



# Check in, catch up and prepare for September

Guidance for staff, parents and carers.

## Action Plan and Drop Off and Collection Procedures.

The Government asked school to reopen their doors to our pupils from June 29<sup>th</sup> 2020.

This document contains the considerations and safety measures that we at Crossgates School will be putting in place to make our school as safe as possible for the children that attend and the staff that work at our school.

We will continue to update these plans as things develop but have put together a comprehensive plan within school to manage and identify any risks that can be foreseen.

This document will hopefully provide some of the relevant information that our parents and staff will want to know in preparation for the return to school on 29<sup>th</sup> June 2020.



## Action Plan and Drop Off and Collection Procedures

### 1) Drop Off:

There are split times for the pods returning to school.

There is a designated way in and out of school for drop-off. The groups will be separate, to limit social contact for the adults dropping the children at school and these must be adhered to at all times.

Please note that only one person should bring the child to school, follow the one way system and not congregate on the playground or carpark.

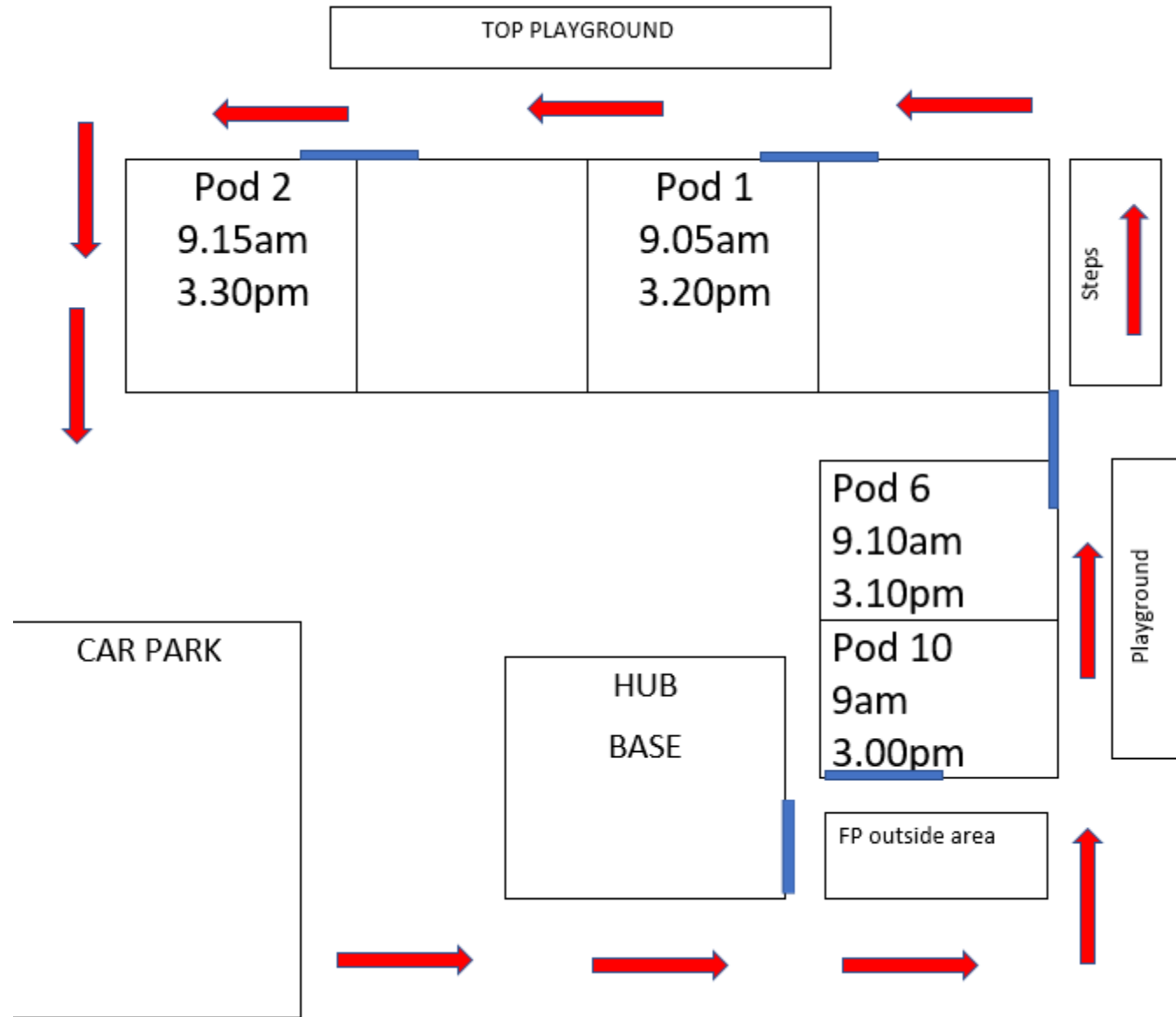
We will clearly mark out the one-way routes and will put 2m markings on the floor to assist with social distancing if you have to queue.

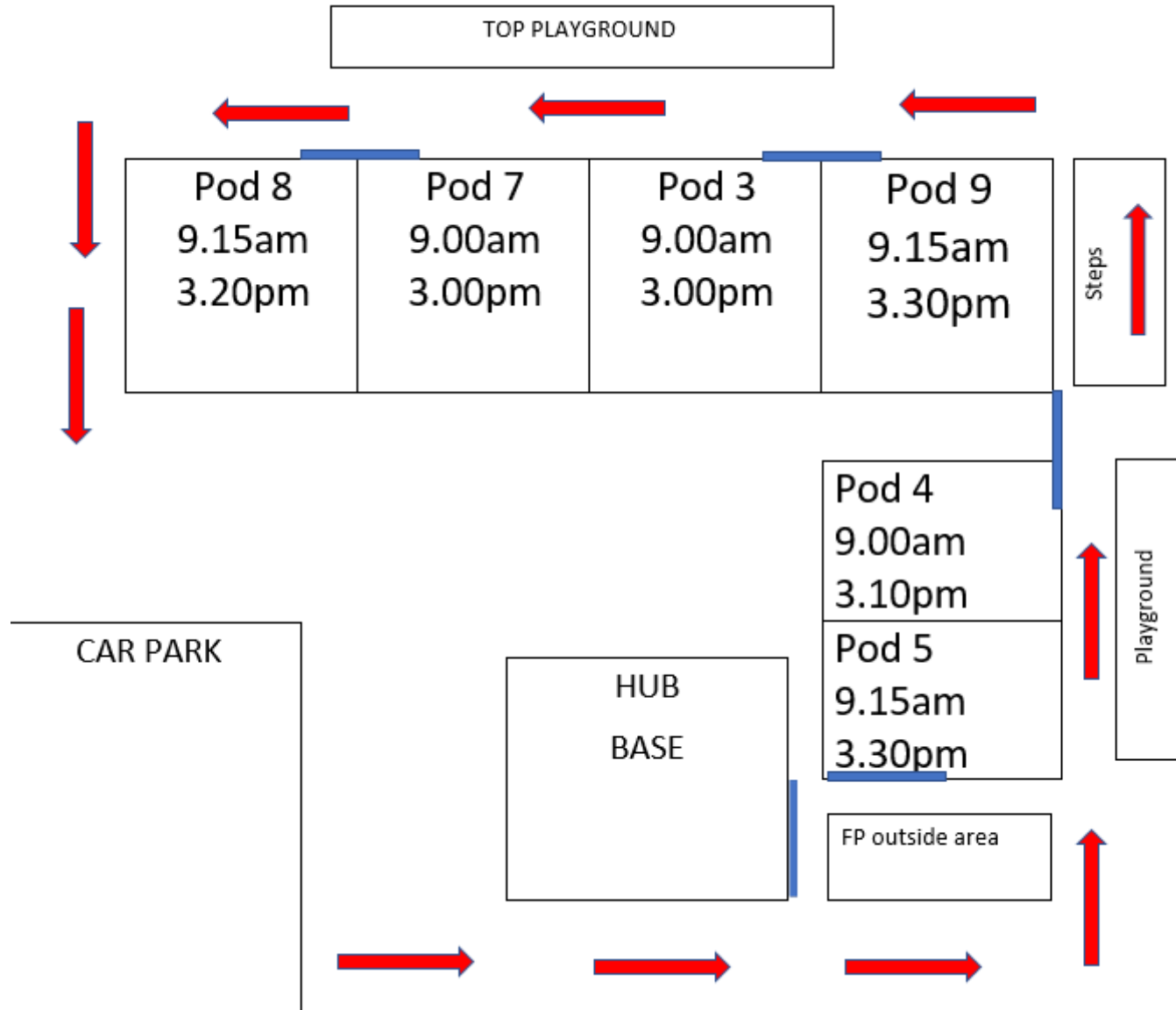
Please note there are no breakfast club facilities.

Click on the video to see how access to school will work.









## 2) Hygiene

Staff and pupils are to wash their hands frequently with soap and water for 20 seconds and dry thoroughly. In particular:

- at the start and end of the day
- when returning to class from break
- before and after lunch
- before and after handling objects and equipment that may have been used by others
- where there has been any physical contact
- after people blow their nose, sneeze or cough



### 3) Isolation

The school was required to identify and nominate a room (with opening windows, viewing panel and access to a toilet) that is to be used to isolate any pupil who develops symptoms during the school day

The symptomatic pupil and all their belongings should be taken to this room immediately that symptoms are recognised

The head teacher is to inform the child's parent immediately and request that they collect the child

A member of staff is to monitor the pupil from outside the room if possible. If the pupil is very young, requires comforting or personal care, staff should use their judgement about entering the same room.

E.g. can the door be left open

If a decision is made to enter the isolation room, staff must: maintain a 2m distance from the pupil (if possible)

- wear disposable gloves and apron
- wash hands after any contact with pupil or belongings
- wear face masks if providing intimate/personal care or close/physical contact
- Disabled toilet will be used at this time.





## Action Plan and Drop Off and Collection Procedures

### 4)Classrooms:

- The classrooms have been measured and tables and chairs arranged with 2m spacing to adhere to social distancing guidelines.
- There will be reduced numbers in each classroom, as the children will be in their pods.
- Staff will be carefully deployed within the school and will only work in one room.
- Items such as books, soft furnishings have been removed or have been marked as out of bounds. Water fountains will not be used.
- In Reception, only toys that can be cleaned on a regular basis will be available.
- No resources such as exercise books or text books will be used in the classrooms.



Our classrooms will look very different.

## Action Plan and Drop Off and Collection Procedures

### 4)Classrooms:

- In each classroom, there is a marked space for the teachers to stand in which has been measured out.
- Each classroom will have cleaning products, for the staff to periodically clean and wipe tables, surfaces, resources (such as iPads) and light switches.
- Each classroom has a toilet and sink facility attached, and an external door, removing the need for children to enter into the main school building, further than their own classroom.
- Each room will be thoroughly cleaned on a daily basis by our dedicated cleaning team.
- There will be plenty of soap, paper towels and hand sanitiser available for the children to use.
- Staff will have access to PPE in school (gloves, masks, aprons etc) should they want to wear it, however current guidance is that this is not a requirement and is personal choice.

## 5) Shared Areas

- There will be no need for any child to enter the shared areas in school.
- Staff will not come into contact with any children or staff from any other room, as far as possible
- The shared areas will not be used for interventions or activities by any pod.

## 6) Equipment

- Children are not to bring in equipment i.e. pencil cases from home.
- Pencils, pens etc will be provided
- Coats and lunchboxes will be taken into class with children. Cloakroom not to be used.
- The advice is that clothes should be washed after school visit, so school uniform is not required to make it easier for parents/carers. It would be useful for children to wear comfortable and suitable clothing as we are hopeful we can utilise the outdoors.
- Please bring sunhats and sun cream if weather is hot. Children should have sun cream on prior to coming to school and be able to apply it themselves.

## Action Plan and Drop Off and Collection Procedures

### 7)Assemblies

- There will be no assemblies during this half term however Mrs Williams will be checking in with all children via Microsoft teams
- If any messages need to be passed to the whole school, each allocated staff member will communicate these to the pod via walkie talkie system.
- \* Staff will also have mobile phones in case of emergencies.
- \* Staff will continue to link in with pupils via Microsoft teams.



## Action Plan and Drop Off and Collection Procedures

### 8) Breaktimes

- A staggered timetable will be created and operational from 29<sup>th</sup> June
- Each pod will be allocated a separate area and/or break time from other pods across the school to minimise social contact on the playgrounds
- The sheds and play equipment will be unavailable during break times and lunch times

### 9) Lunchtimes

- Pupils will need to bring their own lunch and drinks into school during this period. We hope that the pods will be able to eat their lunch outside.
- Children are able to fill water bottles at school.
- Where a child is in receipt of free school meals, their parent/carer is receiving this allowance in the form of a payment or voucher. They are therefore able to provide a packed lunch. No food will be provided at break-time by the school, therefore pupils and staff will be asked to bring their own food to school for the whole day.

## Action Plan and Drop Off and Collection Procedures

### 10)Collection/End of Day Procedures

- Collection from school will be staggered.

The one-way system will be open and adults should follow the same system as drop-off. 2m markings will be laid out to help social distancing.

- A member of staff will bring the child to the classroom door and the child will be sent out to the collecting person.
- If someone is collecting a child on the parent's behalf, the office will require a password from the parent. The staff handing over children may not be staff who work in those year groups usually and will not know wider family
- Again we would ask that parents/carers do not congregate in the carpark.
- Please note there is NO after school club facilities.

## 11) Medical

- If a child has an inhaler, please could they bring them in from home.
- We will not be using the fridge in the staff room to store medicine. If children are unwell, please keep them at home.

### **Under no circumstances should staff/pupils attend school if they:**

- feel unwell, have any of the three identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 14 days
- live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days.

## 12) Behaviour

\* During this time we will not be able to use our traffic light system for behaviour management. Parents will be contacted immediately to collect their child if behaviour is unacceptable.

## 12. Contact

- We ask that all enquiries are made via the school number 01597 851667 or via email [admin@crossgates.powys.sch.uk](mailto:admin@crossgates.powys.sch.uk) NOT in person to the school office.
- If your child is unwell, please inform us on the above number.
- \* We will continue to use SCHOOP to send you regular updates.