



Chandag Infant School

March 2021 OPERATING PROCEDURES

The following arrangements will be in place in March 2021 to support the return to school for all pupils:

Aspect	New arrangement/procedure
Staffing	Staffing will be consistent throughout the day and week where possible (recognising that some staff work on a part time basis).
Behaviour	Our school Behaviour Policy includes expectations of behaviour specific to support infection control
Circulation around the building	A one-way system will remain in place, for moving around the school site. Staff will direct you to this in the first few days. Pupils will enter via external doors and will not enter the hall unless for a bubble assembly, bubble PE or bubble lunch. There will be no other circulation round the building.
Outdoor play	<p>Pupils will remain in their distinct groups when outside and different groups of pupils will not play sports or games together. Outdoor equipment will not be used simultaneously with other groups. Bubbles will have their own equipment for lunchtime play.</p> <p>Playpod equipment will rotate on a weekly basis, allowing a quarantine period in between each bubble use.</p>
<p>School uniform</p> <p><i>Please pay special attention to this section with regards uniform expectations. Warmer layers can be worn underneath if required.</i></p>	<p>Pupils are required to wear their school uniform in full. Children who have been wearing jogging bottoms during critical worker provision should revert to wearing school trousers, skirts or pinafores. Younger pupils should not wear shoes with laces if they are unable to tie them themselves. Pupils with long hair should have it tied back at all times and no temporary or permanent hair dye should be used. Nail varnish must be removed for school.</p> <p>On the days when they have PE they should wear their PE kit to school and earrings must be removed at home. Teachers will communicate your PE days which will be regular each week. One pair of plain stud earrings are permitted in school, but pupils who have not removed earrings on PE days will unable to take part in the lesson. Pupils may wear dark coloured jogging suit type clothing for PE on cooler days, (no logos). PE kit may be worn all day.</p> <p>Pupils attending Forest School may come to school in Forest School clothing and bring uniform to change into.</p>
Equipment	We are limiting the items that pupils bring in from home each day to essentials such as lunch boxes, hats, coats and named water bottles. Book bags are allowed but no back packs please. Please do not send toys. Book change days will be organised within year group bubbles and remain the same as arrangements before lockdown. When replaced, books will be quarantined in school and new books given. Your child's teacher will communicate this day with you once pupils have been benchmarked on their return (Y1&2). Pupils should not bring mobile phones or any other IT items such as an Apple watch. They should not wear jewellery, watches or fit bits.

Resources	Pupils will not share resources in school outside of their bubble and items that are difficult to clean will be removed from classrooms.
Food	Pupils can bring in their own packed lunch or order a hot school dinner through our online ordering system. Bubbles will use the hall or their own classroom. If using the hall, the tables and seating will be disinfected between bubble use.
Drink	Pupils should bring a named water bottle into school, which they will be able to re-fill.
Hygiene arrangements	Pupils will wash hands on arrival and at various other planned times of the day. Toilets will be regularly cleaned.
Cleaning arrangements	Additional touchpoint cleaning will happen during the time that pupils are in school. This will be in addition to the regular after school cleaning. Toilets will be cleaned following break and lunchtimes. The whole school will be thoroughly cleaned after the pupils leave on Fridays.
First aid and sickness arrangements	First aid will be administered by staff using appropriate PPE. The outside area near to the school office will be our isolation area for any child feeling well or demonstrating symptoms of COVID-19. Pupils will leave the premises via the side gate by Kingfisher class rather than coming through the school building. Parents should press the intercom if coming to collect a child and Mrs Weeks will guide them through the process.
Use of Personal Protection Equipment (PPE)	Schools have been advised that the routine use of PPE is not necessary. Staff carrying out first aid, cleaning or looking after pupils who are ill will use PPE however. In addition, where staff are unable to socially distance from other adults, PPE will be worn. One member of support staff who is Clinically Extremely Vulnerable will not return to school until further notice as they are still required to shield.
Attendance	From 8 th March 2021, the normal attendance regulations will apply and pupils are expected to attend school unless they are unwell. If your child is unwell and unable to attend you should contact the school office as normal. Pupils will be marked late if arriving more than 10 minutes after their arrival time and should go to the school office at this time. Please do not knock on the classroom door if you arrive late.
Parental contact	Parents are asked not to come into the school building and to make contact via email or phone. In <i>exceptional circumstances</i> an appointment can be made for an in-school meeting, held using appropriate social distancing measures but the majority of meetings should be held virtually.
Dropping off and picking up	Parents are advised that only one person should attend to deliver/pick up their child, they cannot gather at entrance gates and doors and must respect social distancing rules whilst on the school site. We ask that parents move quickly through the school site which includes not permitting pupils to play in the trees adjacent to our car park before or after school. The lane to Cherwell Road will be open. Staggered starts and finishes will be as follows: Owls & Kingfishers 8.45am – 2.55pm, Squirrels & Otters 8.55am – 3:05pm Badgers & Hedgehogs – 9.05 – 3.15pm

	<p>Otters will enter and exit through the hall doors, so please line up in the area indicated on the terrace/playground.</p> <p>All classrooms will open at from 8.45pm to receive siblings with the earliest drop off either at Infants or Juniors. Likewise, we will keep siblings until the later time for collection, to suit both pick-ups.</p>
	<p>Wellsway and IKB students will be asked to use other entrances to school and not to walk through our car park.</p> <p>If siblings have different drop off or collection times, we will accommodate this. Please drop at the earlier time and collect at the later time, or let us know if you need a slight variation to fit with Junior School timings.</p>
Before and After School care	<p>Wraparound care will be operated by Zest Childcare and will continue to be held at the Junior site. Children will be brought from breakfast club to school by ZCC staff at the earlier time and collect at the later time. Parents are asked to choose one childcare provider only i.e. if choosing ZCC, children do not also attend another setting, including a childminder. Children will be in a 'Wraparound Bubble' and all operating plan guidance will be followed. Whilst we will keep R/KS1 separate from KS2 where possible, there will be times when this is not possible e.g. breakfast time. They will therefore be considered as one bubble.</p>
Other visitors	<p>Volunteers may be invited in to school at a later date. We will inform you of this date and volunteers will be subject to observing the regulations in place for safeguarding and infection control. Other adults such as external club leaders, Sports coaches and therapists may come in to school.</p>

Specific procedures we will follow when pupils or adults are ill

Guidance has been issued to the entire school community. Here, anyone affected must stay at home if they (or their family members) have any of the following symptoms: a high temperature, a new continuous cough, a loss or change to your sense of smell or taste. OR they have tested positive for coronavirus in the last 10 days.

Those affected must follow government stay at home guidance as follows <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Temperature testing is not recommended on its own. Guidance states that it is not a reliable method for identifying coronavirus.

Our procedure will be that If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. Specific school arrangements can be found in the school staff operating plans.

If they need to go to the bathroom while waiting to be collected, we endeavour that they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency we will call 999 if they are seriously ill or injured or their life is at risk. We will not suggest a visit to the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, we have noted they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive

They are instructed to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. We will clean the affected area with normal household disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#)

Track and Trace

We will engage fully with the NHS Track and Trace process as follows and will ensure that staff and parents/carers understand that they have a responsibility to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including pupils under 5, but pupils aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [Self-isolate for 10 days](#)

If they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

We will ask parents and staff to inform us immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

If a pupil tests positive this needs to be reported to the school immediately on <https://www.chandaginantschool.org.uk/school-closure> Please complete all sections accurately, a COVID test should be taken if the child is displaying one or more of the symptoms.

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If your child has similar symptoms and you are unsure if it could be COVID, call to let us know so we can record this on the attendance report.

Notifying parents of changes to provision or procedures

Parents and carers should be aware that our risk assessment will be reviewed regularly and that some changes may result from this. You will be notified of these by email as they arise. It may be necessary to close some or all provision at very short notice and if this is the case we will notify you by email and messages will be posted on the school website/Facebook page.

Support for pupils learning at home

If a child has been advised to shield by a medical practitioner and is unable to come into school, please let us know. In this instance, we will continue to provide education remotely for him/her using our virtual learning platform Seesaw, and Tapestry for our Reception class. In the event of a further lockdown, or if a child or bubble is required to isolate at home, we will switch learning to Seesaw and Tapestry for the duration of the lockdown or isolation period.

Yours faithfully



Mrs A Smart,
Headteacher
March 2021