

**St Paul's CE Primary School**  
**School Protocols and Procedures**  
**September 2021**



**Our planning is underpinned by the Department for Education's advice given to schools – Schools COVID-19 operational guidance – July 2021**

**Control measures**

We will:

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Considerations	Action
<b>September Focus</b>	<p>The focus for September will be returning to 'normal' school life as much as is safely possible. This includes the removal of bubbles, the reintroduction of the full offer of enrichment activities, the sharing of equipment, returning to similar lunch time and playtime procedures and using the hall or Church for Collective worship. We will also welcome parents back into the school building, using a phased approach.</p>
<b>Staffing</b>	<p>Staff are no longer expected to strictly adhere to previous social distancing guidance inside the building; however, staff are to be conscious and aware of their contact with others if NHS Test and Trace require this information.</p> <p>Car sharing can now resume.</p> <p>Staff can wear masks if they wish, but it is not compulsory. Staff are no longer expected to wear masks in corridors and communal areas.</p> <p>Staff will continue to support with the cleaning of frequently touched surfaces throughout the day eg desks, chairs, door handles.</p> <p>There will be no numbers allocated to staff spaces but staff are expected to follow cleaning procedures when they have used communal areas.</p> <p>Cleaning rotas in classrooms will be in place and completed daily</p>

## Attendance

School attendance became mandatory from the 8<sup>th</sup> March 2021. This means from that point, the usual rules on school attendance 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 recognise that some parents may be anxious about the removal of many of the previous restrictions. SLT and the FSW will work with families on a 1:1 basis where needed, to ensure that children are in school full time.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, school will offer them access to remote education.

Where children are not able to attend school, as parents are following clinical and/or public health advice, absence will not be penalised.

## Entry/exit to school and movement within school

SLT and Site manager to supervise

Where possible, one parent/carer should come to collect pupils to reduce the number of people on the school site. Parents and carers are asked to keep their children with them and to remain on site for the shortest amount of time possible. Parents are encouraged to walk to school, where possible.

Parents/ carers can continue to wear masks if they choose to.

School will operate a shorter rolling start and end to the day:  
(teachers at doors – 8.35 and 3:10)

Monday- Thursday 8:35 – 8.40 drop off and 3.10 – 3.15 pick up  
Friday- 8:35-8:40 drop off and 1:10-1:15 pick up

Collective worship will start at 8:45.

Reception and years 2, 3, 4 will use their classroom door to enter and leave the building. Year 5 and 6 will enter and leave via the sandwich room entrance on the main playground. Year 1 will enter and leave via last year's year 1 entrance.

Lockers will still be used.

Gates will be open for access to the site at 8.30 in the morning and 3.05 in the afternoon. Pupils will have access to classrooms from 8:35-8:40 and will be dismissed from 3:10-3:15

Older pupils who are not being collected by an adult will be dismissed from their classroom at 3.15. Parents are asked to give permission for the children to leave without an adult collecting. Teachers will talk to the children about our expectations and the routines they must follow when leaving the classroom and walking around the site.

Pupils that arrive late will need to be accompanied by a Parent/ Carer to the school office. Registration and lunch choices will be taken by the office team and communicated to kitchen staff.

Parents can speak to teachers on the door or contact teachers through the school office if they have queries or they can call to make a telephone appointment.

The office will be open for parents with appointments. One family at a time will be allowed into the building. Parents can continue to call and receive support over the phone or via email.

Visitors will continue to be individually risk assessed via the questionnaire at the office. A record of all visitors will be kept by the office.

We will review how we will conduct the October parents' consultation as soon as possible into the Autumn Term. Children can now move around school and mix with other children inside and outside.

At various intervals through the day, adults will continue to disinfect and clean tables, door handles and equipment. Each

## Cleaning and hygiene routines

class will have their own set of classroom cleaning equipment that will be stored appropriately within the classrooms.

Lunchboxes will be stored in the lockers. Children are allowed to bring bookbags to school. Resources and books can be shared provided that appropriate hand hygiene procedures are followed.

Adults and children are to follow regular and thorough hand hygiene procedures throughout the day. Soap and hand sanitisers will be available in classrooms. If these are running out or missing, staff need to report this to the site team.

Toilets are allocated to specific classes and year groups. Children are allowed to go to the toilet as they would do in a normal school day, without the need to be accompanied by an adult.

All rooms should be well ventilated, therefore windows and doors should remain open, where possible, whilst maintaining a comfortable and effective climate for teaching and learning. This will be reviewed as the weather changes in the autumn term.

If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines outlined within this document:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Fire and Lockdown procedures will remain as policies indicate. A whole school fire practice will take place early in the autumn term. Lockdown procedures will be finalised and practiced

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**Collective worship**

For the first four weeks of term, each key stage will attend Collective worship on alternate days and Collective worship in class will take place on the other days.

Celebration assembly on a Friday will also be for one key stage only and will be on alternate weeks.

Parents will be invited to Celebration Assembly, when it is deemed safe to do so. This will then be reviewed, in light of the situation as we move through the autumn term.

Staff will need to speak to the children about behaviour expectations when walking through school, expectations for collective worship, behaviour and the routines, as they haven't been in the hall for so long, or in some cases not at all.

**Outdoor play (breaks and lunch)**

Staff are to follow the playground rota.

We will continue to take the class set of play equipment out to play and it will be for sole use of individual classes.

Playtime timings:

KS1  
10:45-11:00

KS2  
11:05-11:20

Lunch timings:

KS1 and KS2  
12:20-1:05

<b>Lunchtimes</b>	<p>All children will be able to eat their lunch in the hall, alongside their peers in other classes. Hot lunches will be served to pupils having school dinners. Pupils will eat their packed lunches from home in the sandwich room.</p> <p>Pupils will select either a home packed lunch or a school made lunch from the options on parent pay. School dinner menus will be given to pupils and families as before and will be published on the school's website. Pupils will select their meal choice at the counter.</p> <p>A lunch rota will be followed to ensure that all classes rotate their order for when they eat lunch.</p> <p>School staff will supervise the pupils during the lunchtime period and staff will have 30 minutes to eat their lunch (unless other specific arrangements have been made for individual staff).</p> <p>Y6 helpers will be able to support the smooth running of the lunchtime procedures.</p> <p>Toilets at the top of the school building will be used by all pupils during the lunchtime period.</p>
<b>Establishing routines and expectations</b>	<p>Staff will introduce and reinforce their expectations and routines to children as the school building opens up to them, so that they do not feel overwhelmed and they know the structure of each part of the school day and adults' expectations of them.</p> <p>All staff to be vigilant, looking for signs of anxiety and provide support and reassurance.</p> <p>'Step up to September' class charter to be completed by all classes and displayed on classroom doors.</p> <p>Children can have support from Miss Moore if needed.</p>

<p><b>Learning</b></p>	<p>Pupils no longer have to be seated side by side and facing forwards, group tables can be used again. Seating plans will not need to be handed in.</p> <p>Continue to sanitise hands before using laptops and iPads.</p> <p>Staff to sanitise or wash hands before and after using the printers and photocopiers.</p> <p>Teaching environment:</p> <ul style="list-style-type: none"> <li>• Soft furnishings can be reintroduced</li> <li>• equipment can now be shared provided hand hygiene routines are followed</li> <li>• Resources and provision should be easily and regularly cleaned</li> <li>• Chair sacks are to be replaced with tray units/ desk caddies</li> </ul> <p>Singing can resume.</p> <p>PE will take place outside as much as possible as this improves children’s positive mental health and well-being. Contact sports, gymnastics and dance can resume fully. Swimming will continue in September for Y5.</p> <p>Primary assessment will resume in 2021-22.</p> <p>Please refer to the DfE Recovery Education summary document for guidance on continuing to address the recovery curriculum.</p>
<p><b>Online learning for children not in school</b></p>	<p>Policies and procedures have been put in place to ensure that we can switch to immediate remote learning if we are faced with a localised outbreak. These procedures were well established and refined during the lockdown in January. Information has been shared with parents and is on the website.</p> <p>Remote learning will be in place for children who are well enough to work if they are isolating at home from a positive case or from a family case.</p>

<p><b>Clubs</b></p>	<p>Bubbles will no longer be in place for breakfast clubs and after school clubs.          Breakfast club will be run by two staff from 7:30 and an additional staff member will start at 7:50. It will take place in the hall.          We can now expand to a full offer of after school clubs. These will be finalised in the autumn term.          Club procedures regarding staffing ratios and first aid procedures will continue as before.</p>
<p><b>Visits, visitors and residentials</b></p>	<p>Visitors are to be briefed on the current procedures in place at the time of their visit. Staff involved will need to be aware of their movements around school and the children or classes they have visited.          Meeting rooms should be well ventilated.          Full and thorough risk assessments in relation to all educational visits must be undertaken and visit leads must ensure that any public health advice, such as hygiene and ventilation requirements, are included as part of that risk assessment.          Staff are to use the Evolve system to aid risk assessing and recording the procedures in place for each part of their trip, including travel. Training will be provided on this.</p>
<p><b>Special Educational Needs</b></p>	<p>For most of our SEND pupils the biggest hurdle will be establishing new routines and becoming familiar with parts of the building that may be new to them.          Thorough induction and transition work will be undertaken.</p> <p>The pupils can have a visual timetable, where applicable, every morning to reassure them how the day will look.</p> <p>Staff who are working 1:1 with a child can continue to wear a mask if they choose to do so. Staff who are working with children with language or communication needs may use a visor if this is more appropriate.</p>
<p><b>Uniform</b></p>	<p>Children will be expected to wear school uniform as usual and wear their PE kit to school on PE days. On Fridays, pupils can wear their family hoodies.</p>