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|  | **Phase 1: September to October half term** |
| **Drop-off and collection protocols** | **Due to continued risk and rising case numbers of COVID in Gateshead, we are keeping these arrangements in place.*** Bottom gates open from 8.45am, for N/R and Y1/2 entry
* 8.55 am Y2/3 entry from car park
* 8.55 am Y4/5 entry from main gate
* 8.55am Y6 entry from top gate
* N/R pic- up at 3.10pm from morning gates
* Year 1/2 pick-up at 3.10pm from main gate.
* Year 2/3 pick-up at 3.15pm from car park gate
* Year 4/5 pick-up at 3.15pm from main gate
* Year 6 pick-up at 3.15pm from top gate
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| **Parents onto premises** | * We are planning to host phonics workshops this term and will be inviting parents onto site in due course. The arrangements for this will be that parents enter via the main gate and school office door. There will be hand washing facilities on entry. Attendees can wear a mask at their own discretion.
* Parents will be allowed onsite by appointment only. Please contact Mrs Bennett in the school office.
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| **Break times** | * Break times will continue to be staggered, splitting Key 1 and 2, however children no longer need to keep to separate bubbles.
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| **Lunch** | * Children will be timetabled to eat their lunch in the school hall.
* Hot dinners will be available every day, alongside a selection of cold lunches.
* Lunches will remain staggered across the school to reduce the number of children using both the hall and playground at any one time. When N/R are out on the yard, they will be kept to an allocated space in term 1. This could relax if all goes well in term 2.
* Interventions will happen over part of the lunchtime. It could mean children working with an adult from a different class.
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| **Afternoon break** | * A shorter 10 minute afternoon break or a movement break will be offered in Key Stage 1.
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| **Classes** | * We will return to allowing children to mix when they are on the yard, although limited class numbers will be on the yard at any one time.
* Ad-hoc and informal mixing will not take place this term.
* Children will come together for Collective Worship in Key Stages to limit mixing in the hall.
* Class buddy system will resume, when safe, between Year 6 and Reception. Nursery and Year 5 when infection rates drops.
* Bubble system may need to return as part of contingency plan (in discussion with Public Health).
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| **Good hygiene**  | * Good hygiene, including hand washing, “catch it, bin it, kill it”, coughing into an elbow, will continue to be encouraged.
* Sanitisers outside classrooms to be maintained and refilled by site manager.
* Classroom staff responsible for ensuring other hygiene materials are available in classrooms e.g. tissues, soap. These can be requested from the site manager or business manager.
* Children should wash/sanitise their hands:
	+ Coming into school
	+ Before eating at break
	+ Returning to the classroom after break
	+ Before eating at lunch
	+ Returning to the classroom after lunch
	+ As they leave school
	+ At any other time when hands are unclean e.g. after sneezing.
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| **Regular LFT testing** | * Staff will continue to be encouraged to take part in twice-weekly LFT testing using home testing kits.
* This is to pick up any asymptomatic cases and shouldn’t be used where people are symptomatic (PCR tests should still be used).
* LFD testing remains voluntary.
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| **PE Kits** | * Children will continue to attend school in their PE kit on their PE day. PE commences week beginning 13th September.
* Years 1 – 6 will have two PE sessions a week.
* A PE timetable to be shared with parents/carers so they know when to send their child into school in their PE kit.
* For nursery children, PE kits are optional although children require a pair of pumps/plimsolls.
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| **Interventions** | * Interventions can resume, as long as a register is kept of children taking part (for contact tracing as well as intervention record keeping).
* TA’s may be asked to work with other year group children.
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| **School trips** | * School trips, including residential, to return as soon as we are given guidance from Public Health, although swimming commences for Year 6 children week beginning 13th September. Separate risk assessment will be given to parents.
* Each trip will be risk assessed and should additional COVID risks be identified, e.g. cases within group on trip, high risk at trip location, these risks should be mitigated if possible, or the trip should be postponed.
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| **Parent meetings** | * A hybrid approach to parent meetings will be taken. Mixing phone calls with face to face sessions.
* Some information meetings/workshops will be offered in person and some will take place over Zoom.
* In the same way, if parents request an individual meeting with a teacher, this may take place over the phone, by Zoom or in-person, outdoors.
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| **Homework** | * Full guidance and expectations on weekly homework expectations will be shared with parents and carers near the start of term.
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| **Remote learning** | * Remote learning will be available for children who are not able to attend due to coronavirus restrictions.
* Children will have access to a range of online resources on day 1 of isolation, and from day 2, will have access to learning from the class teacher.
* Parents can request technology support from school if required.
* Further information available in the Remote Learning Policy.
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| **Face coverings** | * Face coverings no longer mandatory at drop-off/collection.
* Contractors and visitors will require face coverings when working alongside others, or if working in communal areas.
* Where visitors are working with a smaller, consistent group of children or individuals (e.g. supply teachers, workshop providers), face coverings will not be required but will be a personal choice. Visitors working in school are requested to take a LFT.
* For staff, face coverings around school will be a personal choice, but are no longer required in communal areas.
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| **Staffroom** | * Child lunches will be staggered which will in turn reduce number of staff in the staffroom at any one time.
* High standards of cleanliness should be maintained at all times.
* Staff are welcome to eat lunch in the staffroom if they prefer more space they can eat in other areas of school or outdoors
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| **Cleaning** | * Additional cleaning of touch points around communal areas of school, including toilets, by all staff ensuring these areas are kept clean.
* Sprays and santisers kept at photocopies to allow a wipe down after use.
* Teaching staff in classrooms have access to cleaning materials to clean further if necessary (e.g. if someone sneezes over a surface).
* All staff to leave the building by 4.30 pm until cleaning regime is re evaluated
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| **Symptoms/ Isolation** | * There has been a change to the rules on self-isolation.
* Staff, children and parents/carers should self-isolate straight away and get a PCR test (a test that is sent to the lab) as soon as possible if they have symptoms of COVID-19, even if they are mild.
* They should also self-isolate straight away if:
	+ they've tested positive for COVID-19 – this means they have the virus
	+ someone you live with has symptoms or tested positive (**unless** you are not required to self-isolate – check below if this applies to you)
	+ you've been told to self-isolate following contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app
* If someone they live with has symptoms of COVID-19, or has tested positive for COVID-19, they will not need to self-isolate if any of the following apply:
	+ they’re fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS
	+ they’re under 18 years, 6 months’ old
	+ they’re taking part or have taken part in a COVID-19 vaccine trial
	+ they’re not able to get vaccinated for medical reasons.
* Note, that if there has been a case of Covid in the household, children no longer have to self- isolate if they are fit and well. It would be sensible to consider government guidelines at this time.
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