

# ST MARGARET'S

## SCHOOL

### COVID-19 REOPENING POLICY

#### COVID-19: Implementing Protective Measures for return to St Margaret's (in accordance with ongoing Government guidance)

This document follows the U.K. Government guidance concerned with preventing the spread of coronavirus with the aims of ensuring the highest standards of safety are maintained and applies to:

- *Direct Transmission* (e.g. sneezing and coughing)
- *Indirect Transmission* (via touching contaminated surfaces).
- *Social Distancing*

#### **Direct transmission**

- The School will communicate via email with all in the School community that anyone who has developed a new, continuous cough, has a high temperature, or has lost sense of taste or smell, should self-isolate for 14 days and not attend School. All members of any household where an individual displays such symptoms should also self-isolate for 14 days. Families in this situation would be encouraged to get tested and to share the results with the school.  
The government guidance is as follows:  
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- Similarly, children and staff that live in a household with someone who is extremely clinically vulnerable, as set out in the government guidance, will be advised in the same communication that they do not attend school, as social distancing cannot be guaranteed.
- Parents are asked to take their child's temperature each morning before school, a child should be kept at home if this is high, and certainly if it is higher than 38 degrees. There are thermometers onsite which we may use if we have concerns.
- Where pupils develop symptoms *during* the school day, pupils will be isolated until they are collected by their parents. In the Junior School this will take place in LSM05 and in the Senior School this will take place in the GB06.
- Government guidelines indicate that face coverings are not required in school environments for general interactions between pupils and staff. However, staff may choose to wear them and parents may choose to send their children in wearing face coverings or gloves.
- Scheduled cleaning of classrooms by cleaning staff will take place before and after school and during the lunch period when no children or staff will be in the classrooms. Where classrooms need to be entered by cleaning staff at any other point in the day, the designated teachers will ensure the children are not in the building.

- Vomiting accidents will be immediately cleaned up by cleaning staff (informed by the designated member of EYFS staff, the Head of Junior School or the Vice Principal) wearing appropriate PPE: gloves, mask and an apron as specified by government guidance .
- Pupils and staff will be trained to follow the ‘catch it, bin it and kill it’ procedure when pupils sneeze or cough.

### **Indirect transmission**

Pupils and staff will be receiving training updates relating to hand hygiene and the importance of good personal hygiene

- Pupils will be encouraged to wash their hands on arrival at school, and regularly throughout the day (the Government guidelines of at least 6 times a day).
- Pupils will be encouraged to wash their hands thoroughly for 20 seconds.
- The designated teacher for each bubble will remind pupils about the importance of regularly washing hands and in particular before and after lunch and toileting, also after blowing noses, after coughing or sneezing.
- The designated teacher for each bubble will teach and guide the children with good respiratory hygiene. Children will be guided in good cough etiquette and encouraged to cough into the side of their elbow.
- The designated cleaning staff will clean all toilet walls, toilets, sinks, doors, door handles, tables, chairs, three times a day.
- The designated teacher of each bubble will spot clean touched surfaces throughout the day. Cleaning materials and gloves will be provided by the school for this.
- The designated teacher of each bubble will ensure that pupils understand the need to follow the guidance on not mixing with other bubbles and to follow the timings for arrival and departure as well as at lunchtimes that are to be staggered for safety.
- At lunchtime, pupils should only use the toilets that are in their bubble area. Pupils should not use toilets that are around the site even if these are more convenient. If they are needed in an emergency then the designated bubble teacher will need to ensure that the cleaning staff have sanitised them.
- Pupils will be encouraged to bring all their own resources to school, including their own devices to access remote learning, fully charged and with a battery pack, stationery and books. The school will not be able to provide computers for all pupils and we will not be able to share resources during this time.
- The designated teacher of the bubble will have their own supply of spare stationery and paper that can be used, without being touched for those that require it.
- IT support will not be possible for BYOD (bring your own devices) and pupils will need to be able to be self-sufficient with their appliances.

- When pupils go outside for learning and or breaks they are encouraged to wash their hands or to use hand sanitiser in order to avoid congestion in toilets. Pupils are encouraged to bring their own hand sanitiser into school.
- Pupils will not be permitted to bring unnecessary items into school.
- Where possible, and keeping in mind fire safety and safeguarding, classrooms will be well ventilated with open windows and propped open doors.

### Social Distancing

- The classroom layout has been altered to reduce the distance between children when working at tables. Each child will be allocated a specific place to sit that will remain unchanged throughout the return to school phase.
- There will be a reduced number of learning resources that the children have access to and pupils will use their own devices which they are responsible for keeping in working order, fully charged and clean.
- Indoor learning areas that require close social contact, such as common rooms will remain closed.
- Transmission risk will be reduced by keeping bubbles and the dedicated staff away from other staff. Where staff are leading whole group sessions such as PE this will take place outside and always at a safe distance.
- Children's personal items will be kept with them at all times, lockers will be out of use.
- Throughout the day, outside areas will be allotted to different bubbles and pupils should keep to these areas.

### Morning drop-off and Afternoon collection procedures

- Clear instructions will be given to the parents outlining the procedure for arrival and departure at the school, as well as what to do if their child is unwell during the day.
- Parents will be instructed not to congregate in any area around or near the school site.
- Pupils should make their way to their bubble area immediately on arrival at school.
- The start time for each bubble will be staggered with other year groups.
- All pupils will come to school by private car. Parents are asked to remain in cars except for our youngest pupils. Pupils should wait to ensure that when they alight their car that there are no neighbouring parked cars with pupils alighting at the same time.

### General considerations within the school day

- Remote Learning will continue to be offered to children who remain at home.
- Learning in school will mirror that offered through the remote learning platform.

- Priority will be given to the wellbeing of the children; understanding and making sense of the impact of coronavirus on their lives and those around them and any concerns that they may have.
- Children will be supported and guided in how to keep themselves and others safer in school.
- The timetable will be altered to ensure safe delivery of learning.
- Learning outdoors will be prioritised.
- Pupils will be offered the choice of wearing their P.E. kit or Summer uniform. Parents will be advised to wash clothing daily.
- Movement around the School buildings will be minimised.
- Pupils will only take part in assemblies through online platforms and remain in their bubble areas.
- No other resources will be taken home from school. Staff will continue to use email and Google Classroom as a means to share resources and lessons.

#### Toileting

- Each bubble will be designated its own toilet. Staff should ensure that they control pupils leaving their room one at a time to use the bathroom. Pupils should be reminded about the need to wash their hands.

#### Meals and snacks

##### Teaching staff will supervise the following:

- Each bubble will have a designated lunch time and area of the School dining room.
- Food will be portioned, given to each child (rather than helping themselves) and not shared
- Each bubble has its own designated toilet facility which should be used before movement to the dining room.
- Children will sit apart when eating.
- Provision will be made where possible for lunch to be eaten outside.
- Staff and pupils will be reminded to bring in their own drinks and snacks as there will be no provision outside of lunchtime.

#### Pupil and Staff Well-being and Mental Health

- The School will continue to follow clear and the highest standard of safeguarding procedures during this time.
- A major focus of this time is to support pupils to process, and to connect. A priority of the face to face learning is the pastoral and enrichment opportunities. Whilst the academic offering is important we envisage most of this will be performed through remote learning throughout this time.

### Behaviour Policy

- Pupils will be expected to keep to the guidance on social distancing, handwashing and personal hygiene. A reluctance or refusal to do so could see the child being asked to be schooled at home and accessing the remote learning during this time. Any infringement of the School Rules and or activity that impacts on the safety of others will be followed up with pupils and their parents.

### Communication

All members of the community will regularly be asked to share any concerns or feedback relating to steps taken to protect the community.

The School will communicate any changes to procedures using email to parents as well as raising with children where age appropriate.

Parents and staff that experience Covid-19 symptoms are asked to communicate this to Liz Norris in the Junior School and Julie Chatkiewicz in the Senior School so that this information can be shared with others. On being tested we ask that parents or staff communicate the results of these tests so we can protect the safety of the bubble.

There is a set of Covid-19 communication principles which guides senior staff.

Training and guidance documents are shared with staff, parents and pupils.

*This document sits alongside the Covid-19 Reopening Policy -EYFS. It should be read alongside the following documents: Risk Assessment in Covid-19 environment, Phased returning planning document and the various training documents.*