



Revised School Procedures for Staff, Parents and Pupils
from Monday 15th June – Friday 17th July 2020 (V2, updated 12.06.20 with updates in blue)

School opening and closing times

School will be unlocked at 7.30am every day.

School will be closed to teaching and admin staff from 4pm and locked at 5.30pm every day after cleaning. Staff are encouraged to be fully prepared for the day but to enter site just before the start of their shift and to leave site as soon as their shift has finished and all the pupils in their bubble are accounted for. When staff arrive they must sign in and go to their designated bubble's classroom as soon as possible.

Staggered Start and Finish Times:

Vulnerable pupils and pupils of key workers: 8.30am – 3.30pm (from Monday 8th June until Friday 17th July).

Year 6 pupils: 8.30am – 2.30pm from Monday 15th June until Friday 17th July.

Year 1 pupils: 9am – 3pm from Monday 22nd June until Friday 17th July.

Reception pupils: 9.30am – 3.30pm from Monday 29th June until Friday 17th July.

Pupils must be dropped off at their allocated point of entry **at the stated time** (gates will be open for 10 minutes only) and must be picked up promptly at the end of each day.

Entering the School Site

Vulnerable pupils and pupils of key workers (8.30am – 3.30pm) must continue to enter and exit through the **Wilpshire Avenue gate**. Vulnerable pupils and children of Key Workers in the **Infants** will be based in the EYFS Building until 29th June. Vulnerable pupils and children of Key Workers in Key Stage 2 will be based in Class 9 (Miss Wallace's) classroom and use the toilet that's within the classroom as a one-at-a-time unisex toilet. KS2 Vulnerable and Key Worker pupils would move to DK/PN's rooms if C9 is needed as a fifth bubble space for Reception sometime after 29th June.

Y6 pupils in bubbles based in Mr Keyworth's classroom, Mrs Bentley's classroom, Miss Corrigan's or Miss Smith's classroom (all in Main Building) must enter and exit through the **Norton Avenue gate**. They must use their outside classroom door to gain entry as well as to exit the classroom. All pupils and staff using the main building must follow the one-way system indicated by the floor markings at all times.

Y6 pupils in bubbles **upstairs** in the Olympic Building must enter and exit school site through the **main Sutcliffe Avenue gate**. They must use the door opposite EYFS to gain entry to the Olympic Building and then follow the one-way system indicated by the floor markings. They must exit the Olympic Building using the door closest to the school office.

Y6 pupils in bubbles **downstairs** in the Olympic Building must enter and exit school site through the **Wilpshire Avenue gate**. They must use the door opposite EYFS to gain entry to the Olympic Building and then follow the one-way system indicated by the floor markings. They must exit the Olympic Building using the door closest to the school office.

Once the wider reopening of St Richard's begins, from Monday 15th June, parents of vulnerable children and children of key workers must choose which provision their child will be in until the end of the academic year (ie – parents will be asked to choose whether their child remains in Vulnerable Child/Key Worker provision OR a bubble of their year group peers. There will be no subsequent swapping between provisions).

All Year 1 pupils must enter school from the **main Sutcliffe Avenue gate**.

Y1 pupils in bubbles in **upstairs classrooms** in St Richard's Building must enter and exit from the door nearest to the stairwell in St Richard's Hall (the main and usual entrance to St Richard's Building).

Y1 pupils in bubbles in **downstairs classrooms** in St Richard's Building must enter and exit **through the main front door into St Richard's hall** (to be supervised by staff).

Y1 pupils in bubbles **downstairs in St Richard's hall** must enter and exit **through the main front door into St Richard's hall**

All Reception pupils must enter the EYFS Building using the **entrance to Nursery on Sutcliffe Avenue**.



There will be a staff rota to supervise all perimeter gates whilst they are open to pupils coming on to site. No child can re-start at St Richard's without first notifying school in advance. Staff on gates will have an up to date [register](#) of who should be attending on each day and entering from which gate. Parents will be notified of this in advance of their child's restart date.

Parents with children in more than one of the three year groups returning to school will only be able to make one drop off and one pick up per day (ie – the latest drop-off time and the earliest pick-up time). In these cases, drop-off and pick-up will be coordinated by the staff at the main school office.

Children must keep 2 metres behind the child in front. Only one parent/carer must drop their child off and parents/carers must not enter the school site. 2 metre distancing guidance will be clear through signage and/or floor markings around the school's perimeter fencing, in case child and parent need to queue.

Children should come to school in fresh clothes each day and must not bring book bags/rucksacks etc. into school. Children must wash their hands thoroughly before coming to school and must sanitise their hands before or upon entry to their bubble's classroom. [Children must not wear a school tie.](#)

As soon as children enter the classroom, they must wash their hands for at least 20 seconds using soap and water and dry their hands using paper towels. Children should practise safe social distancing whilst waiting to wash their hands (floor markings or teacher/TA's direction).

[As soon as the perimeter gate closes, registers must be returned to admin staff in the main office by the member of staff who took the register that morning. This is for official register purposes.](#) The teacher in charge of each bubble will keep their own note (in an exercise book) of daily attendees for use in the event of a fire.

Doors

Any doors or gates through which children need to pass must be fixed in the open position or propped open with door stops before children enter the building ([with the exception of the doors of the Prayer Room in Main Building](#)). Fire doors in corridors must be closed once children are safely in their classroom. Staff should wash their hands immediately after opening/closing doors and moving door stops. Children should not touch door handles or hold doors open for each other.

Coats

The wearing of coats is discouraged but is necessary for pupils on cold/wet days. If worn, pupil coats must be placed on the back of the pupil's designated chair. This is where a pupil's coats must always be unless being worn.

School dinners

From 15th June onwards, all lunches in school will be packed lunches. Children in Reception and Year One will have a school packed lunch provide for them free of charge under the universal infant free school meal policy. A school packed lunch will be available for all Year 6 pupils but these will be free of charge only for pupils who qualify for benefit-related free school meals. [We are receiving dinner money.](#)

Pupils may bring their own packed lunch to school and this must be placed on the pupil's allocated desk in their bubble (not their class lunch box) and must not be touched by anyone else. [A packed lunch from home must be in disposable packaging \(ie – no lunch boxes\).](#) [Children must bring nothing else to school \(named, individual water bottles for each child which will be washed each day and remain in school will be provided by school\).](#)

Packed lunches provided by school will be delivered by [teaching assistants](#) just before each bubble's lunchtime. Lunchtime organisers will release the staff member at this time for at least a 30minute lunchbreak. Pupil lunches may be eaten by pupils in their own classroom or in their designated outdoor zone.

Staff dinners

The school's catering team will not be able to provide staff with a packed lunch. The staff room will only be open for access to the fridge, the sink, the dishwasher and hot/cold water. Staff must abide by safe social distancing requirements and must bring food to school which requires little or no preparation (eg –



sandwiches). There will be no access to the microwave. Staff must not sit or eat in the staff room. Staff are free to choose somewhere else to eat their lunch but must be mindful of safe social distancing at all times.

Water bottles

Pupil's named water bottles (to be provided by school, not brought from home) will be stored in school and must be **washed individually** by the teacher or TA in soapy water at the end of each day. Classrooms will be provided with washing up liquid for this purpose (this supersedes the information contained in the school's Risk Assessment)

Toilets

Only one child must enter a toilet at a time. Pupils in each bubble must only use their designated toilet. Each toilet will be clearly labelled for individual bubble use. After using the toilet, children must wash their hands for at least 20 seconds using soap and water then dry their hands using paper towels (electric hand-dryers have been temporarily deactivated). In the rare event that children need to queue for the toilet, they must practise safe social distancing (floor markings or teacher/TA's direction).

Handwashing

All children and staff should wash their hands as soon as they enter the classroom.

All children and staff should also:

- Wash hands after sneezing/coughing
- Wash hands after touching face
- Wash hands after coming in from outdoors/the hall
- Wash hands after using the toilet
- Wash hands before eating

Ventilation

All windows and doors, except fire doors in corridors, must remain open during the school day. Air-conditioning units in all rooms will have been serviced, disinfected and will meet safety standards by the time school reopens on 8th June.

Break Times

Children and staff must only mix with children in their own bubble and **must** practise social distancing (2 metres+) at all times. Each bubble has an allocated rota of access to an outdoor zone (for playtimes and outdoor learning). Outdoor zones must not be accessed at any other times other than those that are allocated by rota.

Learning Resources

Children must sit on the same chair and at the same desk each day. Children will have all resources provided by school. These must not be shared. Children must not bring resources from home. Children will each have a labelled re-usable water bottle provided by school which must remain in school. A packet of tissues will be available to every child. Any reading books must be kept on each pupil's designated desk. iPads/laptops must be allocated by number and cleaned by teacher/TA before being replaced in the charging unit. IT equipment will be distributed so that it is not shared between bubbles (iPads and laptops must not be shared between bubbles). Children must **not** bring in any items from home except a coat and a packed lunch (if pupil does not have a meal provided by school). Pupils must not bring mobile phones to school until further notice. **Pupils will not have to bring in a PE kit from home. Any physical activity will be undertaken in school uniform.**

Exercise books and paper

Children should keep their own books/paper on their allocated desk space. All pupils' work and resources must be placed on the seat of their individual chair before the end of the school day so that desks can be cleaned. Our usual marking policies have been temporarily dis-applied. No pupil work will be marked physically by a teacher before 17th July 2020, when we break up for the Summer holidays.

Reading books

Children should be encouraged to return school reading books that are currently at home in order to replenish stock. Returned reading books should be placed in the designated return boxes and must not be touched for at least 72 hours. **No further reading books will be going home after 8th June.** Children will not be able to take books from Accelerated Reader stock. These are out of bounds. Children must not go to



book cases in classrooms. Pupils will be given class readers to be placed on their desks until the end of the academic year. Books in class book corners can be handed to children (maximum of two) by the teacher or TA at the start of the week but these must stay on individual pupils' desks for the whole of that week. These should be placed in the designated return boxes at the end of the week and must not be touched for at least 72 hours.

Cleaning

There will be on-site cleaning throughout the school day. Special attention will be paid to toilets, door handles, table/counter tops, computers including mouse and keyboard, light switches, telephones, chairs, bannisters and other areas touched regularly by staff and children. Anti-bacterial wipes will be available in each class.

Pupils displaying Covid-19 symptoms in school

Children must be encouraged to cough into a tissue, put their own tissue in the bin then wash their hands thoroughly. Any child with a new, continuous cough will be taken to the PPA room. The child's parents/carers will be asked to collect their child immediately and keep them at home until they have been tested for COVID-19. Parents must then follow Government advice, depending on the result of the test.

If a child has a coughing 'episode', parents will be contacted to discuss how many coughing episodes the child has had in the past 24 hours.

Any child reporting a loss or change of taste or smell will be taken to the PPA room (see below for safety procedures which staff must follow). The child's parents/carers will be contacted to collect their child immediately and keep them at home until they have been tested for COVID-19. Parents must then follow Government advice, depending on the result of the test.

Administering First Aid or intimate care

Staff administering any kind of intimate care or first aid (including escorting a child with a suspected high temperature to have their temperature taken or be isolated in the PPA Room) must first have to wear gloves, an apron, a face mask and a visor.

Before putting on the PPE, staff must perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

Masks, gloves and aprons should be changed after tending to each pupil and should be regarded as contaminated after a single use and must be removed and be disposed of safely. To do this, staff must snap the apron waist ties and fold the apron in on itself (not handling the outside as it should be regarded as contaminated) and put into designated clinical waste lidded pedal bin in PPA room. **This bagged waste will be retained in school by site staff for 72 hours before going into general waste.** Perform hand hygiene once again.

Temperatures

Digital infra-red thermometers will be stored in a number of key locations so that one can always be accessed by staff. Any child with a temperature of 37.8 or above will be taken to the PPA room. The child's parents/carers will be asked to collect their child immediately and keep them at home for the next 14 days (or longer if symptoms persist).

Staff use of classroom telephones

In order to reduce the amount of physical movement between 'bubbles' (eg – pupils running errands), staff will be encouraged to use staff telephones. Staff will be provided with each room's extension number.

Contacting Parents

Administrative staff will be on site all day. Should you need to contact a parent, please contact admin staff immediately. Staff must not use classroom phones to make external calls.

Clinically Vulnerable Pupils

All **Clinically Extremely Vulnerable** pupils are required to self-isolate and must not attend school. All pupils who live with a person who is Clinically Extremely Vulnerable must also not attend school. All pupils, or persons within their household that have COVID 19 symptoms must not attend school.



End of the Day Dismissal

Children must sanitise their hands as they leave the school building using the gel dispensers fixed to walls. Children must keep 2 metres behind the child in front. Only one parent/carer must collect their child and the parent/carer must not enter the site. 2 metre distancing guidance will be visible at the school perimeter in case parents and carers need to queue. Children will be spaced 2 metres apart as close to their designated exit gate as possible. The parent/carer at the front of the queue will receive their child first. If a child is walking home alone, he/she must be reminded to keep a safe distance from other people on the way home, including parents waiting at the gate.

School Uniform and Staff Clothing

Children and staff should come to school in clean school uniform/clothing each day and parents must ensure that uniform is not re-worn before being laundered. Either summer or winter uniform may be worn. **Neither staff or children must wear a tie.**

Updating this guidance

This guidance should be read in conjunction with the school's risk assessment for wider re-opening (the most up to date version of which will always be available on the school's website). We may have to update this guidance from time to time. Parents and pupils will need to be patient with staff, themselves and each other as processes will inevitably be slower than they used to be. Please talk to a Senior Leader if you encounter any problems.