



# The wider opening of the Chiltern School

## Parent Guide

21st May 2020



## Preparing the site

As the Kingsland site has been open, daily maintenance and health and safety management has continued to be in operation. Hot and cold water systems, gas and fire safety and ventilation is all in good order across the site. The decision has been made to only extend provision to pupils on the Kingsland site. This site has more space, rooms are well ventilated and have sinks in them where necessary. The site can be clearly partitioned to enable 4 protective zones, all of which can have their own hygiene facilities and outside area to minimise pupils and staff mixing, reducing the risk of cross contamination.

Zone 1 (Communication and Interaction - Phase 1 block) 4 classrooms, 3 toilets and personal care area, each class can manage 6 pupils and 3 staff.

Zone 2 (Phase 3 Huts, art room) 3 Classrooms, 2 toilets/personal care. Each class can manage 6 pupils and 2 staff .

Zone 3 (Tiger, Elephant, and Giraffe Classrooms) 3 classes, 2 have their own toilet and personal care room, 2 other toilet areas. Each class can manage 5 pupils and 3 staff.

Zone 4 (Crocodile, Daisy and Nurture Classrooms) 3 classrooms, 2 toilet areas.

A full Risk Assessment has been undertaken by the schools Lead Risk Assessor, shared and approved by Headteacher and Health, Safety and Premises Manager. The site has been surveyed for potential hazards.

Staff have been provided with visual signage to help navigate. These are also displayed in each area and classroom.

## Fire Evacuation

Each Zone has had a temporary Fire Evacuation Route identified. These are shown on each visual in the classroom. In the event of a fire, staff and pupils in each protective zone will exit the premises the same way they entered and make their way to the fire assembly points.

Staff should ensure that pupils are aware of procedures.

## First Aid

If any one requires first aid, radios should be used to call for a First Aider. First Aiders will be identified during staff briefing daily. It may also be appropriate to provide first aiders with PPE for coronavirus protection in certain circumstances. It should be noted that additional PPE is not recommended to provide first aid as

- Not all first aid actions will require close contact
- In line with education guidance, PPE is not recognised as necessary for general use and as such attending to asymptomatic people may be no different in first aid than normal school operations
- It takes time to obtain and put on PPE - an emergency first aid response may not give this time.

## Emergency Procedures

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature
- loss of sense of smell/taste

For most people, coronavirus (COVID-19) will be a mild illness

In the event that a person becomes symptomatic of coronavirus on the premises and staff require direct contact or proximity within 2 metres to that person there are 2 Emergency Kits.

All members of SLT are nominated PPE users. They should be called to manage the situation.

If it is a pupil they will be isolated in a classroom with the nominated member of staff until parents are able to collect them.

## Physical Environment, Cleaning and Hygiene

### Frequently asked questions

#### **Why is handwashing advised over hand sanitiser?**

Hand hygiene is an essential part of protecting yourself against coronavirus.

Soap and water, and regular handwashing for at least 20 seconds, is the best way of

staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

### **How often should staff, children and young people be washing their hands during the day?**

Staff, children, young people and families should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after break and lunchtimes, and after sneezing or coughing into tissue or elbow (wash hands).

Staff should supervise young children to ensure they wash their hands for 20 seconds with soap and water (or hand sanitiser if soap is not available or feasible in the particular situation) and catch coughs and sneezes in tissues. Bins for tissues should be emptied throughout the day.

Consider how to encourage young children to learn and practise these habits through games, songs and repetition.

### **Cleaning and Hygiene Routines**

Cleaners have continued to ensure all areas have been thoroughly cleaned throughout the recent period of opening. Each class room has a good supply of hand soap, hand sanitizer, paper towels and tissues. They also have a hygiene pack so staff can clean and wipe down equipment as needed. This consists of antibacterial wipes and gloves.



All areas will be cleaned thoroughly on a daily basis with a particular focus on surfaces that are touched by multiple people, such as door handles, tables, chairs, door handles, light switches and bannisters. Guidance recommends settings should clean and disinfect equipment, toys and surfaces more regularly.

Lidded bins will be located around the site and in each classroom to ensure the disposal

of tissues and potentially infected waste is disposed of according to guidance.

Soft toys and furnishing have been removed from areas except where they are deemed necessary to meet individual needs, these items are able to be cleaned in the laundry room after use daily.

Where laptops/iPads are used by pupils, the same laptop/iPad is to be used by each pupil daily and stored so that this can be arranged.

Pupils are encouraged to minimise what is brought into school. They may need a small bag which contains sun cream, a hat, and a water bottle.

## Visiting the toilet

**Children should not be sent to the toilet in groups, 1 child at a time should be the aim, where necessary supervision should be given.**

Children should be reminded to wash hands for 20 seconds, with soap and about trying to wash the backs of hands, fingertips and gaps between fingers. Show the video clip to your class every morning: [How to wash your hands](#)

Additional signs like the one below will be used all around school



## Personal Protective Equipment

### **Do schools, colleges and childcare settings need personal protective equipment (PPE)?**

The current scientific advice and national guidance indicates that educational staff do not recommend the general use of PPE for protection against coronavirus. However, there are certain situations where it may be appropriate to have PPE:

- In the event that a person becomes symptomatic of coronavirus on the premises and staff require direct contact or proximity within 2 metres to that person
- To protect staff carrying out cleaning of areas used by a person who became symptomatic on the premises

Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.

All current guidance is in place, we recognise that in our setting, pupils are unlikely to be able to social distance, PPE is provided where it is deemed necessary. Wearing face masks is not recommended unless a pupil or staff member displays symptoms. Staff facial expressions are an important part of helping pupils understand others. We will work with staff who feel this poses a higher risk for them.

The school has 2 emergency kits available should a member of staff or pupil display symptoms of the virus. If this is the case staff should call for the nominated

All toilet areas have PPE available, our intimate care policy requires staff to wear aprons and gloves as standard practice, this will continue where pupils need support with intimate care.

We do not propose to do temperature checks routinely, the school has access to a school nurse and purchased a number of digital thermometers should concerns about a member of staff or pupil be raised.

## **Pupils**

Social stories and visual resources should be used to help support pupils' understanding of the need to sneeze and cough into a tissue, hand washing, good hygiene and social distancing.

Pupils should be reminded to wash their hands for 20 seconds, with soap and shown to wash the backs of hands, fingertips and gaps between fingers.

## Movement around the school

The use of 4 protective zones will limit movement around the school, areas have been identified that do not have narrow corridors, where this is the case, staff will be asked to use radios to identify when they are moving from one area to another, it is likely that this will be limited to the start and end of the day and when outside areas are accessed. We have taken the decision to use the ground floor only to limit movement around the building.

All areas are well ventilated.

All corridors and classrooms have been marked with tape to help pupils identify social distancing. Visual support will be provided.



Each zone has its own large outside space so pupils can be encouraged to play separately.

All but 2 toilets are individual cubicles so pupils will only access these 1 at a time, staff will support pupils with this routine and no more than 1 pupil can access toilets at anyone time.

Each zone will have a separate entrance/pick up point.

Lunches will be taken to classrooms, pupils will be provided with a packed lunch.

The hall and gym will be out of use for pupils and limited numbers for staff, there is no intention of bringing large groups together for assemblies or other activities.

Physical activity will be done in individual class groups outside if weather permits.

All class sizes are set according to the limits of room sizes.

### Reviewing staff availability

Staffing levels will be monitored on a daily basis and consideration will be given to the needs of the school and requirements to have particular skills in place, ie Pediatric First aiders, fire marshalls etc.

We will not be using supply staff for the foreseeable future and visitors will be asked not to come on site unless there is no other way that pupils' needs can be met.

### Timings and structure of the school day

School will open from 9.30am - 2.30pm.

For Key worker and those deemed the most vulnerable\* see definition used by school  
Pupils will access provision every day from June 1st.

From June 8th we will start operating a 2 week rota to accommodate pupils in key transition groups and whose parents want their child to return to school where it is deemed safe. These pupils will attend Monday, Tuesday, Thursday and Friday.

They day will be structured in the following way:

**Lesson 1** 9.30 - 10.00am Physical Development/Emotional Health and wellbeing.

**Lesson 2** 10.00 - 11.00am Communication/Functional English

**Lesson 3** 11.00 - 12.00pm Functional Maths

**12.00 - 1pm** Lunch/Physical Development

**Lesson 4** 1- 2pm Creativity/Art/Music/DT

**Lesson 5** 2-2.30pm Emotional Health and Wellbeing

### Pupils accessing provision on site

Each group of pupils will be contained in their own zone and will only be in contact with an identified group of staff. Staff will work on a Week A and Week B rota. This will ensure we are able to sustain the level of home learning and ensure there is a degree of continuity for pupils and staff.



## Managing visitors to the school site

Any member of our community, staff, visitor, pupil or parent must **not enter the education or childcare setting if they are displaying any symptoms** of coronavirus (COVID-19).

- Parents will be encouraged to email or Class Dojo rather than engage in face to face conversations
- Visits to the school site for meetings etc. will be strongly discouraged and reduced as far as possible. Video conferencing will be used instead
- Social distancing must be considered and this guidance applied, when planning any meeting
- We will not be using supply staff for the foreseeable future and visitors will be asked not to come on site unless there is no other way that pupils' needs can be met.

There will be a school nurse on site.

## Social Distancing

We will try to get the whole community to understand the social distancing guidance where applicable, visual structure around the school will be in place and staff will model it, remind everyone and try to be consistent.

We will discourage parents from gathering at the entrances.

Signs on the gates and letters are clear in sharing this message. Senior members of staff on duty will reinforce this message.

## What does effective social distancing and safety measures involve in practice in our setting?

As much as possible, children, young people and staff should be spaced apart at all times. Additional signs, like the one below, will be used all around the school site.



### This means:

Sitting children at areas that are far apart, visual structure is in place in all classrooms and corridors

- Avoid lining up, but where this is not possible ensuring everyone lines up or queues further apart than normal (2 large steps in child-speak)
- Keeping apart when in the playground or doing any physical exercise
- Eat lunch in classrooms
- Visiting the toilet one after the other
- Staggering break times and lunch times
- Putting guidelines on the floor in corridors
- Avoiding unnecessary staff gatherings
- Monitor breaktime to ask children to minimise touching and being too close together where at all possible
- No assemblies
- No trips, visits or visitors to school for now
- No non-essential visitors in school
- Increased use of outdoor learning
- Children put coats and bags on an allocated storage device outside the classroom.

Children do not change for physical activity

- Model social distancing at all times in school – make sure you are 2m apart.
- Do not hold doors open for others.
- Remember social distancing in the staffroom too.

## Safeguarding

Ensuring pupils are safe from harm remains a priority. For pupils attending school all policies and procedures related to safeguarding will be maintained. For pupils not attending school but continuing their education virtually, we would expect teachers to make regular contact with parents/carers through the week via Class Dojo.

## Behaviour

It is important to remember that pupils have been away from school for 9 weeks, it has been very unusual and not like a normal break from school. As the school population begins to return to normal, it is important that children settle back into familiar routines. We know that lots of activities will have to change to account for new guidelines, so finding elements of consistency will support pupils and help them to adjust.



We know that pupils of all ages will have questions about the changes to schools and the global situation. Not all children and young people will have felt confident to ask these questions at home or through virtual learning. Setting aside some specific allocated time to discuss their questions is important and can prevent pupils becoming overwhelmed with information throughout the day.

## What will the curriculum look like?

We should be mindful that many pupils will not have accessed school for a number of weeks and the focus of our curriculum initially will be to reestablish routines and rituals and re-engage pupils in learning. Pupils' interests and motivators should be considered as a way to remind them of how fun and exciting learning is and that school is an enjoyable place to be. The term 'Recovery Curriculum' has been adopted by Education Scholars to define the content of learning that should be in place when pupils return. However, this is a complex and multi-faceted concept that needs lots of planning and consideration. We will of course begin to plot what our Recovery Curriculum will consist of and roll this out over time. Essentially the world has changed significantly for all our children and young people and for many this will result in lasting trauma and the beginnings of a grief process. Not forgetting those pupils who may have experienced a bereavement related to the global pandemic. Reminding ourselves and our pupils of our school values including kindness, will be the first step towards helping them to readjust to their environment. Being mindful of a compassionate and caring response which allows pupils to process their situation will also be paramount in supporting them.

Our school curriculum will continue to be implemented and planning will reflect this. Pupils are grouped in pathways and phases and according to the correct curriculum so they can access the level that is appropriate for them.

We are committed to providing a relevant and rich curriculum at the core of which are opportunities for pupils to develop communication, cognition, emotional health and wellbeing and personal development. Our curriculum is pupil-centred, creative, flexible and designed to be relevant and meaningful. It will provide opportunities for active engagement, curiosity and enjoyment.

There is an expectation that lessons will be structured and organised, have clear intentions and implementation will reflect the needs of pupils.

## Home learning

We have delivered teaching and learning via virtual platforms including the use of Google Classroom and Class Dojo.

Google Classroom enables teachers to create an online classroom area in which they can set and share work for pupils. It facilitates learning and engagement and also provides pupils with a wider range of facilities. For some pupils daily challenges have been set via Class Dojo.

Pupils not attending school will continue to access learning via Google Classroom. Class Dojo will be used for communicating with parents/carers and sharing photos.

## School Transport

In the interest of Health and Safety the Local Authority School Transport team have requested that parents/carers transport pupils to and from school. However, where this is not possible a transport service remains in place. Pupils may not be on the bus or taxi they usually travel in and may not be with a familiar driver or PA. The transport service endeavour to maintain a maximum number of pupils on larger vehicles to facilitate social distancing and minimise contact.

Parents will be informed which entrance point to take their child to, where they will be met by a member of staff. Pupils will then be taken to their learning zone. For pupils arriving on school transport, staff will take them from the vehicle and escort them to the relevant entrance point. Again they will be led to their learning zone.

## Communication with parents

Teachers will continue to communicate with parents using Class Dojo.

## Community

We are a strong school community that is committed to providing the safest environment for pupils to learn and thrive in. Our school values are truly embedded in our lived experiences and at the forefront of everything we do.



We will all continue to stand together, with humour and kindness.

