**Towngate Primary Academy**

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**Return to school June 2020**

**Coming into School**

* Children and staff **must not** come to school if they are showing any signs or symptoms of illness. If this is the case staff and pupils must follow the government guidelines on self-isolation.
* If anyone in school develops signs or symptoms of any illness, they will be put into the medical isolation room where they will need to remain on their own. Parents will be contacted immediately to collect them. This is in line with Public Health England guidance.
* All children attending school **must** be toilet trained.
* Intimate care for pupils who do not have an EHCP detailing this is not possible in these circumstances, due to the risk of contamination. Parents will be contacted to collect their child in the event of them soiling themselves.
* School start and finish times have been adjusted to accommodate a staggered drop off. Please note earlier and later start and finish times for each group which must be adhered to strictly.
* No adults will be allowed into the school building unless employed by Towngate Primary Academy. Parents will need to continue to communicate via the admin email and through the school phone.
* All staff and pupils must use hand sanitizer when entering the building. Staff must do this, then sign in using their own pen.
* All staff and children **must** then wash hands.
* Key pads, touch points and hand rails will be cleaned after all staff and pupils have arrived.
* Internal doors will be propped open to reduce the contamination by touch and allow air to circulate. In the event of a fire staff **must** close fire doors on exit.
* Children and staff should go to their allocated zones using the one way system.
* All staff belongings should be kept in their allocated zone.
* To allow communication between zones staff can have their mobile phones, kept on silent, to phone for assistance during school hours.
* Staff can access staffroom with a limit of 2 people at any one time, remaining 2 metres apart, to make drinks and warm up food. All surfaces and handles need to be wiped after use.
* Surfaces in classroom should be kept clear at all times.
* All resources for each day must be taken to zones before the start of each day. Access to resource areas will be restricted during the day.

**At the start of School**

* All pupils will be allocated staggered start and finish times.
* Siblings need to arrive at the latest allocated time to their family and go to their own entrance.
* Siblings need to be collected at the latest time allocated to their family. They will wait inside in their zone until their sibling comes out of school. Parents will need to collect the youngest child first.
* **Children must not arrive at school before their allotted start time. Everyone must adhere to social distancing guidance and queue 2 metres apart.**
* Parents will drop children off at the gate, where they will go straight to their allocated entrance and maintain social distancing
* All children must come in through the gate and into school on their own.
* Pick up zones will be marked out on the playground. These are signposted. When parents collect their child they must leave the school premises as soon as possible.
* Classes will be split into 2 groups. A maximum of 15 children in each group. Groups will be allocated a teaching space these are called zones. (Except for Nursery where EY ratios will be adhered to and practise will be adjusted accordingly).
* In order minimise cross contamination children must only bring their coat, those children who are not eligible for Free School Meals or infant Free School Meals may bring a disposable **packed lunch.** All children should bring a water bottle into school which should be washed and refilled at home each night. This will be kept on the child’s desk. **No** other bags or equipment including and sanitizer, PE kit, pencil cases or rucksacks should to be brought into school.
* Children will be having a **30 minute** lunch time to allow for lunches to be staggered
* Children will not be bringing anything home from school including a reading book.
* All children will be supervised whilst washing hands and wrists on entering the building. They will then have an application of hand sanitizer administered.
* In classrooms desks will be adhering to social distance guidance. Children will have an allocated place, their coat will be on the back on their chair and water bottle and lunch on this desk.
* Each child with have their own pack of stationery.
* Children will be working in the same zone with the same members of staff every time they are in school (subject to illness).
* Each group will be allocated to their own zone. They will have their own entrance, they will not mix with other groups during the day and they have a separate outdoor space.
* Once groups are established, they cannot be changed

**During the school Day**

* There will be no whole school assemblies. Assemblies will take place in the zones.
* Adults need to remain standing where possible when teaching so that they are not at child face level.
* Break and lunch times will be staggered to minimise the number of children outside at any one time.
* Desks will be wiped down before lunch.
* Children will be supervised washing their hands before lunch.
* Lunch will be eaten in classrooms at their desk or in the allocated outdoor area.
* Desks, chairs and surfaces will be wiped down after lunch before children return for the afternoon session.
* Equipment/ toys will be washed thoroughly before each session and will remain in that zone.
* Work will be self-marked to minimise cross contamination.
* Outdoor learning will be prioritised where possible.
* Staff will be provided with an outdoor seating area at the front of school to allow them to socially distance during staggered lunchtimes.

**Cleaning**

Strict adherence to hand washing will be followed:

* When entering the building
* Before and after break time
* Before and after lunch
* Before home time
* After using the toilet

Children will have hand sanitizer applied after they have washed their hands in the morning.

No watches, wrist jewellery or rings should be worn by any children.

Each zone will have a cleaning kit containing washing up liquid, cloths and gloves.

Each group of children will have their own set of allocated toilets.

Desks, chairs, surfaces and bathroom areas will be cleaned more frequently than normal.

Tissues will be available for pupils to use to catch, bin and kill germs when they cough or sneeze. If children cough into their hand, then hands should be washed immediately.

Lidded bins will be emptied more frequently than normal.

Zones will be ventilated at all times. Windows and doors should be open.

The guidance states that clean clothes should be worn each day by staff and children.

Teaching and support staff will leave the building as soon as possible after children have left the building to allow for cleaning to take place.

**Behaviour**

Where children do not follow guidance or behaviour is inappropriate parents will be contacted to collect their child.

**Things to teach the children:**

* Teach the children what social distancing means and what 2m looks like.
* Teach the children how germs spread.
* Teach adults and children to clasp hands which will prevent faces being touched.
* Teach the children how to move around the site in a socially distanced way including walking around the outside of the building to access toilets.
* Teach children why staff should stand up to prevent face to face contamination. Where this is not possible side by side contact only.