



Harper Bell Seventh-day Adventist Primary School

Covid-19 School Procedures

September 2020



Harper Bell Seventh-day Adventist Primary School

Welcome back.

I hope I find you all well and that you have had both a restful and enjoyable summer. You will note that we continue to live in strange times, but we look to the future with hope and confidence knowing that God is always with us.

As you will be aware the government has stated that **all schools** will reopen to **all pupils** at the beginning of the autumn term. Therefore, Harper Bell will begin the term for all pupils on **Thursday 3rd September**. We are so pleased that we are finally able to welcome all pupils back into school knowing that many pupils have really missed their friends and the structured routine of school life.

The Handbook

This handbook has been put together following government guidance on COVID 19 to ensure the safety of everyone attending Harper Bell Seventh-day Adventist Primary School. It is the responsibility of all staff members to ensure that the guidance in this handbook is followed at all times. No document is ever able to cover every scenario that may occur on any given school day. Therefore, a professional and common-sense approach must also be applied. If you come across a situation you are unsure of, please ask a member of SLT for further guidance.

Preventing Covid-19 at Harper Bell

Harper Bells main approach regarding preventing the spread of Covid -19 is to be vigilant in stopping those children, staff and adults with symptoms of coronavirus coming into school. We have therefore taken the stance that if anyone has one or more of the following:

- A high temperature
- A persistent cough
- A loss of taste
- Loss of smell

Then they must not enter the building

What to do if you or a pupil has any of these symptoms; please do the following

1. Get a test to check if you have coronavirus as soon as possible.
2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

If there is a negative result, then that staff member or pupil are then able to return to school. If the test returns a positive result, he or she must self-isolate for at least 10 days from when the symptoms started. **In both cases it is essential that you inform us of the outcomes. The Local Health Protection will be contacted in the case of a positive test, they will then further direct the school in actions to.**

Bubbles

As a further measure to minimise the number of contacts pupils have during the school day, pupils will be placed in one of three bubbles based on their year group:

Bubble A: Reception & year 1

Bubble B: Year 2 & Year 3

Bubble C: Year 4, 5 & 6

During the school day children will not be allowed to mix between bubbles and as much as possible will remain within their class. This system enables us to have clear contact history to support the NHS track and Trace system.



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This also means that there will no longer be daily collective worship or assemblies in the hall. However, these will now be held in classrooms. Playtimes and lunch times will be staggered. The start and end of the school day will also be staggered in order to avoid mass gatherings in the playground. Children will not be socially distanced within classes, but classroom staff have organised all classrooms to have desks and chairs facing the front in order to avoid prolonged face-to-face contact.

Arrival to and Departure from School

The school day will begin at different times for different Bubbles. Staff will be expected to be in their allocated classrooms ready to start the day's activities by 8.30am. The official end of the school day for teaching staff will end at the usual time of 3.45 pm.

A member of the senior leadership team will be on duty at the gates, and back door area to direct children & parents both in the morning and at the end of the day. Late pupils will be escorted to their classes by members of the pastoral team and office.

At the end of the day, any children that remain uncollected will remain with their teacher. Parents will be called, and this will be recorded. Repetitive late collection will be followed up by SLT.

All children must enter and leave the building through their allocated entrance and exit point.

	Mon-Thu	Drop off point	Collection point	Friday collection times
Reception	8.30/3.10	Front foyer	Front foyer	12.30
Year 1	8.30/3.10	Year 1 back door	Year 1 back door	12.30
Year 2	8.40/3.20	Front foyer	Front foyer	12.40
Year 3	8.40/3.20	Hall side door	Hall side door	12.40
Year 4	8.50/3.30	Back door	Back door	12.50
Year 5	8.50/3.30	Back door	Hall Side door	12.50
Year 6	8.50/3.30	Back door	Front Foye	12.50

Teaching spaces

The net capacity of each teaching space will vary according to its size and shape. Each classroom has been organised for a maximum of 30 children (where larger, this is due to pupils being registered in the year group prior to covid-19) and intervention rooms will be allocated per 'bubble' group to avoid cross contamination. All classrooms must be set up with chairs and desks forward facing.



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Each adult must position themselves at 1 metre plus distance from both children and other adults. When organising your teaching space, please allow for the IWB to be visible by all children. Please ensure the room is well ventilated by keeping both doors and windows open throughout the day.

Social distancing

1 metre distancing must take place at all times where possible. This is even more vital when people are moving around school or in shared spaces such as the staff room. Floor markings will be used in communal areas including corridors. Model the use of the floor markings for the children and explain the importance of these. All children must follow the 1 metre plus distancing where possible.

Social Distancing posters will be displayed in each classroom, corridors and other communal areas.

Displaying Covid-19 Symptoms – Procedure within school

Symptoms to look out for are a continuous cough, a high temperature or a loss of taste and smell.

If these are suspected in a child, the procedure will be as follows:

- ✓ The child should be taken to the isolation room and supervised by a member of staff who MUST be wearing full PPE.
- ✓ The isolation room is the outside the site mangers room.
- ✓ Please ensure you are as reassuring as possible to minimise the stress on the child.
- ✓ The office staff should be alerted immediately, a member of SLT will support. The office staff will notify the Site Manager.
- ✓ All areas and equipment that the child has been in contact with will be cleaned and disinfected.
- ✓ School will contact parents who will collect the child and take them home. A handout will be given to the parent with clear track and trace procedure that needs to be followed including testing.
- ✓ A small number of home testing kits will be available in schools.
- ✓ If this is not available parents will be reminded of contact details of how to access a COVID-19 test and they will be told to do so.
- ✓ Until the test results are known, all children and staff within the bubble will continue as usual in line with Government guidance.
- ✓ If the test comes back positive, the local health protection team will be contacted, they will then advise accordingly, with all children and staff within the bubble and their households self-isolate at home for 14 days as a precaution.
- ✓ If you have symptoms of COVID-19 or you believe you have come into contact with someone who has symptoms/tested positive you will be requested to take a test.

EXPECTATIONS FOR CHILDREN

Pupils must:

- enter school through their allocated entrance. Late children must go to the office. Parents must not enter the school building apart from the reception area.
- sanitise/ wash their hands with soap and water upon entering their classroom.
- sanitise/ wash their hands regularly throughout the school day
- only use the resources allocated to them
- sit in their allocated seat at their allocated table



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- use the playground allocated to their group
- stay with their group at all times
- Minimise the items brought into school (essentials only).

Hand Washing/ Hand sanitising

Handwashing or hand sanitising should take place:

- ✓ as soon as children enter the classroom
- ✓ before physical activity
- ✓ after physical activity
- ✓ before lunch
- ✓ after lunch
- ✓ before dismissal
- ✓ Children must be told to use the tissues to wipe their nose or sneeze into if required. Encourage children to use the 'catch it, bin it, kill it' approach. All tissues must be disposed of by using the lidded bin in the classroom and children must wash their hands, immediately.

Staff Expectations

Staff:

- Must enter school via the main entrance using the hand sanitiser upon entering the school.
- Wash their hands regularly during the school day.
- Always maintain 1metre plus distance from adults and pupils.
- Must bring in their own cups, crockery and utensils
- Only one staff member is allowed in the staffroom kitchenette at any time
- When in the staffroom, always maintain 1m plus social distancing.
- After using the urn for hot drinks, staff must wipe the handle down with the wipes or sanitiser provided.
- Only one person must use the photocopier at any one time and hand sanitizer must be used before and after using the copier.
- Limit the number of items brought into school to one hand/bag. The bag must be kept in the teacher's area in the classroom.
- Use PPE provided by the school for intimate care of pupils, dealing with an ill child, dealing with an accident/first aid incident.
- A full record of all visitors to school must be kept. Therefore the office must be informed of any meeting you have onsite (where possible these should be in the first instance organised through Teams or Zoom).

PARENT EXPECTATIONS

Parents must:

- Not enter the school building at any point beyond the reception foyer.
- We ask that where possible parents communicate with the school via email or telephone.
- At the start and end of the day, parents must wait in their allocated area to receive their children
- Not raise any issues or concerns with the class teacher at the start or end of the day to allow for quick entrance or dismissal.
- Issues and concerns to be raised through phone calls to school or emails



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Staff Availability

All staff will be expected in school following Government guidance. Risk Assessments for those requiring them will be completed and measures put in place to support their return.

Movement Around School (classrooms/corridors/playground)

Movement around school should be limited as far as possible.

Classes must have a line order as their movement around school will need to be orderly at all times. Children (and staff) will need to be patient as at times classes will need to wait for other classes to pass before moving. This is to maintain social distancing and effectiveness of bubbles safety.

A one-way system (keep to the left) will be put in place for movement around the building. This must be followed at all times.

Prior to entering the playground, everyone must ensure that no other group is present in their allocated spot.

Staff movement between bubbles will be kept to minimum. A cover procedure is being drawn up to clarify this process for when the need arises.

LUNCHTIMES

Children will remain within the bubbles throughout the newly staggered lunch periods.:

Class	11:30am – 11:55am	12:00pm – 12:25pm	12:30pm – 1:00pm	1:00pm – 1:30pm
Reception	All children to be taken to the dining room at 11:30am. Leave the dining room at 11:55am.	Play in the playground until 12:20pm.		
One				
Two		All children to be taken to the dining room at 12:00pm. Leave the dining room at 12:25pm.	Play in the playground until 12:50pm.	
Three				



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Four			<p>At 12:30pm years 4-6 will finish their TTG lessons. Children who have dinner must go straight to the dining room, while children who have sandwiches must go to the Year 4 classroom.</p> <p>At 1:00pm, all pupils can go outside.</p>	<p>Play in the playground until 1:30pm.</p>
Five				
Six				

Space	11:30 - 12:00	12:00 - 12:30	12:30 - 1:00	1:00 - 1:30
Dining room	EYFS Year One	Year Two Year Three	Years 4-6 Dinners	
Playground		EYFS Year One	Year Two Year Three	Years 4-6
Year Four classroom			Years 4-6 Sandwiches	
Pastoral				Years 4-6

Space	11:30 - 12:00	12:00 - 12:30	12:30 - 1:00	1:00 - 1:30
Dining room	Mr Brown Miss Jacqui Sandra	Harj Charlene	Charnice	
Playground		Coach Julian Charnice Romeo Mr Brown	Coach Julian Romeo	Coach Julian Romeo Mr Brown
Year Four classroom			Mr Brown SLT	
Pastoral				Charnice



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Medical/Door		Miss Jacqui	Miss Jacqui	Miss Jacqui
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Cleaning

All classrooms will be cleaned at the end of each school day. However, staff can clean surfaces during the day using wipes or the surface spray provided. The surface spray **MUST** be stored out of children's reach at all times.

Communal door handles & communal contact points, taps in toilets will be cleaned throughout the school day. Toilets will be cleaned at the start, middle and end of every day. All tables will be cleaned. There is now a 'clear desk policy' for both pupils and teachers so that cleaners can wipe all desks down thoroughly.

Toilet Facilities.

Classes will be given a slot for toilet use. Outside of these times and during lesson time only one child must be allowed to use the toilet facilities at any one time. When a child asks to go to the toilet, they should be given a toilet band.

Offices

Teaching staff must not enter the offices at any point. If you need to speak to a member of the office staff, phob through the exit door and speak to them through the protected screen.

If entering the office SLT must maintain social distancing at all times.

School Bells

School bells will be used to mark the beginning and end to the school day. Other than this, bells will only be used for fire drill purposes. The fire alarm is a continuous ringing bell. The Lock Down alarm sounds a continuous siren.

Classroom Expectations

Each classroom will be equipped with a wall mounted hand sanitizer (classroom entry) soap, paper towels, tissues, wipes, a lidded bin. All staff will be asked to complete basic first aid training on Educare.

The First aid box will contain a PPE kit including a mask, gloves and apron. Each classroom must also, a list of children's names and any medical issues. It is the responsibility of each group teacher and TA to ensure that they are familiar with the medical needs of the children in their group.

Tables must be set up facing forwards leaving space for the children to walk out safely if the need arises. Space will be allowed for children to access the sinks. Each child will be given their own supply of resources (see resources and equipment).

Assemblies, Educational visits and extra- curricular activities

Assemblies will not be taking place in the usual way. However, Zoom assemblies will be timetabled, and morning and end of day acts of worship will continue in class.

Teachers are encouraged to plan for the use of the outdoor spaces we have on our site. Educational visits can take place, with the necessary enhanced risk assessments.



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Breakfast and After school clubs

Breakfast club will be available for all pupils from the beginning of term (Thursday 4th September 7.30am) and this will be facilitated using pupil bubbles. There will be a significantly reduced after school club timetable and this will again be delivered with pupils placed in the three independent bubbles. After school clubs will not begin until the week beginning Monday 14th September. Registration information will be sent to all parents at the beginning of the term.

Behaviour Expectations

Children will be expected to maintain the same, high level of behaviour at all times. All incidences of behaviour must be dealt with appropriately. Please be aware that current circumstances may affect children's behaviour. We must work together to ensure that each child's well-being is supported in the best way possible. DSLs, Senior Leaders and Pastoral Staff will be available to provide additional support where needed. Please speak to a DSL or member of SLT if you have concerns.

The school's behaviour policy has been updated and will be shared at the beginning of the term. It is the responsibility of all staff members to read this and familiarise themselves with the changes.

Visitors/contractors to school -

Only pre-booked visitors will be allowed to enter the school building. The office staff must be informed of any upcoming meetings which are to take place with any external bodies stating very clearly who will attend and at what time these meetings will take place. These measures will help to support the national programme of Track & Trace.

A full record of all visitors to school needs to be kept. Therefore, please ensure these are put into the school diary.

Communication with Parents

All communication with parents where possible to be completed through phone calls, emails, School Ping and newsletters/letters and where necessary for safeguarding purposes, home visits. Before any home visit takes place, the Head Teacher must be informed and the member of staff visiting the family must adhere to the 1 metre plus rule. The staff member **MUST NOT** enter the home under any circumstances. Any conversation must take place from the pavement at 1 metre plus.

At school where face to face conversation are essential, there must be a distance of 1 metre plus and these conversations must be as short as possible. If you need to communicate with parents during the school day, please call the office and leave a message. The office staff will then contact the family on your behalf and relay the message.

Use of PPE

PPE equipment will be provided by the school for intimate care of known pupils, dealing with an ill child, dealing with an accident/first aid incidence. In accordance with DFE regulations, pupils or staff coming to work in a face mask must put that mask into a plastic bag and store securely until they leave and dispose of this mask at home.



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Fire/Evacuation procedures

In the case of a fire alarm, everyone will be expected to evacuate the building as quickly as possible using the exit points allocated. It is the responsibility of each staff member to familiarise themselves with their exit point. Fire assembly points are allocated for each year group to line up. There will be training for all staff including new staff at the beginning of term.

Lockdown

The school has a new lockdown intercom, training will be delivered by the bursar at the beginning of term.

Resources/Equipment

Each child will be provided with their own pencil, ruler, scissors, glue stick, whiteboard pen, whiteboard eraser, pencil crayons and other maths and English equipment, which they must keep in their own pencil case. Teachers can request any additional resources from Deanne.

At the end of each day the children must leave their desks clear to allow cleaners unobstructed access.

In addition to this, children will have a choice of books to read in school. No books should be sent home.

Curriculum

A recovery curriculum has been put in place for the Autumn term to ensure all our pupils accelerate towards their usual year group standards. However, the focus will be assessing pupils on an individual basis and differentiating learning task to ensure progress. The school has signed up to the National Tutoring programme.

Home learning

Weekly homework tasks must continue to be sent out through Bug Club and Maths Whizz. Further funding will be allocated for the purchase of Catch-CGP packs for each child. A remote learning offer is also under development to allow children to continue to learn from home should they need to isolate, or bubbles having to isolate.

Wellbeing – Staff and Children

No doubt, returning to school under such circumstances may be difficult in the first instance for some. Please do share your concerns and feelings with others. Feel free to speak to a member of SLT at any point. Remember we are a TEAM and this maybe a time when we may all need support in some way.

The following support will be provided for children; -

- Bereavement support
- Daily Well-being activities

Please remember we are all responsible for the well- being of all staff and children hence, adhering to the guidance in this handbook is non-negotiable. If in doubt, please ask.

Working from home or self-isolating

There may be times where individuals, groups or whole school will need to work from home. The distance learning plan will specify more clearly how this will work. It will include continuing to plan work for pupils, giving feedback to



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pupils, participating in PPA meetings, maintaining contact with pupils, completing all CPD sessions allocated and any jobs allocated by SLT.

Attendance

Children's attendance - There is very clear guidance from the government that all children are expected to attend school. The school will follow up any absences rigorously and offer additional support for any families with difficulties or anxieties about returning. Safeguarding concerns must be referred to a DSL in the usual way.

Staff Attendance. – If you feel unwell at any point during the school day, please inform a member of the leadership team or If you wake up unwell, you must contact Phill between 7.00-7.30 am so arrangements can be made.

Meetings

Whole staff meetings must take place in a room where 1m plus safe distancing can be met. Alternatively, these should take place through Teams or Zoom. Small group meetings can take place once again in room where safe distancing measures can be met and/or through TEAMS.

Policies

This handbook is in addition to the school staff handbook. All staff must continue to follow school policies.