

## Westfield School COVID-19 Procedures September 2020 Version 2

### Keeping leaders and governors up to date with Government guidance and advice

DfE guidance and resources are being updated regularly. MJ is responsible for keeping staff and governors up to date. This will be done through weekly staff meetings and emails of updated guidance to staff and governors.

### School Organisation:

#### **Moving items between home and school**

Government advice remains that schools should continue to limit the number of items traveling between home and school to coats, hats, lunchboxes and a bag where necessary. We will however resume sending reading books home for the children.

#### **Handwashing**

- All children will wash hands or use hand sanitizer on entry in the mornings, after playtimes, before and after eating and at the end of the school day
- Classrooms will be provided with adequate supplies of paper towels, soap and sanitizer to allow this

#### **Face coverings**

- Any children wearing face coverings on entry to the classroom should take them off, being careful not to touch the part that covers their face and store them in their bag for the day. They must wash their hands on removal of the face covering

#### **Use of Classrooms**

- Year group pods will have a classroom each but will remain separate from other classes at all times
- 2 children will sit at each desk to accommodate full class sizes
- All children will face in the same direction when seated in line with Government Guidance

#### **Staggered Start /Finish times**

Start and finish times will continue to be staggered to reduce the risk of infection between pods. Both entrances to the school will be used; one class per entrance. Please ensure you enter the school grounds via the entrance listed in the table below. This will minimise the risk of children from different year groups mixing.

Parents, please ensure you keep your child with you while waiting on the playground and maintain a social distance at all times

Year Groups	Start/Finish times	Entrance to use
Year 6	8.45-3.00	Car park entrance to the Year 5 class (Year 6 in September) through car park door

Year 5	8.45-3.00	Main entrance through the gate next to the cabin to enter the school through the Atrium doors
Year 4	9.00-3.15	Car park entrance to the Year 4 class
Year 3	9.15-3.30	Car park entrance to the Year 3 class
Year 2	9.00-3.15	Main entrance through the gate next to the cabin to enter the school through the playground door
Year 1	9.15-3.30	Main entrance through the gate next to the cabin to enter the school through the playground door
Reception	9.00-3.15	Car park entrance to the Reception Class door

### Staggered Playtimes and Use of Outdoor Areas

Each class will have their own play equipment box that will be kept in their classroom and cleaned regularly so that play equipment is not shared.

- Reception Class will use their outside area for playtime

The playground will be divided into 2 areas; field/playground and no mow, or on wet days, the hard playground will be divided into 2 areas.

Each class remains in one area to avoid mixing pods

- Year 6 and 5 - 10.15 – 10.30
- Year 4 and 2 – 10.35 – 10.50
- Year 1 and 3 - 10.55 – 11.10

### Serving School Lunches

Hot dinner will be served with a reduced menu. All eating areas will have tables cleaned before eating. In the Main Hall where more than one pod is eating, tables will be cleaned between sittings. This will be done by Midday and kitchen staff. Children will need to remain in the hall for the full 30 minute slot.

Class	Time	Venue	Staff
Reception	11.55	Small Hall	Felicity
Year 5	12.00	Main Hall	Iris/Dee
Year 6	12.00	Main Hall	Iris/Dee
Year 1	12.00	Main Hall	Iris/Dee
Year 2	12.30	Main Hall	Iris/Dee
Year 4	12.30	Main Hall	Iris/Dee
Year 3	12.30	Small Hall	Felicity

### Use of Playground at Lunchtime

Each class will have their own play equipment box that will be kept in their classroom and cleaned regularly so that play equipment is not shared.

- Reception Class 12.30 – 1 in Reception Class outside area – Staffed by Jo Whiffin

Playground divided into 3 areas; field, no mow, playground – staffed by Pat, James, Matt/Katie

- Years 5, 6 and 1 - 12.30 – 1.00
- Years 2, 3 and 4 – 12.00- 12.30

### **Use of Toilets**

- Toilets will be cleaned regularly throughout the day by the site manager
- Children will be able to use toilets as normal

### **Recovery Curriculum**

- Westfield School Will run a recovery curriculum based on 5 levers to address loss over the period of lockdown – Please click the link for more info – [Recovery Curriculum Info](#)
- Week 1 in September will address Relationships (lever 1) through collaborative learning, RSHE lessons and problem solving
- Week 2 in September will address Community (lever 2) through a whole school project based around a book
- Thrive Learning Skills will be used across the years to support the children in developing metacognition

### **Home Learning**

Following the Government Guidelines for September, teachers will continue to plan English and Maths lessons on Google Classroom to enable home learning. This will support any children required to self-isolate to continue learning as well as enable home learning for everyone in the event of school closure.

### **Resources**

Classroom resources will be available to support learning and development and may be shared by children. Resources will be cleaned regularly by classroom staff. Resources will not be shared between classes.

All children will be given a pencil/pen, rubber and ruler which should not be shared.

### **Cleaning Routines**

- All classrooms used will be cleaned daily
- Tables will be cleaned at lunchtime by classroom staff
- Toilets and high use areas such as door handles and light switches will be cleaned regularly throughout the day by the site manager

### **First Aid**

When administering first aid to an adult or child you will be close to and touching the individual. Please wear gloves and dispose of immediately after use. The use of a face mask is not required but they will be available should you choose to wear one.

Each pod will have a first aid bum bag available which will have gloves and masks included.

### **Extended Provision**

The government guidance continues to be that pods should be kept separate as far as possible. It suggests, where this is not possible groups should be 'small and consistent.' This poses many problems for the operation of both Breakfast and After school Clubs.

Parents who require this service need to contact the school office and the school will make every effort to accommodate the requests as far as possible.

### **Isolating Children Displaying Symptoms**

Any children displaying symptoms must be isolated immediately from their pod. Children displaying symptoms will be:

- Taken to the cabin
- A member of staff in Full PPE, (gloves, apron, mask and face shield - all available at school) will sit with the child until they are collected by their parents

### **PPE**

The Government Guidance does not recommend any PPE for general use in the school. Teachers and staff will not be expected to wear mask or gloves while teaching their pods. However, if you choose to wear a mask and gloves for added protection, they will be made available by the school.

### **Car Parking**

The staff car park will be open for staff use to enable ample parking for parents around the school site. Please take extra care when driving in the car park as children may be in the area to use the external classroom doors.

### **Staff Room Use and Staff Movement Around School**

The staffroom is small and not well ventilated – please limit staff members keeping a 2 meter distance at all times

Please keep to the left while walking in the corridors and respect social distancing when passing other members of staff and children.

Where possible, staff should utilise outside areas for eating lunches and having breaks – the garden area by the main hall can be used for this.