**Additional Information for Parents**

(To further inform your decision to return your child to school, a list of our health and safety measures has been included below)

**List of key actions school is taking to ensure pupil health and safety:**

**Health and safety checks of the building**

* St Luke’s CE Primary School has remained open since the lockdown and all regular health and safety checks have continued to be carried out during this time and the building is clean and safe.
* Fire drills will continue to take place as usual.

**Cleaning and Hygiene**

* All classrooms, teaching areas and offices have been deep cleaned.
* Once children are back in school, all frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly throughout each day

We will ensure:

* The availability of soap and hot water in every toilet and in classrooms.
* Hand sanitiser stations, located at the school entrance for pupils and any other person passing into the school to use, and at other strategic places, ensure their replenishment.
* The location of bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying.
* A good supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom and teaching area and enough to top up regularly.
* Sufficient resources and a check on stocks to ensure we do not run out.

**The following will be available:**

* Soap for sinks, and where no sink nearby, hand sanitiser will be made available
* Disposable paper towels
* Cleaning products incl. disposable cloths
* Sanitising wipes for wiping equipment
* Lidded pedal bins (regularly emptied and new bin bags)
* Tape for cordoning off areas and marking floors both indoors and outdoors
* Individual hand sanitizers for each member of staff to keep on their person and refills.
* Plastic gloves
* Disposable masks
* Posters (e.g.to encourage consistency on hygiene and keeping to own group)
* Additional door stops – all doors/windows to be kept open for air circulation.
* Each class will be provided with a caddy containing gloves, paper wipes, aprons, masks and disinfectant spray.

**Movement around school**

* We have alerted parents to the need reduce any unnecessary travel on buses or public transport where possible and are encouraging them to walk to school where possible.

**In order to minimise movement and contact around the school building we have:**

* Organised small class groups of no more than 10 pupils per group, with two adults.
* These small groups of children will stay together throughout the day, in one room to avoid children mixing.
* Planned parents’ drop-off and pick-up protocols that minimise adult to adult contact.
* Staggered drop-off and collection times
* All bubbles allocated their own outdoor space to prevent bubbles mixing outside.

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**Classroom organisation – Resources, furniture etc.**

* Classroom tables and chairs have been rearranged to ensure only one pupil sits at any one desk, thus maintaining space and helping with social distancing within the classroom.
* All unnecessary equipment has been removed from teaching areas where possible.
* We have considered how play equipment is used ensure it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.
* We have removed items from classrooms and other learning environments such as soft furnishings, soft toys and toys that are hard to clean, such as those with intricate parts.

 **Staffing**

* We have ensured the number of staff we have available to work in school, including teachers, support staff, office workers, cleaning, careering and caretaking staff is sufficient to staff our plan
* At least one member of SLT will be on site everyday
* We have paediatric first aiders available for work in school
* We have ensured more than one person with up to date Designated Safeguarding Lead (DSL) training is available to work in school
* We have a site manager and cleaning staff, and sufficient office staff available during the school day
* Our staffing arrangements are as consistent as possible.

[**Practical steps to reduce risk**](file:///C%3A%5CUsers%5CAleks17%5CDesktop%5Cplanning-guide-for-primary-schools.htm#practical-steps-to-reduce-risk)

* We have staggered start and end times between year groups to reduce volume at the entrance
* We will ensure parents and carers are aware of recommendations to reduce unnecessary travel on coaches, buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times – reminder to parents
* We will use signage to guide parents and carers about where and when they should drop off and pick up their children
* We have arrangements for outdoor time – bubbles will use their own designated outdoor space
* We will ensure that staff remain at a safe distance from each other at lunchtime or during breaks

**Behaviour principles**

A review of the school behaviour policy has been undertaken. The policy remains appropriate with some amendments as follows:

* Children must follow school expectations for handwashing and sanitising. This should take place at least hourly and at other times e.g. when re-entering the school from outdoor break, when entering school in the morning and after using the toilet. Wherever possible this should be supervised by an adult.
* Children must not break their group ‘bubble’ in school.
* Children must remain at a distance of 2m from other children wherever possible.
* Children must move around the school building as directed by staff. No child to be sent on any errand.
* Children must follow the ‘catch it, bin it and kill’ it routine for sneezing and coughing. Children must avoid touching their mouth, nose and eyes with their hands.
* Children MUST tell an adult if they experience any symptoms of coronavirus or feel unwell.
* Children must follow rules on the use of all equipment in school.
* Children must follow school expectations at playtimes and only play in their allocated space.
* Children must use their designated ‘bubble’ toilets at set times and under adult supervision.
* Absolutely no coughing or spitting at another person.
* Children must follow the drop off and pick up routines.

**Drop off and pick up routines**

* These are designed to minimise the number of children and pupils entering/leaving the site at any one time whilst maintaining adequate safeguarding for children. Drop off will be staggered from 8:00 to 9:30 and pick up from 14:45 to 15:15. A range of drop off and pick up points are allocated to distribute numbers around the school site and minimise numbers in any one area.
* Defined routes for movement around the site at drop off and pick up are allocated with the use of a one way queuing system for any adults that need to access the site. These routes will be marked and signposted. There will be no reception pick up. All children to wash their hands on arrival using the handwashing facilities in the classroom.
* Drop off and pick up routines and systems will be clearly communicated to parents and carers. Only one adult will be allowed to pick up and drop off and congregating on the school site will not be allowed. Parents/carers will be requested to walk to the school site for pick up and drop off. Parents, carers and teaching staff must not communicate (pass on messages etc.) at any entry or exit point. All communication must be made by phone. There will be a 2 metre zone between staff and parents/carers at every entry and exit point and these must not be entered by adults. No parents or carers are allowed in the school building at drop off or pick up.
* All staff are responsible for professionally reminding parents and carers of the entry and exit rules, if needed. **Staff must report any behaviour that is a cause for concern to SLT so that this can be dealt with swiftly and appropriately.**

**We are limiting the sharing of resources**

* Pupils will be given their own set of resources clearly marked and these should not be shared. Where resources are used by other pupils these should be frequently cleaned.

**Special Educational Needs and Disabilities**

* Children with an Education, Health and Care Plan (EHCP) have been risk assessed by SLT and the local authority to determine whether their needs can be safely met in an educational setting. From the 1 June 2020, we will do our best to safely deliver a child’s Educational, Health and Care Plan. If there is any provision which staff feel is not deliverable then they must consult with SLT to formulate an appropriate solution/decision.
* Children who are on the SEN register but do not have an EHCP should have their needs met through differentiation in their class group. Specific interventions are unlikely to be able to be delivered but appropriate intentions can still be planned where appropriate as long as they do not break class ‘bubbles’.
* If staff have any concerns about children on the SEN register they should consult the SENDCO for their unit through a phone call or email to discuss the concern and to formulate an appropriate response.
* It will not be appropriate to add children to the SEN register during the summer term unless there has been a specific diagnosis. There will not be any visiting agency support for children during the summer term to ensure class bubbles are not broken.

**Medical Policy**

* A review of the ‘Supporting Pupils with Medical Conditions Policy’ has been undertaken. The policy remains appropriate with the following amendments:
* We will no longer administer non-prescribed medication.
* Prescribed medication (only if 4 times per day) will be administered in bubbles.
* Medical paper work will be filled in at the office (in the Front Porch directly outside) in the usual manner but medicine will be taken to the group to be administered by staff working in the class ‘bubble’. Medicine will be stored in stock room or fridge nearest to the ‘bubble’. A phone call will be made to the class to inform staff that medication is being brought to the class and passed on in a way that minimises contact.
* Staff will be provided with PPE for administering medicine. This will be located at the station.
* There will be no off site activities.

**Playtime and Lunchtimes**

* Groups will not mix at any playtime – they will play in their own, allocated space. All members of class staff must supervise outside play. If a child requires the toilet while out at play then they must be supervised to the toilet and the adult must ensure the group ‘bubble’ is not compromised. Staff will be allocated at lunchtime play to supervise children who need the toilet.

**Assemblies**

 There will be no collective assemblies in school. Any assemblies will be delivered in individual groups and in their allocated classroom.

 School remains responsive to changes in health and safety information and will update parents and the school website appropriately and promptly.