



Preparation and Implementation: Full School Re-opening Plan (March 2021)



Following government guidance released on Monday 22nd February 2021, this document outlines the health and safety measures being implemented at Leonard Stanley C of E Primary School in order to facilitate the full opening of the school site from March 8th 2021. The main protective element of this plan is the limiting of movement for both staff and pupils around the site; as well as the distinct 'learning bubbles' which pupils will remain in throughout the day. Wherever possible, these bubbles will be class-based with social distancing measures implemented between classes.

Site Maintenance / Health and Safety:

- AG will ensure the completion of site maintenance tasks and pre-opening checks e.g. fire alarm and legionella protocols etc
- Staff can return to the school site as normal. Zoe or Chris will do the usual opening up.
- In line with the latest guidance (Feb 2021), adults will be able to move between class bubbles if necessary. This includes, but is not limited to, Teachers / TAs, cleaners, leaders, admin and site maintenance who may move between bubbles throughout the day, following the precautions of social distancing;
- Increased intensity cleaning by Zoe and Nicky will continue. This cleaning will include,
 - Hoovering floors;
 - Wiping down hard surfaces with anti-bacterial sanitizer;
 - Wiping down high-frequency contact-points such as door handles and banisters,
 - Daily intensive cleaning of toilet facilities (both those of pupil and staff).
- Cleaning products (including sanitizer, cloths and paper towels will be available for staff to use throughout the day to maintain standards of hygiene within classrooms. Throughout the day, class teams of Teacher / TA should be responsible for regular disinfecting of hard surfaces and high-frequency contact-points including, but not limited to,
 - Regular emptying of bins;
 - Wiping of surfaces, handles, chairs, taps;
 - Toys / equipment
- In line with government guidance, PPE will be provided for staff when they are working with children who may be displaying symptoms, administering first aid or administering intimate care. Each classroom has their own supply and there is a separate supply within the Isolation / Quarantine Room in KS1 (Rainbow Room).
- Staff are expected to wear face-coverings when moving around school, in communal areas and in high volume areas e.g. corridors.
- Staff are expected to continue with twice weekly LFD tests even if they have had the Covid19 vaccination.
- All parents on site are expected to wear face-coverings unless exempt as are visitors unless they can safely socially distance outdoors.
- Although not expected to wear face-coverings in class, children are permitted to wear them in higher usage areas such as corridors or toilets if they wish.
- Anti-bac gel and hand sanitiser will be available in all classrooms and around school. Children will again be encouraged to clean their hands regularly throughout the day, (singing "Happy Birthday" twice) as well as when entering / exiting the classrooms, using the toilets and before/after eating;
- Staff should continue to promote the "Catch it, Bin it, Kill it" approach to respiratory hygiene;
- Social distancing markers will be refreshed around the school site, including at the entrance gates; outside classroom back doors; and within classrooms as appropriate. These are to ensure the social distancing of adults on site and to remind children of the importance of maintaining distance whenever possible: these will be set at 2m but we appreciate that 1m+ is the latest guidance.

- Staff are to avoid close face to face contact and minimise time spent within 1 metre of anyone and supply teachers, peripatetic teachers and/or other temporary staff are to minimise contact and maintain as much distance as possible from other staff as per DfE advice.
- Key documents such as behaviour and child protection policies and the home-school agreement have been amended in-line with covid-secure best practice.

School Office and Admin:

- The main reception door and foyer will remain closed to parents: AG and / or members of the SLT will be available on the gate each morning for urgent conversations;
- Where possible, parents are encouraged to use phone / email to communicate with the school as we want to continue with reduced numbers on site wherever possible
- As necessary, meetings should be arranged to be held over the phone / via MS Teams – not in person. This protocol should be adopted in as many scenarios as possible. Where a face to face meeting is unavoidable, this should be done under socially distanced guide-lines and after school if at all possible.
- Communication with parents from the school will be via text / email / website rather than letter-based wherever possible (to reduce transmission risks).

Hours of the School Day:

- **Staggered starts and ends of the day, and staggered break times will minimise mixing.**

Start / Finish

KS2 “soft-start” entry between:	8.45 and 8-55 / 3.00 Finish
Y1:	8.45 / 3.00 Finish
Y2:	8.50 / 3.05 Finish
YR:	8.55 / 3.10 Finish

- Staggered entrance and exit to the school to take place at specified times (detailed above). Parents cannot pick up / drop off outside of these times unless for a pre-agreed medical/dental appointment;
- Due to staggered timings, children will be on site between 08:45 and 15:15. As usual, staff should be in classrooms ready to receive pupils and cars should not be mobile in the car park during arrival and departure times.
- Registers for attendance and lunches should again be completed as normal. As before, they will be dropped off / picked up by AG or Chris Evans to reduce movement around the school and possible cross-mixing of bubbles. **REMINDER: Attendance for all pupils is again mandatory**

Drop off & Pick up:

- AG (and SH when available) should be outside and visible throughout drop off and pick up times to reassure parents and maintain social distancing between those on site.
- There will be an expectation that **all children are dropped off by an adult on their first day returning to school**: if children are to walk to/from school beyond this, written permission / email will be required;
- **One parent only should be dropping children off / collecting them and families should walk / cycle wherever possible** to avoid traffic congestion near the school. This will also support socially distanced queueing.
- **Anyone including visitors, wearing face-coverings that is unknown to the staff will be asked to remove them prior to entering school for identification purposes and everyone is expected to wash / sanitize their hands on entry to the building. Once in school and security checked, visitors should wear their masks. Visitors who can safely socially distance outside school may remove their mask if the staff member agrees.**

- KS1 children will arrive at 5 minute, pre-agreed intervals (detailed above) to maintain social distancing. KS2 children may enter the grounds as a “soft-start” from 8-45 and walk (one-way) to their external classroom door. As with the September re-opening, parents should be encouraged to leave children at the main gate rather than entering the school site. Parents should queue using the footpath outside the main-gate (KS1 + older siblings on the bus-stop side). Parents dropping at the main gate should then leave immediately to support social distancing;
- Parents will not be able to enter the school building and should be encouraged not to gather after drop off / pick up;
- One-way systems and social distancing markers will remain in place inside the school building.
- At pick-up, KS1 parents should wait socially distanced on the KS1 playground (at their allotted time) and their child will be delivered to them by their teacher / TA. KS2 parents can enter the grounds at 3-00 and wait in their socially distanced demarcated zones on the KS2 playground (as was the system before Christmas). These are shown with numbered flags. Their children will be sent out to them at the designated time by the teacher / TA. Parents and children should then leave the premises ASAP.
- **Parents will not be able to enter the school building and should maintain social distancing should they need to drop off at the school office (e.g. following a medical appointment). In the first instant, they should use the pedestrian gate buzzer so that the office manager or another available member of staff e.g. the HT can bring the child in;**
- As with September, children will enter and exit classrooms using the external doors to minimise interaction between groups of pupils.
- Under normal circumstances, no pupils will be allowed to enter/exit via the main reception entrance;
- Bikes and scooters should be left at the bike-shed as usual and collected at the end of the day. **PLEASE NOTE THAT IT IS THE RESPONSIBILITY OF PUPILS / PARENTS TO SANITIZE THEM AT HOME**
- If a Year 6 pupil requires a mobile phone in school, these should be in a labelled freezer bag and given to their teacher for storage during the day. **PLEASE NOTE THAT THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY LOSS / BREAKAGES OF THESE ITEMS.**
- **OOSC and Breakfast Club will operate from the Hall.** Children will be in demarcated zones according to their class so that the likelihood of mixing between class bubbles is minimized. A carousel system of activities will again reduce the likelihood of bubble-mixing and a one-way system is in operation. **See Appendix 3 for details.**

Classroom Layout Guidance:

- As before Christmas, where possible, all desks should be set out in classrooms to ensure all children face the front of the room and are ideally side by side to support respiratory hygiene. It is not necessary for children to social distance within their class bubble; however, they should be spaced as much as is possible such as is seen in the example below (picture 1). A socially distanced exclusion area for teachers at the front of the class (see picture 2) is still advisable and staff should minimise time spent within 1m of their pupils. When working in closer proximity to a child, Teachers / TAs should ideally be slightly to the rear of the pupil and facing in the same general direction e.g. looking over their shoulder.

Picture 1



Picture 2



- Hazard tape does not need to be used on floorings to mark out individual areas;
- All necessary resources and furniture may be located in the classrooms. Items should only be removed if they are a barrier to maintaining good standards of hygiene; or if they limit the space within the room; **Please note that soft-furnishings such as bug-rugs or sofas are still a risk so are not to be used**
- Hanging resources should be removed from classrooms where possible if they hang over children's heads and are below adult head-height; however, all working walls and displays should continue to be visible within the class. As mentioned above, displays should still not be pupil-interactive as we must avoid creating multiple contact points that are harder to clean
- Each child should again have their own pack of personal, basic stationary resources which are not shared amongst the class. This has been detailed in the letter to parents (Mar 2021 detailed below). Any necessary books / activity resources should be prepared for children in their own tray, to be stored under their desk.
- Teachers and pupils to share responsibility for ensuring any equipment used is cleaned thoroughly after use and not shared among children or across classes until this is complete (this includes use of laptops and ICT equipment: trolleys should not be shared between classrooms during the day and should only be relocated if thoroughly cleaned after use);
- Desks and surface areas (including the teacher's desk) should be clear throughout and at the end of each day to allow for disinfecting of all surfaces;
- No equipment/toys should be brought in from home;
- Cloakrooms will be open to be utilised by pupils. Teachers should be aware of staggering children where rooms are small.
- Doors and windows should be propped open to support ventilation and respiratory hygiene. This will also reduce contact with door handles and will aid hand-hygiene. In periods of very cold weather, windows / doors may be closed but must be opened at the end of lessons to blast fresh air through (as per Covid-compliance Inspection Guidance – Anthony Woodward HMI – Nov 2020)
- Hazard tape is available if there are any areas in classrooms which teachers would like to ensure children do not enter. Hazard tape is in the HT's office.
- Uniform will be worn as usual as this plays a valuable role in contributing to the ethos of the school and setting an appropriate tone.
Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. This should ease any burdens on parents.

Toilets:

- As it was prior to Christmas, where possible, there will be a specified cubicle for each class to use so as not to cross between groups. Older children will need to share as they should have more experience of the social distancing / heightened hygiene protocols
- All children will be reminded of extra, thorough hand-washing (and to sing "Happy Birthday" twice, as recommended).
- Children should still be encouraged, where possible, to wipe down handles and high-frequency touch points (taps, flush, doors etc...) as they use the area;
- Two boys per class bubble can be allowed to go into the toilets at any time (one using their cubicle and one using the urinal) and socially distanced queuing at 1m+ will be in use with accompanying floor markings. Girls will obviously use the separate cubicles which have physical barriers which make them more Covid-secure.

Break Times:

- As September, zones will be marked using hazard tape on the playground with walk-ways between set zones;
- Within class bubbles, staff will maintain responsibility for break times and first aid through the week. All adults should be given the time for a comfort break during the morning. The HT will have his mobile phone on his person at all times should he be needed and as with the September opening, staff can have their mobiles with them should emergency contact with the HT be needed.
- Children should remain in their 'class zone' throughout outdoor break times;
- Playground equipment should be restricted to individual class use and that which can be easily cleaned after use;
- Classes should ensure previous groups and equipment are all back indoors prior to going outside or are securely within their zoned areas;
- Snacks can be taken outside;
- Water bottles (as detailed below) can be brought into school. These should be sanitized on returning home and prior to coming into school the following day.
- Fruit and milk will be delivered by kitchen staff to the classroom entrance

Lunch Times:

- FSM and UiFSM will be provided as usual, with all lunches being served in classrooms to minimise mixing. The kitchen will offer hot / cold dinners via our new caterer (Cater-Cater).
- Packed lunches should be brought to school in easily cleanable lunch-boxes. They should be sanitized when pupils return home and prior to coming into school to reduce the risk of contamination between home and school
- Each class will eat their lunches in their own classroom at their desks.
- Teaching teams will oversee children whilst they eat their lunch, with MDS staff taking over when children go out to play. The lunchtime has been organised so that some classes will be outside whilst others are eating, to support social distancing outside (see rota below)
- As mentioned in the September letter, we intend to maximise use of the field to support social distancing so children will be expected to have spare footwear or wellies in school to support this.
- Playground equipment should be restricted to individual class use and that which can be easily cleaned after use;
- Classes should ensure previous groups and equipment are all back indoor prior to going outside.

Learning Provision:

- PE sessions should be carried out using individual equipment which can be easily sterilized after use (e.g., individual tennis skills, athletics, plastic skipping ropes etc...). Mr B is happy to give further advice on this. On days when they have PE, children can wear their kit into school and wear it home again to reduce pressure on the cloakroom areas.
- Music lessons: no use of instruments unless individual and easily sterilised after use – no use of woodwind (recorders etc...);
- Singing in class is not permissible due to the large volume of aerosolised material released into a confined area. A class may sing outdoors or in the hall provided that there is effective ventilation and social distancing.
- All staff with curricular responsibilities should remind their colleagues of the need for enhanced hygiene with any relevant resources e.g. science equipment, historical artefacts etc.
- Outdoor learning remains a focus, tied to our SDP and its advantageous role in supporting social distancing and Covid19 risk reduction
- School clubs will resume. Clubs should be limited to year group cohorts rather than phases or key stages; with appropriate provision in place to clean equipment between uses.
- As per government advice, volunteer helpers (with DBS clearance) are again welcome. Mixing of volunteers across groups should be kept to a minimum so we will attach volunteers to one class bubble only, and they should remain 2 metres from pupils and staff where possible.

First Aid / Intimate Care:

We won't inform everyone using the provision in school when we have advised individual parents or carers that we believe their child is symptomatic, or when a staff member is symptomatic. We will only make an announcement of a positive test result within the immediate school community. This is because some of the symptoms of coronavirus can still be confused with other seasonal illnesses such as common cold or hay-fever. We have to establish a balance between suspicion and fact.

- **If anyone has a cough/temperature/change in taste or smell or simply presents as unwell at school, they must be sent home. Should they present Covid19 symptoms, they will need to self-isolate for 10 days, or until tested negative. The school expects full compliance with the NHS Test and Trace Process.**
- If a child is unwell and waiting to be collected, they should be kept in the Rainbow Room in KS1 (supervised by a non-teaching adult if possible) with the door to the corridor closed and windows / external door open. If this child needs to go to the toilet before being collected, they should use the “spare” unassigned cubicle in the KS1 Girls’ Toilet and it must be thoroughly cleaned / disinfected afterwards before anyone else can use it;
- PPE should be worn by staff working with children displaying symptoms: this includes gloves, face-covering to medical spec, face visor and apron. There is no need for the supervising adult to go home once the child has been collected but they should be diligent in ensuring that they socially distance from the ill child whilst in loco parentis;
- If a child or adult shows symptoms and tests positive for Covid19, then the whole bubble that the infected person was in must be sent home and they must self-isolate for 10 days – this includes any other adults the child has been in contact with (for example during first aid);
- If other cases are then also confirmed at the school, then PHE will advise the HT/school on next steps/possible closure;
- Normal first aid should be carried out as usual: staff should have access to PPE if dealing physically with a child to administer first aid.
- NB: Ice packs should be wrapped in a paper towel (which can be disposed of) and then returned to the freezer. If a first-aider is required, please directly contact the school office and a member of the team will come to your bubble. Please do not take the child to the office;
- Bumped head stickers, first aid stickers and recording forms will be available in each class and for the MDS teams. In addition, teachers will be provided with any relevant medical details on the pupil’s return;
- For any pupil requiring intimate care, a risk assessment will need to be put in place for these pupils to include staff use of PPE when supporting them.
- AG will have his mobile at all times during the day to respond to behaviour issues around the site. This will avoid children being brought through school to the office by members of teaching teams.

Staff Areas:

- Staff should minimise their movement throughout the school building and should remain alert at all times when in the building in order to limit contact outside class bubbles;
- Staff should adhere to the maximum occupancy notices in rooms e.g. staff room and wear masks in communal areas or when moving around school.
- Staff should not use seats that have been taped off for social distancing.
- Staff should ensure that there is effective ventilation in communal areas.
- Staff toilets should be wiped down: handles, flushes, taps etc... after each use.
- Staff working in the KS1 provision should utilise the KS1 toilet (in the short corridor) and staff working in the KS2 provision should utilise the KS2 toilet next to Y6. Thorough cleaning will take place by Zoe and Nicky each evening;
- The staffroom and Hall are set up for staff break provision. Staff need to ensure they are taking responsibility for their interactions throughout the school day and should keep these to an absolute minimum with effective social distancing. Adults are able to move between bubbles so long as social distancing is maintained so the dual use of both settings should keep numbers down and support this.
- School mugs and cutlery may be used, but should be cleaned thoroughly after use. No washing up should be left in the staff room or in shared areas;
- Staff are welcome to leave the school site if necessary throughout the school day but should be mindful of their contact with others and continue to keep movement to a minimum for their own, and others’ safety;
- Photocopiers are available to use in the KS2 and KS1 areas. All printing should be collected by the class teacher / TA. The photocopier should be wiped down before / after use.

Curriculum Provision:

- In-line with the latest published advice (DfE Feb 2021) we aim to teach an ambitious and broad curriculum in all subjects but will make use of existing flexibilities to create time to cover the most important missed content. **ie. For pupils in Key Stages 1 and 2, you are expected to prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. You should ensure your curriculum offer remains broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, music and the arts, physical education and sport, religious education and, at Key Stage 2, languages.**
- As part of supporting the children's physical and mental wellbeing and in-line with the above DfE guidance, the Hall will be available for one PE slot in the morning and afternoon each day (should the weather be inclement). Teaching staff will be expected to anti-bac pupils' hands on entry to the hall and when exiting. Teachers / TAs will move the year group bubble tables if required. A member of the OOSC staff will replace them prior to the children arriving at 3pm. No BC or OOSC equipment will be used by any classes entering the Hall for a PE slot to prevent cross-contamination.
- We will aim to return to the school's normal curriculum in all subjects by term 6, 2021.
- Remember that the staff are best positioned to judge when they feel children can step back into more formal teaching. As was the case in September, I expect there to be a lot of talking in the first couple of weeks as well as PSHCE / Circle Time activities particularly for the children who did not come under the critical-worker / vulnerable headings. Children and adults will need time to adjust again and will hopefully find TTT (Time To Talk) cathartic and helpful. As a church school, we can bring our values and Bible stories into this to help the children both mentally and spiritually.
- **NB NO SCHOOL VISITS ARE CURRENTLY ALLOWED**
- **NB Relationships and health education (RHE) for primary aged pupils and relationships, sex and health education (RSHE) for secondary aged pupils became compulsory from September 2020, and schools are expected to start teaching by at least the start of the summer term 2021.**
- Collective Worship will be class-based due to social distancing protocols. Whole-school Collective Worship will continue via MS Teams or Zoom.

Marking:

Expectations for marking will now return to those methods previously agreed in the marking policy e.g. feedback sheets etc. Paper should ideally be kept for 48 hours prior to handling.

Leonard Stanley C. of E. (Aided) Primary School

Bath Road, Leonard Stanley, Stonehouse, Gloucestershire, GL10 3LY



Telephone: 01453 823265

Email: admin@leonardstanley.glos

Website: www.leonardstanley.glos



*Loving and Learning for Life,
as Jesus taught us.*

01/03/21

Re: Arrangements for March return

Dear Parents,

I sincerely hope that this letter finds you well and that you, your families and your children have managed to endure the stresses of the past two months of lockdown. I cannot quite put into words just how much we are looking forward to welcoming our children back in to school from Monday 8th March. Staff have been working hard to prepare for reopening, maintaining a raft of successful measures to ensure the safety of our school community and going above and beyond the latest Govt. recommendations. We are eager to get back to some vestiges of normality with all of our children now returning after the partial closures. I know that you will join with me in wishing Mrs Stenning (Y6) a happy maternity leave and will make Mr Allen most welcome as her replacement for the duration of her time away.

As you are aware, **school attendance is again mandatory** hence we are expecting a full return when school fully re-opens. The re-opening plan will be available on the school website, but the key information for parents / carers is detailed below.

Returning to school information:

- Prior to returning, **continue to emphasise regular and thorough hygiene measures** such as robust handwashing (singing "Happy Birthday" twice), coughing / sneezing into elbows or tissues, not touching faces and sadly for the children and our staff not hugging their teachers / TAs. Try to show the children (especially the younger ones, what a 1+metre gap looks like).
- **Children are expected to wear school uniform but this is not expected to be washed more than normal.**
- **As it was prior to Christmas, children should wear sensible school shoes** and have a spare pair in school (or wellies in YR) as we intend to continue to use the school field as much as we can to support social distancing outside.

- Make sure that children wash their hands thoroughly with soap and warm water before leaving your house. We would also recommend that on returning home, they shower / bath and change out of their uniform.
- Please walk to school if you can but if you need to drive, please “DROP AND GO” to avoid congestion.
- If your child is reluctant to come in after their time away, you may need to take them home and prepare them for another attempt a little later. Separation anxiety is only natural after an extended period at home but in our experience, this distressing period soon passes and the children settle quickly back into school routines.
- If you need to collect your child during the school day, please contact the office so that this can be carefully managed.
- As we get further into Spring, **PLEASE REMEMBER A HAT AND SUN-CREAM.** Younger children will need this applied before school. Staff cannot apply it for them.
- **PLEASE DO NOT SEND YOUR CHILD IN IF THEY ARE EXHIBITING ANY OF THE COVID19 SYMPTOMS. FOLLOW GOVERNMENT GUIDANCE ON THIS.**
- As before, if your child exhibits symptoms in school, they will be taken to an isolated area (KS1 Rainbow Rm) and you will be called to collect them. We respectfully ask that you do this immediately so as to help protect the other members of our school family. Following on from this we will implement the Govt Covid 19 guidance on dealing with a suspected case.
- Please arrive promptly for the staggered drop off / pick up times and try to avoid congestion at the gates.

Start / Finish: Polite reminder that any parents on-site should be wearing a face-covering unless they are exempt.

KS2: Soft start between 8-45 and 8-55 (as before Christmas) with socially distanced pick-up (and face-coverings) at 3pm on the KS2 playground

Y1: drop-off 8.45 / pick-up 3.00 on the KS1 playground (please remember face-coverings and social distancing)

Y2: drop-off 8.50 / pick-up 3.05 on the KS1 playground (please remember face-coverings and social distancing)

YR: drop-off 8.55 / pick-up 3.10 on the KS1 playground (please remember face-coverings and social distancing)

- As before, pupils will remain in class bubbles to minimise mixing. This will include having lunch in the classroom.
- OOSC and Breakfast Club will again be run from the Hall from Monday 15th March.
- Reminder: Children from Y1 to Y6 will still need their own pencil case and equipment. Book-bags and wipeable lunch-boxes can be brought in but please ensure that rucksacks are small as the larger ones do not fit on pegs. Please ensure that your child has their own water bottle.
- On days when they have PE, children can wear their kit into school and wear it home again. Your child’s teacher will let you know the PE days.
- If necessary, please engage fully with the NHS Test and Trace process so that cases can be identified and action taken – this means if your child develops symptoms, you should arrange for a test and you should inform us of the results of that test.
- For the safety of our school family, school staff have fully engaged with LFD asymptomatic testing and are self-testing twice per week.
- Whilst inside, staff are also wearing face-coverings between classes and in communal / high use areas.
- Whole-school Assemblies cannot yet take place as we cannot socially distance in those situations. We will however continue with staff-run collective worship in class as well as whole-school collective worship on MS Teams when the children have settled back in. Weather allowing, PE will be principally based outdoors but we will have a Hall timetable to allow a PE session with sufficient time to either sanitise resources or quarantine equipment for the recommended period (48hrs for most materials or 72hrs for plastic).

After they have re-started, please talk to your child about their day and remind them again that the strangeness (such as the one way systems and class bubbles) is simply a part of trying to keep everyone healthy and safe. Get back into bedtime routines as soon as you can as this usually takes about 8 days and please don’t hesitate to contact school should you have any concerns.

I fully appreciate that some of you will still be unsure about your child(ren) returning to school. I would like to reassure you all that the government advice remains that there is a much lower risk of children becoming severely ill from coronavirus (COVID-19) than adults, and there appears to be no evidence that children transmit the disease any more than adults. Of course, there will still be risks while coronavirus (COVID-19) remains in circulation, and that is why we will continue to put in place a range of measures to protect our school family as much as we can whilst the vaccination programme continues to roll out.

I look forward to seeing you and the children in just a few days' time and on behalf of our staff and governors, I want to thank you all for your incredible efforts during the lockdown whether you were doing your utmost to support remote-learning whilst working from home and / or looking after your families or working to support the efforts of our nation as a critical / key worker.

With kindest regards to you all,

Mr Green



Appendix 2: Visitor Protocols

COVID-19 VISITOR GUIDLINES

Leonard Stanley C of E Primary School and Early Years is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19.

We continue to take guidance from Public Health England, the DfE and GCC LA. Taking this into account, we are now limiting access to the site to essential visitors only. If you are unsure as to whether your proposed visit is considered essential, please email the School Office, admin@leonardstanley.gloucs.sch.uk

If your visit is an essential one, we would nevertheless ask that you refrain from visiting if:

- you have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 10 days.
- you have developed a fever (above 37.8C) or a new, continuous cough or loss / change in sense of smell or taste within the last seven days.
- anyone in your household is required to self-isolate in accordance with Government guidelines.

Visitors **into** the school are expected to wear a face-mask. They must remove it at the gate for ID purposes but should then wear it in school. Visitors **who are not entering** school e.g. grounds inspections, will not require a mask.

Along with all members of our school community, any visitors to the School should wash their hands with soap and water before leaving home and once they arrive. Gel or spray hand sanitiser will also be available on arrival and throughout your visit.

For the avoidance of potential embarrassment, we would also like to advise you that the School is currently operating a 'no handshake' policy for all members of its community.

We apologise for not being able to give you our usual warm welcome, but we must continue to take the pandemic situation very seriously and look after the welfare of our pupils and staff.

If you have any questions, please contact the member of staff you were due to visit or the school office.

Appendix 3: OOSC / Breakfast Club Guidance (see picture below)

- one-way system in place with benches or cones as divider (separate in / out doors)
- year group bubbles in place with physical barriers (table-tennis tables) or clear social distancing boundaries separating bubbles
- separate equipment for each bubble
- staff remain socially distanced with PPE (visors etc) available
- Behaviour Policy amended for covid19 and OOSC / BC included
- Each bubble area is cleaned when it is emptied
- Phone system to allow communication with parents for drop-off / pick-up
- No attendance if place not pre-booked to ensure bubble spaces aren't stressed
- Hard surface equipment such as plastic items sterilised at end of session
- Pupils outside in fresh air as much as possible in bubble groups
- Hands cleaned on entry and exit and after snacks
- 1 child per time to toilets
- Any paper used, kept for 48 hrs prior to going home
- Staff briefed on protocols for dealing with suspected covid symptoms

