



## **COVID-19 POLICY:**

### **AMALGAMATING ALL NEW CHANGES FROM ALL SCHOOL POLICIES :FROM SEPTEMBER 2020**

Our updated comprehensive risk assessment in relation to Covid-19 is to be read, understood and followed, in conjunction with this Policy and all other updated Policies.

#### **ADMISSION POLICY:**

**EARLY YEARS:** Due to no parents being allowed into school, some new children may not settle straight away. We will do our best to support them and allow both parent and child to stay in our Early Years (EY) garden for a time, but if the child does not settle and gets very upset, it will be best to adopt a gradual attendance whereby the child stays for short periods, extending the time each day until they feel more confident. We will work together and discuss the best plan for each child.

Before COVID-19, all new children were required to come for a taster day. However, due to the restriction of movement in schools to prevent the spread of infection, and the importance of keeping to self-contained class groups (bubbles), we will have to waive this requirement - unless it is possible for the child to self-isolate for 14 days prior to their taster day. Therefore, if any extreme behavioural issues arise after admission, we reserve the right to deregister the child. Newbold School does not have enough staff to manage children with severe behavioural issues.

An entrance assessment will still be required and must be done on the school site, but the visiting child will not be in contact with any other children in school during their visit.

#### **Term-Time Absences:**

Parents who have a valid reason, such as a family bereavement, or self-isolation due to COVID-19 - will be exempt from this fine. Circumstances for exemption will be at the school's discretion, according to each individual case. Documentation proving the reason for a term-time absence may be requested by the school.

We reserve the right to send children home if they have any symptoms of COVID-19. We will not accept children back to school unless they present a negative COVID-19 test or have completed 14 days of isolation from the beginning of COVID-19 symptoms.

Whilst the Government's track and trace app is applicable, all staff and families need to follow the correct procedure and not attend school if they have been contacted and told to self-isolate. If a child or family member has tested positive for Covid, or if they have been contacted by track and trace prior to starting, they will need to follow recommended guidelines and isolate which would delay their start date. Or if the family has returned from a country which is on the Government's quarantine list, they will need to delay their start date

until the relevant quarantine period is over. Please keep the School informed of any such cases.

## **ARRIVAL AND DEPARTURE OF CHILDREN:**

### **ARRIVAL:**

Due to COVID-19 children must go directly to class, and parents of children from Years 3-6 should not enter the school grounds without an invitation or an appointment. Face coverings must be worn on site by parents/carers. Children are not required to wear face coverings.

**Early Years:** Parents/carers should proceed directly to the F1/F2 entrance gate at their allotted time of 8.55-9am. Parents should leave promptly after drop off unless the Early Years staff feel it is necessary for them to stay longer, in which case they will wait in the Early Years garden to settle their child.

**Year 1-2:** Parents/carers should enter the playground and proceed directly to the classroom outside door at their allotted time of 8.50-8.55am.

Parents/carers should leave promptly, following the one way system to exit out of the wooden gate onto Popeswood Road.

**Children from years 3-6** should enter school independently at their allotted time of 8.45-8.50am i.e. parents should not accompany them onto the school site. Parents must not enter any part of the school building without an invitation, due to COVID-19 restrictions.

### **DEPARTURE:**

**Foundation 1:** Parents/carers of children leaving after the morning session should enter the wooden gates on Popeswood road and wait on the markers by the F1/F2 garden gate. The children will be released into the care of the person collecting the child at 12.05 pm Monday to Thursday, and 12.20 pm on Fridays.

### **Foundation 2 – Year 6 (and F1 children attending full days)**

We have staggered departure times until further notice:

**Early Years:** Parents/carers of children should wait (on the markers) outside the pedestrian gate of the Early Years garden (same as drop off). The children will be released into the care of the person collecting the child at 3.20pm on Monday to Thursday, and 12.20 pm on Fridays.

**Year 1-2:** Parents/carers should collect their child/children from the outside door of their classroom on time at 3.25pm on Monday to Thursday, and at 12.25pm on Fridays.

**Year 3-6:** Parents/carers should collect their child/children from the outside door of their classroom on time at 3.30pm on Monday to Thursday, and at 12.30pm on Fridays.

Children will not be released to anyone under the age of 16. Exit for everyone is via the wooden gate onto Popeswood road.

## **Late Fees**

It is very important that parents arrive on time and pick their child up on time - especially now that designated start times have been allocated per class to support COVID-19 social distancing measures.

A late fee of £4.30 per 15 minutes of lateness will be charged at the school's discretion, regardless of the reason and regardless of good track record (this is to ensure everyone is treated equally and fairly). The first 15 minutes is charged one minute after the start of your allotted staggered time and every 15 minutes thereafter- We will let you know when the fee has been applied. Please note that late fees are not negotiable. It is your responsibility to get to school on time and to keep the school informed of your situation. Although this strategy may seem harsh, polite requests for promptness have had no effect and due to the increased importance of timekeeping due to COVID-19 restrictions, we must be strict on this point.

If the school goes into lockdown again, the late fee will also apply to key workers.

## **ATTENDANCE POLICY:**

School attendance is mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including: it is the parents' duty to ensure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age; it is the schools' responsibility to record attendance and follow up absence; the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct'

*'a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).'* In this case, absence will not be penalised. Parents must inform us if their child falls under this category and a doctors note will be required.

Please note that children should be sent to school only if they are well enough (and with no COVID-19 symptoms) and are not self-isolating. Children should not be sent to school if they are not well enough or need any medication (such as, paracetamol, calpol, ibuprofen). Children with a temperature at or over 37.7c will be sent home and will need to remain at home for 10 days or until a negative Covid test result has been received. We will check each child's temperature during morning registration and during the day (if necessary) using an accurate and non-contact infrared thermometer. If we notice a child's temperature rising, and continues to do so, we will monitor it and call the parents to come and collect them.

## **BEHAVIOUR POLICY**

We have incorporated a one-way system for parents to drop off/pick up their child from their classrooms. Please refer to our COVID-19 Risk Assessment (August 2020).

School instructions on hygiene and sanitising have been updated to reduce the spread of Coronavirus.

- Children should be supported in developmentally appropriate ways, throughout all eligible groups, to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.
- Hand washing will be more frequent for both staff and children: as soon as entering the classroom, before going home, after coming in from outside, after using the toilet, after any personal hygiene and before eating.
- Children in Years 1-6 will be given hand sanitiser, or will be allowed to bring their own sanitizer into school to keep with them and use as appropriate in conjunction with hand washing.
- Cleaning of surfaces, touch points, toilets and resources will be done regularly.
- The slogan 'catch it, bin it, kill it' will be used for staff and children - to remind all to cough or sneeze in a tissue, to throw it in the class lidded foot-lever bin then wash their hands for 20 seconds using soap.
- Children will be reminded not to touch their face (mouth, nose and eyes using their hands). Staff too.
- No sharing of equipment or water bottles.
- Relevant PPE equipment will be worn by staff members at relevant times, such as when supervising a sick child, doing first aid, cleaning, handling books etc.
- Increase air circulation - classroom windows and preferably doors to be open

Social distancing.

- There will be social distancing markers, posters and reminders around the school to ensure parents and children remain at least 1m apart while waiting to drop off/pick up their child.
- Children will form bubbles (KS2 will be one bubble, KS1 will be one bubble and Early Years will be one bubble) and will not mix with anyone outside their bubble. They can socialise freely together within the bubble.
- New children can join existing cohort bubbles only after they have self-isolated for 14 days - to try to contain the potential spreading of the virus.
- Playground breaks will be staggered so cohort bubbles do not mix.
- Older pupils will be constantly reminded, verbally and through posters, to remember to socially distance, where possible.
- Year 6 children will be escorted around the school building by the allocated staff member to enter their toilets, rather than use the narrow corridor (weather dependant).
- One child at a time to use the toilet areas, if possible.
- There will be out of bound areas and certain resources will be removed (which cannot be easily cleaned, soft furnishings etc). These will either be removed or taped off.
- All children will be supervised.
- Staff members are socially distance from each other.

Expectations. Children will be expected to follow our strict new rules on health and safety. The reasons will be explained in an age-appropriate way, and sanctions will be introduced if children choose to disobey them - putting others health and safety at risk.

- Every staff member and child must tell an adult if they are experiencing any symptoms of COVID-19 or feel unwell. The guidelines detailed in our COVID-19 Risk Assessment and in the Government documents (**'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers'** (Published 27 March 2020 - Last updated August 2020) and **'Coronavirus (COVID-19): Implementing protective measures in education and childcare settings'** (updated August 2020) will be strictly followed.
- Any person that chooses to ignore our rules by not social distancing, spitting or accessing out of bound areas/resources will be referred to Mrs Crissey who will inform the parents. Mrs Crissey has the right to refuse entry into school for any child that either blatantly and seriously breaks our rules or who repeatedly chooses to break the rules. The health and safety of every child is of paramount concern.

Principles for staff/Parents. The COVID-19 risk assessment outlines these in detail.

- Do not come to school if you have coronavirus symptoms.
- Go home, if they develop symptoms

## **SAFEGUARDING POLICY**

Protective measures have been put in place to control risks for children, parents and staff. These measures include increased cleaning, personal hygiene measures, reducing 'pinch points' (such as parents dropping children off at the start and end of the day), forming small groups that will not mix (class bubbles), social distance measures (where possible) and utilising outdoor space. However, the risk assessment also identifies high risk areas (including the layout and size of our building).

### **Personal Protective Equipment (PPE) and displaying symptoms**

The risk assessment clearly identifies the procedures to follow should a child display symptoms of Coronavirus at School. At all times, the child will be reassured and supervised by a staff member while they wait to be collected. The staff member supervising the ill child will wear PPE. We will follow all Government guidance detailed in: **'Coronavirus (COVID-19): Implementing protective measures in education and childcare settings'** (updated 1 June 2020) to ensure we adhere to all safeguarding requirements.

Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school. Teachers in all year groups will spend time in the first couple of weeks providing opportunities for children to discuss their experiences and concerns. KS1 and KS2 will have opportunities to write down their experiences. Teachers will discuss all recommended strategies and new school

rules/expectations with their class children in an age-appropriate way so they fully understand how to keep safe and protect others.

### **SICK CHILDREN ATTENDING SCHOOL**

Due to COVID, we will check each child's temperature during registration (and during the day, if needed) using our accurate and non-contact infrared thermometer. If a child's temperature rises, we will monitor it and if it continues to rise, or is 37.7c or over, we will call the parents to come and collect him/her. In such cases, the child should stay off school for 10 days. Even after 10 days, your child cannot return to school with a temperature raised above normal.

If a child shows any sign of being too unwell for school or having any related Covid symptoms, including a fever, cough, upset stomach/abdominal cramps/vomiting, cold/flu-like symptoms etc, they will not be admitted to the setting. If they are already in school, they will be sent home. They will need to either quarantine for 10 days before returning or have a COVID-19 test with a negative result. This applies even if a doctor has diagnosed your child with a common illness (ear infection, urine infection etc). Unless a COVID test has been done, whether or not they have the virus is a judgement call. Even a doctor cannot guarantee that the child doesn't have Covid as well as their common illness. Our policies will be consistently followed and will override all other opinions, as we need to be extra cautious to protect everyone. This will also apply to the staff.

The teacher in each class has the right to refuse admission if the child appears to have any symptoms on arrival. If it is apparent over the course of the morning that the child has any COVID-related symptoms, then the school will call you to collect them. In order to adhere to social distancing, when a parent has been informed by the school to collect their child, they are expected to knock on the reception door then wait outside for assistance. A member of the office staff will contact the class teacher and the child will be escorted to you

**Written by: Mrs M Jennings**

**Approved by: Mrs J Crissey**

**September 2020**

