



COVID-19 Policy

Introduction

Annemount School offers a continued commitment to the safety and wellbeing of its pupils, staff and the parent community. The safety of the pupils and staff is of the utmost priority. Following the nationwide closure of schools in Summer 2020 due to the COVID-19 pandemic, Government advice is for all pupils to return to full-time school from the beginning of the Autumn Term 2020. This policy has been updated to reflect changes in Government guidance for the Spring Term 2021.

This Policy should be read in line with the school's **COVID-19 Risk Assessment**.

Essential measures include:

- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace; and
- formal consideration of how to reduce contacts and maximise distancing between those in school *wherever possible* and minimise potential for contamination so far as is *reasonably practicable*.

The COVID-19 outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while "getting back to normal" is important and will be reassuring for many, the school is committed to supporting the wellbeing of all its pupils as a priority.

The school understands that *such young children cannot be expected to fully socially distance* according to the government recommendations and *neither the school nor its staff can guarantee this*. The school can, however, offer measures that educate its pupils about social distancing to protect themselves and others.

Protocols as mentioned within this policy may supersede some guidelines written within school policies on the website during this pandemic period. Mostly, the school policies on the website remain unchanged.

Each class group will operate as its own entity (bubble or pod). We aim not to integrate pupils and teachers between different class groups to avoid the potential spread of the virus. Adults that do cross between class groups must aim to remain 2 metres or more away from others, wear facemask or shields and not offer 1:1 care unless for first aid or in an emergency. Adults that cross between class groups for more than 15 minutes or tend to the needs of a member of another bubble should inform the principal in any event.

The School Environment

Cleaning

The school employs a professional cleaning company to undertake the daily clean at the end of each school day.

The cleaning team is dedicated to ensuring the school premises meets with the measures set out in the *protective measures in education and childcare settings government guidance*. The aim is for the school to be secure in the knowledge that pupils, employees and visitors are learning and working in a safe, meticulously clean environment.



Where necessary, the school also continues to be treated with Clorox 360 Sanitisation to aid the prevention of the spread of COVID-19.

The school has appointed a Responsible Person to oversee a robust Daily Cleaning Programme throughout the school day. Communal areas, toilets, shared equipment and the garden equipment will be part of a regime in which the aim is to wipe and clean frequently touched surfaces with professional antibacterial surface wipes throughout the day. All teaching staff will take part in this programme.

The Indoor Space

As part of the school's commitment to maximising floor space for the pupils, a risk evaluation on all pieces of furniture has been completed. Items have been removed to maximise space and to minimise the risk of contamination. These items include painting easels, some tables, storage units, drawer units and book shelves.

Additional handwashing facilities have been made available for pupils to use, as well as paper-towel dispensers next to sinks to offer speed and efficiency when drying. The ground floor pupil washrooms have been partitioned to allow specific toilets and sinks for specific class groups.

The Classrooms

Each classroom has been laid out with safety and social-distancing in mind. Classroom floor spaces have been maximised. Classrooms must remain well ventilated. Ventilation around the school has increased by opening windows and garden doors throughout the building. Teachers are responsible for ensuring their classrooms are well ventilated throughout the day.

The Gardens

Pupils have time-tabled access to all three gardens spaces throughout the school week and where necessary specific zones in which to play, to allow pupils the opportunity to practise social distancing between year groups. Teachers are asked to give due consideration when planning and aim to utilise the outdoor spaces as much as possible.

Personal Items

Lunch Boxes

Both lunch and mid-morning fruit must be brought into school in a single dishwasher-proof container such as Tupperware. Pupils must be able to completely manage their own lunch box independently.

Water Bottles

Each child will need to bring their own labelled water bottle either with a flippable lid or a covered spout or teat.

Show and Tell

To continue to develop pupil's individuality and sharing of interests, we welcome back Show and Tell sessions. Items must only be brought into school upon request from the class teacher who will manage the planned sessions. Items must be able to fit into a child's school bag. During the sessions, only the child will handle their item. No items may be handed around or shared. The child must wash hands after handling their item from home. We recommend a Show and Tell item is an item of interest that can be used as a tool for communication, sparking interest and intrigue for others. More information can be found in each class Spring Newsletter.



Reading Books

Reading scheme books and reading record books will be sent home daily. Completed books returned to school must be placed in quarantine for 72 hours before being used again. Where resources may be shared between school and home such as reading record books, parents and pupils that use these books at home must wash hands after use.

Football Kit

Those children who take part in Friday Football Club should bring their football kit into school in their school rucksack for changing into later in the day.

School Timetable

Drop Off and Collection Times

Staggered morning start times and end of day times will be in place, so that arrival and pick up times are not overcrowded outside the school. A one-way system outside the front of the school during drop-off and pick-up times must be observed. Two metre distance guidelines on the pathways outside the school for pupils and parents to line up when entering the school are also in place.

Offerings

The school will re-evaluate offerings each term in accordance with the current government guidelines. The Department for Education asks that schools ***teach an ambitious and broad curriculum in all subjects from the start of the Autumn Term, but make use of existing flexibilities to create time to cover the most important missed content*** for the academic year 2020-2021.

Class Timetables

Each class group follows a daily timetable which includes staggered transition and movement times around the building and gardens.

Violin

One to one violin teaching will continue. The violin teacher will aim to work within a 2-metre distance of others within the classroom. As there can be a need for close contact and adjustment, the violin teacher will wear PPE and must aim to avoid face to face contact and minimise time spent within 1 metre when teaching. The violin teacher must wash hands or use hand sanitiser between tuition with students. Pupils will be reminded to wash hands or use hand sanitiser after the lesson.

Teaching Staff Crossing Bubbles

Teachers may operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they must keep their distance from pupils and other staff as much as they can, ideally 2 metres and wear PPE. It is recommended that peripatetic staff stand at the front of the class to teach and the lead teacher is on hand for more intimate care if necessary. Pupils and teachers must wash hands between changing rooms. Rooms must remain well ventilated.

Morning and After School Clubs

Pupils and staff who attend after school clubs should continue to maintain a two-metre distance from those who are not within their year group bubble. Teachers who lead these clubs will be responsible for maintaining this during the club sessions.

Mixing Bubbles

If pupils or staff in different class groups do mix for an activity, a record is to be kept by the principal for future contact tracing.



Keeping Safe

Social Distancing Guidelines

The school is unable to guarantee strict social distancing with such young pupils. The programme in place will aim to reduce the risks of contamination and offer a suitable safe learning environment.

Ideally, teachers should maintain a 2-metre distance from each other and from children. Although this is not always possible, particularly when working with younger children, if teachers can do this when circumstances allow they should do so. In particular teachers should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Education

Pupils will continue to be educated about the fight against COVID-19 using age appropriate lesson plans.

Transitions within the school building

Staggered transition times will allow more space when class groups are transitioning from the classroom to the garden.

Pupil Toilets

The teachers must manage staggered use of the toilets for pupils throughout the day.

Staff Room

Teaching staff are advised to continue to socially distance during their lunch breaks and during whole school staff meetings. This should take place in a ventilated room and staff should remain 2 metres from other staff members who are not within the same bubble.

Morning Greetings

Normally the children are expected to say good morning to the teacher welcoming them in the lobby each morning by shaking hands and making eye contact. Sadly, shaking hands during this time is prohibited.

Visitors

The Volunteers and Visitors Policy remains in place. In addition to this, visitors will only be permitted by advance arrangement and declaration of good health. Visitors will be asked to continue to follow any government guidelines including two metre social distancing during their visit.

Trips

The school will continue to make good use of outdoor spaces within the local area including the Heath Extension, Lyttleton Playing Fields and Kenwood House to support delivery of the curriculum. The school will continue to complete Risk Assessments prior to trips and will take into consideration COVID-19 protocol and government recommendations. Children will attend these trips with their class bubble. We hope to resume coach trips as the academic year progresses and the transmission rate of COVID-19 allows us.

Washing Hands and Hygiene

Pupils must come to school with clean hands and short nails. Pupils will continue to adhere to a handwashing programme throughout the day. Washing hands thoroughly for 20 seconds (singing Happy Birthday twice) with running water and soap and dry them thoroughly. Hand washing is particularly important upon arrival to school, before and after eating and after sneezing or coughing. Pupils and staff will be asked to wash hands or apply hand sanitiser upon entering the school building.



Additional handwashing facilities have been made available to pupils. Soap, warm and cold water, paper towels, hand dryers as well as alcohol hand sanitiser are all available and will be part of our strict hand washing education programme.

The school continues to promote the 'Catch it, Bin it, Kill it' approach when coughing, sneezing and blowing noses.

Pupils will be encouraged where possible not to touch their faces or to put objects in their mouths.

Resources

The resources made available for pupils will be carefully considered. For very frequently used equipment such as pencils and pens for Reception, Year One and Year Two pupils we aim to offer each child their own pot to avoid sharing. Classroom based resources, such as books and games can be used and shared within 'a bubble', these should be cleaned regularly. Resources shared between class groups or 'bubbles' such as sports and art equipment should be cleaned between bubbles or left unused and out of reach for a period of 48 hours (72 hours for plastics).

Uniform and Personal Protective Equipment

Regulation school uniform is required for school. Children must be able to manage their clothing independently and may wear the uniform they find most comfortable. On cooler days pupils should come in warmer uniform as the school is ventilated.

Should a parent wish for their child to wear any form of protective equipment, it is recommended that the parent email or call the school to discuss requirements. As mentioned the school will adhere to a strict hand washing programme. Alcohol hand sanitiser is also available for pupils.

Staff Personal Protective Equipment

Staff at Annemount have been offered Personal Protective Equipment in the form of latex gloves, disposable aprons, face masks, face shields, protective glasses and alcohol hand sanitiser. The staff team have been offered a full induction and training on the protective equipment available to them.

The government recommendation is for teachers not to wear face masks, however in the event that intimate care, first aid, crossing bubbles or close 1-1 teaching may be required, masks and PPE may be used.

Fire Alarms and Lock Down Procedures

Our safety and security procedures remain the same. Should a threat to the school take place, the safety of the pupils and staff at the time will be of the first priority.

Attendance

Pupils required to be in full time school will be expected to reintegrate back into school life from September 2020.

Behaviour

Certain behaviours are now considered more serious due to the coronavirus (COVID-19) outbreak, for example purposefully coughing on someone. This kind of behaviour will be dealt with in an age appropriate manner and parents will be informed.



Illness, Contamination and Shielding

The school illness policy remains in place. No child should come to school if they are unwell or have been unwell in the previous 24 hours. The school may send a child home if there is any doubt about a child's wellness.

Illness Policy in relation to COVID-19

Nobody will be allowed in school if they show signs of COVID-19. This may include:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
- 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); or
- loss of taste or smell.

It is understood that as more is learnt more about the virus, new signs and symptoms may be revealed. If this is the case, the school will continue to keep families informed and updated. As a general rule of thumb, anyone with any cold-like symptoms should remain at home. Those that show symptoms will be asked to self-isolate at home and get tested for COVID-19.

NHS Test and Trace

Anyone who displays symptoms of COVID-19 must get a test. Tests can be booked online through the NHS testing and tracing coronavirus website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> or ordered by telephone via NHS 119. Essential workers, which includes staff members have priority access to testing. The Test and Trace process requires a patient to provide details of anyone they have been in close contact with if tests results are positive for COVID-19.

Testing positive for COVID-19

Those who been tested positive for COVID-19 will not be allowed to return to school until they have self-isolated at home for 10 full days and all symptoms have disappeared. Fellow house members should self-isolate for 10 days. Affected staff and pupils will be allowed to return to school only upon the Principal's agreement. The school has the right to ask a pupil or staff member to remain home for longer if deemed necessary.

Households

If a member of a pupil or staff member's household shows signs of or tests positive for COVID-19, then all members of the household must remain home until the member of household has been tested. In the event they test positive, all members of the household must remain home for 10 days from the day after contact with the individual tested positive. Once this self-isolation period is over, the Principal will agree if it is acceptable to return to school.

Presenting with symptoms during the school day

The school has a fully equipped Sick Bay and will be used for non-COVID-19 suspected illness. COVID-19 symptomatic patients will be attended to in the Music Room on the ground floor.

Tracking and Limiting Contamination

In the event that a pupil, staff member or a member of their household tests positive for COVID-19, the school must be notified immediately. The school will notify all those within the class group or those who may be at risk of contamination. The school adheres to a confidentiality code of practice and will not release any names in this event. In the event this is the case, we will ask that the class group continues to learn from home to ease the spread of the virus for 10 days from the day after contact with the individual tested positive.



Other household members of that wider class do not need to self-isolate unless the child or staff member they live with in that class subsequently develops symptoms.

An Outbreak

If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, this may be classified as an outbreak and the school will work with the local Public Health England protection team (<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>) who will advise if additional action is required.

Children at High Risk

A small number of pupils may 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).

Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding. Current advice on shielding can be obtained from <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>.

If rates of the disease rise within the local area, children (or family members) will be advised to shield during the period where rates remain high. Pupils who are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school.

Staff who are clinically vulnerable or extremely clinically vulnerable

Staff members who are classified as clinically vulnerable or extremely clinically vulnerable are asked to disclose this information. Advice for those who are clinically-vulnerable, including pregnant women are advised to follow the relevant guidance available for clinically-vulnerable people (<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>).

Home Learning Programme

In the event a pupil, class group or the entire school are advised to self-isolate or stay at home due to a COVID-19 outbreak a home learning programme will be offered. This may be similar to the previous virtual system used during the Summer term 2020. Details of any Home Learning Programme will be shared as and when.

Parent and Carer Guidelines

It is vital that everybody works with us to protect the school community and to respect this policy.

- Only pupils and essential staff will be allowed to enter the building or use the facilities.
- We ask that parents allow extra time at drop-off and collection to allow us to welcome and dismiss the pupils safely.
- Signed parking pledges still stand. Parents, carers and even taxis must park on the school side of Holne Chase or side streets and keep the school frontage completely clear of cars. This is for safety reasons to help social distancing by the school. Please keep driveways clear.
- We ask that parents adhere to our 2-metre social distancing markers outside the front of the school and refrain from lingering after dropping-off or collecting children.
- At drop-off time in the mornings, we ask that parents and children line up along the 2 metre markers until the door is open. Pupils must not run and play during this time.



- Adults picking up children must please line up on the two metre markers outside of the school and follow the one-way system. Once the door is opened, each child will be called to the front door to meet their adult and leave promptly, following the one-way system.
- The driveway must be kept clear for pupils to enter and exit school safely.

Travel

The school follows government guidance relating to travel restrictions outside of the UK and associated quarantines with respect to both staff and parent/pupil travel.

Risk Assessment

The school has completed a COVID-19 Risk Assessment document which is updated frequently. A copy can be requested from the school office.

Date: December 2020

Review: March 2021