

The following guidance should be read alongside the school Risk Assessment for Full Reopening

### **Key Principles**

In order to minimise the risk of transmission of the COVID-19 virus between members of the Boughton Monchelsea Primary School community, when the school reopens fully from 8<sup>th</sup> March 2021, we will be taking precautions as set out in this document. We require all adults and children to co-operate with these measures, in order to make the school environment safe for everyone.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- reduced contacts and maximised distancing between those in school wherever possible to minimise potential for contamination so far as is reasonably practicable

Pupils, staff and other adults must not come into the school if they have COVID-19 symptoms, or have tested positive in the last 7 days. Anyone developing those symptoms during the school day will be sent home.

Children will be grouped together in class bubbles of <30 with the same adults as far as possible and contact between groups will be avoided. Adults in school will maintain distance from pupils and other staff as much as possible and pupils are not permitted to bring in toys or unnecessary equipment from home.

Unfortunately there will be no communal gatherings, such as assemblies for more than one class, concerts, or class celebrations with invited parents/carers until further notice.

The School Office will only be open to essential visitors, and parents/carers are asked to ring or email with queries, rather than come into the entrance lobby to speak to office staff.

The arrangements to minimise contact between individuals and bubbles that were in place from September to December 2020 will resume. This includes staggered arrival and departure, different break and lunchtimes, and lunchtime will be shorter by 15 mins to allow us to manage supervision. This will be balanced by 15 mins of additional afternoon break time (for KS1) or structured exercise (such as the Daily Mile) for Key Stage 2 pupils.

The school kitchen will reopen and we will provide meals free of charge for pupils in Year R, Year 1 and Year 2 as before. See <https://boughton-monchelsea.kent.sch.uk/parents/school-meals/> for details on ordering and information about menu options. Pupils in Year R will eat their lunch in the classroom, with hot meals transported hygienically from the school kitchen.

School milk for under-5s and fruit/vegetable snacks for Key Stage 1 pupils will resume. Children will need their own water bottle, clearly named. Drinking fountains will be available to refill bottles but not to drink from directly.

We will be returning to our normal expectations for school uniform and for PE kit. Please can you check these carefully, particularly in regard to hair ties and shoes. <https://boughton-monchelsea.kent.sch.uk/parents/school-uniform/>

March 2021 version

Breakfast and After School Club will reopen to offer wraparound childcare between 7.00am and 6.00pm. Numbers will be limited to 15 per session (with an additional 10 places for the 3.15pm - 4.30pm session, when the group can be split). Bookings can be made through arrangement with the School Office by contacting [admin@boughton-monchelsea.kent.sch.uk](mailto:admin@boughton-monchelsea.kent.sch.uk)

We will maintain the more intensive cleaning regime already established, and will ensure that hot water, soap, hand sanitiser, lidded bins, tissues, bin bags, rubber gloves, sprays and cloths are available in toilets and classrooms.

Staff will wipe surfaces, light switches, door handles etc. with disinfectant throughout the day. Toilets will be given additional cleaning each lunchtime and bins emptied.

### Drop-off and Pick-up Routine

Classes R, 1, 2 and 3 will arrive and leave by the car park gate (Gate 1) and Classes 4 and 5 will arrive and leave by the blue side gate (Gate 2). Class 6 will enter and leave by the blue fire exit by their classroom. Each gate will be supervised by a member of staff at drop-off and pick-up times, and the car park will be closed to traffic between 8.30am and 9.00am and 2.45pm and 3.15pm.

A one-way system will be in place in the car park, marked out by cones and arrows. Y6 pupils will enter through the front footpath gate. No more than one adult per YR – Y5 child will be permitted on site and adults will not be permitted to accompany Y6 pupils onto the site. A member of staff will greet the children at each gate.

At pick-up time, adults meeting children in Classes R, 1, 2 and 3 will pick their child up from the inner car park gate. Adults meeting children in Classes 4 and 5 are asked to wait on the path and grass in front of the school. Gate staff can supervise keyworker children, who are in classes with later drop-off and earlier pick-up times, from 8.30am and until 3.15pm.

Adults are to remain 2m apart and are asked not to wait any longer than necessary or gather outside the front entrance.

We strongly encourage parents to adhere to these drop-off/pick-up timings. Children arriving late or needing to be picked up early will enter and leave through the School Office. Parents/carers will be asked to wait at the main entrance door for their child to be handed over.

Class	Drop-off	Lunch	Pick-up	Access route to classrooms
R	8.30 – 8.45 am	11.45am- 12.30pm	2.45pm – 3.00pm	Gate A (Car park)
1	8.45 – 9.00 am	11.45am- 12.30pm	3.00pm – 3.15pm	Gate A (Car park)
2	8.30 – 8.45 am	11.45am- 12.30pm	2.45pm – 3.00pm	Gate A (Car park)
3	8.45 – 9.00 am	12.15pm – 1.00pm	3.00pm – 3.15pm	Gate A (Car park)
4	8.30 – 8.45 am	12.15pm – 1.00pm	2.45pm – 3.00pm	Gate B (blue gate at side of school)
5	8.45 – 9.00 am	12.30pm – 1.15pm	3.00pm – 3.15pm	Gate B (blue gate at side of school)
6	8.30 – 8.45 am	12.30pm – 1.15pm	2.45pm – 3.00pm	Fire exit at front by Class 6

In order to reduce the risk of transmission of the virus, desks and chairs in KS2 classrooms will face the front and be spaced out to keep pupils apart when seated. Excess furniture, cushions, soft toys and soft furnishings will be removed. Pupils can bring their own pencil cases in but must not share items with classmates. Books returning from home will be put in quarantine boxes for 3 days before being reissued.

Please do not send in any toys from home at this time. PE kits should be kept in school. Year R and Year 1 pupils are permitted to come to school in PE kit on PE days (to be advised)

### **Pupil Expectations**

Pupils will be expected to adhere to our Behaviour Policy as well as the following expectations.

- Pupils are expected to stick to the zone allocated to their group, using correct classroom entrances and following corridor and path markings.
- No more than 2 children allowed in the toilets at any time.
- Pupils are not to share food, water bottles, pens, pencils etc.
- Deliberate spitting or coughing at another person will be treated as a serious behaviour incident
- Pupils will not be permitted to socialise with pupils from other classes.

Pupils will be required to wash their hands-

- On arrival at school
- After using the toilet
- After breaks and sporting activities
- Before food preparation
- Before eating any food, including snacks
- Before leaving school

### **Hygiene Rules**

- Pupils will be expected to covering your cough or sneeze with a tissue or in elbow
- Tissues to be thrown into lidded bins
- Pupils will be asked to avoid touching their eyes, nose and mouth with unwashed hands

### **Pupils with additional needs**

We will continue to cater for pupils' individual learning and social/emotional needs. We recognise that the changes to the school environment and routines may be difficult for some children to manage and Social Stories will be made available to parents to help prepare their children for returning to school.

Individual risk assessments will be carried out for pupils at risk of running out of allocated zones, biting, spitting or who may need physical intervention. If we feel that having to follow the new restrictions are detrimental to your child's emotional being, we will hold individual conversations to agree a way forward.

Support and advice for staff to support pupils with SEND and SEMH needs will be provided by Mrs Romano and Ms Harris. Mrs Chapman, our Family Support Manager will be available on Wednesdays and Mrs Cousins, our Emotional Wellbeing counsellor will be available to provide 1- 1 support on one morning per week.

## Curriculum

We know that while children have been at home, they will have had very different experiences of learning. It may take some children time to readjust to school and some may be experiencing anxiety or may have suffered bereavements. Our curriculum will focus on nurture and wellbeing as well as reviewing key skills in Maths and English. We will continue to offer a broad and balanced curriculum, with the arts and sports very much in evidence. We will continue to plan for as much outdoor learning as possible and will be able to offer some extra-curricular sports and music clubs.

We are planning to resume swimming in term 5 and will provide further guidance around use of changing rooms at the start of term.

## Attendance

Attendance at school will be mandatory for all children from Monday 8<sup>th</sup> March. It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind and those with higher overall absence tend to achieve less well in both primary and secondary school. This means from 8<sup>th</sup> March, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

We will monitor attendance and identify families who may require support with their child's return to school.

Mrs Romano, our SENCO, and Mrs Chapman, our Family Support Manager will contact families to explore ways to re-engage with school, including phased returns where appropriate. Penalty notices for non-attendance will be issued as a last resort, but where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.