



THE CONSORTIUM  
ACADEMY TRUST

# **The Hesse Academy**

Penshurst Primary School



**Operational Guidance  
for Pupils and Parents  
during the Coronavirus Pandemic  
and Full Opening of School**

## **Purpose:**

- To establish clear guidelines for all parents and pupils attending the academy during the Coronavirus pandemic
- To ensure the health, safety and welfare of all staff and pupils
- To reduce the risk of infection from Coronavirus and promote the positive health, safety and well-being for all staff and pupils through the consistent implementation of this operational guidance

## **Policies and other related documents:**

This Operational Guidance has been written in accordance with the following key documents:

- Health and Safety Policy
- Infection Control Policy
- First Aid Policy
- Coronavirus Risk Assessment (Staff)
- Coronavirus Risk Assessment (Pupils)

## **Symptoms of Coronavirus Infection**

The main symptoms of Coronavirus infection are:

- **a high temperature** – this means you feel hot to touch on your chest or back
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means that you've noticed that you cannot smell or taste anything, or things smell or taste different to normal

## **General Guidance:**

All pupils and parents should:

- Be aware of the protocols and procedures set out in this and other relevant documents
- Stay up to date with other communications from Academy SLT
- Avoid contact with people who show symptoms of Coronavirus infection both in and out of the academy
- Avoid non-essential work-related travel, where possible
- Practice social distancing where possible when travelling to and from school

All pupils when in school should:

- As much as possible, stay apart from pupils in other year groups
- Where possible, stay 2 metres apart from other adults
- Follow instructions from staff at all times
- Maintain good personal hand hygiene, washing hands with soap and water for at least 20 seconds at least six times a day, especially on arrival at the academy, during break / lunch times and after using the toilet. Use hand sanitizer containing at least 60% alcohol if access to soap and water is not available
- Catch coughs and sneezes in a tissue and dispose of the tissue in a bin

## **Measures to promote Year Group Bubbles**

- Pupils will be organised into bubbles consisting of all children in their year group
- All parents have been sent a video containing information about their child's year group and arrangements for September

- Parents have also been invited to an induction meeting on Tuesday 8 September
- We will operate a 'self-staggered' start and end to the day as well as staggered breaks and lunchtimes - See Appendix 1
- The use of zoned areas at break and lunch will also promote the year group communities as will year group assemblies and staggered year group slots in the dining hall
- Each year group/phase will be allocated a toilet area for their exclusive use, as follows:
  - FS1 pupils - FS1 toilets
  - FS2 pupils - FS2 toilets
  - Y1-Y2 pupils - KS1 toilets
  - Y3-Y6 pupils - KS2 toilets
- Pupils in KS1 will be taken in groups to the toilet before their prescribed break time to limit movement around the building as much as possible. Pupils will sanitise hands before and after using the toilet
- Dining Hall - the use of the dining hall will be staggered for pupils in Years 2-6 in the first instance. SLT will monitor the arrival and departure of pupils within the hall where a ONE WAY system will be in place. Pupils will arrive via the internal door at their designated time and sit in their allocated year group area
- They will then be called up to collect their dinners and will be supervised by LTS. Groups of pupils will be shown out of the external double doors and walked round to the KS1 corridor
- Enhanced cleaning will take place in toilets and in the dining hall between uses

### **Phased Return**

- All pupils will be allocated a time to attend an induction meeting and guided tour of the school on Tuesday 8 September
- All pupils in Years 1 to 6 will then return on Wednesday 9 September
- The return of pupils in FS2 will be staggered over the course of the week, as follows:
  - Miss Simmonds' children will return on Wednesday 9 September
  - Miss Paoli's children will return on Thursday 10 September
  - Miss Barnett's children will return on Friday 11 September
- Pupils in FS1 will be staggered over the first week, attending their booked sessions. Staff will be provided with registers for these sessions.

### **Measures at Start of Day - arrival**

- Gates will open ten minutes early at 8:30 to provide a 20 minute window for parents and children to arrive
- Parents will be encouraged to patiently 'self-stagger' as they approach the school
- This enables parents to choose the most appropriate arrival time and is more convenient when bringing siblings into school. SLT will be on hand to ensure that the arrival is staggered on approach to the school
- Parents may arrive at either entrance and will be able to drop off all children at the gate on arrival
- Sanitising stations are in operation at each entrance and exit, and parents have been informed that only one parent can accompany their children onto the school site
- One way systems are in place at each entrance with SLT manning the gates to ensure they are followed

The reverse of this will operate at the end of the school day with parents collecting children from the same zones from 3pm to 3.20pm.

### **School Day**

The school day has been extended temporarily to accommodate a staggered entry and exit into school and will run from 8.30-3.20. Lunchtime has been extended to an hour to ensure contact time for teachers and teaching time for pupils is kept the same.

During teaching time, lessons remain timetabled as normal with opportunities for 'brain breaks'. Assemblies and breaks are staggered in year groups to ensure movement around the site is kept to a minimum.

### **Break and lunch (pupils)**

- Pupils will, in the main, take lunch at 12pm
- FS1, FS2 and Year 1 will remain in class for all meal choices with Year 1 receiving their hot dinners at 11:45. These will be delivered to their class
- Classrooms will be cleaned after lunch ready for the afternoon learning
- SLT, support staff and lunchtime supervisors will monitor children on the playground in their respective year group zones and will walk pupils to the lunch hall for hot dinners and monitor those with packed lunches in the classroom

### **Curriculum and Resources**

- The curriculum remains the same as ever in its breadth and balance. Thematic lessons and lead texts continue with slight changes to the length of core lessons in the morning when required. Opportunities for mindfulness and recovery activities are planned should they be needed. The daily mile will continue and take place during the lunch period
- All pupils will retain individual packs of resources for commonly used items such as pencils and pens; however year groups will also have a set of shared resources that can be used but must be cleaned regularly, such as multilink, paints and Science equipment. Pupils must not bring anything into school beyond the required water bottle, PE Kit and Packed Lunch
- Any extra resources required for lessons from community areas must be checked with SLT and cleaned thoroughly / put in quarantine for 48 hours
- The Government guidance does not prevent staff from handling student work although it advises that this should be kept to a minimum. Staff will therefore be able to handle, assess and mark, pupil work from September providing that other measures are in place, including;
  - sanitise hands before and after handling books and do not touch your face while handling student books
  - keep the movement of books to a minimum and, where possible, mark them in school
  - if books are taken home, follow sensible precautions, keeping them in one place and cleaning before and after use

### **Further Safety Measures**

In addition to the measures outlined above, the following practices will also be in place:

- In line with current government guidance, face coverings are not required to be worn by primary school pupils
- Staff are able to wear face coverings where it is deemed that there is an additional risk to staff
- Pupils will be supervised to wash their hands for at least 20 seconds with soap and water, at least six times each day, particularly on arrival at the academy, following break and lunchtimes and after toilet visits
- Pupils are reminded to catch coughs and sneezes in a tissue and place the used tissue in the bin provided
- Pupils will be reminded of the need to maintain social distancing once outside the academy and not walk home in groups or with friends
- Teacher should escort pupils out of the classroom and to the designated pick up area
- Pupils in nappies should be changed in the FS1 toilets and staff will be provided with appropriate PPE (gloves and mask)

### **Pupil Non-compliance and Physical Altercations**

The Academy Behaviour Policy has been amended to include the expectations that we have of pupils during this time. Pupils will be taught how to behave under these extraordinary circumstances and all staff will be supported with this. Where a breach of the Behaviour Policy occurs, staff will:

- Politely remind the pupil of the rules and expectations and clearly explain that these rules and procedures are in place to protect everyone
- Clearly re-state expectations, inform the pupils that these expectations are not negotiable, and must be adhered to

### **Suspected or Confirmed Cases of Covid Infection**

- Anyone who displays symptoms of coronavirus, or who has tested positive in the last 7 days, must not enter the school grounds
- Parents are informed via letter not to bring their children to school or onto the school premises if they show signs of being unwell and/or believe they have been exposed to coronavirus
- Instances of pupils displaying coronavirus are managed in line with local and national guidance and the Infection Control Policy and any unwell individuals are sent home as soon as possible
- The school does not routinely take the temperature of pupils
- The parents of an unwell pupil are informed of the situation as soon as possible by a staff member
- Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy
- Parents are informed, via letter that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:
  - Book a test if they (or their child) display symptoms.
  - Provide details of anyone they (or their child) have been in close contact with
  - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.
- Parents of pupils who display coronavirus symptoms are encouraged to get their child tested
- Parents are asked to inform the school immediately of test results
- If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating
- If an individual tests positive, they are required to self-isolate for at least 7 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period
- Parents are informed, via letter of how the school responds to confirmed cases of coronavirus
- Where an individual in the school community tests positive for coronavirus, the Headteacher contacts the local HPT immediately
- The school works with the local HPT to manage the response.
- Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. Close contact is defined as follows:
  - Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
  - Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual
  - Travelling in a small vehicle, like a car, with an infected person
- Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms
- If required, all parents are informed of the confirmed case; however, the name of the individual is not shared
- The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation
- If the school has two or more confirmed cases of coronavirus within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.