

'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



Governor Safeguarding Lead



Mr David Bowes



## @Sott Guidance



based on Government Guidelines (1-9)

'Version 9-TIERS' for PARENTS/GUARDIANS

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

13.12.2020 updated by HT

### Government Guidance

### Measures in place

Numbers 1 to 4 must be in place in all schools, all the time.

Numbers 7 to 9 must be followed in every case where they are relevant.

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school



2. Clean hands thoroughly more often than usual

- RA created by NYCC and adapted to suit South Otterington CE Primary school. New RA v.8 (11.11.2020)
- This addresses direct risks associated with COVID-19
- Measures will minimise risks for children and staff.
- Risk Assessment will be emailed to staff, Governors, parents and is available on the website.
- Staff have acknowledged by email they have received and read.
- Governors have acknowledged by email they have received and read.
- CEO acknowledged by email received and read.
- Online course has been completed by ALL staff: Prevent COVID-19.

- Long hair to be always tied back, no jewellery to be worn.
- Children must not attend school if they have any symptoms of coronavirus.
- It is advised that if any pupil has **ANY** illness they are kept at home as they will be placed in the Medical Room with a member of staff wearing PPE if they are unable to keep to 2m Social Distancing until they are collected, which should be immediately.
- Any staff with any symptoms will be asked to leave the site and make an immediate appointment for a Key Worker test.

- Children and staff will wash hands regularly for 20 seconds with soap.
- Children and staff will wash their hands on arrival, after playtime, before and after lunch and before home-time.

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach



- Children and staff will wash their hands after sneezing, coughing or touching their noses.
- Catch it, kill it, bin it, promoted through school.
- Lidded bins in each classroom.
- Posters of 'Catch it, Kill it, Bin it' and other appropriate posters eg Social distancing reminders visible across the site.
- Soap is available at all sinks.
- Tissues are available in all classrooms.
- Children should use hand moisturiser on return home, to eliminate any dryness caused by regular hand washing.
- Posters of good hygiene and handwashing practice across the site.
- Cleaning box available in all Bubbles.
- Staff and pupils reminded not to touch faces, eyes nose.
- Children encouraged to keep hands below their shoulders.
- Staff tabards will remind all pupils and staff about handwashing and social distancing.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

- Cleaning in classrooms will be frequent as agreed.
- Cleaning box available in all Bubbles.
- Teachers will stand behind pupils to view work.
- Toys will be cleaned at the end of the session.
- Play equipment will be wiped down at the end of each lunchtime.
- All classrooms will have clear surfaces so work areas can be wiped down regularly with antibacterial spray.
- Toilets will be regularly cleaned at 'Pinch Points'
- **Children must not bring anything into school**, except their red reading bag, children will receive their own resources which will be in a pencil case and kept in school.
- PE kit and trainers to be worn on the day of PE: Neptune =Monday, Earth=Tuesday, Red=Wednesday. (EYFS are not included in this during this term)
- Water bottles to stay in school each day and will be washed with hot soapy water at the end of the day
- No resources brought in from home except red reading bags.
- First Aid kit will be available in each classroom
- Toilets will be regularly cleaned at 'Pinch Points'
- Play equipment may be used and must be wiped down at the end of the session.

TOILETS

Red Bubble


Y5/6- Mars classroom and toilets

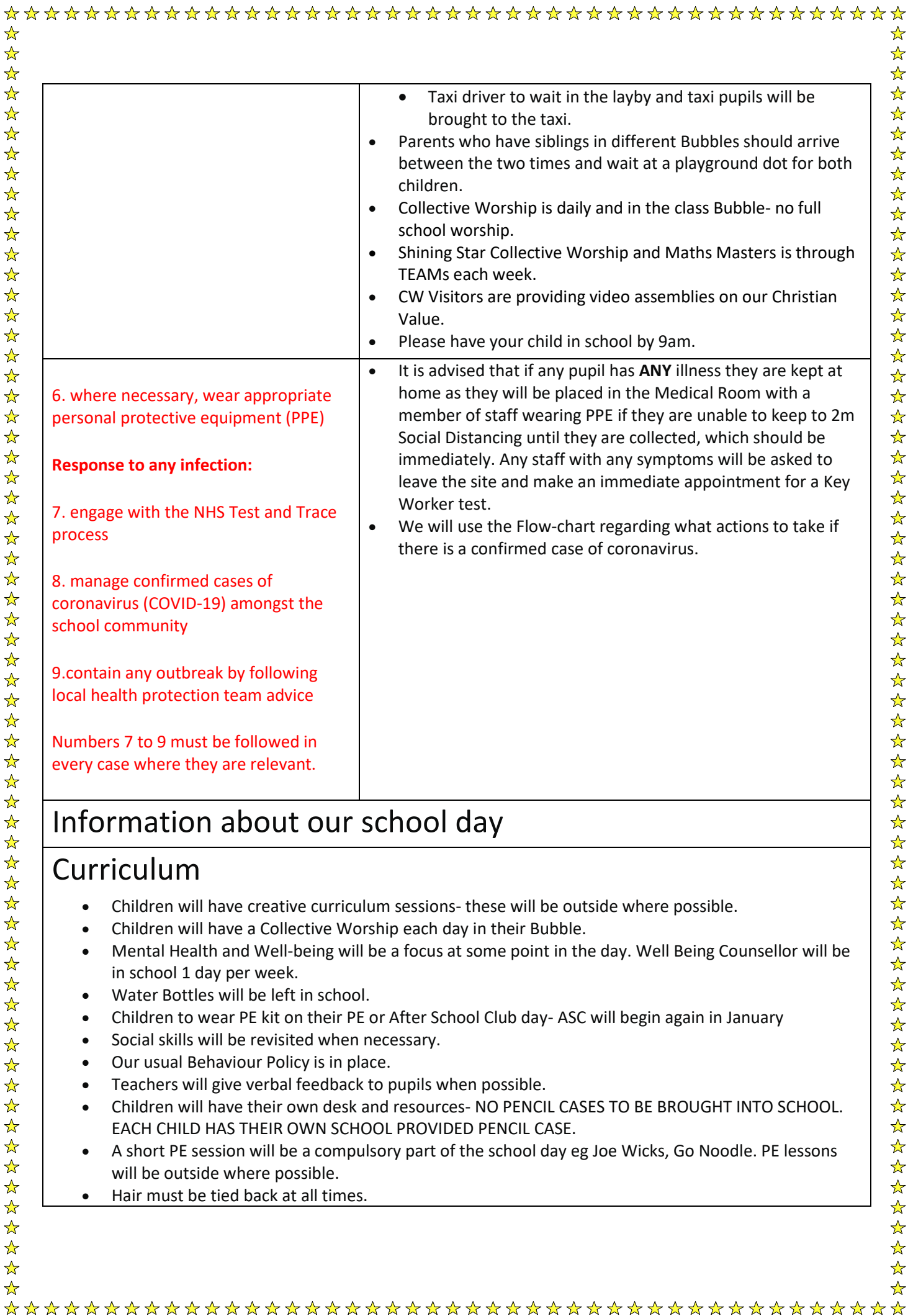
Blue Bubble

Y3/4- Neptune classroom and toilets

Green Bubble

Y1/2 Earth class, Venus Class and toilets

	<p><u>Rainbow Bubble</u> Rainbow Room, toilets and own outdoor area and entrance gate Easy Access toilet to be using for intimate care and 'Pinch Points' cleaned after use.</p>
<p>5) minimise contact between individuals and maintain social distancing wherever possible.</p> 	<p><u>Arrival and collection times will be staggered for each 'Bubble'.</u> <u>September 2020</u></p> <p><u>All adults dropping off or collecting advised to wear a face covering please.</u></p> <p><u>Arrival</u></p> <p><u>Rainbow Bubble: 8.45am-9am</u> EYFS Base and door to the right of school (old Preschool entry)</p> <p><u>Red Bubble</u> Y5/6- Mars classroom door 8.45-8.50am</p> <p><u>Blue Bubble</u> Y3/4- Neptune classroom door 8.50-8.55am</p> <p><u>Green Bubble</u> Y1/2 Earth class door 8.55-9am NO ENTRY AFTER 9am- please go to Admin entrance. PLEASE USE SOCIAL DISTANCING .</p> <ul style="list-style-type: none"> <li>• Children walk through wooden gate to class outside door. TA to monitor.</li> <li>• Parents will be 'Socially Distanced' at arrival and collection times. SEE BELOW.</li> </ul> <p><u>Collection</u></p> <p><u>Rainbow Bubble: 3.15-3.30pm</u> EYFS Base and door to the right of school (old Preschool entry)</p> <p><u>Green Bubble</u> Y1/2 Earth class door 3.15-3.20pm</p> <p><u>Blue Bubble</u> Y3/4- Neptune classroom door 3.20-3.25pm</p> <p><u>Red Bubble</u> Y5/6- Mars classroom door 3.25pm-3.30pm</p> <ul style="list-style-type: none"> <li>• Please stand socially distanced on our Scooter playground to stand at on arrival for collection for Earth and Neptune Bubbles.</li> <li>• Please stand socially distanced on main playground to stand at on arrival for collection for Mars Bubble.</li> <li>• No parents will be allowed in the school building.</li> </ul> <p><b>PARENTS MUST LEAVE THE SITE IMMEDIATELY AFTER COLLECTION</b>, by the gate. Parents must adhere to Social Distancing and advised to wear a face covering on the school site and on the path outside school.</p>



	<ul style="list-style-type: none"><li>• Taxi driver to wait in the layby and taxi pupils will be brought to the taxi.</li><li>• Parents who have siblings in different Bubbles should arrive between the two times and wait at a playground dot for both children.</li><li>• Collective Worship is daily and in the class Bubble- no full school worship.</li><li>• Shining Star Collective Worship and Maths Masters is through TEAMS each week.</li><li>• CW Visitors are providing video assemblies on our Christian Value.</li><li>• Please have your child in school by 9am.</li></ul>
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<p>6. where necessary, wear appropriate personal protective equipment (PPE)</p> <p><b>Response to any infection:</b></p> <p>7. engage with the NHS Test and Trace process</p> <p>8. manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9. contain any outbreak by following local health protection team advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p>	<ul style="list-style-type: none"><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 Medical Room with a member of staff wearing PPE if they are unable to keep to 2m Social Distancing until they are collected, which should be immediately. Any staff with any symptoms will be asked to leave the site and make an immediate appointment for a Key Worker test.</li><li>• We will use the Flow-chart regarding what actions to take if there is a confirmed case of coronavirus.</li></ul>
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## Information about our school day

<h3>Curriculum</h3> <ul style="list-style-type: none"><li>• Children will have creative curriculum sessions- these will be outside where possible.</li><li>• Children will have a Collective Worship each day in their Bubble.</li><li>• Mental Health and Well-being will be a focus at some point in the day. Well Being Counsellor will be in school 1 day per week.</li><li>• Water Bottles will be left in school.</li><li>• Children to wear PE kit on their PE or After School Club day- ASC will begin again in January</li><li>• Social skills will be revisited when necessary.</li><li>• Our usual Behaviour Policy is in place.</li><li>• Teachers will give verbal feedback to pupils when possible.</li><li>• Children will have their own desk and resources- NO PENCIL CASES TO BE BROUGHT INTO SCHOOL. EACH CHILD HAS THEIR OWN SCHOOL PROVIDED PENCIL CASE.</li><li>• A short PE session will be a compulsory part of the school day eg Joe Wicks, Go Noodle. PE lessons will be outside where possible.</li><li>• Hair must be tied back at all times.</li></ul>
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- Children will continue to learn how to keep themselves safe during the pandemic eg, handwashing, social distancing.
- Forest school to be included in the curriculum from 25.9.2020

## Question of the week:

Who do you Trust?



## School lunches

Lunchtime will be staggered.

- 11.30am-12pm: Rainbow BUBBLE in Rainbow Room
- 11.30pm-12pm: Green Bubble in the Hall
- 12-12.30pm: Blue Bubble in the Hall
- 12.30pm-1pm Red Bubble in the Hall
- 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.
- UFSM for Reception and Y1.
- Usual online payment system in place for school lunch payments on MCAS.
- **We encourage all children to have a school lunch.**
- 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.



## Arrival and Collection

PARENTS MUST CALL/EMAIL IF A CHILD IS NOT ATTENDING SCHOOL

Any changes to collection must be arranged through Admin.

Arrival and collection times will be staggered for each 'Bubble' September 2020



### Arrival

Rainbow Bubble: 8.45am-9am

EYFS Base and door to the right of school (old Preschool entry)

### Red Bubble

Y5/6- Mars classroom door 8.45-8.50am

### Blue Bubble

Y3/4- Neptune classroom door 8.50-8.55am

### Green Bubble

Y1/2 Earth class door 8.55-9am

NO ENTRY AFTER 9am-please go to the Admin entrance.

PLEASE USE SOCIAL DISTANCING, FACE COVERING AND CORRECT ENTRY AND EXIT GATES.

- Children walk through wooden gate to class external door. TA to monitor.
- Parents will be 'Socially Distanced' at arrival and collection times. SEE BELOW.
- Face coverings are advised on school site.

### Collection

- Please stand socially distanced on the Scooter playground to stand at on arrival for collection for Green and Blue Bubbles.
- Please stand socially distanced on the main playground to stand at on arrival for collection for Red Bubble.
- No parents will be allowed in the school building.
- **Please do not use the end of the car park entrance to lay-by to turn your car around. Pedestrians are in this vicinity.**

PARENTS MUST LEAVE THE SITE IMMEDIATELY AFTER COLLECTION with their child in a socially distanced manner.

- **Please do NOT use the PLAY EQUIPMENT.**
- PLEASE LEAVE THE SCHOOL SITE STRAIGHT AFTER COLLECTING YOUR CHILD.
- Taxi driver to wait in the layby and taxi pupils will be brought to the taxi.
- IF A PARENT HAS A CHILD IN TWO TIME ZONES THEN THEY SHOULD ARRIVE AT THE TIME BETWEEN THE TWO.

PARENTS MUST RING AND ARRANGE AN APPOINTMENT IF THEY NEED TO SPEAK TO A TEACHER OR HEADTEACHER



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.