



# **MAYFLOWER PRIMARY SCHOOL**

**Autumn term  
School Guidance  
September  
2020-2021**

## **Arriving and Departing**

### **Early Years:**

- School will start at the normal time- 08:45-9:00 and children will enter through the early years gates.
- Part time Nursery children will enter and exit at the early years gate
- Late children will need to enter through the school office.
- Parents will form a line in the EY playground at the end of the day
- School will finish at 3:30
- Siblings to be collected from the appropriate gates

### **Key stage 1:**

- School will start at the normal time- 08:45-9:00 and children will enter through the small playground gate.
- Children will line up in the small playground and the class teacher will collect them at 08:45. The class TA will wait for late children.
- School will finish at 3:15 and the children will line up in the small playground
- Parents will come to the gate in the small playground
- Siblings to be collected from the appropriate gates

### **Key Stage 2:**

- School will start at the normal time- 08:45-9:00 and children will enter through the big playground gate.
- Children will come in and enter the school. Staff do not need to collect them. No parents allowed in the building
- School will finish at 3:20 and the children will line up in the big playground
- Parents will come to the gate in the big playground
- Siblings to be collected from the appropriate gates

## **Playtimes and Lunchtimes**

- Early Years will devise their own rota and will be shared with staff

### **Playtime:**

KS1- 10:10-10:30

LKS2: 10:35-10:55

UKS2- 11:00-11:20

### **Lunchtime:**

All children will have a hot lunch. Early Years will eat their lunch in the classroom and the rest of the school will eat in the lunch hall. Times have been reduced to 45 minutes.

KS1: 11:30-12:15

LKS2: 12:15- 1:00

UKS2: 1:00-1:45

Each key stage will go straight to the lunch hall and sit down. Family dining system will be in place.

### **School Bubbles:**

Bubbles will be kept as small as possible, ie the size of a class. **However, where this restricts a school's ability to deliver a full curriculum, schools have the flexibility to implement year group bubbles.**

The DfE has recognised that strict social distancing will not always be possible, especially with primary-aged pupils. The guidance specifically states "we recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group."

- The size of the bubbles will be a full class- no more than 34 in one class.
- Class teachers and TAs will remain separate from other class bubbles. PPA time will go ahead as normal. We will try to restrict the number of adults entering one classroom. Where possible we will have one teacher covering a year group or a phase for PPA
- If the class teacher is poorly (not covid related) then where possible the PPA teacher will cover
- The bubbles will remain small within the classroom setting but will be slightly different for playtime and lunchtime. This will work as a phase. Playtime and lunchtime rotas will continue as normal

### **The Classroom**

- The classroom will need to be set up to ensure social distancing where possible
- Classroom design will be determined by space. Carpets can be used by the class bubble
- If space permits- forward facing tables and children sitting side by side
- If the horse-shoe is the only possibility then the tables should be kept as far apart as possible
- Children should have their own set of resources (Learning Packs)
- Shared Resources i.e. class books can be shared within the bubble but must be cleaned regularly
- Water bottles should be cleaned at the end of each day
- Contact should be avoided between staff and pupils (where possible)
- PE bags should only come in on the day of PE. Book bags and coats can be placed on pegs outside of the class. As this is a class bubble they don't need to be separated.
- Children can play with sand and water and share toys in the EY and KS1 bubbles. Resources must be cleaned regularly.
- Regular hand washing in place- to become routine within the class
- Classroom to be cleaned at the start, end of the day. During Playtimes/Lunchtimes, the cleaner will be in classes

## The Wider School

- No gatherings of whole school will be happening. No assemblies.
- Staff meetings will be in the hall and phase meetings will be in the classroom (socially distancing)
- We may hold whole school assemblies virtually (Friday Morning)
- Shared spaces i.e. the Library, PE Hall will need to be timetabled to avoid bubbles crossing over. The space will need to be left for 10 minutes after use. (Cleaning)
- Any shared resources i.e. PE equipment will need to be steam cleaned or left out for 72 hours before the next group can access them
- We will not be working on a one-way system along the corridors
- Up and down staircase will continue. At 3:15, to avoid congestion both sets can be used to go down.
- Floor markings for social distancing will be visible.
- One class bubble walking along the corridor to avoid contamination
- No parents will be allowed in the building. Welcome meetings at the start of the year will go out as a letter
- Staggered playtimes and lunchtimes
- A staffroom on each floor to avoid over-crowding. A place for staff to go but must adhere to social distancing
- Breakfast club will start in September. The hall will be divided into four sections and children will sit in phase bubbles. No parents will be allowed
- After school clubs **will not take** place in the autumn term
- Full school uniform will be expected from September (Individual circumstances to be assessed by SLT)
- Toilets- to avoid congestion each phase will have a timetable for toilet breaks. Toilets will be assigned to each phase
- Staff continue to use their own cutlery, plates and cups

### Ground Floor Toilets

Reception/KS1

### Middle Floor Toilets

KS2

### Cleaning Hands

- New wash basins placed in the playgrounds
- 20 seconds
- Children to wash hands at the start of the day
- Hands to be washed after each playtime and before eating
- Posters to be displayed in classes for hand washing
- Soap and warm water available in each class
- Staff to monitor use of hand sanitiser and children with SEND to be assisted.

### **Respiratory Hygiene**

- Catch it....Kill it....Bin it, to be displayed around the school
- Tissues/toilet roll to available in each class -staff to be responsible for replacing these (please take with you when using the hall etc.)
- Windows be kept open at all possible times to aid ventilation
- Doors be kept open where possible to aid ventilation
- Lidded bins with double bagging available in every classroom and work are
- Arrangements be made for emptying and sanitising bins regularly and for keeping bin contents in a secure area prior to collection
- Paper towels and bins be provided in every toilet/washroom area, hot air hand dryers are disconnected

### **School Premises:**

- Posters/Signs on display around the school reminding staff and children of the importance of social distancing and hand washing
- Catch it – Kill It- Bin It, to be visible within the school
- Perspex screen in main school office protecting staff from the public and one inside to separate staff workstations
- Hand washing stations (new hand washing troths) in the playground. Two stations in the main playground and one for the Early Years playground.
- Arrows/signs on display to show how to move around the school. One set of stairs will be used for going up and one set for coming down
- PPE equipment available (gloves) accessible around the school

### **Cleaning:**

- An enhanced cleaning schedule will be implemented at Mayflower and we will ensure sufficiency of supplies. Premises manager to liaise with the cleaning company. Classes must inform Carl if they are running low on supplies.
- One full time cleaner on-site cleaning surfaces, door handles, toilets, and the school in general. To be logged
- 5 cleaners on site every morning and after school
- Additional Hand sanitizers placed along every corridor and additional hand sanitizers provided for each class. It is staff responsibility to ensure they have the PPE equipment needed -see office staff to replenish.

### **Educational Visits:**

- Visits will commence from September but focusing on local visits- walking to and from.
- Not using public transport
- A coach can be booked for class or phase bubbles
- Swimming will start in Autumn 2 (To be monitored)
- All visits will need a detailed risk assessment shared with SLT well in advance

### Wearing personal protective equipment (PPE) where appropriate

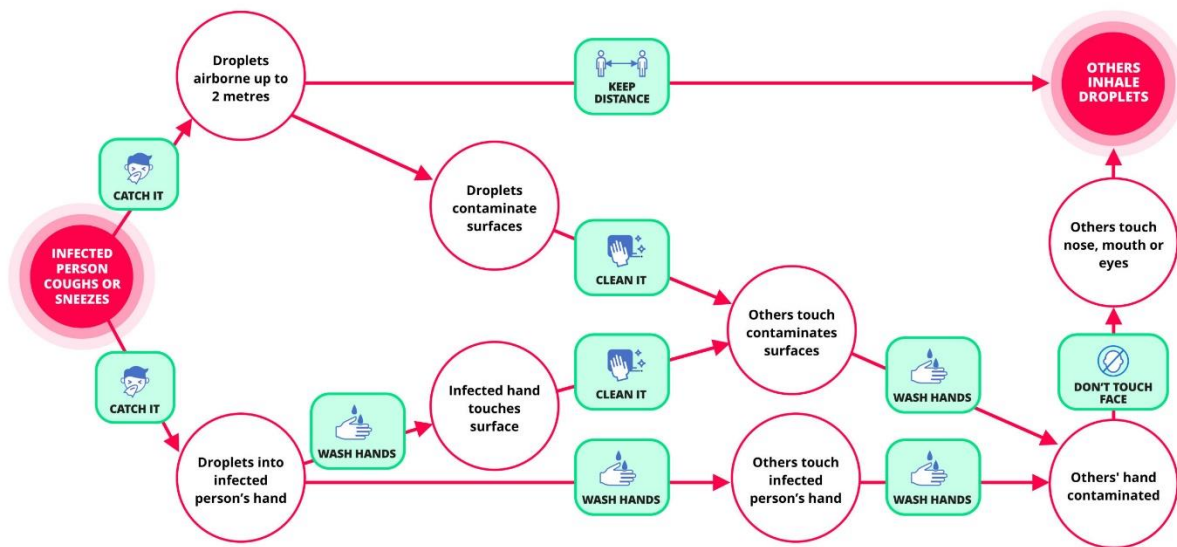
- As part of the risk assessment-appropriate PPE will be provided for staff at significant risk, due to necessary close personal contact with pupils who can't control behaviour such as spitting, coughing or sneezing or whose behaviour or learning needs to be physically managed.
- Appropriate PPE will also be provided for staff previously deemed to be extremely clinically vulnerable, clinically vulnerable (including pregnant women) or otherwise at higher risk, or who have vulnerable family members, who are returning to work in school
- Wearing a face covering is not recommended when in class but can be worn during staff training and large gatherings where social distance can't take place.
- Face coverings may be beneficial for **short** periods indoors where social distancing etc. cannot be maintained e.g. public transport/shops- This does not apply to schools or other educational settings
- We do not require staff, children, and learners to wear face coverings when in class
- Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus
- Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting **and** needs direct personal care until they can return home- then the staff member will be required to wear appropriate PPE  
A face covering should be worn by the supervising adult **if** a distance of 2m cannot be maintained
- If contact is necessary, then gloves, an apron and a face covering should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

### What to do if you hear a child cough:

- Children cough for lots of reasons:
  - Clearing throat
  - Coughs/colds
  - Hayfever (postnasal drip)
  - Asthma etc
- New and continuous coughs may be a symptom of COVID
- If you hear a child coughing:
  - Ask the child if they are OK and can explain the cough

- Observe the child to see if it appears to be persistent
- Ensure that there is stringent adherence to infection protection and control measures
- Take action when the cough appears to be new and persistent
- Exercise sympathetic curiosity and avoid stigmatisation

### Covid 19 Transmission



### Temperature Checking

- Schools are advised **not to** implement routine temperature checking – this is not a reliable means of identifying COVID-19.
- Routine temperature checking may also incentivise children with potential fever to attend school for confirmation when they should self-isolate and so may increase the risk of transmission.
- If there is a suspected case of COVID- 19 then taking their temperature is advised

### What to do if a child becomes unwell with COVID-19 symptoms

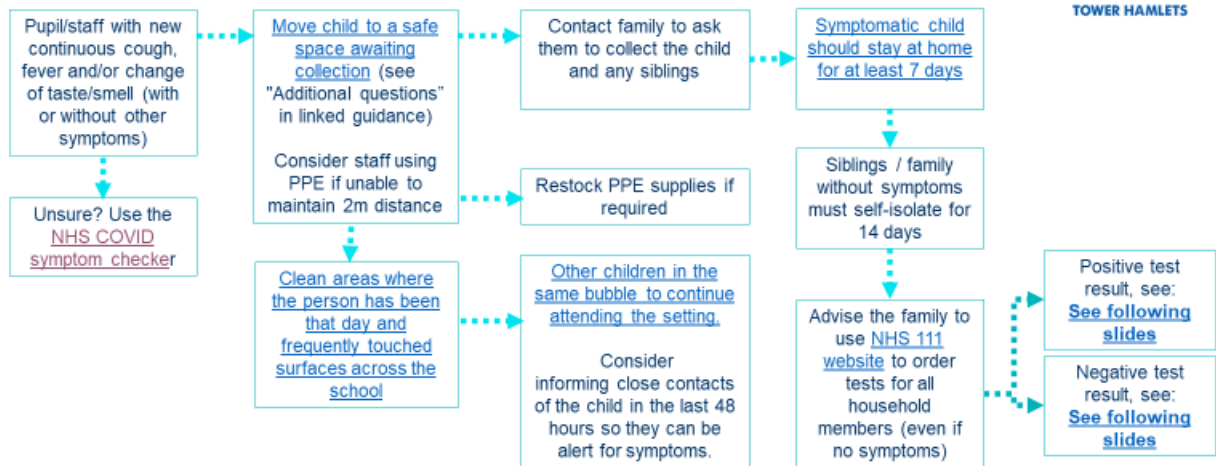
- If anyone develops a new persistent cough or high temperature, they should be sent home and advised to follow the “stay at home” guidance along with their household.
- Children awaiting collection should be moved somewhere they can be isolated behind a closed door with an open window (adult supervision depending on child’s age). Otherwise they should be moved to an area 2 metres from others. They should use a separate bathroom if possible which should be cleaned and disinfected before being re-used by others.
- **What about staff and other pupils?** Other pupils and members of staff do not need to be sent home unless they develop symptoms themselves or the child tests positive for COVID-19.



- If the child does test positive, their immediate class/staff members should be sent home to self-isolate for **14 days** (NB: their households do not need to self-isolate unless their child/staff member also develops symptoms)
- PPE guidance: If direct personal care is needed and 2m distance cannot be maintained then a fluid resistant face mask should be worn by the supervising adult. If contact is necessary then disposable gloves and apron should also be worn.

**Steps to follow:**

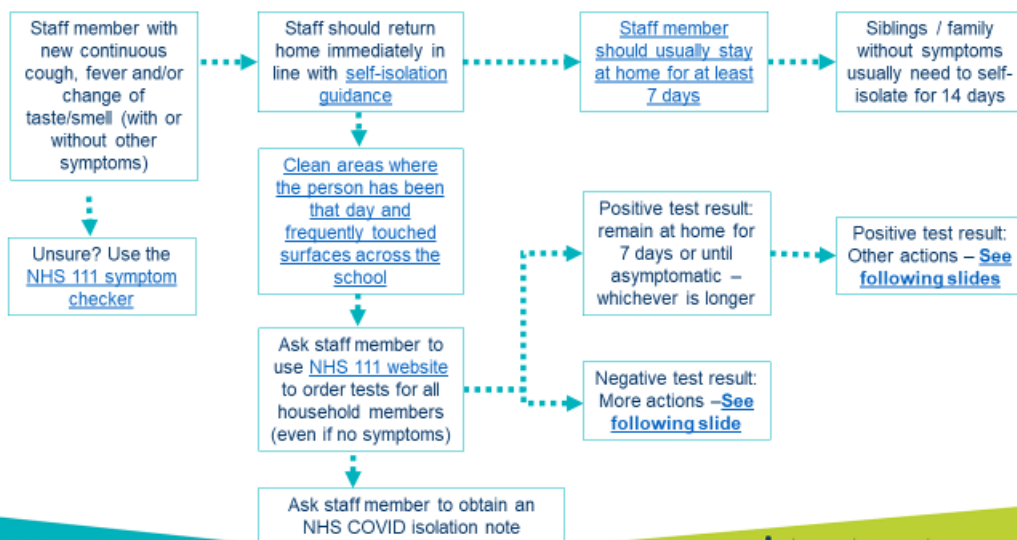
## What to do: Pupil with coronavirus symptoms



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## What to do: Staff with coronavirus symptoms

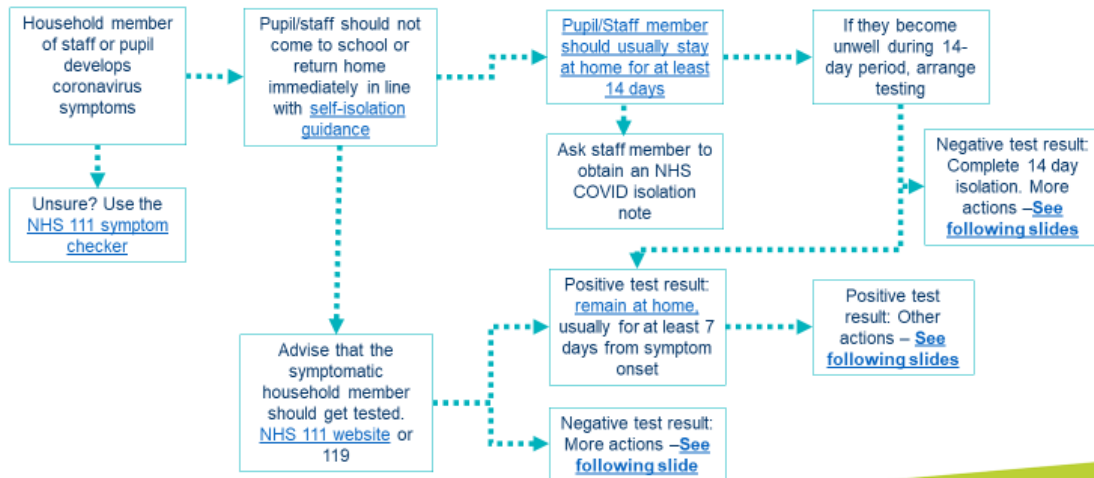


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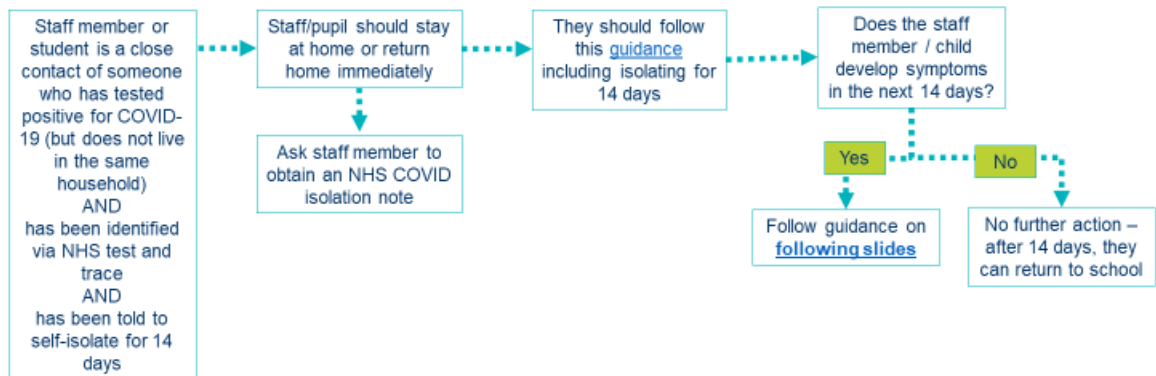
## What to do: Household member of staff/pupil develops coronavirus symptoms



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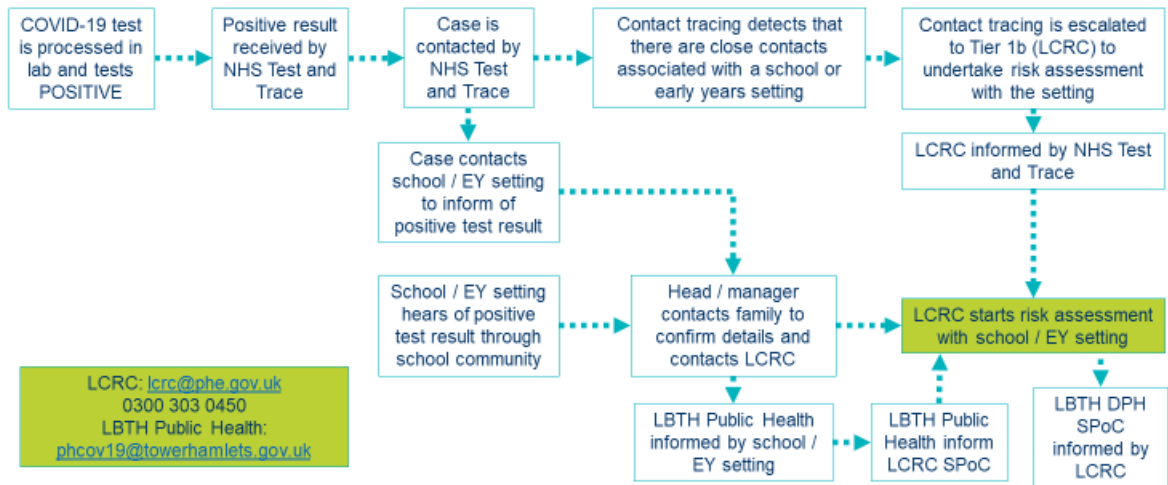
## What to do: Staff/pupil is a close contact of someone who has tested positive with COVID



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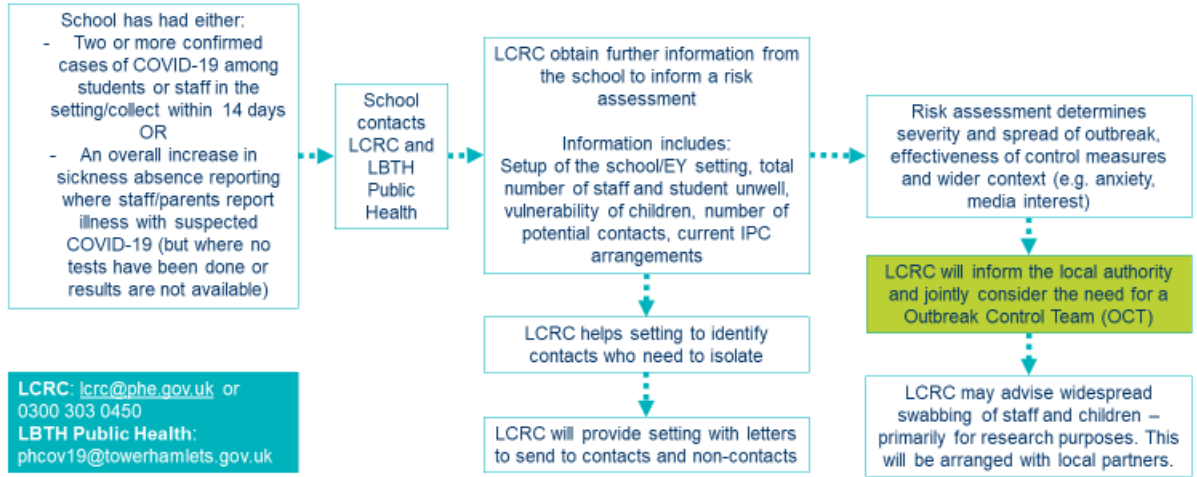
# Notification of positive test result to risk assessment - schools and educational settings



LCRC: [lcrc@phe.gov.uk](mailto:lcrc@phe.gov.uk)  
 0300 303 0450  
 LBTH Public Health:  
[phcov19@towerhamlets.gov.uk](mailto:phcov19@towerhamlets.gov.uk)



# Flowchart for outbreaks in schools and early years settings



LCRC: [lcrc@phe.gov.uk](mailto:lcrc@phe.gov.uk) or 0300 303 0450  
 LBTH Public Health:  
[phcov19@towerhamlets.gov.uk](mailto:phcov19@towerhamlets.gov.uk)



## **Engage with the NHS Test and Trace process**

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- School to track staff/pupils self isolating
- Staff to be informed of any positive tests

### **Local Lockdown /Remote learning:**

- If a class is forced to self-isolate- then the teaching team will be expected to continue delivering the curriculum through Microsoft Teams- Support and training will be given to staff/parents and children in the autumn term for them to access it easier
- Staff will need to have a list of internet/computer availability

### **First Aid**

- Adults in the bubble will administer basic first aid. This can be done outside Dee's (Headteacher) Office if no other safe space can be found.
- For serious accidents- SLT to be called

### **Fire Safety**

- If the fire alarm is triggered, normal procedure will be followed. One-way systems will not be in place