



Ashby Willesley Covid-19 Parent Protocol

Autumn Term 2020 – updated 16/09/2020

Bubbles

- Children will be in bubbles of their year group, although for the majority of their time, they will be in their class of 30.
- Year group bubbles enable the school to operate effectively and as normally as safely possible.
- Children will be able to see friends in their year group at breaks and lunchtimes.
- Staff are able to move across classes and bubbles, where necessary.
- Children and staff will be encouraged and reminded to socially distance.
- Unfortunately, we will not be able to have parent helpers in school for the foreseeable future.
- If there is a positive case of Covid-19 in the year group, the whole year group will need to isolate for 14 days, however, they will all then receive the same remote learning.

Classrooms

- Children will be in normal classrooms with their normal classmates.
- Pupils in Years 1 to 6 will sit at a forward-facing desk for as much as the school day as they can. There will be as much outdoor learning as possible with bubbles having designated outdoor areas.
- **Children will sit in a space to best suit their learning needs – this may be different in different subjects, but will remain as consistent as possible.**
- Staff in Acorn classrooms will encourage children to social distance wherever possible. However, the government have acknowledged this will be difficult and they will have free flow across the Foundation area.
- Rooms will be ventilated by opening windows and having doors propped open if safe to do so.
- Bubble activities within the classroom that require pupils to be in direct contact with each other will be avoided but this may be dependent upon the age of the child e.g. in Foundation Stage, Year 1.
- Small, bubble group activities may take place in the studio or shared areas, with cleaning of areas in between use.

Curriculum

- Children will be taught and reminded regularly about social distancing– handwashing – coughing and sneezing etc. Signage to remind all will be around the site.
- Mental wellbeing activities and outside tasks such as some sport will take place as part of the normal curriculum.
- The normal curriculum will be taught, with a focus on catch up where necessary.
- Large gatherings and collective worship with more than one group will be avoided.
- The current guidance has restrictions on group singing which will affect assemblies, productions and events such as Harvest and Christmas celebrations. We will review this advice and make adaptations to enable these to happen where possible.
- The DfE Catch Up funding recently announced by the government will be used for intervention sessions and we will inform parents as details are agreed. This grant has also funded the Summer School. An action plan will be published.
- **Any enrichment activities and clubs will be limited in number and run in year group bubbles to avoid mixing.**

Resources for pupils

- Pupils are expected to wear full Willesley school uniform.
- Pupils will be allocated a drawer which will contain the equipment that they require.
- PE kits should be brought and kept in school as usual.
- Children should have a change of footwear as per the indoor shoe policy (KS2 only).
- The fixed play equipment (Pirate Ship/Trim Trail etc) is NOT to be used.
- Sports equipment can be used by children during sport and PE lessons, but it must be cleaned after use by each bubble OR designated equipment will be given to each bubble.
- Any shared resources that may be used across bubbles WILL BE CLEANED AFTER USE or left untouched for 48-72 hours.
- Classroom based resources eg books and games, can be used and shared within bubbles and will be cleaned regularly.

Start / End of the day + Break and Lunchtimes

- Breakfast and Afterschool Club will operate on site as normal and will keep children in year group zones.
- Entrance to school will be staggered and staff will lead children to their designated classroom.
- Each child/parent must wait in their designated area on a socially distanced marker on the ground – see MAP
- End of day will be staggered for each bubble. Parents need to wait at their designated collection points.
- **Parents MUST keep to their allocated drop off and collection times. If you have a child in more than one-year group, please leave the grounds until your allotted time OR for consecutive times, and if it is safe to do so, as the previous class have left the area, you may move directly to the next meeting area.**
- **Do not arrive on site an earlier than 5 minutes before your start/end times to reduce the risk of bubbles mixing.**
- After the first day, we encourage Year 5 and Year 6 to be left at the school entrance and independently wait at their meeting point, to further reduce numbers on site. We will also encourage Y4 to wait independently if parents are comfortable with this.

Start				
8.40	1CB	2AD	2SH	
8.45	6AW	6ST		
8.50	Acorn 1	1GP	3JC	3DD
8.55	5HE	5AK		
9.00	Acorn 2	4JE	4MR	

End				
3.00	1CB	2AD	2SH	
3.05	6AW	6ST		
3.10	Acorn 1	1GP	3JC	3DD
3.15	5HE	5AK		
3.20	Acorn 2	4JE	4MR	

Acorns	Front of School by Reception	3JC	Infant Playground
Year 1	Car Park by Y1 cloakroom door	3DD	Parent Shelter
2AD	Infant Playground	4MR	Infant Playground
2SH	Front of School by Reception	4JE	Parent Shelter
Year 5	Field Gate by Mobile	Year 6	Field Gate by Mobile

- Parents (only one per family where possible), should leave the premises as soon as their child has been handed over to staff. No social gatherings are permitted between parents whilst on school grounds.
- **Parents should practice social distancing and be respectful of others. We strongly recommend that parents wear face masks whilst on site.**
- Parents should not attempt to talk with their teacher at drop off/collection. Questions may be left with the school office after 9.10am – only one person permitted in the reception foyer at a time. Preferably, please send a Weduc message, email or phone the school.
- If you miss your allocated drop off/collection time, you must not arrive until 9.10am and 3.30pm and report to the office.
- Attendance is compulsory. Absences must be reported as per the normal reporting procedures.
- Requests for absences in 2020/21 will be declined unless it is exceptional circumstances (e.g. funerals, weddings, religious observance etc)
- **You must inform school asap of the results of Covid-19 tests – either negative or positive.**
- Break/Lunch times: break times will be staggered for each year bubble and each bubble has a timetabled and zone slot. Breaktime will be 15 minutes and lunchtime reduced to 50 minutes to enable staggering.
- The Milk and Fruit Schemes (KS1) will resume.
- Lunches: School meals can be ordered as usual at morning registration. Meals will either be eaten in the Hall or classrooms.

Toilets and Cleaning

- Pupil toilets (Acorn & Treetops building) Toilets have been allocated to each bubble and to the staff in these bubbles.
- Pupil Toilets Oak – the bubbles based in this building will have a timetable for access to the toilets.
- Extra cleaning of toilets and high contact areas will take place throughout the day, following government advice.

Hygiene and Safety

- All pupils will be taken to wash their hands as soon as they enter the building.
- Hand washing or sanitisation will then take place before break, after break, before lunch, after lunch, before they leave the site and after they have sneezed or coughed into their hands (this is in addition to after visiting the toilet).
- Good respiratory hygiene will be promoted through 'catch it, bin it, kill it' approach.
- Children should only bring essential items into school in the smallest possible bag.
- Drop off/collection markings are spaced at 1m plus **but parents are encouraged to wear face masks/PPE.**
- Children are advised not to wear PPE on site.
- Staff do not need to wear PPE under normal circumstances **but may choose to wear when meeting parents at 1m+**

Suspected Covid-19 cases

Suspected COVID-19:

- Where pupils present with symptoms of Covid-19, they should be taken to the First Aid Room where they will be supervised until parents or carers come to collect them. A member of SLT must be informed immediately.
- Staff should remain socially distanced from the child until collected.
- If staff are unable to maintain a safe distance, then PPE (school provided masks, aprons, gloves) should be worn by staff caring for the child while they await collection.
- Parents should arrange for the child to be tested asap. We advise using the drive-in testing centres wherever possible as the results are received quicker than postal testing.
- **The school must be informed of the results.**
- Cleaning will continue as usual.

Managing cases of suspected COVID-19

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 10 days. **Their fellow household members should self-isolate for 14 days.** A member of SLT must be informed immediately. Following the isolation period, the child can return to school once the bubble re-opens.
- If the test results are positive, all staff and pupils from that bubble will be informed and sent home to self-isolate for 14 days. Until this time, the bubble will remain open and all members should continue to attend. The other household members of that wider class or bubble do not need to self-isolate unless the child or staff member they live with in that bubble subsequently develops symptoms.
- For bubbles/pupils that are isolating, school work will be set and distributed following government guidelines. Further details will follow.
- The school will only inform the class bubble and staff affected.
- All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.
- School will contact the local public health protection team and follow any additional advice.
- Names and details of the confirmed case will not be shared with the wider public
- Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation as can the rest of that bubble.
- If someone has confirmed case of coronavirus, the cleaning team will follow a specific protocol as prescribed by the government and detailed in our Mitigation Procedure.