



Guidelines and procedures for the re-opening of EYFS, Year 1 and Year 6 from 1st June 2020 (plus any priority groups)

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Introduction

The following procedures and guidelines have been written in line with Government guidance.

From the week commencing 1st June we are welcoming back all our early years children and those children in Year 1 and 6. We will also continue to offer places to children in the priority groups.

To enable us to do this safely the School will:

- Protect the health and safety of children and staff
- Follow the guidelines set out by HM Government and Department of Education
- Provide children with some familiarity of School routines for social, emotional and academic learning
- Provide clear expectations for staff, children and parents during this emergency learning environment

The following expectations and procedures are in place to ensure that health and safety standards are met.

- We will endeavour to ensure that all movement around and within the building is to happen with the expected 2 metre distance
- Children and staff are not to be in School if they show any Coronavirus symptoms, they should self isolate for 7-days; their fellow household members should self-isolate for 14-days
- Children are on site only for the duration of the School day
- Children may not enter the building before their arrival time

We know that, unlike older children and adults, pre-prep children cannot be expected to remain 2 metres apart from each other and staff; we have therefore taken this into account.

It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

The advice is that where Schools can keep children in those small groups 2 metres away from each other, they should do so. While, in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.

Arrival and dismissal expectations

Staggered arrival and dismissal times

We would expect those with children at the School of different ages to bring them in and pick them up at the times of the eldest/elder and therefore younger children will be looked after.

Please note there is no parking at the front of the School due to the 'drop and go' system.

- Year 6 - please drop your child at the top end of the parent car-park and they will make their way to their allocated classroom in the Science block via the relevant door (Group 2 - Junior Lab and Group 1 - Lower door to Senior Lab). They can be collected from the Lower or from Reception if after their scheduled pick up time
- Key worker children - please drop your child at the lower end of the parent car-park and they will make their way across the zebra crossing, under the arch and in through the Refectory door. They can be collected from the zebra crossing end of the parent car-park or from Reception if after their scheduled pick up time
- Reception and Year 1 - please drive up to the front door and drop your child where staff will be waiting. Reception children will go through the front door and Year 1 through the Pre-Prep gate and then into Year 1. They are to be collected in this way at their allocated finish time; if after this please park in the parent car-park and come to Reception
- Nursery and Kindy - please walk them through the Pre-Prep gate to the gate into the Nursery freeflow where they will be met by staff, they can also be collected from here

Drop-off	Front of School	Refectory Door	Science	Nursery Gate
8:15	-	Key worker children	Year 6 Grp 2 (Junior Lab) Year 6 Grp 1 (Lower door)	-
8.30	Rec/Year1	-	-	-
9:00	-	-	-	Kindy/Nursery
Pick-up	Front of School	Zebra Crossing	Lower	Nursery Gate
15:00	-	-	-	Kindy/Nursery
15:30	Rec/Year 1	-	-	-
15:30		Y4 Key Worker (Tue/Fri)		
16:30	-	Key Worker	Year 6	

Expectations for children

- All children are requested to wear their School games kit into School each day
- Pre-Prep children are expected to have spare clothes in School
- All children are expected to have a sunhat in School and to have suncream put on before leaving home (they can bring spare suncream on their first day and leave in School)
- All children must have a named water bottle in School
- Prep children must have headphones/earbuds in School
- Children will only be allowed in to the building at the assigned staggered start time
- In order for these arrangements to work well, it is really important for children and parents to stick to these times as much as possible
- All children will be welcomed by staff at the various entrance points. Children enter the building without parents at their assigned entrance door
- Children must sanitise hands when entering the building.
- Children must endeavour to adhere to the 2 metre rule when entering and exiting the building
- On the first day back children should only bring in the minimal that is needed and take it all to their assigned classroom (lockers and changing rooms are not in use) e.g. Year 6 will need a pencil case, reading book and their Chromebook that will then remain in School
- Children must wash hands before entering the classroom
- Any children arriving late must enter using the main entrance, sign in at the School office and then go to their assigned classroom
- If a child who is late needs guidance, the School Office can be called and arrangements will be made to pick the child up at the front door
- Children will be taken to the pick-up points and when parents are there to pick up their child, the child will be released by staff

Expectations for parents

- Parents should arrive at the assigned staggered start and pick-up time, it is very important to keep to these times to encourage social distancing
- Parents drop off their children outside of the building i.e. no parent should be in School
- Parents will pick up children at the locations noted above – please note the pick up locations may be different to drop-off

Expectations for staff

- Staff may enter through various entrances
- Staff must sanitise hands when entering the building

- Staff need to use the two metre distancing when entering and leaving the building
- Staff will collect their children from the drop-off points and take them to the pick-up points

Class group guidelines

To prepare for a return to School we will create smaller groups of children that will become a 'class' for the duration of this period.

The goal when creating groups of children is to develop well-functioning classes. When creating class groups the School will apply the following guidelines as much as possible:

- The groups will be created such that we endeavour to ensure social distancing is adhered to but their size will be dependant on the designated classroom
- Groups of children will be created by year; this may not be possible for the key-worker children outside of the initial returning year groups
- The number of children in a year may mean that the group is made up of children from two classes
- Although friendships will be considered when creating groups, 'safety over friendship' is the priority

Parents will be notified of the group and teacher allocation.

Toilets/Washrooms

Children and staff will be expected to only use the areas allocated to them.

- Year 6: children and staff will use handwashing facilities in their respective lab. Children will use the science toilets and their allocated staff, the Thomas More staff toilet. At break/lunch Group 1 will have access to the Music toilets and Group 2 the science toilets
- Children of key workers and their allocated staff will be located on the middle floor of Great Roke and will use the following toilets
 - Girls - Girls toilet in Priest wing
 - Boys - Boys toilet and urinal at Priest wing end of corridor
 - Staff - Both staff toilets
- Year 1 children along with their allocated staff
 - Girls - Year 2 girls toilet, middle floor
 - Boys - Year 2 boys washroom, middle floor (handwashing only)
 - Year 1 has a hand basin in their changing room
 - Normal Pre-Prep toilets
- Reception children along with their allocated staff
 - Handwashing - sinks in central EYFS area
 - Normal Pre-Prep toilets

- Nursery/Kindy
 - Handwashing - in their classroom
 - Normal Pre-Prep toilets
- All other staff will use the visitors toilets on the ground floor of Great Roke

Entering and exiting the classroom

On the first day back children should bring all their belongings with them to the classroom, including coats, sun hats, water bottle, spare sun cream.

Prep Children only:

- **Chromebook and charger**
- Pencil case
- Reading book
- **Headphones/earbuds**

All belongings will remain in School so please ensure that everything is named.

Beginning of the day:

- Once their hands are washed the children enter the classroom
- They are then ready to begin the day

During the day:

- Children must wash their hands before they enter the classroom; this is at the beginning of the day, after break/lunch, after using the toilet or any other time they enter the room
- Children must wash their hands when they exit the classroom; this is at the end of the day, before and after going to break/lunch, after going to the toilet or any other time they leave the room
- Each class will have an assigned toilet, children will visit the bathroom before being excused for break/lunch

End of the day:

- Children wash their hands before lining up to be taken to their pick-up point
- Children sanitise their hands before walking out of the door

Expectations around use of materials

Classrooms and use of materials

- Teachers will maintain the sanitising of the classroom and materials in addition to cleaning staff
- All toys must be washed daily; if they cannot be washed they must be packed away
- All School materials stay at School; no home materials are brought to School with the exception of a pencil case which then stays at School
- Children cannot bring personal toys to School

Toys and resources

- A minimal number will be available each day
- All toys and resources are to be washed after School
- Soft toys, dressing up clothes and pillows/cushions/blankets are to be removed

Chromebooks, tablets, laptops, keyboards and mice

- Must not be shared
- Need to be wiped several times daily with wipes
- Children must wash hands before and after use

Other materials

- White boards and markers wiped down after use
- Each child will have their own pencil case from home or be allocated a set of School resources that will be theirs for the duration of this period. However, if non-allocated class pencils, pens, scissors, glue sticks, rulers etc are used they must be wiped down after use and packed away
- Other art materials - used, cleaned and then packed away
- No play dough/plasticine/clay
- No sand
- Role play corners washed down daily if used
- If water play is used it must be changed daily

Libraries

Both libraries will be closed to children. Instead:

- Nursery - Reception: a small selection of books available daily. Once a child has read the book it is packed away and cleaned at the end of the day
- Year 1: a selection of reading books will be sent home, once read these can be returned and more will be issued. Returned books will be thoroughly cleaned
- Year 6: children have their own reading book/s which they keep with their other belongings; if it is finished it is then cleaned and packed away
- Teachers can have a box of books relevant for the day which they use, clean and pack away

Health and safety guidelines

As it is the summer term please ensure that you put suncream on your child before leaving the house. A spare suncream can be sent in.

Sickness

- Children and staff who show any signs of illness may not attend School
 - high temperature
 - new, continuous cough
 - loss or change to your sense of smell or taste
- Please do NOT send your child to School if they are showing any symptoms of illness which could be passed onto another child or adult
- Children and staff are not to be in School if they show any Coronavirus related symptoms, they should self isolate for 7-days. Their fellow household members should self-isolate for 14-days
- Anyone over the age of 5 can [apply](#) for testing if they display symptoms of Coronavirus
- Where the child or staff member tests positive, the rest of their class/group will be sent home and advised to self-isolate for 14-days. The other household members of that wider class/group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms
- Children who show signs of illness or have a temperature of 37.8 C or higher will be sent home from School. The School office will phone the parent/carer to arrange immediate pick up of the sick child
- If a person who has been at School is confirmed (or suspected) to be infected with COVID-19, the School must be informed of it in order to inform the persons with whom he/she has been in close contact

Respiratory hygiene

- Promoting catch it, bin it, kill it approach
 - Avoid touching your mouth, eyes and nose
 - Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand
 - Dispose of tissues into a bin and immediately clean your hands with soap and water or use a hand sanitiser

Two-metre distance

We will endeavour to ensure that children are separated by two meters throughout the School day both in the class and when transitioning to/from other areas of the School

Cleaning of the building

- Hand sanitiser will be placed inside each building entry door and will be available in each classroom/office
- Banisters, door handles, light switches, etc. will be cleaned throughout the day
- Toilets and sinks will be cleaned regularly throughout the day

How to keep your distance as an adult

Working and collaborating together will look and feel different. It is likely to be awkward and certainly will take time to get used to. In addition to following the guidelines for moving around the building, please use the following:

- Staff are welcome to use the following entrances to enter and exit the building: main door, staff door, Refectory door
- Staff must wipe down their Chromebook, laptop, computer, tablet, keyboard, mouse, etc. several times a day
- When working in the same room, adhere to the two metre distance guidelines, spread out in meeting rooms and wash hands before entering the room and after leaving the room
- Staff rooms
 - The main staff room will primarily be a work area; it is only to be used for refreshments by those staffing the children of key workers
 - A trolley will be set up at the bottom of the main stairs for Pre-Prep staff
 - Those staff working in the science block will have their own refreshment facilities
 - For other working areas please use the meeting areas on the top and middle floor of Great Roke

Hygiene procedures for the classroom

Daily routines

Daily routines to be done during break/lunch

- Clean tabletops, door handles and other surfaces that are frequently touched by using the cleaning spray and one-use cloth provided
- Let the disinfection solution sit for 30 seconds and wipe the surface dry with paper towels if still wet
- Before and after lunch if children are eating in the classroom:
 - Before the children can eat wash the tabletop with a damp disposable cloth and plain water
 - After lunch wash the table top again with the damp cloth to remove food waste, followed by another round of spray disinfectant to remove virus/bacteria
- Wipes are only for computers, Chromebooks, laptops, keyboard and mice and should be cleaned by the teacher.

Note: Please do NOT throw away the spray bottles when empty, we have plenty of the liquid in 5 litre bottles. Spray bottles can be refilled in the Medical Room.

Lunch and snack procedures

All children will eat their snacks and lunch in their classes/groups in their classroom or the Refectory. We will also make use of the outdoor space.

Children and staff are expected to follow these guidelines:

- All children and staff wash their hands before eating snack or lunch
- All children and staff wash their hands after eating snack and lunch
- Children sit in their designated spot in the Refectory/classroom for lunch; this spot should be at a two metre distance from others
- Snack and lunch will be supervised by staff
- Staff use the provided disinfectant and paper towels to thoroughly clean the tables before and after the children have eaten

The School is working with Holroyd Howe to ensure that we provide a nutritional menu. The first week we will provide an individual packed lunch to each child and from week 2 the menu will be as per Appendix 2. Please ensure that each child has a named water bottle in School.

Movement of all people in, out and throughout the building

Expectations of children

To minimise the movement around the building the children will be allocated a classroom and be expected to not move around. The layout will be adjusted to allow for social distancing.

All movement of children around and within the building is to be supervised by an adult and structured in a way to endeavour we adhere to the expected two metres distance.

When children are moving around the building, they need to be taught the following. These expectations must then be reinforced consistently by all staff.

They include:

- Everyone washes hands before moving to another section of the School
- Move on the right when moving up and down the stairs and through the hallways
- To create a one way system children and staff should go up the Blue stairs and down the main stairs
- Move up and down the stairs one step at a time
- Stay five steps apart on the stairs
- Keep hands and bodies to themselves
- Use the assigned toilet and sink
- One child at a time uses their assigned toilet
- Children must wash hands after using the toilet

Expectations for outdoor play

A revised break and lunch schedule has been created to provide increased outdoor playtime for all children and limit the number on the playgrounds at one time. Staff will be on duty for every break/lunch ensuring normal ratios.

- Children are expected to follow the School rules and cooperate when instructed and directed
- Children are expected to adhere to all new procedures so the School can follow the guidelines for health and safety
- As per the health and safety guidelines, children must play only with their designated group
- Children who struggle to meet the new expectations may not be permitted on the playground
- Children must endeavour to maintain a two metre distance when playing
- Any games are at the Schools discretion and will be structured to endeavour to ensure social distancing
- Children will have restricted access to playground toys and bikes to ensure that the new cleaning regime can be adhered to
- Children will be able to play on the playground equipment at their assigned times

Teaching and learning

In School

The learning schedule in School is designed to limit the movement and contact of staff and children throughout the building as such all lessons will take place in the assigned classroom space with the designated teacher.

This is an emergency learning situation. Our goal is to provide children with some familiarity of School routines for social/emotional/academic learning in a School environment.

The EYFS sets the standards that must be met for the learning, development and care of children and we will endeavour to meet these.

The focus for Pre-Prep will be on reading, writing, maths and “well-being” (social/emotional learning) with their assigned teachers. The teachers will organise the daily schedule of lessons within the arrival/dismissal time and around break and lunch.

For other children’s lessons it is our intention to continue with the distance learning timetable and the use of Google Classroom to accommodate those who are not returning to School. The academic work for children will be as independent as possible. There will be a mixture of new learning and consolidation of previous work.

There is no homework assigned during this period. School books, notebooks and materials may not be brought back and forth from home to School. Children will be encouraged to read independently at home.

The libraries and Art/DT rooms will be closed for children.

Timetable

Year 6 will be following the published timetable which has been made available to all parents and children. Reception and Year 1 also have a

published timetable but this may differ from day-to-day as they make use of the outdoor space and accommodate the slight changes to routine.

Distance Learning

Children who remain home will continue to be able to access the resources for each lesson that is being taught at school. However, some direct instruction elements will no longer be provided remotely for those year groups where teaching is also taking place in school.

Behavioural expectations

The School's capacity to manage particular behaviours may be limited; although the age of the child will be taken into consideration. As such, it is important that children understand and follow School rules with a greater degree of independence. Unfortunately, children who can not meet the new expectations will not be permitted to stay at School.

Staff will monitor the emotional well-being of children in the new learning environment. Parents are also asked to share any concerns with their child's class/group teacher.

We will be particularly aware of the following situations and issues:

- Reluctant children*
- Social / emotional concerns including new concerns because of new class, group, teacher, environment, friendships
- Behaviour / disciplinary issues
- General academic concerns
- Late and absent children
- Child protection issues

*children who are not agreeable to coming to School, who have difficulty separating from parents, who refuse to enter the building, who make excuses during the day to be sent home

Concern	Response
Reluctant children	Staff will make reasonable efforts to encourage children to enter and stay in School. Children who are not able to cooperate easily may need to be taken home.
Social & emotional issues	Staff will report children of concern to the Form Teacher and Mr Crisell (DSL). Some of the support offered may be provided remotely.
Behaviour & disciplinary issues	There is an enhanced expectation for children to follow School rules, group/classroom agreements and cooperate when instructed and directed. Children are also expected to adhere to the new hygiene and distancing procedures so the School can follow the guidelines for health and safety. Children who can't meet the new expectations may not be permitted to stay with their class/group. Staff should immediately contact the member of SMT on duty and the child will be taken to another room. Next steps will be determined on a case by case basis.

General academic concerns	Staff will pass on any academic concerns to the relevant subject teacher and the form tutor, who will, if needed, seek input from the Director of Teaching and Learning. Next steps will be determined and put in place.
Late & absent children	Regular recording of attendance and lateness will continue. Parents will be contacted if attendance is a concern.
Child Protection issues	The same child protection procedures are in place. Staff should inform the DSL immediately.

Staff illness

Staff member

- Staff who show signs of illness or have a temperature of 37.8 C or higher should not come to School or if already at School go home immediately
- Staff are not to be in School if they show any Coronavirus related symptoms, they should self isolate for 7-days. Their fellow household members should self-isolate for 14-days
- Anyone over the age of 5 can [apply](#) for testing if they display symptoms of Coronavirus
- Where the staff member tests positive, the rest of their class/group will be sent home and advised to self-isolate for 14-days. The other household members of that wider class/group do not need to self-isolate unless the staff member they live with in that group subsequently develops symptoms
- If a person who has been at School is confirmed (or suspected) to be infected with COVID-19, the School must be informed of it in order to inform the persons with whom he/she has been in close contact

When a family member is ill

- If you suspect someone in your house has COVID-19, stay at home out of caution but isolate yourself from the ill person. Contact your doctor and ask to have the ill person tested as you are a key worker and need to return to work. If it is confirmed that it is not COVID-19, you can return to work
- If the family member has a confirmed case of COVID-19 and can self-isolate but the employee has no symptoms, the employee can return to work. The last action before leaving the house should be washing your hands

Appendix 1 - Staff and Room Allocation

The following are the staff and rooms allocated to each group of children.

EYFS will continue to use their normal classrooms

- Mrs S Ferris
- Miss C Hampton-John
- Mrs T Kilgannon
- Mrs L Miles
- Mrs S Platt
- Mrs J Reed

Year 1 will be divided into two groups and be located in their normal classroom and the room next door

- Mrs L Crisell
- Mr James Clarke
- Mrs S Cooper
- Miss S Gartland

Year 6 will be divided into two groups and be located in the two science labs

- Mr J Andrade
- Mrs M Burnett
- Mr J Conway
- Mrs T Goddings
- Mrs L Mason
- Mr T O'Kelly
- Mrs S Poyntz

The children of key workers will be in one group with access to both Year 5 form rooms

- Mrs C Collins
- Mr J Hatcher
- Mrs A Hobbs

Appendix 2 - Menu



Menu 1	Monday	Tuesday	Wednesday	Thursday	Friday
Snack (morning)	Home Bake / Savoury Item				
Soup	Chefs Soup of the day				
Main Meal	Beef Bolognaise	Classic Macaroni Cheese	Southern Fried Chicken	Roast Turkey & Yorkshire Puddings	Breaded Fish
Vegetarian	Quorn Mince Bolognaise	Classic Macaroni Cheese	Cheese & Onion Quiche	Roasted Vegetable & Tomato Pasta Bake	Butternut Squash & Pea Risotto with Parmesan Shavings
On the Side...	Pasta Twirls, Garlic Bites & Sweetcorn	Focaccia Mixed Salad	Sautee Potatoes, Baked Beans & Coleslaw	Roast Potatoes, Broccoli & Carrots	Chips, Tartar Sauce & Peas
Salad Box	Chunky Cheese Salad	Tuna Niçoise	Greek Salad Pot	Mediterranean Vegetable & Pesto Pasta	Ham Salad
Fruit and Cold Desserts	Fresh Fruit Pot, Dessert Pot, Jelly Pot, Home bake				



Please note that this is set menu with no alternatives. We will of course cater for all known allergies.



Barrow Hills
SCHOOL

Menu 2	Monday	Tuesday	Wednesday	Thursday	Friday
Snack (morning)	Home Bake / Savoury Item				

	Chefs Soup of the day				
Soup					
Main Meal	Beef Lasagne	Roast Chicken pieces with Tomato & Herb sauce on the side	Outside BBQ: Beef Burgers & Chicken Drumsticks	Sausages & Gravy with Yorkshire Puddings	Battered Fish with Tartar Sauce
Vegetarian	Mixed Vegetable Lasagne	Tomato & Mozzarella Calzone	Vegetarian Burger & Sausage	Mild Vegetable Biriyani	Cheese & Spring Onion Frittata
On the Side...	Garlic Bread & Sweetcorn	Quarter Jackets & Green Beans	Garlic Bread & Rocket Salad	Mashed Potatoes & Broccoli	Chips & Peas
Salad Box	Tuna Salad Plate	Chunky Cheese Salad Plate	Pasta Pot	Cheese Salad Plate	Turkey Salad Pate
Fruit and Cold Desserts	Fresh Fruit Pot, Dessert Pot, Jelly Pot, Home bake				



Please note that this is set menu with no alternatives. We will of course cater for all known allergies.