

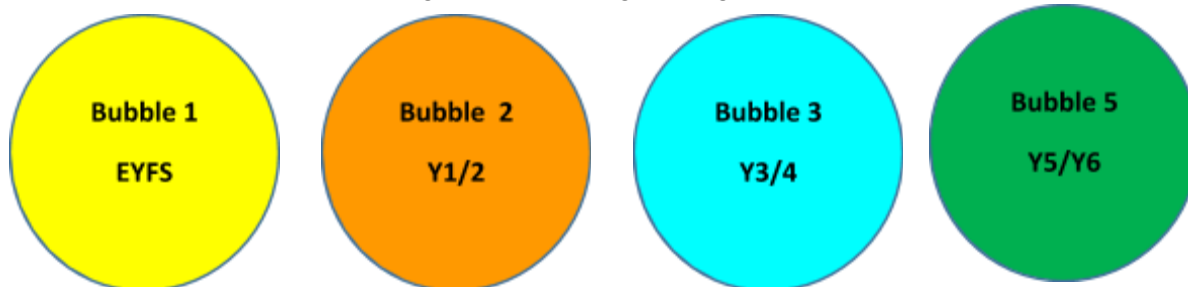


**Keyham Barton Catholic Primary School**  
**Updated January 2021 Plan and Risk Assessment**

This document is to explain what we are doing and why we are doing it.

Parents and Carers: Please talk through the ideas in this document with your children.

An understanding of how we're grouping is important for this document



**We have reviewed our groupings taking into account the fewer numbers attending school and the January Lockdown and guidance from the Government. These bubbles have been created to keep classes of children and their resources in as much isolation as possible during the school day with 2m distancing in all indoor spaces. This will help to prevent cross-contamination.**

**Note: We are only open for Vulnerable children and the children of Critical Workers to attend in school. All other learning will be provided remotely.**

	<b>What we are doing</b>	<b>Why we are doing this</b>
<b>Breakfast Club and After School Club</b>	<p>These will be open as usual in their usual places: Breakfast Club – Gaynor Hall. After School Club – School Hall. However, should the hall be required to isolate a child who is showing symptoms, After School Club will be relocated to Gaynor Hall. We will text you to let you know.</p> <p>2m social distancing will be kept at Gaynor Hall and all surfaces and contact points washed down after each session.</p> <p>There are spots to social distance on outside Gaynor Hall and there will be a one way system in and out. Hands will be washed before and after sessions. Only one child at a time is allowed in the toilet.</p> <p>Please continue to book in via School Money as usual. You will need to book both a week in advance so we can ensure we have staffing cover.</p>	<p>Many of you indicated that you would need this support as you go back to work.</p> <p>Soapy water and detergent kills any virus that may find itself on surfaces. This, along with frequent hand washing should prevent it spreading.</p>

<b>Social Distancing</b>	<p>We will section the school into 4 bubbles. Bubble 1 - EYFS Bubble 2 - Year 1/ 2 Bubble 3 - Year 3/4 Bubble 4 - Years 5 /6</p> <p>Classrooms will be organised into rows and children will face forwards. Children will be sat 2m apart.</p> <p>Where possible each bubble will maintain social distancing from other bubbles. Books and games can be shared within the bubble and cleaned regularly. Children will have their own packs of frequently used items – e.g. stationery.</p> <p>EYFS will be in the EYFS room. Y1/2 will be in the Y1 room but if we go above 12 children we will use the nurture space and Year 2 classroom if needed. Y3/4 will be across both classrooms. Y5/6 will be across both classrooms.</p> <p>Where they have more than one teacher, the children will remain in their own class while the teacher will move. The teachers will social distance, wear visors and maintain good hand hygiene at all times.</p>	<p>Scientific evidence shows that by keeping children in the same groups throughout the day, the risk of infection spreading is kept within these groups and not able to spread across the whole community.</p> <p>This will limit face to face contact.</p> <p>This means if one child in a bubble tests positive, only the bubble will need to isolate. Where incidental contact happens across classes in the same bubble, staff will keep a log of who and when so we can let parents know.</p> <p>Teachers are able to maintain good hand hygiene practice and social distance more effectively.</p>
<b>Lunchtimes</b>	<p>Lunchtimes will be staggered with year groups walking to Gaynor Hall to eat lunch. A hot meal will be provided.</p> <p>Meal choices will be provided by CaterEd as was the case before COVID. If you need to purchase one, please book in via School Money as usual. CaterEd also has their own rigorous risk assessment to ensure this is in line with school and Government guidelines. You can also send your child into school with a packed lunch. All uneaten packed lunch will be taken home.</p> <p>Surfaces and contact points will be wiped down before arrival and leaving, ready for the next group and social distance will be maintained at tables.</p> <p>Bubbles will go to Gaynor hall together but be sat separately in their classes 2m apart from each other and not directly opposite each other.</p>	<p>It is more hygienic not to eat in the classrooms. School lunches will be provided as before and booked via School Money.</p> <p>You were concerned your children might not have enough time to eat. We will have distanced holding tables for those who need more time</p> <p>This reduces the risk of cross-group infection. We have measured out Gaynor Hall and ensured it is a big enough space to support this.</p>
<b>Breaktimes</b>	<p>Break times and lunch times will be staggered and play areas designated to each group of children</p> <p>There will be no playtime equipment available</p>	<p>This will ensure groups do not mix</p> <p>This reduces the risk of cross-group infection</p>

<p><b>Pick up and drop off</b></p>	<p>There will be a one way in system for parents and children to enter the school site. In the main gate, in Renown Street and out the side gate into the back lane.</p> <p>We are staggering our starts to avoid playground congestion. The start times have been split by surname:</p> <p>Families will be asked to arrive between 8:45-9:00 and depart between 3:00 and 3:15 to stagger arrivals and departures.</p> <p>Where children from the same family have different surnames, it makes sense for them to arrive together as a family.</p> <p>All adults will be asked to wear masks when coming onto the school site.</p> <p>Only one adult can accompany the children to school. There will be waiting spots (circular spots / mats) spaced 2 m apart in the playground and along the pavement outside. Please wait on one of these. Please do not allow your children to run around whilst they are waiting. There will be a one-way system into the playground through the main gate and out through the side gate by the Annexe building.</p> <p>Children will hand wash on entry to school and then go straight up to class. They will also hand-wash at snack times and lunchtimes . They will use hand sanitiser for the rest of the day and as they exit at the end of the day. We have provided sanitiser at the entrance of each building and outside every class. We recommend that children handwash as soon as they get home.</p> <p>Please aim to arrive and pick up on time. We ask that families don't stop to chat so as to reduce the risk of cross-infection and congestion.</p> <p>All mobile phones to be in a named, sealed bag to be given in to the office.</p> <p>Only one adult to bring and collect children from school. If children walk themselves to school, make sure they are familiar with these times and routines.</p> <p>If children are to walk home by themselves, teachers will need a letter written by you to authorise this.. Teachers can only let children go if they have a signed authorised letter from their parent or carer. You can email the office if you'd like to set this up in advance.</p>	<p>The doorway is too narrow and the playground too compact to allow free movement.</p> <p>Please use the dots to help you to socially distance.</p> <p>Staggered pick up times limit the number of people on site at a time limiting the chance of cross-contamination.</p> <p>Masks limit the chance of transference in areas where people are congregating..</p> <p>One adult limits the chance of cross-contamination.</p> <p>Buggies will need to use the ramped exit so please allow them space to come out.</p> <p>Handwashing is the most effective way of limiting cross contamination</p> <p>This will help us to reduce the likelihood of cross-contamination from home/school.</p> <p>We will keep a central record of which children are allowed to walk home as part of keeping children safe.</p>
------------------------------------	--	--

	<p>We will have 4 main entrances and exits to the school.</p> <p>Entrance 1 : Class Courage (EYFS) – by their own door  Entrance 2: Class Kindness/ Compassion (Y1/2) – bottom of fire escape  Entrance 3: Class Forgiveness/Peace (Y3/4) Fire door in the annexe building.  Entrance 4: Class Integrity /Justice (Y5/6) – main door in the annexe building.</p> <p>Where entry and exit points are shared they are cleaned at all transition points</p> <p>All children will use hand wash on entry and at snack and lunchtimes and use hand sanitiser at all other times.</p> <p>Wherever possible please ring the office rather than come in. Most queries can be answered over the phone.</p> <p>Only one person is allowed at the office hatch. If it is necessary to enter school, please use anti-bac outside and wait on spots placed 2 m apart.</p> <p>The front office glass will remain closed. The office staff will deal with queries and/or requests through the glass. Please make sure you have your own pens available and use hand sanitiser as you come in and out.</p>	<p>Just like the supermarkets, we are trying to maintain a safety barrier between adults to protect everyone.</p>
<b>Infection Control</b>	<p>Children will be taught in their class groups.  All desks will be facing forwards.</p> <p>Where possible each bubble will maintain social distancing from other bubbles.  Books and games can be shared within the group – cleaned regularly.</p> <p>Children will have their own packs of frequently used items – e.g. stationery.  Pencil pots to be put away.</p> <p>Children to keep a packed lunch box in a specified location in the classroom which no-one else touches.</p>	<p>This reduces the risk of cross-group infection.</p> <p>Each child will have their own tray to keep their things in.</p>

<p><b>Infection Control</b></p>	<p>Children are <b>not</b> to bring in any equipment from home (e.g. books, pencil cases, toys - except the new EYFS children who may bring a cuddly toy to help with transition).</p> <p>The only exception to this is their lunchbox.</p> <p>Children can take reading books home on a Monday and keep until the Friday. They will sanitise their hands before and after choosing their books. When they return their books on Friday, they will go into quarantine until Monday.</p> <p>There will be no whole group assemblies or gatherings inside.</p> <p>Each group will have their own entrances/exits into school.</p> <p>Adults to monitor corridors and toilets/handwashing. Adults will clean down spaces at changeover points- e.g. break / lunch.</p> <p>There will be a daily presentation to remind children of changes.</p> <p>If your child has any of the three key symptoms, you <b>must not</b> bring them into school. These are:</p> <ol style="list-style-type: none"> <li><b>1. A high temperature;</b></li> <li><b>2. A loss of sense of smell or taste;</b></li> <li><b>3. A new continuous cough lasting more than an hour, or 3 coughing fits in a 24 hour period.</b></li> </ol> <p>If your child has any one of these symptoms, you must isolate and book a test. They can return after a negative test result. <a href="https://www.gov.uk/get-coronavirus-test-or-through-ringing-119">www.gov.uk/get-coronavirus-test or through ringing 119</a>.</p> <p>If families continue to have problems getting through or the offer is not practical, for example the test offered is a long distance to travel then use the following email address to request a test: <a href="mailto:d-ccg.cornwalldevon.urgenttesting@nhs.net">d-ccg.cornwalldevon.urgenttesting@nhs.net</a></p> <p><b>You do not need to isolate for other reasons.</b></p> <p>If a child becomes unwell with any COVID symptoms we will call you immediately. We will be extra vigilant following the recent rise in local cases and you will need to collect them as soon as you can. In this instance they will wait in the hall with a member of staff with them who will need to wear full PPE.</p> <p>You will be asked to self-refer for a test and let us know the outcome. We will advise parents if a child tests positive in a bubble or class.</p> <p>If we are notified of a child or staff member who tests positive for COVID, the class bubble children and the staff members will need to self-isolate. School will call parents to ask them to collect their child and any siblings, while we contact Public Health England. They will support us with Test and Trace and we will then let you know which children need to isolate for 14 days. You will also need to provide details of who you have been in close contact with as part of the NHS Track and Trace scheme.</p>	<p>This reduces the risk of cross-group infection.</p> <p>The infection could be spread from household to school or school to home.</p> <p>It is believed that children present with a range of symptoms (and none)!</p> <p>If your child is unwell with any other symptoms we would advise you to keep them home if you normally would. A tummy bug is 48 hours after the last bout.</p> <p>If they have a cold or a sore throat but are otherwise fine, these are not symptomatic of COVID. You can send your child in and we will monitor and call you if we have any concerns.</p> <p><b>It is important that where children can be in school, they are.</b></p> <p>This means we can isolate any possible infection immediately.</p> <p>Other members of the household of a child who is symptomatic should isolate for 10 days or until a negative test result is received. If a member of the family tests positive then the whole household need to isolate for 14 days from the onset of the symptoms</p> <p>This follows Government advice about infection control</p>
---------------------------------	--	--

<b>Infection Control</b>	If we are notified of a family member displaying symptoms, the whole family will need to self-isolate for 10 days or until there is a negative test, as directed by Government advice.	This follows Government advice about infection control
	If we are notified that a family has been contacted by Track and Trace, the family should follow the guidelines given by the Track and Trace system.	This follows Government advice about infection control
	Children will sometimes work in their own books and sometimes on paper and have their own stationery packs. Marking will continue as normal as classes will be a bubble. Teachers will follow good hand sanitisation practice.	This will limit cross-contamination.
<b>Sanitising and Cleaning</b>	Every room in the school will have access to a sink with detergent and cleaning cloths.	This will enable cleaning throughout the day
	On entry in the morning, children will wash their hands. Cloakrooms will be organised in the same order as the class seating plan. Children will not bring bags in or anything from home other than packed lunches.	Handwashing on entry reduces the spread of infection from home to school. Cloakrooms in the order of the seating plan limits cross contamination.
	Rooms used for each group will have the items touched the most often (door handles, taps) wiped down on entry, breaktimes and lunchtimes and recorded on the record available.	This will significantly reduce the possible spread of infection.
	Chrome books are to be wiped with a damp cloth and disinfectant after group use.	Hard surfaces can carry the virus for much longer than soft ones.
	Reception children's resources, including books and games can be shared within the group – cleaned regularly. Staff will rotate some of the small world toys e.g. dinosaurs/lego over the week to allow it to be disinfected at the end of each day.	Equipment that is to be rotated needs to be sanitised or quarantined before it is used by different children.
<b>PPE</b>	Staff will wear visors or face masks in school. Children do not need to wear face masks. Full PPE will be worn for intimate care and in the case of a child becoming symptomatic	As a Trust we are following Government guidelines.
	There is no need for children to come to school wearing PPE	The greatest carrier of the virus is mucus. The risk to staff in managing children's face masks during the day is very high because they are likely to want to take it off and put it on several times. It is unhygienic to have face masks lying around or discarded. <b><u>If your child needs to wear PPE for transport or on a bus they will need a sealed bag to store it in during the day and will be asked to remove it at the gate then put it on as they leave.</u></b>

<b>Learning</b>	<p>Most learning will be delivered remotely using Google Classrooms and Google Meet. School is only open for the children of Critical Workers and Vulnerable Children and they will be accessing the same learning as those working at home.</p> <p>Children will have access to a laptop in school.</p>	<p>All lessons are shared on Google Classroom for children. This is because the new strain is more virulent so families are encouraged to stay home where they can.</p>
<b>Remote Learning</b>	<p>Staff will be sharing a short presentation in school with the children weekly to remind children about good hand hygiene and distancing.</p>	<p>This means there will be a consistent message to all children about the way we are going to keep each other safe in school.</p>
	<p>All children have logins for IXL, Google Classrooms and TTRS.</p> <p>All lessons are being shared on Google Classroom.</p> <p>There will be a timetabled Google Meet on a Monday and a Friday for children in school and at home. All children are expected to attend.</p> <p>All children are expected to access remote learning, provided they are well enough and not symptomatic.</p>	<p>This is to ensure all children can access all learning.</p> <p>All children are expected to engage with remote learning daily during Lockdown so we can support families with routines and keep children learning.</p>
<b>PE</b>	<p>PE lessons will be athletics and take place outdoors every Friday led by Argyle. Pupils will be kept in Groups, sports equipment will either be thoroughly cleaned between each use by different individual groups or different equipment for different groups, and contact sports avoided.</p> <p>On a PE day, children will be asked to come to school in their PE kits. Black jogging bottoms are to be worn on colder days rather than shorts and trainers. Children will be in their PE kit all day and at lunchtime and breaktime so we want them to be warm and comfortable.</p> <p>If equipment is used it will be cleaned or quarantined for 72 hours.</p>	<p>This requires little or no equipment. If equipment is used it will be per bubble or sanitised in between times.</p> <p>This is so that children do not need to change in school to significantly reduce the spread of infection.</p> <p>This will significantly reduce the possible spread of infection.</p>
<b>Uniform</b>	<p>Children are required to dress smartly and appropriately, and uniform will be required from September. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>School shoes should be worn.</p> <p>Long hair must be tied up.</p> <p>PE: Children can come into school in their PE kits and wear them all day on their PE days. We recommend black leggings or jogging bottoms, their PE tops and school jumpers. As it will be the autumn and winter term, children will need to wear joggers or leggings rather than shorts in the colder weather. This is because they will be outside.</p>	<p>We are following the Government guidance on this.</p> <p>Children may want to wear an extra layer under their uniform as ventilation requires that classroom windows are open.</p> <p>Ensure hands are washed thoroughly when they arrive home.</p>

<b>Extra-Curricular Activities</b>	There will be no extra-curricular activities during Lockdown as the primary reason for offering this is to provide wraparound care which we already have in place with After-School Club and Breakfast Club. Should this change we will be in touch.	This follows Government advice about infection control.
------------------------------------	--	---

***Latest Update 14.01.21***

Be aware there is an ever-changing picture at the minute. We will update and communicate with you as soon as we hear anything.

***Hopefully this document reassures you with the measures we have put into place to ensure everyone's safety.***

***These are our plans based on the current Government guidance and we will update as they update us. If there are any changes, I will email and outline what these are and we will review regularly also to make sure we are best meeting the needs of our children.***

Best wishes and please speak to us if you have any queries or concerns. We understand this is an anxious period and are here to work with you.