

Dunton Day to Day Operational Information

Please note: Guidance is subject to change, therefore school protocols and procedures will be amended to reflect changes. This is a dynamic document.*

Government Guidance Essentials:

- A requirement that people who are ill with Covid symptoms stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.
- As is the case at present, maintain a room for children/adults who display symptoms – temperature, persistent cough or loss of smell/taste. Existing Coronavirus risk assessment will apply.

Our procedures for the above can be found at: <https://www.duntonwrestlingworthschool.com/home/covid-19/>

DO NOT ATTEND SCHOOL IF YOU ARE DISPLAYING SYMPTOMS OF CORONAVIRUS (COVID-19)

Organisation	Bubbles		
	Robin Class	Kingfisher Class	Owl Class
Staffing of each group. 'All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.'	Mr Latta Miss Moore Mrs Basta (Wednesday pm)	Mrs Watts Mrs Spurdens (1:1) Mrs Murray-Foreman (1:1) Mrs Jones (1:1) Miss Veale (Tuesday and Wednesday) Mrs Kopec (Monday am group work and Thursday am cover) Ms Huntley-Prinn (music Thursday am)	Mrs Magee Mrs Collins (1:1) Miss Veale (Monday, Thursday and Friday am) Mrs Basta (Tuesday) Mrs Kopec (Monday pm cover and Friday am group work) Ms Huntley-Prinn (music Wednesday am)
Attendance	School attendance is mandatory from 7.9.20. Our Attendance Policy will apply.		
Uniform	Children should wear their school uniform. Years 1 - 4 should come to school in their PE kit on the days when they have PE:		

	<p>Kingfishers - Tuesday and Thursday Owls - Monday and Wednesday</p> <p>The PE group for enrichment will be confirmed in the first week.</p>		
Arrival at school	<p>8:45 - Robins to be brought to the double gate. Class Teacher to greet.</p> <p>Parents and carers follow one way system (in car park gate and out pedestrian gate)and maintain 2m distancing.</p> <p>Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.</p>	<p>8:45 - Kingfishers to be brought to the single gate by the slope. Class Teacher to greet.</p> <p>Parents and carers follow one way system (in car park gate and out pedestrian gate)and maintain 2m distancing.</p> <p>Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.</p>	<p>9:00 - Owls and younger siblings to be brought to the single gate by the slope. Class Teacher to greet.</p> <p>Parents and carers follow one way system (in car park gate and out pedestrian gate)and maintain 2m distancing.</p> <p>Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent..</p>
Indoor designated classroom area	Robins Classroom	Kingfishers Classroom	Owls Classroom
Break times (using equipment for the bubble)	<p>Robins outside area</p> <p>Supervision to be shared between staff in bubble Encourage children to play with space between them</p>	<p>10:15 - 10:30</p> <p>Supervision to be shared between staff in bubble Encourage children to play with space between them</p>	<p>10:30 - 10:45</p> <p>Supervision to be shared between staff in bubble Encourage children to play with space between them</p>
Toilets – each learning group to be overseen by TA where possible	Robins toilets	2 designated cubicles (signs to indicate which)	2 designated cubicles (signs to indicate which)
<p>Access –</p> <p>While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.</p>	<p>Through the double gate and playground for arrival/departure.</p> <p>Please ensure your child has a coat with them.</p> <p>For outdoor access: classroom door as usual</p>	<p>Single gate by the slope for arrival/departure.</p> <p>Corridor classroom door to access toilets.</p> <p>For outdoor access: outside classroom door.</p>	<p>Single gate by the slope for arrival/departure.</p> <p>Corridor classroom door to access toilets.</p> <p>For outdoor access: outside classroom door.</p>
Departing school	3:15 - Robins to be brought to the double gate by Class Teacher/TA.	3:15 - Kingfishers to be brought to the single gate by the slope by Class Teacher/TA.	3:30 - Owls and younger siblings to be brought to the single gate by the slope by Class Teacher/TA.

	<p>Parents and carers follow one way system (in car park gate and out pedestrian gate)and maintain 2m distancing.</p> <p>Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.</p>	<p>Parents and carers follow one way system (in car park gate and out pedestrian gate)and maintain 2m distancing.</p> <p>Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent.</p>	<p>Parents and carers follow one way system (in car park gate and out pedestrian gate)and maintain 2m distancing.</p> <p>Drop off/collection should be by one adult. If parents/carers have younger children they must stay with their parent..</p>
Before/After school provision	Boomerang wraparound care will open 7.9.20. Pupils will remain in bubble groups within the provision.		
Curriculum – taken from guidance document	<p>Teach an ambitious and broad curriculum in all subjects from the start of the Autumn term, but make use of existing flexibilities to create time to cover the most important missed content.</p> <ul style="list-style-type: none"> • Modification to the curriculum may be needed at the start of the year so teaching time should be prioritised to address significant gaps. • Aim to return to the school’s normal curriculum in all subjects by summer term 2021. • Plan on the basis of the educational needs of pupils. • Where a class, group or small number of children need to self-isolate, or there is a local lockdown, we expect schools to offer immediate remote education. • For pupils in Reception Year, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary. • For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, PE/sport, RE. • Outdoor PE should be prioritised where possible and large indoor spaces used where it is not. • Schools are able to work with external coaches where they are satisfied that it is safe to do so. • Schools should provide more focused pastoral support where issues are identified. • The Government are planning on the basis that statutory primary assessments will take place in Summer 2021 		
Lessons and activities	<p>We are mindful of the need to transition children back into school and will be seeking to rebuild relationships and identify any gaps in learning. This will be done sensitively and in small chunks, we will not be giving children lots of tests.</p> <p>With the children’s wellbeing in mind staff will also be delivering a daily Action for Happiness activity in the morning and will begin the afternoon session with a mindfulness activity alongside the usual curriculum:</p> <p>https://www.actionforhappiness.org/self-care-september</p>		

	<p>Groups should be kept apart. We will not be able to have gatherings of more than one bubble and Collective Worship will take place in class bubbles. Google meet will be used for whole school Collective Worship.</p> <p>In Owls classroom children will sit side by side and face the teacher.</p> <p>In Kingfisher classroom the children will be as spaced out as possible and encouraged to remain in their seats.</p> <p>These classes will have their own individual equipment/resources eg pencils, rubbers. They must use the same table for each session.</p> <p>In Robins, whilst the learning will be child-initiated, the children will be encouraged to use all learning areas at all times to avoid them bunching together.</p> <p>Children will bring in a water bottle, snack, packed lunch (if not booked through Innovate) and their reading book. Please can these be sent in a bag which will hang on their peg (a plastic bag or drawstring bag). They will not need to bring in a book bag.</p> <p>Lessons and activities will be delivered indoors in designated learning area and/or outdoors in designated area as per teacher's planning.</p> <p>Equipment and resources kept to a minimum. Classroom based resources such as books and games can be used and shared within each bubble. Resources that are shared between bubbles – sports, art equipment should be cleaned between use by the bubbles or left unused for 48 hours (72 hours for plastic). When reading books are handled, hands should be washed before and after and where possible books left for 48 hours.</p> <p>Library books will not be sent home in the first few weeks.</p> <p>Bubbles must avoid contact with other bubbles and remain in their designated areas and only use the designated toilets.</p> <p>Enrichment will take place on a Friday afternoon with children staying in their bubbles not a mixed age group. One group will be with a Premier Sport coach.</p>
Lunch	<p>Mrs Hollingsworth will have contact with Innovate to receive the packed lunches. These will be put in children's designated seats.</p> <p>We will have a staggered start to lunchtimes and each bubble will have a designated area to eat. They will then have a designated outside area again with equipment for that bubble :</p> <p>Grace to be said in classrooms</p>

	<p>Wash hands before and after lunch break</p> <p>Hall will be split by screens Miss Moore and Mrs Clarke to supervise:</p> <p>12:00 - Robins eat in classroom - Mrs Hollingsworth to supervise then playing in own outside area 12:00 - Kingfishers enter and start to eat - then playground with Mrs Clarke 12:00 Miss Moore supervise in classroom 12:10 - Owls enter and start to eat - then field with Miss Moore</p> <p>Wet lunchtime - in classrooms (drawing and seated whole bubble games)</p> <p>Children sit in designated place in hall and only touch their own lunchbox and food</p> <p>Only 2 adults in staffroom and maintain social distancing</p>
Play/lunch times	Playtimes/ lunchtimes will be spent as bubbles in designated outdoor areas.
Hygiene and infection control measures	<p>Keep windows and doors open where possible.</p> <p>Hand sanitiser in all rooms and communal areas.</p> <p>Staff have access to cleaning materials in each classroom and will be responsible for cleaning frequently touched areas..</p> <p>All staff should follow and lead pupils in the measures stated in the guidance*.</p> <p>Frequent hand washing and frequent cleaning/disinfecting of surfaces and objects recognised as most effective form of hygiene.</p> <p>Children should wash their hands/use hand sanitiser before and after activities/transitions eg arrival/departure at school, before and after being outside etc.</p> <p>Staff are responsible for maintaining their own safe social distancing of 2m, infection control measures and ensuring appliances/keyboards are cleaned after use/before use.</p> <p>All soft furnishings, soft toys and toys or equipment that cannot be easily cleaned have been removed</p>
Cleaning	<p>Disposable cloths and disinfectant spray in all rooms..</p> <p>Mrs and Mr Harrison will clean the school daily – as per rota.</p>

	<p>After lunchtime, Mrs Harrison will clean toilets, switches and door handles.</p> <p>Bubble staff will be responsible for cleaning objects and work surfaces before/after activities.</p>
First Aid	<p>Each Bubble has a first aider. Basic first aid to be administered in designated bubble areas.</p> <p>The guidance* must be followed if a child/adult shows symptoms of Covid-19. The child/adult should remain in the hall behind screens until able to leave the school. In this instance designated staff must wear PPE where required.</p> <p>The guidance* will be followed where there are confirmed Covid-19 cases within the school community.</p>
Communication	<p>Contact with parents, carers, professionals should take the form of:</p> <ul style="list-style-type: none"> Telephone Email Website Text messages Google meet <p>If it is necessary to come to the office, wait on the designated line until the person in front has left via the one way system and then remain on the mat inside the door.</p> <p>No adults (excluding staff) should come into school unless this has been agreed by prior arrangement.</p> <p>Main Office area is a 1 person zone. Staff should collect photocopies/printing from outside the office if someone is in there.</p> <p>Staff Room use should be minimised and is a 2 person zone.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff, 2m.</p> <p>Staff can operate across different classes to facilitate the delivery of the school timetable. Where this applies, staff should keep their distance from pupils and other staff as much as they can, 2m from other adults.</p>
Contingency plan for outbreaks– taken from guidance document	<p>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will have a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>

	Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education.
Health and Safety– taken from guidance document	Everyone needs to assess and manage the risks from coronavirus (COVID-19). This means school employers and leaders are required by law to think about the risks the staff, pupils and young people face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure.

*Guidance document: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>