

Manston St James CE Primary Academy

# Returning to School





# Contents

1 School Environment and Curriculum	2
1.a. How are pupils grouped?	2
1.b. What will learning look like?	2
1.c. Vulnerable children / Children in households with vulnerable adults	3
1.d. Behaviour Management / Code of Conduct	3
2 Health and Hygiene	5
2.a. Staff Training	5
2.b. Handwashing	5
2.c. Personal Protective Equipment (PPE)	5
2.d. Tissues and Covered Waste Bins	6
2.e. Social Distancing	6
2.f. Restricted Access to School Premises	6
2.g. Drop-Off and Collection	7
2.h. Breaktime Snacks and Class-shared Snacks	7
2.i. Lunchtime Arrangements	7
2.j. Personal Belongings and Uniform	8
2.k. Cleaning	8
2.l. Sickness	9
2.m. Onset of Symptoms Whilst at School	9
3 Additional Services	11
3.a. Extra-Curricular Activities & Individual Music Lessons	11

# 1. School Environment and Curriculum

## 1a. How are pupils grouped?

In order to minimise contact between groups of pupils and adults, we have divided each year group into smaller groups that we will refer to as 'bubbles'. Each bubble will consist of no more than fifteen pupils and at least one member of staff.

Each bubble will work within the same classroom / learning area each day with the same members of staff.

The current provision for the children of key workers remains unchanged. These children will be in groups of up to 15, one group per classroom, and will be grouped according to age (where possible). We will continue to operate a flexible timetable for the pupils of key worker parents to support varying working patterns. The children of key workers in Reception, Year 1 and Year 6 will join their class bubbles as these groups are reintroduced to school.



Whilst every effort will be made to maintain social distancing we cannot guarantee, particularly with younger pupils, that this will be the case.

## 1b. What will learning look like?



We recognise that our pupils have not been physically attending school for some time and many of them will have had different experiences and understanding of the reasons why they had to work from home. When pupils return to school, they may not be working in the same classroom or with the same teacher; the classroom environment will look different as we will have removed a lot of equipment. We therefore recognise the importance of pastoral support for our pupils as they return to school.

As a result, we will have an increased focus on PSHE (personal, social and health education). We will enable pupils to ask questions and we will support them to understand the changes that they are experiencing in their time at school and to understand the safety measures we have put in place.

Although home learning has been set by school staff and undertaken by many pupils, we recognise that this is not the same as the learning that takes place in the classroom. We will therefore revisit basic skills and expectations and will implement a recovery curriculum that will allow consolidation of prior learning. We will spend some time identifying any gaps in individual

curriculum knowledge and ensure that pupils are supported so that they access all the skills, knowledge and experiences within the curriculum for their year group. We will endeavour to ensure that pupils are stretched and challenged at the appropriate level.

### **1c. Vulnerable children / Children in households with vulnerable adults**

Pupils who are classed as clinically extremely vulnerable should not come into school and should continue to shield themselves. We will signpost your child to learning activities through the school website (which will include the use of Oak National Academy and BBC Bitesize) or in the form of learning packs provided by teachers. If you are unable to access remote learning through the Internet please contact school by emailing:  
info@manstonstjames.co.uk

If a pupil lives with someone who is clinically extremely vulnerable they should only be in school if stringent social distancing can be adhered to and they are able to understand and follow those instructions. We will do everything within our power to ensure that those pupils who do attend school are kept as safe as possible, however, the concept of social distancing in school is not something that we can guarantee. In the interests of clarity, we feel it is important to emphasise that it is not possible for pupils and staff in our schools to remain 2 metres apart from each other; the school buildings and the nature of primary education prevents this. We advise that pupils who live with someone who is clinically extremely vulnerable remain at home.

If a pupil is clinically vulnerable, we will discuss with parents the medical advice about their child to agree what adjustments we are able to put in place. We will probably need to complete an individual pupil risk assessment if the pupil is to come on site. Again, please be advised that we cannot guarantee that pupils and staff will be able to remain 2 metres apart from each other at all times.

If a pupil lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school. Again, please be advised that we cannot guarantee that pupils and staff will be able to remain 2 metres apart from each other at all times.

### **1d. Behaviour Management / Code of Conduct**

As children return to school, we are aware that there will need to be an increased focus on hygiene rules and staying safe. Aside from this, we will be following our Positive Behaviour Policy with some minor adjustments to compensate for the current context of the school. With some children continuing to work remotely, our rewards policy will continue to be in effect. In school, there will be a reduced focus on house points and a greater emphasis on individual rewards in our 'Going for GREAT' behaviour system. For more detail please see our full policy.

In school, the following rules are being adopted;

- Bubbles – We work, eat and play in our groups.
- Distance – We keep a social distance when we work and play.
- Cover – cough, blow or sneeze? Catch it, Bin it, Kill it.
- Speak up – Tell someone if you feel poorly.
- Wash and avoid – Wash your hands for 20 seconds and never touch your face.
- Personalise – Only use your own equipment
- Wellbeing – Share your worries whatever they are.

In addition;

- We will leave all our belongings at home
- We will go to the toilet when it is our group's turn

- We will look after the classroom and environment
- We will listen when others are speaking

Manston St. James Academy has a tiered behaviour policy that clearly outlines negative behaviours will result in a progression of consequence, and what the sanction for progression will be.

We will always remind the pupil of our expectations and values and explain why their behaviour does not meet our expectations.

In the event where repeated negative behaviour is displayed, sanctions will be managed by a member of the team working outside any bubble group. For further detail on this please reference Positive Behaviour Policy Appendix b.

Due to the differing demands of the current climate, parent's meetings to discuss positive or negative behaviour, will be only be held in exceptional circumstances. Telephone conversations will continue to be facilitated by class teachers and SLT where appropriate.

Outside of the differences in place during this time, our expectations and aspirations for all pupils remain as they always have, and we will continue to foster resilience, high standards and respect through our positive interactions in the classroom.

## 2. Health and Hygiene

### 2a. Staff Training

It is vitally important that our pupils can be supported effectively when they return to school therefore all staff have received familiarisation training to enable them to be aware of the actions they should take in various situations e.g. if a child displays symptoms of coronavirus, if a child needs to visit the toilet, handwashing routines, PPE.

We have ensured that we have staff on-site at all times who are designated child protection staff and who have first aid qualifications.

### 2b. Handwashing

The most effective ways of reducing the transmission of germs, including viruses, is the regular washing of hands with soap and water. Staff will regularly remind all pupils of the importance of hand hygiene and wherever possible handwashing will be supervised. Hand sanitiser will be provided in classrooms and other areas of school e.g. reception/office area.

We will ask pupils and staff to wash their hands when they enter the building, before and after eating, after sneezing or coughing, after touching faces, after learning outside, after visiting the toilet and before leaving the premises.

Children will be encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

We would ask that you support us with maintaining levels of hygiene by reminding your child of the importance of handwashing and other hygiene practices.

### 2c. Personal Protective Equipment (PPE)

The government have advised that PPE is not required in school settings, however, we realise that some people feel safer wearing masks. Pupils and staff are therefore welcome to wear masks provided they can wear them and dispose of them safely. We cannot accept responsibility for ensuring that any child who brings a face mask to school is wearing it at all times. It will be the responsibility of the child to look after any face mask they bring and to wear it appropriately. If any child does not use a face mask sensibly we will have to ask them to remove it.

Activities such as close intimate care e.g. first aid, nappy changing, invasive medical procedures, assisting with feeding will necessitate closer contact with pupils. Staff carrying out these activities will wear disposable gloves and aprons and may need face masks and eye coverings. This will be assessed on a case by case basis.

Our catering staff may be wearing face masks due to constraints of social distancing and food hygiene.

If PPE is identified as necessary for certain activities or for staff through a risk assessment, then this will be provided by the school. Reusable eye / face coverings will be thoroughly cleaned between each individual person being assisted.



## 2d. Tissues and Covered Waste Bins

Every classroom and some common areas will have covered waste bins for discarding disposal tissues and masks. These will be emptied regularly throughout the day.

## 2e. Social Distancing

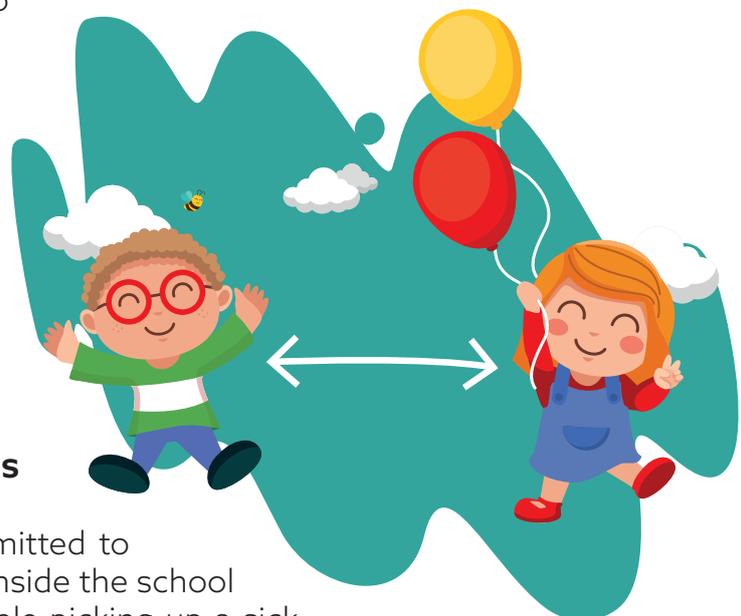
Social distancing measures will be implemented as per the government guidelines and according to the details in our academy risk assessment. This includes but is not limited to:

- A maximum of 15 desks in each year 1, year 6 and key worker classroom. Excess furniture has been removed and desks rearranged to maximize the space between pupils and to ensure all pupils face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Staff will not move between bubbles. Only staff within the bubble should enter the classroom space. Cleaning staff are the exception to this but must only enter rooms when they are empty and they must wear a clean pair of gloves for each classroom/social space they enter.
- Pupil friendly rules and key messages relating to social distancing measures will be displayed around school and regularly referenced throughout the day.
- Corridors will be one way where possible. Where this is not possible a taped line down the middle of the corridor will support one-way traffic. Pupils must move around school in single file appropriately distanced.
- As many external doors will be used as possible to reduce social interactions.
- Pupil must remain in classrooms – toilet trips must be supervised by adults. Hand wash must be applied before leaving the classroom and on return to the classroom.
- Staggered start and finish times will be in place for each bubble.
- Staggered playtimes and lunchtimes will be scheduled.
- Each bubble will be allocated an outside space. This will be social distanced from other bubbles and will be used for playtime, lunchtime and outdoor learning. Each bubble will have an allocated box of play equipment. Outdoor learning will be encouraged but children should be reminded about and supported to socially distance.
- Muster points and fire evacuation procedures have been reviewed to account for social distancing measures. Revised plans will be circulated to staff prior to phased reintegration of pupils and fire drills will be planned to practise safe evacuation – this will include but not be limited to planned fire drills as each year group is reintroduced.

As previously stated it is not possible for pupils and staff in our schools to remain 2 metres apart from each other; the school buildings and the nature of primary education prevents this.

## 2f. Restricted Access to School Premises

Until further notice, parents will not be permitted to enter the school buildings or anywhere else inside the school perimeter except for emergencies, for example picking up a sick



child. Special provision has been made solely for drop off and pick up arrangements for children and you will be told which entrance you need to use and where your child needs to line up to be dropped off and collected.

Contact with the School Office should be via email or telephone.

No other visitors will be allowed in the school buildings unless their visit is essential and pre-arranged, for example emergency services or emergency maintenance.

## **2g. Drop-Off and Collection Arrangements**

A plan is in place to stagger arrival and dismissal of pupils. This plan includes using as many external entrances to the school building as possible and also allows as much time as possible where the same external door is used by different bubbles. You will be provided with details as to where your child should enter school when they arrive and where you should collect them from at the end of the day in a separate letter.

Children will be welcomed into school through their designated door. An adult working with the group will check them off on the attendance register as they enter. This is to ensure that children do not enter school with the wrong group. All children will be supervised washing their hands as they enter the classroom.

Only one parent per child should accompany a child onto the school grounds at drop off and come to collect at the end of the day. We encourage you to drop your child off at the school gate. Entrance points will be clearly marked and social distancing measures in place at all entry points (i.e. 2m markers).

Unfortunately, there will be no waiting or discussions able to take place with staff. You must arrive on time and only at your allocated time. If you are late dropping your child off at school, your child must enter school via the office. If you are late collecting your child, a member of SLT will contact you and inform you which entrance you should collect your child from.

## **2h. Breaktime Snacks and Class-shared Snacks**

Pupils can bring a piece of fruit to eat as a break time snack. All pupils MUST bring their own water bottles as usual.

Until further notice, please do not send any food for pupils to share, e.g. birthday cakes, treats, etc.

## **2i. Lunchtime Arrangements**

We will provide a school meal to all pupils in Reception and Key Stage One and to those pupils who are eligible for free school meals in Key Stage Two. All other pupils must bring their own packed lunch in a clearly marked lunch bag/box. Pupils must not share their lunch with anyone else.

Our catering service will provide a grab bag (to those pupils entitled to a free school meal) which will be eaten outside (in the bubble's designated space), or in the classroom in cases of inclement weather.

If your child is entitled to a free school meal but you would prefer to send them with a packed lunch please let us know.

## 2j. Personal Belongings, Uniform and Administration of Medication

Pupils should not be sharing belongings. We ask that pupils do not bring any toys into school until further notice.

We ask pupils to only bring to school:

- Clearly labelled water bottle
- Coat
- Packed lunch (if required)

Should you wish your child to wear sun-cream, please administer it before school.

If you need to drop off an essential item for your child e.g. packed lunch, medication you must place it outside the school office entrance and then inform the school office, by telephone, that you have left it there. We will then ensure it is collected, cleaned / wiped with anti-viral wipes and delivered to your child's classroom.

We ask that pupils and staff come to school each day in freshly washed clothes and therefore we have removed the requirement for pupils to wear school uniform. Pupils do not need to bring their PE kit to school.

If your child requires medication for an illness, other than Covid-19, it must be brought to school in a clearly labelled see-through plastic bag and be in the original dispensed packaging. You will need to drop-off the medication at the school office where we will ask you to complete the relevant medical form. We will ask you to wear disposable gloves while you do this. A member of office staff will tell you where to place the medication and will then collect it when you have left the foyer. They will wipe the plastic bag with anti-viral wipes and ensure the medication is stored safely. They will inform the member of staff that is with your child's bubble that medication needs to be administered and it will be an adult in the bubble who administers it. Should the medication need to be sent home at the end of the day it will be given to your child.

If your child takes regular medication e.g. an inhaler. They should bring it into school with them. This should only be the case for medical conditions that we are aware of and for which we already have a completed medical form.

## 2k. Cleaning

A detailed cleaning plan is in place for throughout the school day. This includes but is not limited to:

- cleaning of high touch areas throughout the day e.g. door handles, light switches, hand rails, toilets and sinks etc.
- cleaning of classrooms and areas of learning at the start and end of the day



A sanitisation plan will ensure a record is kept of the cleaning undertaken in each area being used.

During the day, as many internal doors as possible will be left/propped open to reduce the need to touch door handles or security code pads. All classrooms will be ventilated in between lessons as a minimum, although windows are likely to be open during lessons too.

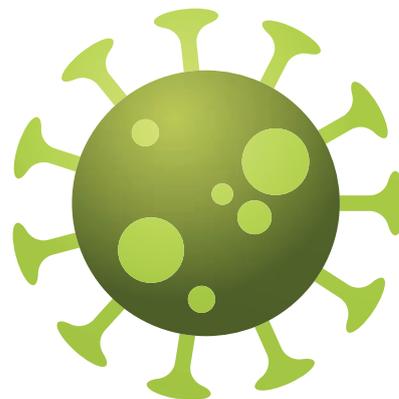
## 2l. Sickness

We request that parents regularly check their child(ren)'s temperature at home to ensure there is no onset of fever.

Pupils or staff with any of the common symptoms of Covid-19, listed below, are required to stay at home for at least 7 days from the onset of symptoms, and until they have been free of symptoms for at least 48 hours (without medication that can mask symptoms). Family members must also self-isolate for 14 days if anyone in their household displays symptoms.

### Symptoms of Covid-19

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal



**Please note that anyone over the age of 5 is eligible for a Covid-19 test if they are displaying any of the symptoms listed above.**

## 2m. Onset of Symptoms Whilst at School

**All persons who develop Covid 19 symptoms whilst on site will:**

- Be sent home as soon as possible and will be advised to follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.
- Whilst awaiting pick-up persons will be isolated in a separate area with a closed door (and preferably an open window). Pupils will be supervised whilst this takes place.
- A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.



**When a person displaying symptoms has left the site:**

- Any member of staff who has helped someone who was unwell will not need to go home unless they develop symptoms themselves or the pupil or staff member subsequently tests positive. The member of staff will be asked to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- Core areas that those staff or pupils have been in will be cleaned with standard cleaners / disinfectants.

- A separate sanitary facility will be provided for individuals who display symptoms. These facilities will be cleaned and disinfected using standard cleaning products before being used by anyone else as will any areas they have been isolated in.

**If a person is tested and it is negative they will be advised:**

- they can return to their setting and the fellow household members can end their self-isolation.

**If the test is positive:**

- The rest of the group they have been working with will be sent home and advised to self-isolate for 14 days.
- A member of the Senior Leadership Team shall contact the Public Health Authority to discuss the case, identify all other individuals who have been at risk of exposure (so far as is reasonably practicable), and will take advice on any further actions or precautions that should be taken. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

### 3. Additional Services

#### 3.a Extra Curricular Activities and Individual Music Lessons

Unfortunately, we cannot offer any extra-curricular activities or music lessons until further notice. We will continually review this decision and inform you if we decide to offer this provision.

# Rooted and Grounded in Love

*In partnership to Educate, Nurture & Empower*

## **Manston St James CE Primary Academy**

Sandbed Lane  
Cross Gates  
Leeds  
LS15 8JH  
Tel: 0113 859 2073  
Website: [www.manstonstjames.co.uk](http://www.manstonstjames.co.uk)  
Email: [info@manstonstjames.co.uk](mailto:info@manstonstjames.co.uk)

## **Abbey Multi Academy Trust**

c/o Chapter House  
Abbey Grange C of E Academy  
Butcher Hill  
Leeds  
LS16 5EA  
Website: [www.abbeymat.co.uk](http://www.abbeymat.co.uk)  
Email: [enquiries@abbeytrust.org](mailto:enquiries@abbeytrust.org)

Registered Company Number: 07705552

