

'Shine like stars in the universe'

Philippians 2;15

Our vision provides a guiding light to the pupils, staff, Governors and parents to ensure we have a dynamic mix of high achievement for all, exceptional pastoral care and expansive opportunities for the children. We want our children to become the exemplary citizens of the future. We are a vibrant, happy, family orientated community where everyone really feels they can flourish and achieve anything to which they set their hearts and minds.

Safeguarding Lead



Miss Amanda Gledhill

Deputy Safeguarding Lead

Mrs Andrea Jenkinson





## @Sott Guidance

based on Government Guidelines (1-5)



4<sup>th</sup> June 2020

**This Guidance will be updated weekly and amendments made where necessary.**

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| <p>1. Carrying out a risk assessment before opening to more children and young people - the assessment should directly address risks associated with coronavirus so that sensible measures can be put in place to minimise those risks for children, young people and staff</p>        | <ul style="list-style-type: none"><li>• RA created by NYCC and adapted to suit South Otterington CE Primary school.</li><li>• This addresses direct risks associated with COVID-19</li><li>• Measures will minimise risks for children and staff.</li><li>• Risk Assessment will be emailed to staff, Governors, aparents and will be available on the website.</li><li>• Staff have acknowledged they have received and read.</li><li>• Governors have acknowledged they have received and read.</li><li>• CEO acknowledge received and read.</li><li>• Online course for ALL staff: Prevent COVID-19</li></ul>  |
| <p>2. Making sure that children and young people do not attend if they or a member of their household has symptoms of coronavirus</p>   | <ul style="list-style-type: none"><li>• Children must be washed and wear clean clothes each day.</li><li>• Long hair to be tied back, no jewellery.</li><li>• Children must not attend school if they have any symptoms of coronavirus.</li><li>• It is advised that if any pupil has <b>ANY</b> illness they are kept at home as they will be placed in the Rainbow Room with a member of staff wearing PPE until they are collected, which should be immediately.</li><li>• Any staff with any symptoms will be asked to leave the site and make an immediate appointment for a Key Worker test.</li></ul>  |
| <p>3. Promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach.</p>  | <ul style="list-style-type: none"><li>• Children and staff will wash hands regularly for 20 seconds with soap.</li><li>• Children and staff will wash their hands on arrival, after playtime, before and after lunch and before home-time.</li><li>• Children and staff will wash their hands after sneezing, coughing or touching their noses.</li><li>• Catch it, kill it, bin it, promoted through school.</li><li>• Lidded bins in each classroom.</li><li>• Posters of 'Catch it, Kill it, Bin it' and other appropriate posters eg Social distancing reminders visible across the site.</li><li>• Soap available at all sinks.</li><li>• Tissues available in all classrooms.</li></ul> |

	<ul style="list-style-type: none"> <li>• Children should use hand moisturiser on return home, to eliminate any dryness caused by regular hand washing.</li> <li>• Posters of good hygiene and handwashing practice across the site.</li> <li>• Cleaning box available in all Bubbles.</li> <li>• Staff and pupils reminded not to touch faces, eyes nose.</li> <li>• Children encouraged to keep hands below their shoulders.</li> <li>• Staff tabards will remind all pupils and staff about handwashing and 2m social distancing.</li> </ul>
<p>4. Cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, tabletops, play equipment and toys.</p>	<ul style="list-style-type: none"> <li>• Cleaning in classrooms will be frequent as directed.</li> <li>• Cleaning box available in all Bubbles.</li> <li>• Teachers will stand behind pupils to view work.</li> <li>• Pupils will walk with hands clasped to avoid touching anything.</li> <li>• Toys will be cleaned at the end of the session, toys will be used on a rota system and if used on day 1 will not be used again until day 4.</li> <li>• Play equipment will be wiped down at the end of each lunchtime.</li> <li>• All classrooms will be clear of clutter and work surfaces can be wiped down regularly with antibacterial spray.</li> <li>• Soft furnishings have been removed from classrooms.</li> <li>• Toilets will be regularly cleaned at 'Pinch Points'</li> <li>• Children must not bring anything into school, children will receive their own resources which will be in a sealed bag and kept in school.</li> <li>• PE trainers must be left in school, no PE kit to be used.</li> <li>• Water bottles to stay in school each day and will be washed with hot soapy water at the end of the day</li> <li>• No resources brought in from home</li> <li>• Staff tabards to be washed in the washing machine at the end of each day and a clean one worn daily.</li> <li>• First Aid kit available in each classroom</li> <li>• Toilets will be regularly cleaned at 'Pinch Points'</li> <li>• Play equipment not to be used on the field <b>at all</b>.</li> </ul> <p><u>TOILETS</u></p> <p>Y6- Mars classroom and toilets</p> <p>Key Workers- Neptune classroom and toilets</p> <p>Little Bubble- Earth class, EYFS Base and toilets</p> <p>Classes will have a system so that only one child in each toilet at a time.</p> <p>Easy Access toilet to be using for intimate care and 'Pinch Points' cleaned after use.</p>
<ul style="list-style-type: none"> <li>• Minimising contact through smaller classes or group sizes and altering the environment as much as possible, such as</li> </ul>	<ul style="list-style-type: none"> <li>• 'Bubbles' will consist of up to 15 pupils, 2 members of staff.</li> <li>• Tables and chairs will be spread out as far as possible in the classroom.</li> <li>• All areas clear of obstacles.</li> </ul>

changing the layout of classrooms.

- All displays of children's work has been removed.
- No intervention groups.
- Collective Worship will be in each Bubble on a daily basis.

5. Reducing mixing between groups through timetable changes, such as staggered break times or by introducing staggered drop-off and collection times.



- 'Bubbles' will stay consistent during the week.
- Break time and lunchtime will be different for each 'Bubble.'

Lunchtime:

- 11.30am-12pm Little Bubble.
- 12pm-12.30pm Key Workers.
- 12.30pm-1pm Y6 Bubble.
- If children have left the hall and the tables are cleaned the next Bubble may arrive for lunch.
- Cutlery and cups will be set out for each setting by lunch staff.

Arrival and collection times will be staggered for each 'Bubble'.

Arrival

- Y6: 8.45-9am, KW 9.00-am-9.15am, Little Bubble 9.15am-9.30am.
- Children walk through wooden gate to class outside door. TA to monitor.
- Parents will be 'Socially Distanced' at arrival and collection times. SEE BELOW.

Collection

- Flooring marks on playground to stand at on arrival for collection.
- Little Bubble: 2.45pm-3pm, KW 3pm-3.15pm and Y6 3.15pm-3.30pm (KW children incorporated into Bubbles).
- No parents will be allowed in the school building.

**PARENTS MUST LEAVE THE SITE IMMEDIATELY AFTER COLLECTION, by the double field gates.**

- Taxi driver to wait at a dot on playground to collect taxi pupils.

Parents who have siblings in different Bubbles should arrive between the two times and wait at a playground dot for both children.

## Information about our school day

### Curriculum

- Children will complete work from Core curriculum lessons based on work from Purple Mash/website during the morning session.
- EYFS curriculum will include outdoor learning during the full day.
- Children will have creative curriculum sessions- these will be outside where possible.
- Children will have a daily Well-Being and Lord's Prayer Collective Worship before lunch, each day in their Bubble.
- Mental Health and Well-being will be a focus at some point in the day.
- Social skills will be revisited when necessary.
- Usual Behaviour Policy is in place.

- Teachers will give verbal feedback to pupils when possible.
- Children will have their own desk and resources- Key Workers and Y6.
- A short PE session will be part of the school day in uniform and not changing into a kit.
- Children will be learning how to keep themselves safe during the pandemic eg, handwashing, social distancing.
- @SOtt Weekly News will resume from the first week of return.

## Question of the week:

Did you wash your hands correctly and for 20 seconds?



## School lunches

Lunchtime will be staggered.

- 11.30am-12pm Little Bubble.
- 12pm-12.30pm Key Workers.
- 12.30pm-1pm Y6 Bubble.
- If children have left the hall and the tables are cleaned the next Bubble may arrive for lunch.
- Cutlery and cups will be set out for each Bubble by lunch staff.
- UFSM for Reception and Y1.
- Y6 and Key Worker children in Y3,Y4 and Y5 will be able to pay for a school lunch on MCAS.
- Packed lunch boxes/bags will be wiped down on arrival at school.
- Packed lunch trolley to be wiped down at lunchtime and at the end of the day.
- ALL FSM children will receive FSM voucher (EdenRed)



## Arrival and Collection

PARENTS MUST CALL/EMAIL IF A CHILD IS NOT ATTENDING

Any changes to collection must be arranged through Admin.

**Please do NOT collect any other children than your own.**



### Arrival

- Y6 Bubble : 8.45-9am, KW Bubble 9.00-am-9.15am, Little Bubble 9.15am-9.30am.
- Parent and child to enter school through the wooden gate on to the Scooter playground.
- Children to be left by parent (2m from HT) at wooden gate where HT will be standing.
- TA to escort children to correct entry point for school. Each Bubble has own entry door to classrooms.
- Parent to leave school grounds using social distancing by double gates on field, so creating a one-way system.
- **Parents must leave site immediately.**

### Collection

- Little Bubble: 2.45pm-3pm, Key Worker Bubble 3pm-3.15pm and Y6 Bubble 3.15pm-3.30pm.
- Parents should stand on a DOT on the playground at the end of the day, when it is their designated time.
- Y6 children **must** be collected by 3.30pm due to cleaning regime.
- Children will arrive and stand on a dot in the scooter playground at the wooden gate with teacher and TA and be sent to the DOT where parent is waiting.
- **Parent and child must leave school IMMEDIATELY. Please do NOT use the PLAY EQUIPMENT.**
- Children must be bathed daily and wear clean uniform each day.

IF A PARENT HAS A CHILD IN TWO TIME ZONES THEN THEY SHOULD ARRIVE AT THE TIME BETWEEN THE TWO.



South Otterington CE Primary School seeks to uphold the values and virtues of ethical education.  
We try to use the Framework for Ethical Leadership in Education in everything we do.