

The BHPS School Day - September 2020

(To be read in conjunction with the school timetable document)

The Start of the School Day

- The school gates will be locked to vehicles at 8:30 every morning, with the front and rear pedestrian entrances being opened at 8:40 to welcome the first wave of pupils.
- Each wave of children has ten minutes to arrive and enter the site, late children will have to wait in the holding area at the bottom of the car park, until they can be taken to class at the end of the following wave.

Wave 1:

- The first wave at the main gates is Year 1 and Year 2. Children from Year 1 will enter through the pedestrian gate on the left hand side of the road when facing the school. They will file in and up the path to the Year 1 classroom entrances.
- Year 2 children will file in through the right hand pedestrian gate facing the school, they will walk up the steps and follow the ramp to the right where they will process through to their classroom entrances on the middle playground.
- At the rear entrance Year 6 children will enter the site and process down the ramp and enter the building through the Year 5 and 6 door, they will maintain social distance, stay on the left hand side of the stairs and go to their classrooms.

Wave 2:

- At 8:50 Year 3 will enter the site through the left hand pedestrian gate at the main entrance, they will enter the building through the main entrance and up the middle stairs. Year 4 will enter through the right hand pedestrian gate, walk up the steps, follow the ramp on the right hand side of the entrance and enter the building through the Year 3 and 4 doors, they will maintain social distance, stay on the left hand side of the stairs and go to their classrooms.
- At the rear entrance Year 5 children will enter the site and process down the ramp and enter the building through the Year 5 and 6 door, they will maintain social distance, stay on the left hand side of the stairs and go to their classrooms.

Wave 3:

- At 9:00 Reception children will enter the site through the left hand pedestrian gate at the main entrance, parents will escort their children up the ramp and bring them to their teachers. The Reception teachers and support staff will face families standing (at a social distance) on the zebra crossing ready for the children to line up in classes. They will then be taken to their classes via the ramp whilst maintaining a social distance where possible. Parents will process along the zebra crossing and exit the site through the right hand pedestrian gate at the bottom of the steps.

Break

- Break times are staggered and spread across the different outdoor spaces (see timetable).
- Year groups and classes will stay to their allocated times and ensure that, where possible, there is no crossover with other year bubbles outside nor in the corridors. Each year group has designated stairs to return to class on so that this is possible.
- The breaks will be conducted in year group bubbles, with social distancing to be encouraged, where possible.
- Each class has designated play equipment which only they can use, equipment that is handled will be cleaned at the end of each day.
- Medical Boxes have been stocked with first aid resources and will be taken out at break and lunch. They will only be used by the class bubbles.

- When children return to the school building they will need to line up in their class bubbles and make their way back to class staying to the left of the corridors, they should be encouraged to maintain social distancing where possible.
- Tuck will be available for purchase at break times, mentors will wear gloves when handling money.

Lunchtime

- The general management of lunchtimes outside is the same as at break, however the timings and processes have changed.
- The hall will be divided into two separate sections, with two separate year groups entering at a time, whilst remaining in the year group bubbles and keeping a social distance where possible.
- There will be four settings for lunch; Reception and Jigsaw at 11:30, Year 1 and 2 at 12:00pm, Year 3 and Year 4 at 12:30pm and Year 5 and Year 6 at 1:00pm. See BHPS timetable.
- Additional kitchen staff, lunchtime staff and SLT will be on duty to ensure that the hall is cleared in a timely fashion and the operation runs as smoothly as possible.
- All surfaces in the hall are given an enhanced cleaning between each table setting.

The End of the School Day

- At the end of the school day teachers and support staff will bring their classes to their designated gates, lining up each class in rows maintaining social distance where possible. See the timetable for exit timings.

Wave 1:

- The first wave at the main gates is Year 1 and Year 2. Children from Year 1 will line up in classes in the car park and on the path next to the garden. Parents will come to the same gate as they did in the morning to collect their children, the children will then be sent down. Parents will line up at a social distance to collect their children.
- Year 2 children will line up on the pathway and car park next to the ramp at the main entrance and will leave through the same gate that they enter at the start of the day in the same manner as Year 1. Parents will line up at a social distance to collect their children.
- At the rear gate Year 6 children will line up in classes at the bottom of the ramp and be called up as parents arrive at the gates. Children that have been authorised to walk home alone will be allowed to leave first. Once parents and carers have notified the staff member on the gate that they are ready to collect their child, they will then move to the waiting area in the park (supported by SLT) where their children will meet them, then depart. There will be three waiting points, one for each Year 6 class.

Wave 2:

- Year 3 will follow the same process as Year 1 (above), lining up in the same location and departing the same way. They will leave the building through the middle doors next to the small hall.
- Year 4 will follow the same process as Year 2 (above), lining up in the same location and departing the same way. They will leave the building through the Year 3/ Year 4 doors.
- Year 5 will follow the same process as Year 6 (above). Again, if children are authorised to walk home alone, they will depart first. Parents will still need to move to the waiting area in the park (supported by SLT). There will be three waiting points, one for each Year 5 class.

Wave 3:

- Reception teachers will bring their children to the main gates at their designated time (see timetable). The classes will line up next to the zebra crossing. Parents will then process up the path through the same gate as the start of the day, collect their child and then depart through the same exit gate.

- Should children not be collected from any year group, they will be taken to the large hall and kept in their year group bubble to await collection.
- Parents and carers that are late collecting children will have to wait in holding zones in the park at the next to the front and rear exits (supported by SLT with Walkie-Talkies / Phones), they will be wearing high-visibility jackets.

Daily Classroom Protocols

- All desks are set to face towards the front of the classroom, with an exception of the Reception classes.
- Additional hand sanitizer and cleaning products are provided in each classroom.
- The cleaning cycle has been increased by the site managers Engie, this includes the cleaning of high-touch areas such as door handles.
- The maximum number of adults and children in the room is clearly demarked on the wall outside the classroom (30 children and a maximum of 4 adults).
- There will be no group setting during the autumn term, adults will move to support the classes, but children will remain in their 'normal' classes. This will prevent unnecessary movement around the school building and prevent the potential cross-contamination of bubbles.
- On the days that children have PE they will come to school in their PE kits. There will be no changing on site.
- As explained above, the arrivals, break times and lunchtimes are to be staggered and spread across the school site to ensure that bubbles are not cross-contaminated.
- Social distancing is to be adhered to where possible in the classroom and around the school site.
- Regular hand washing and hygiene guidance is given to children each day.
- Children are provided with time to wash their hands at key points such as lunch and break times throughout the day.
- Children are to use the toilets at appropriate times to avoid crossover with other bubbles, this is coordinated by Year Group Leaders.
- If a child displays symptoms of Covid they will need to be escorted, at a social distance, to the medical room (situated between the HoS and DHT offices) where they will be supported by a member of SLT and the families contacted to collect them. They will need to isolate until they can be tested. If the test returns as negative, then the child can return to school as normal. If the test is positive, they and their families will need to isolate for 10 days and, if well enough, can then return to school.
- The same process applies to teachers and support staff.
- In the event of a child or member of staff receiving a positive test result for Covid-19, then all children and adults that have been in close contact with the person will have to self-isolate for up to 14 days with all other members of their household.
- '**Close Contact**' is defined as travelling in a car with this person, direct face to face contact with the person within one metre for more than 15 minutes, being coughed on by the individual or having any form of skin-to-skin contact.
- If an adult or child does not meet the criteria for close contact, then they do not need to go home, unless they develop symptoms.

Additional Measures in Place for Covid-19 Safety

- Additional hand washing stations are positioned around the school, staff are expected to use the hand gel on entry to school.
- Children must bring their own labelled water bottles so that they can remain hydrated.
- Children are allowed to bring a bag to school if they have a packed lunch, or if they want to bring their own pencil cases, although the school will provide all stationary to the children. Children are not to share any of these personal items with anyone else in their bubble.

- Children will keep their coats on the back of their chairs to avoid cross contamination from fabrics.
- Toilets for children and adults remain one person at a time, unless they are in the same bubble.
- The kitchen remains socially distanced, with the facilities having an increased cleaning cycle, this includes the enhancement of the cleaning of tables and seats between each of the four settings.
- Jigsaws has relocated to the small hall to ensure that there is sufficient space to support the children and staff in social distancing.
- Parents and carers will continue to be able to contact the school via phone, email or Class Dojo. They are still unable to enter the school site.
- Fire Drills will return to the normal locations now that all pupils are returning to school.
- PPE is available for the treatment of symptomatic children or adults, but it is not a requirement for staff or children to wear PPE, **unless they feel more secure in doing so.**
- School trips will not take place in the autumn term.
- All rooms in the school have a maximum capacity that must be adhered to.
- As infection risk is predominantly caused by adult to adult contact, all adults in the school will focus on maintaining a 2 metre distance from children and each other where possible.