at the front of the class to maintain social distancing between teacher and pupils
- Each child should have their own set of stationery/whiteboards/ and any other resources required regularly (clear pencil cases have been ordered)
- Children should put bag on the back of the chair
- Books should be kept under their table or in a magazine file
- Children should have the same seat unless it is wiped over
- Children **only** be using the cloakrooms under strict supervision
- Furniture may be moved back into the classrooms providing that there is enough space for the children to be appropriately seated
- No soft furnishings

Where possible, a 2-metre distance should be maintained, or in the least a 1 metre distance.

Marking will be completed according to the revised feedback policy.

Daily organisation

- Children will be in a class/year group bubble. They will remain in their class bubble as much as possible, but this will extend to a year group bubble to facilitate lunch and playtimes.
- All areas of the school will continue to be cleaned daily.
- Children will sit in rows, facing the front of the classroom. They will not swap seats unless they have been cleaned in between use.
- Children will wash their hands on entering school and regularly throughout the school day. Hand sanitising stations have been set up in every classroom and each eating area.
- Children are to wear full school uniform. Guidance has stated that no extra washing is deemed necessary.
- On allocated PE days, the children will wear their PE kit to school. They will not need their uniform on this day.
- Children MUST bring to school a named water bottle each day. These will not be provided by the school. Children must be able to remove the lid of the water themselves for refilling.
- Children are only to bring essential items to school and do not need to bring items of stationery or books. These will be provided as individual packs and will remain in school. They may bring any essential items to school in their school bag.
- Children are able to have a school meal or home packed lunch. The school meal menu has been reduced to a hot or cold packed lunch option.
- Playtime and lunchtimes will be staggered so that the bubbles remain separate on the playground. Toilets have been allocated to specific bubbles and the children will be informed of these . Climbing apparatus will not be in use for KS1 and KS2.
- Children are able to eat in the dining halls but there is time allocated for cleaning in between sittings.
- Reading books are allowed to be taken home. When they are returned to school, they will be quarantined for 48 hours before another child is able to use them.
- PPE will only be used by staff in specific situations, e.g. when carrying out intimate care or administering first aid. Children will not use PPE (including masks) when they are in school.

- There are staggered entry times
- When the children return, our first task will be to ensure a smooth transition back into school life with their new (in some cases) teachers. Pastoral support and the children's wellbeing will be a main focus during those early weeks and will take priority. Following on from this, the teaching plan for the year will focus on 'catch-up' and closing the gaps in learning with a view on the national expectation for their new year group.
- Homework will continue to be issued but will be set and submitted by the children via Google Classroom.
- Due to the Government guidelines, there is still no vehicle access to the school car park. Parents/children will not be allowed on the school site before their designated drop off/collection times. We are continuing to ask that only one parent drops off/collects children to and from school to avoid congestion and also to walk swiftly around the premises. Parents will not be able to have discussions with class teachers when dropping off/collecting children. If you wish to ask them any questions, please email admin@lodgefarm.herts.sch.uk and they will get back to you as soon as possible.
- There will be staggered drop off and collection times for September, which must be fully adhered to. We do understand that there may be siblings, which could cause an issue with arriving at the correct time. Allowances will be made in these cases, but please do ensure that you try to get to the allocated drop-off point as close to your allocated time as possible. Where there are differences in collection times between siblings, we politely request that parents move as far away as possible from the gates to allow room for the parents whose time slot it is and ensure you continue to socially distance.
- Children attending school are asked to refrain from bringing bicycles and scooters onto school premises.
- Springers will resume from September 2020. Please speak to Jo Jones if you wish to use these facilities. Bookings must be made in advance due to number restrictions. Springers will release their own information regarding their drop-off and collection details to parents but please note that the school car park will not be available for use for parents.