



Penshurst CE Primary School

Coronavirus June 2020

At Penshurst CE Primary School we take keeping our school community safe very seriously. From 1st June 2020 primary schools are being asked to welcome back pupils in Reception, Year 1 and Year 6. At Penshurst we have put in place a number of measures to reduce risks to all stakeholders. This document sets out how we are responding to the pandemic and how we are trying to reduce the risk of spreading Covid 19.

Pupil Numbers

In line with government guidance we have planned to create small groups of pupils within a class or year group; each small group stays together with their teacher/teaching assistant. Parents are asked to inform the school before sending their child into school as risk assessments may need to be updated as and when additional pupils join a group. We aim to update groups every 10 days (if necessary) so that we can review our risk assessments and ensure we have enough staff to accommodate additional numbers. The children in each group stay in the same classroom and do not mix with other groups in the school. Government guidelines advise that there should be a maximum of 15 pupils in each group. At Penshurst we have less than 15 in each of the eligible year groups so potentially are able to accommodate these year groups. We also have a separate group of pupils whose parents are key workers.

Staffing

Staff at Penshurst have been working throughout the national 'lockdown', providing child-care to the children of key-workers. We have been implementing social distancing and increased cleaning while providing learning activities for these children.

Staffing smaller groups holds a range of challenges for our school; we have teachers who are shielding, or have family members who are in a vulnerable/at risk category and therefore not able to come back to work. Children in school are unlikely to be working with their usual class teacher or teaching assistant.

Curriculum

Pupils in school are completing learning that is in line with remote learning opportunities. Teachers and teaching assistants support pupils to complete topic based learning and Classroom Secrets booklets/practical tasks. We are offering more opportunities to be outside. There will be greater emphasis on the social aspects of school life and supporting pupils back into the school environment.

Social Distancing

Children in our Foundation Class may find it difficult to implement social distancing and the emphasis in this group will be on reducing shared items, promoting frequent handwashing and regular cleaning of surfaces. For older children and our key worker children, who generally are a little older, social distancing is encouraged and pupils are not allowed to share equipment or items.



Entrances and exits have been identified to help reduce passing in corridors. Parents are asked to socially distance when arriving and leaving school. There are markers for parents to stand by (these are at least 2m apart). Staff are asked to comply with social distancing measures within the school environment. We ask all parents and school staff to ensure they are complying with the social distancing guidance in their everyday lives – as provided by the government helping to ensure the risks to all are minimised.

Drop Off and Pick Up Arrangements

Parents of children returning to school are provided with drop-off and pick up times. 2m markers are placed on the playground and parents are asked not to congregate. If another person is present when a parent arrives please ensure that the social distancing markers are used.

Wider School Environment

We have implemented the following measures:

- No visitors are permitted to enter the school building.
- All non-essential building work has been cancelled.
- Only emergency works can be carried out.
- The school office has a skeleton staff so that social distancing can be observed.
- Packed lunches are provided by our caterers Nourish, these are made on the premises to reduce contacts from school to school.
- Numbers of staff in school have been reduced to reduce contacts.
- Hand sanitizer is available in school.
- Regular cleaning of surfaces takes place throughout the day.
- School cleaner given specific tasks to complete each evening.
- Entry and exits are clearly identified.
- Entry and exit of the school site is clear and parents asked to observe social distancing measures.
- One way system put in place to reduce passing in corridors etc

Classroom Environment

- Entry and exits are clearly identified in all classrooms.
- Surfaces are regularly cleaned throughout the day.
- Soft furnishings and items that are not easy to clean have been removed from the classroom.
- Pupils have their own sets of stationery etc and are not sharing items.
- Classrooms are well ventilated.
- School cleaner given specific tasks to complete within classrooms.

Cleaning and Hygiene

- Pupils and adults in school frequently wash hands and if appropriate use hand sanitizer.
- Surfaces and touch points cleaned regularly throughout the school day.
- Tissues provided in all classrooms.
- Catch It! Bin It! Kill It! / handwashing posters displayed around school.
- All staff provided with details of cleaning protocols in school.



Stay Alert

If your child or someone in your family displays symptoms of the Coronavirus they must stay at home and follow the government guidance to book a test and self-isolate. If you are made aware (via Track and Trace) that you are the contact of someone who has the coronavirus, then please follow the guidance given by the Track and Trace team.

If someone becomes ill with symptoms of Coronavirus (Covid 19)

If a *child* becomes ill with Covid 19 symptoms we will:

- Move them to a designated empty classroom – we will support at all times and never leave them alone.
- The member of staff supporting the child will use appropriate PPE, (gloves, face mask and a plastic apron) for their own protection.
- Telephone their parents and ask them to come to school and collect their child.
- Telephone Public Health England to report the incident and take advice.
- Follow government guidance/Public Health England advice closely.
- Communicate and update all parents at the earliest opportunity.

If an *adult* becomes ill with Covid 19 symptoms we will:

- Telephone a family member; ask them to collect the member of staff (if they are unable to get themselves home safely).
- Ask them to ensure they book a Covid 19 test and report the results as soon as available.
- Ask those who have been in close contact to self-isolate until the result is known.
- Follow all government/Public Health England guidance provided.
- Advise parents and school community of the outcome.

I hope that this gives you information about how we are approaching our responsibility to support our school community to stay safe during this outbreak of Covid 19.

Please do ask if you have any further questions.

Sue Elliott,
Headteacher.