



# ***Protocol for COVID-19***

***Primary Parent Guide***

**2021-2022**

**This document is subject to change  
Any updates will be shared with parents**

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# Introduction

There are a number of safety measures in place for the return in September which all have one aim: to try our best to ensure the safety of our staff, our pupils and the wider Caxton Community.

Whilst we appreciate that at the time of updating this guide (August 2021), Valencia is moving in a positive direction in terms of managing cases of COVID-19 and vaccination, it is imperative that we do all we can to continue this trend. As changes are made to government guidance, we will review our procedures too, so it is important to note that there may be regular changes to the guidelines given, and we are going to have to continually adapt.

We are fortunate to have a large building, with ample space, inside and outside and we are also incredibly lucky to have a team of staff who despite their own challenges, continue to do everything they can for our pupils.

Our plan for our return in September will only be successful if we are all able to accept that life will continue to be a little different. We will have to continue to work as a team, to support each other and we have to demonstrate our personal responsibility to the safety of our community. As always the emotional wellbeing of our pupils is a crucial foundation for learning. We are positive that this year will be another success.

**The Primary Leadership Team**

# Personal Responsibility

1. Daily, all pupils from Year 1 and above must bring with them:
  - a. A mask.
  - b. A replacement mask in a named bag / box.
  - c. Bottle of water - we encourage the use of reusable water bottles (labelled with pupil's name and washed daily at home) which can be refilled from the water fountains, however, pupils are NOT permitted to drink directly from fountains.
  - d. Healthy snack (for break time).
  
2. Pupils **must not come to school** if they have any of the following symptoms:
  - a. fever
  - b. a temperature higher than 37<sup>o</sup>
  - c. active vomiting or diarrhea
  - d. sore throat, persistent cough or difficulty breathing
  - e. any other symptoms of severe illness
  - f. if they have been in contact with someone tested positive. Parents must contact the pediatrician and María Benedí (school nurse ) to receive instructions.
  
3. If you are tested positive for COVID-19, you **MUST** inform the school immediately, via email or phone call.
  
4. **IF YOUR CHILD HAS BEEN ABSENT FOR OTHER MEDICAL REASONS,** will be allowed to return when:
  - a. Your child is fever free, without needing medication to manage this.
  - b. At least 48h have passed from when antibiotics were started.
  - c. Your child has no COVID-19 symptoms (e.g. difficulty breathing, coughing).
  - d. In case of exanthematous diseases (a skin eruption or rash occurring as a symptom in a disease such as measles or scarlet fever), this will depend on the period of infection after the medical diagnosis.

## **5. IF YOUR CHILD DEVELOPS COVID-19 SYMPTOMS WHILST AT SCHOOL:**

- a.** S/he must inform their teacher or any other available member of staff immediately, of symptoms.
- b.** Pupils **MUST NOT** go directly to the clinic.
- c.** The staff member will email or call the School Nurse in the clinic.
- d.** Your child will be asked to wait by the office, whilst waiting for further advice from the School Nurse. An adult will be with them.
- e.** If your child has a fever, accompanied by a cough, or difficulty breathing, s/he will be waiting in an isolation room, with adult supervision, wearing a mask at all times, until s/he can be collected.
- f.** One parent will be permitted to collect your child from the isolation room, and this must be done within one hour of being contacted by the school nurse. Parents must wear a mask and sanitise hands on entry to the building.

## **6. OTHER MEDICAL ISSUES**

- a.** If your child needs any medical assistance s/he must first see a teacher or a Secretary.
- b.** They will then contact the School Nurse and give further instructions of what to do next.

## Parent Access and Contact

1. **There will be limited parental access to school** with the aim of minimising contact and movement of additional people around the school.
2. **Parents can contact the Primary Office**, as normal, via phone or email.
4. **Start of Year Welcome Meetings** will be held online using Google Meet.
5. Parents meetings will be held online until further notice.
6. Any parents entering the building must wear a mask and sanitise hands.

## Pupil travel to and from school

To limit the interaction between pupils and adults the entrance and exit to school will be staggered. Parents will not be able to access the school premises and the underground parking will remain closed.

1. **Bus services** The buses will arrive at school between **08:55 - 09:15** and leave at **16.40**.
  - a. Pupils from Nursery and above are required to wear a mask at all times on the bus.
  - b. Pupils must sit in their designated seat.
  - c. Siblings will be seated together.
  - d. On arrival at school, Baby Caxton to Reception pupils will be accompanied to their classroom by the bus supervisors.
  - e. On arrival at school Year 1 to 6 pupils must make their way directly to the Primary school building, using the main gate by the fishpond and should then enter the building via their designated entrance. Pupils are not permitted to take alternative routes or to stop en route. There will be supervision inside and outside to ensure pupils walk in a sensible manner.
  - f. Baby Caxton to Year 6 pupils will be accompanied to their bus.

**2. Pupils arriving by car** must be dropped off at the designated drop off points:

Pupils must enter via the following gates and only one adult is permitted to accompany them to the gate:

- **Baby Caxton** – enter directly to their classrooms using the exterior classroom door
- **Nursery** - Gate 1 into playground
- **Reception and Year 1** - Gate 2 into designated area on their playground
- **Year 2 to 6** - Gate 3 into designated area on their playground
- **Year 4, 5 and 6:** Can also enter via the Secondary gates (one leaving the palm tree exit and the other by the football pitch which is accessed via the service road)

Late arrivals should be avoided but any pupils arriving after 08.55 must wait until all of the bus children have entered the school. Parents should phone the Primary Office to inform them of their child's arrival. A member of staff will collect Baby Caxton to Year 2 pupils from the main gate and Year 3 - 6 pupils will enter the main gate and then enter the building via the Primary Office by themselves.

**3. Pupils leaving by car** should be collected at the designated collection points and times:

**Pupils should be collected by one adult from the following places:**

- Baby Caxton - exterior classroom doors
- A - G surnames: Gate 1
- H - Ñ surnames: Gate 2
- O - Z surnames: Gate 3

We ask parents to be patient and respectful when collecting their child and masks should be worn at all times. Please respect the physical distancing rules when onsite and do not gather or stay on site longer than is strictly necessary to drop off and pick up.

Masks must be worn, by all Nursery to Year 6 pupils, to enter and leave the school building.

**4. Buses** will depart school at 16:40.

Primary pupils cannot change bus routes. The younger pupils require stricter safety procedures and any change could interfere with these procedures. Unless it is a case of illness or an exceptional family situation, we kindly ask that you do not request a change of bus route.

## Within the building

1. Pupils and staff should refrain from greetings that involve physical contact.
2. All adults and pupils in Year 2 and above must wear a mask at all times
3. All school staff will wear the **necessary PPE established by authorities** for the safety of all members of the community. This will be provided by the school. The use of gloves is not required.
4. Pupils should adhere to the **one-way systems** around the school, which will be clearly marked out, to avoid the crossing of community members in corridors and stairways and they should **avoid unnecessary movement around the school.**
5. All classes in Primary will be a 'bubble' which means if there is a positive COVID case in the class, the children will be sent home to self isolate. Parents will be informed of the details immediately.
6. If a class is sent home to isolate, online classes will start as soon as possible. The google meet codes will be available on the timetable which the Primary Office will email you.

# Hygiene Measures

- 1.** All adults and pupils from Year 2 and above are required to wear a mask at all times. (All pupils wear a mask to enter and leave the school).
- 2.** Soap and disposable paper towels will be provided in the classrooms to ensure very frequent handwashing during the day.
- 3.** All members of the community are required to wash/sanitise hands when entering the school, before and after break, before and after lunch and prior to leaving the school.
- 4.** Classrooms will be thoroughly cleaned with sanitising products every day.
- 5.** Windows and doors will remain open to maintain constant air flow and good ventilation of classrooms, even when air conditioning is in use.
- 6.** Dining room tables will be cleaned after each group rotation.
- 7.** The use of the lift is strictly restricted to those who are unable to use the stairs due to restricted mobility. The lift may only be used one person at a time, plus an accompanying helper where this is necessary.
- 8.** Pupils and staff will be reminded to avoid touching their nose, mouth and eyes with their hands.
- 9.** Pupils will be reminded about good hygiene and should cough or sneeze into a tissue or their sleeve.
- 10.** Pupils should tie long hair back and keep nails short. No jewellery, except a small watch, is permitted.
- 11.** Any adults entering Baby Caxton will wear a shoe covering.

# Class Distribution

All primary classes are organised in a 'bubble' and can interact with each other within their classroom.

If children from different bubbles have to mix indoors for specific situations (eg. Ethics, clubs, support) they must maintain a 2 metre distance from each other.

Children within the same year group (Year 3 to Year 6) can play together outside during play and lunch times.

If there is a positive in a bubble, the class will be sent home to self-isolate.

Classes will be taught online until the bubble returns.

## **Staff:**

Nursery to Year 2 classes will continue to have their class teacher and teaching assistant and Year 3 to 6 will have one support assistant in each year group.

Specialists teachers will teach from their own classroom and should wipe down desks in between bubbles.

A 1.5 M distance should be maintained from the children.

# Day-to-day Organisation

The double timetable will help to reduce movement around the school and minimise interaction. We hope this will help us to more easily identify any contacts of a pupil or staff member who may develop COVID-19.

The outdoor areas can be used as much as possible.

## **Timetables:**

Pupils will start to arrive at classrooms from 08:55 and class teachers should be there to welcome them.

Registration takes place from 9:15 - 9:25 and the first class starts at 09:25.

The day ends with storytime / theme days before starting the exit procedure.

## **Clubs:**

Club activities will take place during the following times:

- Year 1: 14.55-15.45
- Year 2, 3 and 4: 13.55-14.45
- Year 5 and 6: 14.55-15.45

# Dates of Return

All Nursery to Year 6 pupils return to school on Tuesday 7th September. Calendar Dates for the school year can be found on the parent profile.

Pupils will receive their book order in school, so parents do not need to collect books from school.

# Break Time and Lunch Time

We are fortunate to have a large site, with extensive outdoor space, however it is still necessary to stagger break times and lunch times for pupils and staff.

Each playground will be divided into different areas and each year group will be allocated a designated space. The pupils must remain in their designated space and play with the children in their yeargroup. These spaces will be rotated to ensure access to all recreational areas.

The school will not be selling sandwiches or snacks to pupils during break time so they will need to bring their own healthy snack to school. Pupils and staff must not drink directly from water fountains but can use it to refill their water bottle.

A full lunch service will resume in the dining room. Pupils will sit in their 'bubble', and each 'bubble' distanced from another bubble.

**1. Break Time** - pupils will wash hands before and after break

- Baby Caxton: 10:30 - 11:00
- Nursery & Reception: 11:05 - 11:35
- Y1, 5 and 6: 10.15-10:45
- Y2, 3 and 4: 11.05-11.35

**2. Lunch Time** - pupils will wash hands before and after lunch.

Pupils will sit in their bubble group. Please inform the dining room if your child needs any special dietary requirements.

- BC: 12.00 in their own dining room
- Nursery 12.25
- Reception: 13.15
- Y1, 5 and 6: 12.25
- Y2, 3 and 4: 13.15

## Pupil Assemblies and Meetings

1. **Year Group assemblies** will not be permitted, unless these can be held outdoors, maintaining appropriate physical distancing. Heads of Year will continue to hold online assemblies on a weekly basis.
2. **Year 1 to 6 PSHE assemblies** will take place online.
3. **Year 6 Class Reps Meetings** will take place in a well ventilated room where physical distancing can be maintained.

## Pupils Leaving School during the day

Pupils must only leave school early in exceptional circumstances and with a valid and justifiable reason. The Primary Office must be informed in advance and children can only be collected from the main gate at the fish pond at 13:15 or 14:50. Upon arrival at the school, you should phone the Primary Office to inform them of your arrival. A member of staff will accompany Baby Caxton to Year 2 pupils to the gate and Year 3 - 6 pupils will meet you at the gate.

In exceptional circumstances, where a child may be very unwell, one parent will be permitted to enter the building to collect their child from the isolation room, but must wear a mask and must sanitise hands on entry.

# Resources and Materials

## 1. Resources

- Nursery to Year 2 pupils will continue to receive all resources from school.
- Year 3 to 6 pupils should bring their pencil case to school and it will remain in school to reduce the amount of resources coming from home to school.
- Pupils within a bubble will be able to share resources.
- Posters will be displayed reminding children about good hygiene practices.
- Pupils will not be allowed to bring any extra resources or equipment from home with the exception of an iPad for Y5 and 6. We recommend using a 70% isopropyl alcohol wipe or Disinfecting wipes to clean the iPad each day at home.

**2. Library:** The library will be open for children to borrow books.

