

HOW ARE WPA IMPLEMENTING THE SYSTEM OF CONTROLS IN LINE WITH GOVERNMENT GUIDANCE?

PREVENTING THE SPREAD OF CORONAVIRUS (COVID-19)

- All members of the community should be aware of the symptoms of coronavirus (COVID-19) – persistent cough, high temperature, loss of or change in sense of smell or taste
- Anyone showing symptoms of COVID-19 will be prohibited from coming onto the school premises
- Where an individual is displaying symptoms of COVID-19 in school, they will be sent home and advised to self-isolate
- We will encourage anyone showing symptoms of COVID-19 to book a test. Where possible, this should be carried out at a test site as test results are received much more quickly. Where this is not possible, a home test kit can be ordered. To book a test, visit <https://www.nhs.uk/ask-for-a-coronavirus-test> or phone 119.

USE OF FACE COVERINGS

- Children will not wear face coverings and will not be permitted to bring these into school
- Staff will not wear face coverings in the classroom, even where social distancing can't be maintained
- Staff may wear face coverings outside the classroom (indoors) where social distancing is not possible
- Anyone using a face covering should follow the correct protocols for [how to put on, remove, store and dispose of face coverings](#)
- Whilst face coverings are not in use, they should be stored in a sealed plastic bag
- Visitors (including parents with appointments) will be asked to wear face coverings indoors
- Where staff are required to meet with parents, they may wear personal protection in the form of visors and/or face coverings
- Face coverings that are used incorrectly increase the risk of transmission of the virus. Any that are found on the premises will be safely disposed of

CLEANING HANDS THOROUGHLY MORE OFTEN THAN USUAL

- All staff and visitors arriving on site will sanitise hands using the sanitiser in the main entrance
- Children will wash their hands each time they enter their learning environment (classroom) and each time they leave, including arrival at the start of the day, in-between activities, before and after break and lunchtimes, before departure at the end of the day
- Children will wash their hands when they have used the toilet and adults will check they have done this
- Handwashing posters will be displayed around school
- Adults in school will monitor and promote good hand hygiene
- Parents should support and promote this message at home and ensure children know how to wash their hands thoroughly

ENSURING GOOD RESPIRATORY HYGIENE BY PROMOTING THE 'CATCH IT, KILL IT, BIN IT' APPROACH

- Every classroom will have a lidded bin for all waste
- Tissues will be in plentiful supply to promote 'catch it, kill it, bin it'
- Adults in school will monitor and promote good respiratory hygiene
- Posters will be displayed near bins and tissues as reminders/prompts
- Parents should support and promote this message at home and ensure children know how to blow their noses correctly and dispose of tissues responsibly

ENHANCED CLEANING, INCLUDING CLEANING FREQUENTLY TOUCHED SURFACES OFTEN USING STANDARD PRODUCTS, SUCH AS DETERGENTS AND BLEACH

- There will be a cleaner on site each day from 11.30-2.30pm – they will focus on additional cleaning of contact points and toilets/basins, they will not go into classrooms during lessons
- Every classroom will have its own supply of disinfectant for wiping down of surfaces between activities or incidents of sneezing for example
- The ICT suite will have an enhanced clean every other Friday afternoon
- All of the above measures are in addition to the continuation of normal cleaning routines

MINIMISING CONTACT BETWEEN INDIVIDUALS AND MAINTAINING SOCIAL DISTANCING WHERE POSSIBLE

GROUPING CHILDREN

- Children will work and play only in their protective bubbles

MEASURES WITHIN THE CLASSROOM

- Staff will maintain a 2m distance from each other and children as far as possible
- Where possible, pupils will sit side by side and facing forwards
- Furniture will be kept to a minimum and classrooms re-organised to promote social distancing

MEASURES ELSEWHERE

- Groups will be kept apart and movement around the site kept to a minimum with everyone keeping to the right of corridors, walkways and footpaths
- Large gatherings will be avoided
- Lunchtimes and breaktimes will be staggered
- Use of the staffroom will be minimised and additional staff rest areas introduced within bubbles

WHAT MEASURES WILL BE IN PLACE TO ENSURE THAT SCHOOL IS AS SAFE AS POSSIBLE FOR CHILDREN AND STAFF?

ARRIVAL AT SCHOOL

- Teachers are available in their classrooms from 8.30am each morning
- Each class has their own dedicated entrance
- Children arrive at school and go straight into class, morning activities will be provided by staff
- Parents must leave via the nearest exit as soon as they have dropped off their child
- No groups will gather on the school premises
- The number of visitors to the site will be kept to a minimum so only one adult per family should drop children off
- Children and parents will keep to the right when moving around the site and maintain social distancing
- All children must arrive by 8.45am
- Play equipment such as the trim trail, tyres, climbing wall and pirate ship must not be used by anyone

END OF THE DAY

- The number of visitors to the site will be kept to a minimum so only one adult per family should collect children
- Children should be collected at 3:10pm
- Children and parents will keep to the right when moving around the site and maintain social distancing
- Play equipment such as the trim trail, tyres, climbing wall and pirate ship must not be used by anyone
- Teachers will escort children outside to their collection points on the playgrounds
- Parents will be asked to stand back from the exits and maintain social distancing
- Teachers will dismiss children to parents that are waiting
- Parents are expected to leave the site as soon as they have collected their child/children
- Children who are not collected will be taken back into class by the teacher and parents arriving late will need to contact the school office

LIMITING PERSONAL BELONGINGS IN SCHOOL AND MINIMISING TRANSIT OF ITEMS

- Children may bring a water bottle and a playtime snack into school
- Children having a packed lunch may bring this into school – this should be in a container/bag which is taken home and cleaned thoroughly between uses
- Children should always have a coat as they will go outside as much as possible regardless of the weather
- Children may not bring bags into school unless this is a WPA book bag containing their reading book and journal – children who do not have a book bag should be provided with a clear plastic wallet
- Children requiring medical or other personal items in exceptional circumstances will be permitted to bring additional items into school following a discussion with the school office
- Please ensure all personal items are named

READING BOOKS / JOURNALS

- Children will continue to be provided with books from school and a reading journal
- Books should continue to travel between home and school daily in either a book bag or a plastic wallet
- Children will be given the opportunity to change their books once per week as a minimum, this will be managed by adults in school
- Bubbles will have a set day each week for changing reading books
- Books will be quarantined for 72 hours in school before being returned to the libraries/central resources
- Children will be encouraged to read widely using books they have access to at home
- Staff handling books and book bags will use hand sanitiser before and after contact with each book/book bag when working with children

BICYCLES/SCOOTERS

- Children may cycle or scooter to and from school
- KS2 children must store bikes/scooters in the shelter on the KS2 playground in the correct section for their bubble
- KS1 and EYFS children must store their bikes/scooters in the shelter on the KS1 playground in the correct section for their bubble
- Children must dismount and walk their bikes/scooters on the school premises

PLAYTIMES

- Children in KS2 bubbles will have split playtimes and/or designated play zones
- Fixed equipment on the KS2 playground will be used by only one bubble
- Parents will not allow their children to play on equipment when dropping off or collecting children
- Staff will encourage the children to learn new games/activities that promote social distancing
- Play equipment will be provided in a box, but must only be used by the children within allocated bubbles
- Resources may not be shared across groups unless they are thoroughly cleaned before being passed on or quarantined for 72 hours
- Where possible, resources with hard surfaces that can easily be cleaned between uses will be provided
- Children will always wash their hands before they go outside and when they return from playing
- Children should be encouraged to use the toilet prior to playtime – if they must go during playtime they will need to return to their own base and allocated facilities in school, they must not use the facilities allocated to another group
- The field will be used as much as possible and groups will play in separate zoned areas

LUNCHTIMES

- Lunchtimes will be staggered as follows:

11:45am EYFS	12:00pm Orange bubble (12:00-12:30 eating)
12:00pm Green bubble	12:30pm Pink bubble (12:30-13:00 eating)
- KS2 children will adhere to the playtime timetable for fixed play equipment
- KS1 children may access all areas of the playground and equipment as this is not used by any other groups
- The field will be used as much as possible and groups will play in separate zoned areas
- MDS will be allocated to bubbles and maintain 2m distancing as much as possible
- Children in Orange bubble will eat packed lunches in Lions and Pumas classrooms
- Children in Pink bubble will eat their school dinners and packed lunches in the classrooms – hot dinners will be delivered to them from the hall
- Children eating in the hall (EYFS, KS1 and Orange bubble school dinners) will have the same allocated space to eat in each day, remaining in their bubbles

ASSEMBLIES

- Assemblies will take place within bubbles, remotely or pre-recorded
- Singing will not be permitted
- Any visitors attending an assembly must maintain social distancing
- Parents will be unable to attend assemblies in school

PE

- Children will come to school wearing their PE kits on their PE days – there will be no changing in school
- The PE curriculum will be organised by half terms so that bubbles can keep the equipment they need for the whole half term
- PE will take place outdoors as far as possible – please ensure the children have suitable footwear and waterproof clothes
- Children will continue to participate in 2 PE lessons each week
- Any resources moving between groups must be thoroughly cleaned or quarantined for 72 hours
- Contact sports will be avoided

ICT SUITE

- The ICT suite will be timetabled in 2-week blocks for each of the pink, orange and green bubbles
- At the end of the second week in a block the ICT suite will close at 12:00pm (Friday) for a deep clean and will not re-open to the next bubble until 12:00pm the following Monday
- Children will take part in an ICT skills curriculum with an enhanced focus on ‘digital resilience’

BEHAVIOUR

- The Annex to the Behaviour Policy adopted on 8th June remains in place
- The school expects all children to promote the school values and display behaviours which reflect these
- Incidents of poor behaviour will be taken seriously
- Incidents involving spitting, biting or failing to remain in bubbles may result in a child being sent home
- Parents will be informed at the earliest opportunity if teachers have any concerns regarding behaviour in school

ENGAGING WITH THE NHS TEST AND TRACE PROCESS

- The school will follow the Local Authority ‘Test and Trace Guidance for Schools’
- All parents have received a letter regarding this

FURTHER EXPLANATION OF EXPECTATIONS
DROP OFF AND COLLECTION ARRANGEMENTS

In order to manage arrivals and departures in a way that avoids staggered start and finish times we expect parents to respect social distancing when visiting the school site and follow our expectation that everyone keeps to the right hand side when moving around the building, this includes on playgrounds and footpaths. The table below provides information about where each class should enter the building and where they can be collected from at the end of the day.



Bubble	Classes	Entrance/Exit	Collection Point
Pink	Hawks	Back door into Hawks classroom	KS2 playground – socially distanced from Tigers
	Falcons	KS2 corridor door (next to Owls)	
	Owls	Back door into Eagles classroom	
Orange	Tigers	Corridor door into Tigers cloakroom	KS2 playground – socially distanced from Year 5/6
	Lions	Back door straight into Lions classroom	In front of Lion's classroom
	Pumas	Front of school – community entrance	Front of school – community entrance
Green	Seahorses	KS1 playground – door straight into classroom	KS1 playground
	Starfish and Whales	KS1 playground – KS1 entrance into cloakrooms	KS1 playground
Blue	Dolphins	EYFS entrance – door into Dolphins cloakroom	Outside Dolphins classroom
	Turtles	EYFS entrance – main entrance into EYFS	Outside main EYFS entrance

ITEMS IN SCHOOL

We will continue to minimise the movement of items between home and school where possible. The only things children are permitted to bring into school are, a water bottle, snack, a lunch box and a book bag. Please do not send children with large bags/rucksacks as there will only be books moving between home and school therefore a book bag or a plastic wallet will be enough. The only things that will be hanging on the cloakroom pegs will be coats. Everything else will be stored centrally in the classroom. Please talk to us if you cannot provide a plastic wallet or a book bag and we will help with this. If there are exceptional circumstances which require your child to bring additional medical or personal equipment into school, please contact the school office to obtain permission for these items.

READING BOOKS / JOURNALS

Children will continue to carry their reading books and journals between home and school each day and should be encouraged to read daily both at home and in school. We will provide at least one opportunity each week for children to change their reading books in school and the class teacher will let you know which day you can expect your child to be changing their book/s. Please encourage your child to read more widely using books at home in addition to the books we provide.

CONTACT INFORMATION

Please ensure that the office holds up to date emergency contact information for your child. There may be situations arising in school where we need to contact you urgently so that your child can be collected.

Please turn over...

PE DAYS

Your class teacher will let you know which days your child’s class will have PE. This will remain fixed for the term. Children should come to school dressed in their PE kits and wear them all day. They will not be able to get changed in school. We will endeavour to do all PE lessons outdoors regardless of the weather so please ensure your child is well equipped for this. We recommend layering shorts and tracksuits with t-shirts, sweatshirts and waterproof coats so that layers can be removed or added as appropriate.

SCHOOL UNIFORM

In line with our school values we will be expecting children to wear their school uniform with pride, looking smart and ready to learn. There will be no exceptions so please ensure that children come to school wearing the correct school uniform and sporting appropriate haircuts with long hair tied up. The wearing of nail varnish or make-up is not permitted, and jewellery should be limited to studs for pierced ears and a watch. School uniform expectations will be in place for PE days too so please ensure children are wearing the correct PE kit on the appropriate days.

CONTACTING THE SCHOOL

Parents are not permitted to ‘pop into the school office’ for any reason. Visits to the school will be by appointment only. Please telephone or email the office to request permission to visit. You must not visit the site if you or anyone you have been in contact with are displaying symptoms of COVID-19. You will be asked to wear a face covering when coming into the building. This is not a requirement outdoors.

FAQs

DROPPING OFF CHILDREN IN THE MORNING	
What time can I drop my child off?	School will be open from 8:30am and all children should be on site by no later than 8:45am.
Where should I drop off my child?	Children should go straight to their classrooms via their allocated entrance and not hang around on the playground. The teachers will be in classrooms waiting for them.
Can I take my child into their classroom?	No. Children need to come into school independently so we can minimise visitors on site. Please leave promptly when you have seen your child go into the building.
Can I pop in for a chat with the teacher?	No. Teachers need to be on duty to supervise their class and we are minimising contact with visitors. Please contact the office if you would like to arrange to talk to the class teacher.
What if I am late dropping off my child?	This should be avoided where possible as this compromises the safety measures we have put in place. If you arrive after 8.45am then your only option will be to bring your child to the school office. This should only happen on rare occasions and in exceptional circumstances. It would be helpful if you could telephone the office to let them know you are on your way.
Can my child walk to school without an adult?	If we have written permission from the parent/carer then children may continue to walk to school independently. Please ensure they understand what is expected of them on arrival at school.
COLLECTING CHILDREN IN THE AFTERNOON	
What time can I collect my child?	You can collect your child at 3:10pm. Please try not to arrive too early to avoid groups of people gathering outside school.
Where can I collect my child from?	Children will be brought out of classrooms by their teachers so please do not stand too close to the doors. There will need to be enough space for teachers to move their entire class outside and maintain safe distancing from the adults waiting to collect children. See table above for collection zones.

INFORMATION FOR PARENTS – Updated January 2021

What if I am late collecting my child?	If you know you are going to be late, please inform us as soon as possible by telephoning the school office. Children will remain with their teachers in their bubble until someone arrives to collect them. If you arrive at school to collect your child and cannot see the teacher because they have returned to class with your child then please walk round to the main office or telephone the office. Please do not enter the building via any other doors.
Can my child walk home without an adult?	If we have written permission from the parent/carer then children may continue to walk home independently. Please ensure children are given clear instructions to go straight home and not to loiter anywhere.
Will there be any clubs for my child to join after school?	Not during the Spring term. We hope to reintroduce clubs in the Summer term.
WHAT TO SEND TO SCHOOL	
Can my child bring a PE Kit into school?	Children should not bring PE kits into school. The class teacher will let you know what days your child will have PE and they will be expected to come to school in their PE kit and wear it all day. We will publish this in advance and send reminders as much as possible.
Will my child need to bring any equipment into school?	No. The school will continue to provide all resources for learning.
Can my child bring a bag to school?	Not unless it is a WPA book bag. These are the only bags that we are permitting for now and they should only contain reading records and reading books.
What if my child does not have a book bag or I don't want to purchase one as it is their last year in school?	A simple Ziplock plastic wallet would be a good alternative and school may be able to provide these if needed.
What if my child has medical needs and I need to send additional items into school?	Please contact the office to let them know and we will make appropriate arrangements for safe storage of items.
Can my child bring a water bottle?	Yes, and we would ask all parents to ensure their child brings a named water bottle in to school. Please could you ensure that it is washed as frequently and thoroughly as possible?
Can my child bring in a snack for breaktime?	Yes, but please ensure this is a healthy snack such as fruit or a cereal bar. Children are not permitted to eat packets of crisps or chocolate bars.
Can my child still have a packed lunch?	Yes, but please ensure that bags/boxes are cleaned thoroughly between uses. Please also ensure that children can access the contents independently and do not need adult support to open things such as tubes of yoghurt.
My child has an achievement they would like to share in school – can they still do this?	Yes. If your child has received an award, certificate or medal and they would like to bring it into school they can, and this will be shared in the next celebration assembly.
CONTACTING SCHOOL	
PLEASE NOTE THAT VISITORS TO SCHOOL MUST HAVE AN APPOINTMENT – PLEASE MAKE ARRANGEMENTS BY TELEPHONING OR EMAILING THE SCHOOL OFFICE	
I need to speak to my child's teacher – how do I do this?	Telephone or email the school office and leave a message. The class teacher will get back to you as soon as possible. Send the teacher a message through Class Dojo – teachers will not reply whilst they are teaching but may respond during breaks or at the end of the day.

INFORMATION FOR PARENTS – Updated January 2021

I need to speak to the head teacher or other senior leader – how do I do this?	Telephone or email the school office and request an appointment for a call back.
PHYSICAL CONTACT	
If my child is upset in school will there be an adult who will be able to give them a hug?	No. staff need to maintain a 2m distance from children where possible so will not be able to hug children. Staff will do their very best to reassure children in this situation.
If my child requires first aid what will happen?	Staff will continue to administer first aid within bubbles. Each class has its own first aid kit and staff will follow agreed protocols. Staff will only put on PPE to administer first aid if a child is displaying symptoms of COVID-19 or wearing this is normal practice, e.g. putting on gloves to clean open wounds.
If my child has a toileting accident in school what will happen?	Staff will encourage children to do as much as they can independently by supporting them with verbal instructions. If this is not possible then staff will help following agreed safe protocols. They will only wear PPE if this is normal practice or the child is displaying symptoms of COVID-19. As a last resort parents may be called to support.