

## MWAMBA

Molescroft & Woodmansey  
Armoury for Monitoring Barrier  
Arrangements



## UPDATED COVID 19 & RESPIRATORY ILLNESSES

## RISK ASSESSMENT AND MANAGEMENT PLAN FROM

**APRIL 2022 to be read in conjunction with Cleaning Staff COVID  
Cleaning SSOW Molescroft & Woodmansey (Sept 2021)**

## WOODMANSEY SITE SPECIFIC

### SELF RESPONSIBILITY FOR EVERYONE'S SAFETY

#### CONTEXT

- Cases however are still high.
- Symptoms are generally much milder than previously thanks to the Omicron Variant and the impact of the vaccination and booster roll outs.
- The numbers in hospital relatively high but low in I.C.U. and this is mirrored by a low mortality rate also supported by new drug treatments.
- All legal requirements in relation to covid have been removed. This means that failing to isolate after testing positive is not a criminal offence and fines cannot be levied. It does not mean that those knowingly positive for covid or any other extremely infectious illness should not remain at home. It is now a matter of self judgement and care for our colleagues, families and friends.
- **It remains the responsible thing to do to self isolate if poorly with a high temperature.**
- We are no longer to ask for staff parents or children to report or take LFD tests.
- Should there be an obvious outbreak of respiratory illness in school, the East Riding Public Health will inform the school what to do.
- We are most definitely now in the process of living with Covid. This does not mean ignoring it. It means adapting our behaviour to the circumstances at any one moment in time.
- **The guiding principles at this moment therefore remain Hands - Face - Space - Fresh Air. We are not in a post Covid World.**
- Throughout the pandemic and including the start of 2022 we have adapted our procedures to protect our community, prevent infection, keep the school open, provide a full curriculum and support those at home.
- The arrangements for the Summer are therefore our new normal.
- We have learnt however that some changes have been beneficial in a greater way. The toilet protocols have had additional benefits as have the hand hygiene protocols. The organisation of lunchtimes has, after various reincarnations, become an overall improvement on previous times with improved efficiency.

The priority remains to do everything possible to cope and keep learning on site, and provide our expected high quality education. This is to be done in the context of "living with covid". All pupil and school activities are restored. To do this we need to do:

everything possible to prevent transmission between staff and pupils;  
go as far as possible to prevent transmission within class leading to an "outbreak";  
operate within the expectations of society in general, i.e we are "living" with Covid recognising that those catching the virus are having mild symptoms.

#### The following applies:

1. Staff are no longer required wear face coverings in any setting or part of the day although they may choose to do so.
2. Formal "bubbles" are now removed.
3. Staff meetings will be held live in well ventilated classrooms. Staff may choose to wear a mask.

4. Staff may now mix for lunch and refreshments. However small rooms will still have limits on numbers. I.e. Staff Room. Ventilation must be maintained in these rooms.
5. Staff are not required to take LFD tests in any circumstance.
6. Teachers still need to be prepared to have a lack of support staff and may need to adjust their teaching style accordingly. Always have Plan B and probably Plan C too!
7. Teaching Assistants may still be required to help cover absence at short notice and therefore each team of teachers needs to be prepared to provide lesson plans for TAs.
8. Home learning is now over. Children at home will be there because they are too poorly to attend school. They are now able to return to school after 3 days providing they do not have a high temperature.
9. The previous expectation that those teachers doing catch up provision cannot be redeployed, remains suspended in case of teacher absence in the team, **however this should be a last resort.**
10. Part time staff are still requested to consider if they can in short term situations do extra days.
11. To avoid the lack of lunchtime staff impacting, TAs may be asked to keep working over the lunch break and then have a lunch break at the start of the afternoon. Teachers be prepared!
12. Parents remain warned that the school menu may be changed at short notice if we are short staffed in the kitchen. A simple reserve meal to be always on standby.
13. It may be that the school will suspend meals and all children bring a packed lunch.
14. All school visits are allowed.
15. Indoor lunchtime clubs are fully restored as previously advertised with mixed age groups inside and outside.
16. All other corridor etiquettes are now removed, though it is expected that children are NOT hanging about in corridors at breaks or lunchtimes.
17. Full daily assemblies are fully restored.
18. PPA afternoons no longer need to extend the sessions to account for no assembly.
  - A. If there is an assembly there is to be NO afternoon playtime - This includes Fridays.
19. We shall no longer be writing to parents and carers summarising the cases present every day.
20. Public Health will be informed only if we are concerned about an obvious and significant rise in respiratory illness in the school population.
21. All school events will go ahead as planned.

#### **KEY PROCEDURES being maintained.**

Hand gel use  
 Hand washing  
 Cleaning protocols  
 Additional housekeeping cleaning mid morning and mid afternoon.  
 Use of toilet protocols

#### **Good ventilation**

Internal doors remain open with the electric door closers in case of fire. Mr. Taylor to check these are working on a daily basis.  
 Isolation of symptomatic individuals.

### **A message from the East Riding of Yorkshire Council**

#### **THE SIMPLE GUIDE TO LIVING WITH COVID IN SCHOOL**

**Please read these two pages carefully and keep for reference purposes.**

Most people can no longer access free testing for COVID-19. The symptoms of COVID-19 and other respiratory infections are very similar. It is not possible to tell if you have COVID-19, flu or another respiratory infection based on symptoms alone.

#### **Symptoms of COVID-19, flu and common respiratory infections include:**

- continuous cough
- high temperature, fever or chills
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that is unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea, feeling sick or being sick

**If a pupil or member of staff has symptoms of a respiratory infection**, such as COVID-19, and they have a high temperature or do not feel well enough to come to school/work or carry out normal activities, they are advised to stay at home and avoid contact with other people until 24 hours after they no longer have a high temperature.

People who are at higher risk from COVID-19 and other respiratory infections include:

- older people
- those who are pregnant
- those who are unvaccinated
- people of any age whose immune system means they are at higher risk of serious illness
- people of any age with certain long-term conditions

**The following actions will still reduce the chance of passing on infection to others, but are not mandatory:**

- wear a well-fitting face covering made with multiple layers or a surgical face mask
- avoid crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated
- take any exercise outdoors in places where you will not have close contact with other people
- cover your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face.

**When individuals with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.**

**Individuals who are unwell and have a high temperature should stay at home**

and avoid contact with other people, where they can. They can return to school, and resume normal activities 24 hours after they no longer have a high temperature and are well enough to attend. All individuals with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.

**What to do if you have a positive COVID-19 test result**

### **Staff**

If a member of staff has a positive COVID-19 test result, it is very likely they have COVID-19 even without symptoms. The infection can be passed onto others, even when asymptomatic.

Many people with COVID-19 will no longer be infectious to others after 5 days. If a member of staff has a positive COVID-19 test result or displays symptoms including high temperature, fever or chills, they should stay at home and avoid contact with other people for 5 days after their positive result.

At the end of this period, if the individual has a high temperature or feels unwell, they should continue to stay at home and avoid contact with other people until 24 hours after they no longer have a high temperature and they feel well enough to resume normal activities.

### **Pupil**

If a pupil has a positive COVID-19 test result, it is very likely they have COVID-19 even without symptoms. The infection can be passed onto others, even when asymptomatic.

Many children with COVID-19 will no longer be infectious to others after 3 days. If a pupil has a positive COVID-19 test result or displays symptoms including high temperature, fever or chills, they should stay at home and avoid contact with other people for 3 days after their positive result.

At the end of this period, if the individual has a high temperature or feels unwell, they should continue to stay at home and avoid contact with other people until 24 hours after they no longer have a high temperature and they feel well enough to resume normal activities.

**Teachers still need to regularly remind children returning after the holiday once again of the remaining routines and expectations.**

- Although the restrictions are being largely removed, it should be made clear that the responsibility is now placed on the individual to do the right thing regarding hygiene, ventilation, and common courtesy to those in our community.

***We hope for the best, but we have in our arsenal all that we could require should a new variant come along.***

**We must not forget how successful our systems were throughout the past two years as reported by Lauren Newham from Safety Services confirmed that our systems for drop off and pick up are extremely effective.**  
*“Firstly I just want to thank you both for inviting me along to observe the morning drop offs at your schools.*

*It really was lovely to see how much thought you've put in to making the new experience for parents, staff and children both safe for everyone, and sensitive to the anxieties that children may be feeling through use of fun.*

*The use of 'yellow brick roads' and stars on the playground is absolutely inspired.*

*The experience I observed at both schools was nothing short of exemplary (even with the weather against you at Molescroft)!*

*It was well managed, calm, and orderly and it is clear that you both have fantastic parental engagement which is a credit to your communication with them. Regular reminders to parents regarding supporting you with social distancing measures are already in place, and may need to continue over the next few weeks and months.*

*Drop off's are notoriously one of the most challenging times of the school day in a normal world, never mind in the new COVID world, but you have seamlessly blended the guidance with creativity, through use of clear one way systems, staggered arrival times, and considered how to achieve distance between parents whilst stood on the playground to keep them safe. I observed no issues with 'pinch points.'*

*I agree that there is some flexibility in allowing shortened times in between arrival times, though you have taken the right approach in ensuring that this was considered on the basis of observing for a few weeks.*

*If I can be of any further support please get in touch but thanks once again, it really was a pleasure.”*

## **RETURNING TO THE NEW NORMAL ADDITIONAL Q&A**

### **The definition of Close Contact**

**WHY? — to enable an individual to be alert regarding their own health and to take sensible precautions.**

#### **What is meant by a contact**

A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
  - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
  - been within one metre for one minute or longer without face-to-face contact
  - sexual contacts
  - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
  - travelled in the same vehicle or a plane

An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as those in the list above.

### **Management of the Schools in a crisis.**

**WHY? — to ensure the continuity of service, policy and practice.**

#### **Woodmansey**

- Should the Head of School be unable to work due to illness, it will be assessed at which point it be necessary for Mrs. Grainger to be deployed to be the physical lead on site until the Head of School can return. She will work Full Time.
- Should there be a serious long term absence of the Head of School, Mrs. Grainger will be asked to remain in post at Woodmansey for as long as she is required. Arrangements will then be made to secure the long term cover of her

teaching commitments at Molescroft or alternatively an alternative solution will be considered involving either an alternative member of the MPS team taking on or sharing the role with Mrs. Grainger. This should be able to be resolved within a month at maximum.

- Should the Head of School be unable to return, a new appointment to the school will be recommended to the Governors of WPS from MPS as per the agreement between the schools.

### Molescroft

- Should the Head Teacher test positive and have to isolate there are sufficient senior managers on site to maintain the management of the school. If well enough, the Head Teacher can continue to make decisions from home, but the physical management of the school will be led by Mrs. Hakner supported by Mrs. Tonks.

- Should there be a serious long term absence of the Head Teacher, Mrs. Hakner will take on the responsibilities of Head Teacher. She may draft in further support to cover her responsibilities. e.g. Mrs. Charlton for SEN support and/or Mrs. Martin. Also support for ITT could be delegated to other members of the team. Mr. Williams is already leading on KS1. During the quieter period for the TSA, Mrs. Tonks will support the overall leadership of the school, particularly in reference to pastoral issues - staff and children.

- Should the Head Teacher die, the above will continue, to be the strategy, however Mrs. Hakner will need to have the backing of a non teaching SMT member. Again if the TSA is not particularly demanding attention, then Mrs. Tonks can probably be this person. If however the school is fully open again and national initiatives are restoring, it will probably be required that Mr. Atkinson become largely non teaching to support SMT (Y2 & Y6 thus remain unaffected and Mr. Britton able to maintain his DSL and PP roles) and extra staffing be found for FY. Mrs. Hulse may be able to increase her commitment to cover more of Mr. Atkinson, or possibly the chance for Miss Power to return early, maybe on a part time basis?

### What are the arrangements for dropping off and collecting children?

**WHY? - because we are no longer required to exercise social distancing outside, however there should still be a system to avoid congestion and pinch points.**

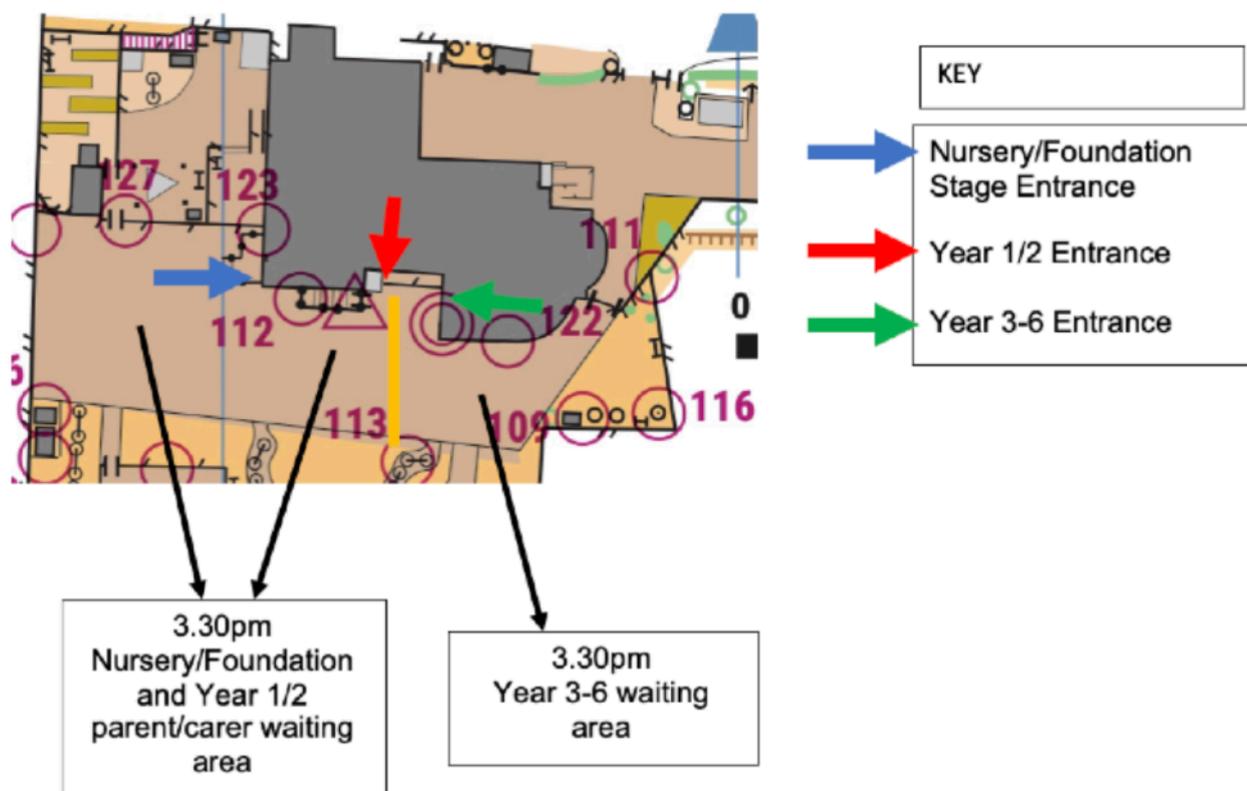
- These remain vulnerable times of the day.

- Staff throughout the pandemic have been ultra organised and prepared regarding the timings of staggered starts and finishes.

- Although the staggered arrangements remain dropped, the order of the end of day hand over is to be maintained. It is imperative that teachers are not on duty for morning drop off - they should be inside teaching.

- Drop offs are maintained at the original ten minute window of 08:40 to 08:50. Children will enter on arrival from 8:40am. There is no further expectation that a face covering is worn.

- Pick up arrangements are all to be at 3:30pm. Bethan to monitor the routines, but it is intended that the teachers will now manage their own hand over and staff may engage in conversation with parents and carers.



- Mr. Taylor to keep a close eye on the clocks, but the most accurate clock is the one on a phone. Setting “repeat” alarms on phones is the best way to manage this.
- Mrs. Nicholls, when there is capacity, to join Mr. Taylor to reinforce the parking restrictions.
- Staff are to ensuring that all entrances are locked after drop off and pick up until the site is secure.
- If a parent is late for pick up, children are taken to the school foyer.
- If a parent is late for drop off, similarly parents must take children to the school foyer.

## When do adults wear Face Coverings?

**WHY? - because face coverings help prevent spread of Covid 19 from an infected person, who may also be asymptomatic.**

- There is no longer a legal requirement to wear a face covering. Though staff may choose to do so.
- If a member of staff is symptomatic it would be appropriate for a member of staff to wear a face covering, (except when there is a medical reason not to) in close company of others inside the building. A member of staff returning after 5 day absence may consider wearing a mask for an additional day or so. Staff who have not had a ‘BOOSTER JAB’ are encouraged to book one.
- Having the vaccine does not guarantee not becoming infected but it should guarantee against hospitalisation and worse. Some have been infected more than once.
- Public Health East Riding will direct any further instructions in the case of an outbreak.
- If parents so wish, pupils may wear a face covering. Staff may choose to wear a face covering though neither is legally required.
- The school has a stock of masks for staff use and pupils in case of emergency.

## Safe wearing and removal of face coverings

**When wearing a face covering, staff, visitors and pupils should:**

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on.
- avoid touching the part of the face covering in contact with the mouth and nose, as it could be contaminated with the virus.
- change the face covering if it becomes damp or if they’ve touched the part of the face covering in contact with the mouth and nose.
- avoid taking it off and putting it back on a lot in quick succession to minimise potential contamination.

**When removing a face covering, staff, visitors and pupils should:**

- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips.
- not give it to someone else to use.
- if single-use, dispose of it carefully in a household waste bin and do not recycle.
- once removed, store reusable face coverings in a plastic bag until there is an opportunity to wash them.
- if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric.
- wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed .

Separate guidance is available on preventing and controlling infection, including the use of personal protective equipment (PPE), in education, childcare and children’s social care settings.

## The arrangements for the Breakfast and Afternoon Tea Clubs

- The Breakfast Club and After-School Club remain in the hall and children no longer need to be seated by key stage. The Breakfast Club sessions are maintained 8am to 8:40am to accommodate all parental needs. Bethan and Karen will look at the numbers and set a maximum capacity.
- Drop off for the Breakfast Club is at the KS1 playground door. There is a bell for parents to ring and hand gel to use. Parents dropping off do not need to keep a 2m distance outside and do not need to follow the one way system.
- First drop off time remains at 8am and last collection at 5pm.
- Breakfast and After-School Club staff do not need to wear face coverings unless medically exempt or would prefer to.
- Mrs. Scott takes bookings via email, woodmanseyprimary@eastriding.gov.uk

Collection for after-school club is from the school office via the doorbell. This allows for the site to be secured shortly after 3.30pm for the safety of after-school clubs.

## Organising children during the day

**WHY? - because we still need to contain the potential spread of the viruses in school.**

•Bubbles end. Children may mix inside and outside in a well ventilated space. The children of each class should still enter and exit, where possible during the working day, their classroom via the room's external (or nearest external) door. This is to avoid close contacts building up in corridors.

•**Cloakrooms are open for the children BUT they are not be otherwise allowed in corridors unsupervised except to go to their designated toilets, attend lessons in the hall or if on a teacher sanctioned task.** All Y6 jobs are maintained and restored. Moving about the school remains a serious business and the tone of mutual respect of personal space should be maintained. We have learnt this from the pandemic and are all used to it. It remains a new normal.

## How is covid security maintained through the use of toilets?

**WHY? - we still need to protect children because toilets are places where children traditionally like to congregate and the rooms are not well ventilated.**

•Children have demonstrated how sensible they can be with the use of toilets understanding that the toilets are unisex and only for use by 2 children within that class. They also know to not over-crowd the basins or form queues. THIS IS TO BE MAINTAINED.

•Playtime is not the best time for children to go to the toilet. We shall allow children to go to the toilet as flexibly as possible once lessons are up and running.

•The disabled toilet is to be used as the staff toilet. Staff should remember to sanitise the toilet seat/flush and flush with the lid down.

•The general exclusion of corridors except for visiting toilets should ensure the minimum contact across key stages. Strict hand-washing procedures will be promoted at toilet times and on arrival at school and before each session. Hand washing facilities are available in every classroom. However they can use their nearby toilets which have no external doors to touch. Hand gel is available in every classroom and in corridors.

## What is required in the classroom?

**WHY? - because we should provide as near normal a learning experience as possible without taking unnecessary risks.**

Hygiene should always be a consideration in every activity just as vital as any other aspect of lesson planning. As we have learnt more about the virus, the most important thing remains hand hygiene with regular use of hand gel and less concern about the spread of virus on equipment. That said the frequent disinfection of surfaces and most definitely in shared areas must be maintained. The new risk is the impact of new variants which may be more transmissible. The other absolute essential is maintaining good ventilation. Using a fan is not a substitute and could just spread the virus about.

CO2 sensors have shown that with the ventilation protocols we have the build up of CO2 is minimised. ( A measurement of the lack of refreshment of the air - not a guarantee that covid is not in the air).

### • **Pupil Classroom Jobs.**

- All equipment can be shared, so long as good hand hygiene protocols are maintained.
- All hands should be cleaned when entering and leaving the classroom.
- Water bottles are best kept on the desk of the child, however, particularly with younger age groups crates will be needed. Ensure that the name or identifier sticker is on the lid so that there is no rummaging to find a bottle.

### • **Book Bags**

- Ideally these should be from Y1 upwards on or under the chair.
- If they have to be in boxes: FY to Y2, staff should manage their distribution.

### • **Classrooms:**

- Table Configuration
  - It is acceptable to have a horseshoe configuration or group configurations to enable work in groups.
  - It remains acceptable for children to be seated in groups.
  - IT REMAINS EXTREMELY IMPORTANT THAT VENTILATION IS MAINTAINED IN THE CLASSROOMS, CORRIDORS and HALL. There should be a light breeze!

- **Hand cleansing**

- Pupils should cleanse hands on arrival, before and after a break and lunch break and obviously also after going to the toilet.
- Staff should cleanse their hands as frequently as possible.

•Social Distancing is no longer expected within a classroom, this includes with visiting adults/teachers. All should continue to use hand gel.

•It remains important that as many of the normal routines as possible are maintained. The speedy start of the day after the hand over of pupils was restored with the usual warm up activities and straight into work. From day one we restored the pace and high expectations. It is vital that all the usual benchmarks in relation to behaviour, and learning and work ethic are maintained. The full curriculum plan is expected to be completed.

## **Considering contamination and classroom equipment**

**WHY? - because everything should be done to limit the potential for the virus to spread through the use of equipment particularly equipment that children may put in their mouth (e.g. pencil)**

•Lessons returned to normal in September 2020. There has been no evidence of incidence of any transmission from sharing equipment. Each classroom is well stocked with cleaning equipment, disinfectant sprays for equipment, hand gels and wipes for surfaces like iPads and handles. Mr. Taylor ensures that there is always the necessary equipment in place in every room, outside toilets and in corridors etc.

•Staff should still be alert to potential risk points but good hand hygiene should be maintained with obvious use of hand gel where lessons involving shared use of equipment e.g in D&T is to occur.

•All staff share responsibility for strict hygiene practices. This is particularly important in FY and KS1. Children have clearly demonstrated their understanding for maintaining perfect hygiene protocols including the regular hand-washing and use of hand gel where necessary.

•Classroom based resources, such as books and games, can be used and shared; frequently touched surfaces should be disinfected.

•Indoor resources that are shared no longer need to be sprayed before returning to the central store.

•Pupils and teachers can take books and other shared resources home.

## **How do we organise One to One support and interventions with groups of children?**

**WHY? - because we need to be able to offer bespoke and targeted learning.**

•Miss Williamson continues to be employed as 'Educational Recovery Release Teacher.' This is predominantly in the KS2 classes currently to support the children in their preparation for KS2 SATS and Multiplication Screener. Miss Williamson will continue the whole class learning with the class teacher then able to work with specific groups/ individuals to secure their learning.

### **FROM THE GOVERNMENT**

Schools should use this funding for specific activities to support their pupils to catch up for lost teaching over the previous months, in line with the guidance on [curriculum expectations for the next academic year](#).

**Schools have the flexibility to spend their funding in the best way for their cohort and circumstances.**

To support schools to make the best use of this funding, the Education Endowment Foundation (EEF) has published a [coronavirus \(COVID-19\) support guide for schools](#) with evidence-based approaches to catch up for all students.

Schools should use this document to help them direct their additional funding in the most effective way. This could include, for example:

- small group or one-to-one tuition (particularly through the National Tutoring Programme)
- The National Tutoring programme is unable to offer a single tutor on site. It has been agreed that our pupils will benefit far more from our own staff providing tutoring support face to face.
- We are investigating funding a system whereby a teacher can be released from class for half a day a week in order to give catch up support to their own pupils.

- Summer programmes to help re-engage pupils or extra teaching capacity from September

Guidance to support the use of tuition will be published as part of wider National Tutoring Programme communications later in the summer.

To support schools to implement their catch-up plans effectively, EEF has published the [school planning guide: 2020 to 2021](#). This will provide further guidance on how schools should implement catch-up strategies when they return in September and supporting case studies to highlight effective practice.

## What will happen if someone is tested positive for, or has symptoms of Covid 19?

**WHY? - because we must act in accordance with Public Health England procedures set within the law.**

**See East Riding Guidance, at the top of the document.**

• Anyone **with a high temperature** will be sent home until the temperature subsides.

• **If a pupil is awaiting collection:**

- they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required
- a window should be opened for fresh air ventilation if it is safe to do so
- if it is not possible to isolate them, move them to an area which is at least 2 metres away from other people
- if they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to.
- Any pupil or member of staff testing positive for Covid 19 will no longer lead to the closure of the class. We shall ultimately be led by instructions from Public Health England.

### **When an individual has had close contact with someone with coronavirus (COVID-19) symptoms**

Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- they develop a **high temperature**.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the cleaning of non-healthcare settings.

**• Parents **still** need to have a contingency plan in case we need to send pupils home at short notice and to know how they will manage child care for up to 10 days. We must accept that it is **still** a real possibility that this may occur.**

### **MASS TESTING**

This is no longer possible.

## What will happen if there is a declared outbreak.

**WHY? - because we must act in accordance with Public Health East Riding procedures set within the law.**

**East Riding Public Health will instruct.**

We will consider the overall risk assessment for the school, including the impact of critical workers and vulnerable pupils, in considering the implementation of any control measures.

## How is remote learning provided for children at home for a Covid 19 reason?

**WHY? - We will no longer provide home learning because children at home, will be too poorly to work and can return after three days. However, if for some unforeseen reason, a child is to be absent for longer (possibly because of a vulnerability to Covid) home learning will be provided in line with the original policy (below).**

## Remote education support

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, schools are to offer immediate remote education.

This statement is what we shall do in order ensure that a quality education provision can continue for pupils at home due to a *Covid 19* related absence.

The arrangements will:

- ensure the continuation of the planned curriculum that allows access to high-quality online and offline resources and technology that is linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools and communication systems, which staff, parents and pupils are familiar with, that will allow interaction, assessment and feedback.
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support and so to support families to deliver a broad and ambitious curriculum

When teaching pupils remotely, we shall:

- set assignments so that pupils have meaningful and ambitious work each day relating to all the subjects planned to be taught in school on each day.
- teach the already planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high-quality curriculum resources.
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact.

All of the above will be considered in relation to the pupils' age, stage of development or special educational needs, for example where this would place significant demands on parents' help or support. The work set will not be over reliant on long-term projects or internet research activities.

## Off-site learning: the timeline of provision

### Day 1: A parent reports a child's absence.

If this is because the child is too ill to attend school for any reason (*Covid* or any other), the attendance record is made and the parents continue to phone school daily, as normal, until return.

If the absence is related to *Covid 19* e.g. enforced quarantine, or waiting for a test result

A form is completed for the child by the admin officer which is sent to the teacher indicating

- The reason for absence,
- Whether or not the child is well enough to work.
- The availability of technology at home for working e.g. lap top, tablet, printer access to the internet etc.
- The parent will be reminded of the homework already set for the week and the usefulness of the Homework Pack as a source of activities and of the resources already signposted on the website.
- If the child is not well enough to work, then no further action is taken by the teacher until the health status of the child has changed, parent to inform on daily call the continued absence and also to indicate when child is able to engage in home learning.

### Day 2, or the day after a parent reports that a child is fit for home learning:

Communication is sent from teacher of tasks the child is to do at home ... this is sent by email and may include work sheets scanned materials and any further support materials.

Teachers as a matter of course, when planning work, will be aware of this possible need. When planning teachers will have in the back of their mind “what would I send to a child working at home”

Email to go by home end of lunchtime. May be supported by a telephone call, particularly in cases of pupils with SEND and the very young.

### **Day 3 onwards**

The child's teacher will communicate directly with child and/or parent. Ideally by Showbie. Email and Zoom can also be used and/or telephone.

Over all planning, may be prepared for the week ahead listed as Monday, Tuesday etc.

Work will be set for the broad curriculum based on what is actually to be taught on each day.

The time of the communication with home and will have to fit into the teacher's working day. Teachers will identify a time in each day when a Teaching Assistant could cover them to enable them to make the communication with home. Thus, may be a for half an hour in the normal teaching day.

This communication will enable the child to get feedback on their work

### **Whole Year Group / School Lockdown.**

This is a completely different expectation. Immediately the planned curriculum transfers to home learning.

The class teacher will set work on a daily basis for home learning. If a teacher is too ill to do this, the partner teacher will do this for the whole year group, though clearly the level of support and feedback possible will be diluted. There will be a daily timetable which will match what would have normally be happening in school, or is happening in school if children of key workers/vulnerable groups are attending.

If both year group teachers are unable to work, the school will, as far as is possible assign another teacher (not still physically teaching in school) to provide learning at home.

Teachers will work a normal working day from home or on site and in this time will email parents with instructions and any details of any key times for any on line videos, on line meetings or telephone calls etc. Teachers will have contact visually on line with their pupils every day and as appropriate this may be at regular slots during the day. The older the children, the more frequent this will be. Learning at home will be designed that most children, certainly from Y3 upwards will be able to work self sufficiently at home without unduly needing their parents engagement. This includes managing the technology. Younger children will need some parent engagement but it is intended that the activities will be designed to give the pupils maximum independence as possible. It is recognised that most parents at home cannot be sat with their children doing school work all day.

“Showbie” is expected to be our main driver for feedback to pupils.

We recognise that **Maths No Problem** cannot, in the longer term be “self-taught” and in case of a full or year group lockdown will need to be accompanied by videos of a lesson explanation possibly using the App– explain everything. The White Rose Maths videos have been purchased to specifically support in this aspect.

Parents should note, this is a different expectation to that in the first lockdown, April to July 2020. It is expected that all children will do the work set and engage in the remote learning. Children are expected to work a full school day at home. Teachers will communicate with home through appropriate means if work is not being done, submitted or completed.

It is important however to recognise that we are human. Parents all have different circumstances to deal with in their working and private lives. They all have different family scenarios, some dealing with a raft of elderly relatives, others with very young children. All these scenarios and every scenario in between, places every individual in a unique position.

Teachers will seek to reassure parents working with children at home and not to put extra pressure on themselves. The teachers will support the children, the teachers are here to help and they are not going to be cross if a piece of work is late or is not done at all. Parents must also be kind to themselves.

# Log of call regarding absence relating **only** to Covid 19.



WOODMANSEY CE  
PRIMARY SCHOOL

Date and time of call	
Name of Child	
Class teacher	
Reason for Absence e.g. has to take a test awaiting a test result, has to isolate because of another has been instructed to isolate (test and trace) NOTE if the child has had a <b>positive test result</b> the likelihood will be that the full bubble will have to self-isolate at home. Public Health England will advise.	
Is the child well enough to work?	<b>Yes</b> The remote learning statement will come into play <b>No</b> No further action will be taken until the parent reports that the child is ready for work.
What access does the child have to technology at home?	Laptop / Computer Tablet device Access to the internet Printer Any other
Parent reminded of the Remote Learning Statement.	
Parent reminded of the homework pack and the homework already sent for the week.	
Parent reminded of the advice on the website for resources available to support learning.	
Parent reminded to call every day to update on absence.	
Any other relevant information	

Please take a copy and deliver immediately to the child's teacher.

this time and it is very demanding. We at school have the job to make these expectations real and of course it is designed to try to avoid even further disruption to a generation's education. Of course we will be concerned if a family is not engaging with us and we will therefore contact parents from a positive perspective to support a parent at home to enable the child to engage with their education.

### **Off-site learning: Related Policies and Considerations**

Teachers will be mindful throughout of the following policies which will ensure that the continuation of learning at home will be safe and meet all legal requirements.

#### **Data protection including:**

- Accessing personal data
- Processing personal data
- Keeping devices secure

#### **Safeguarding including;**

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- Online safety protocols
- E Safety

## **What is playtime like?**

**WHY? - because we want to enable children to enjoy the right to play with their peers, and because current advice is that transmission is significantly less outdoors.**

- Playtimes/lunchtimes and play spaces can allow cross year group mixing. The field is out of bounds at playtimes and lunchtimes **if wet**.
- The Trim Trail is fully open.
- Free fruit has resumed the selling of milk shakes, soup, fruit and hot chocolate is maintained at breaks.
- If children would like to bring a piece of fruit to eat at a break time this is entirely appropriate. It should be kept in the book bag not with a packed lunch.
- A staff rota will be reestablished to supervise playtimes.

**Play times** are as follows:

10:15am Playtime is restored for all at this time.

- **Normal three key rules apply at all times.**

## **Water bottles are available and children have access to water.**

**WHY? - because we still believe children should be kept hydrated during the school day.**

- Water bottles should still be brought to school, but please ensure names are clear on the lid. We can do this for parents/carers if necessary. Every child is entitled to one new bottle, free per year. **Parents and children should be reminded that our new stock of bottles are eco friendly, because not only are they not single use plastic, that are now compostable.**
- In an ideal world, water bottles are on the desk which reduces walking around, but keep the central storage available for when they need to be out of the way. Younger classes tend to need to keep them organised in crates. Remember we know the children are mixing in a classroom, but the more we can minimise this the better.
- Parents will be reminded about the need for the water bottle to be in school. We are not providing cups.

## **How lunchtime and refreshments are managed**

**WHY? - because it is now possible to reopen the dining hall. The dining hall reopened fully in September 2021.**

- Parents can pay for school meals as they have in the past. Children select their meal choice at registration as normal. We ask that all payments are made on line.
  - The full menu option is restored with Hot meals, guaranteed hot puddings, salad/wrap and jacket potato options.
  - The Meals on Wheels system is not to return..
  - International specials are reinstated.
  - Children may choose to bring a packed lunch. Children in the FY and KS1 are still entitled to a free school meal. The same applies to those in other year groups who qualify.
  - Packed lunch children also eat in the hall.
  - Children will have hands sanitised on entry to the hall.
  - Each Class has their own lunchtime supervisor .
  - Tables are disinfected at the start and end of each sitting. The children make their own way back to their play area.
- The whistle and VERY SWIFT lining up system is to be maintained.
- Lunch times remain restored to where they were.

**From September 2021, the Molescroft Kitchen has provided meals to Woodmansey.**

## **How is the school to be cleaned?**

### **WHY? - because this is the first line of defence against Covid 19 refer to COVID Cleaning SSOW Molescroft & Woodmansey (Sept 2021)**

- The school is thoroughly cleaned every day.
- During the morning and again during the afternoon, surfaces like railings, switches, door handles are sanitised. Classroom doors and windows are open to ensure good ventilation.
- New special bins for tissues “CATCH IT, BIN IT, KILL IT” are placed in every room.
- Hand gels are in every classroom and all public spaces. Please alert Mrs. Scott and Mr. Taylor if they need replacing.
- As previously indicated, all staff see their role as including sanitisation whenever possible. All necessary cleaning equipment will always be placed in every room and hall.

## **What if a child is ill in a non covid manner or has an accident?**

### **WHY? - because we must recognise “normal” illness and respond appropriately as we normally do. Otherwise, children are likely to miss more school than necessary and we can overwhelm the test and trace system.**

- First Aid cover is maintained and we are able to support children who are feeling poorly or have had an accident in the normal way. Should a child be ‘sick’ or have an “incident” PPE will be worn, not that sickness or diarrhoea are symptoms of Covid 19, but as a precaution, as the virus could display no symptoms and yet bodily fluids could cause a spread of the contamination.
- If a child is sick on furniture or floor, our usual granules will be used followed by cleaning and disinfection.

## **What is the expectation of the children in relation to their behaviour?**

### **WHY? - because we are not lowering our standards and expectations in any way.**

- Children are expected to be exemplary in their behaviour as they are normally. There is no need for new rules, because our three key rules cover all of the needs of our school community. Children who therefore break a rule will be covered by our usual systems. However, a member of SMT will contact parents if a pupil is found to be deliberately and wantonly putting the health of another child at risk. If this is not resolved, the child will be excluded until systems can be secured to ensure safe behaviour. *I cannot imagine any of our pupils doing something as reckless as this.*

## **Who teaches the children?**

### **WHY? - because we want our children to continue to have outstanding teaching and learning experiences.**

- Children are taught by their class teachers normal. PPA activities resumed as normal

## Room ventilation and heating

**WHY? - because a well ventilated room reduces the concentration of the virus in the room and therefore reduces the chance of infection and also the amount of virus an individual is potentially exposed to. THIS IS NOW SEEN AS IMPORTANT AS GOOD HYGIENE.**

One of the requirements of the Covid Secure arrangements is keeping our classrooms well ventilated. It means on occasions that there is a bit of a draught!

Our children, it has to be said are a pretty robust bunch - shorts in all weathers - but even the most hardy child may feel the cold in a sedentary lesson. It is absolutely fine if the children wish to wear a hat, scarf and gloves in the classroom. Gloves will need to be well fitting so that they can still use a pencil.

Obviously if we go through a major cold spell we would allow coats to be worn. We are however going to ventilate the rooms using windows rather than external doors whenever appropriate.

**Natural ventilation – opening windows - doors (though not necessarily wide open) is essential.**

Internal doors should be open for most of the day to also assist with creating a throughput of air.

The hall fire doors **SHOULD** be open when the hall is being used and the air-con on a moderate setting.

## Do parents have to send a child to school and what are the arrangements for reporting absence?

**WHY? - because the legal responsibility to send children to school is reinstated.**

•The full legal expectations for attending school are restored. For some parents and maybe children, who had not been in school for some time, there was some nervousness.

•If a parent has a concern about returning they are to contact Mrs Nicholls. We will do all we can to support the parents and child. We will be happy to offer a staggered experience if that is felt to be appropriate to build up confidence. In the vast majority of cases however just coming in and getting back to work is by far the best policy. Providing parents are working positively with us, there would be no need to declare any absence as unauthorised. However a flat refusal to engage in a reintegration programme would become recorded as unauthorised and the Local Authority would then intervene.

•In lockdown, parents are encouraged to NOT send their children to school but rather to engage in the learning at home. However if a child is not engaging with the learning, parents will be contacted. If a family is refusing to engage then referrals will be made to social services.

### •Attendance

•School attendance will be mandatory for all pupils from 8 March 2021. The usual rules on school attendance apply, including:

•parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)

•the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

•As usual, schools are responsible for recording attendance, following up absence and reporting children missing education to the local authority.

•Vulnerable children and children of critical workers in secondary schools should continue to attend school throughout, unless they receive a positive test result. Testing is voluntary, but strongly encouraged.

### •Self-isolation and shielding

Shielding has only ever been a temporary measure to protect the most vulnerable during peaks of the pandemic. The latest peak has now passed, and the success of the vaccination programme has meant that the advice is there is no longer a need to shield.

#### •Pupils and families who are anxious about attending school

•It is likely that some pupils, parents and households may be reluctant or anxious about attending school. This may include pupils who:

• have themselves been shielding previously but have been advised they no longer need to shield

• live in a household where someone is clinically vulnerable (CV) or CEV (including young carers)

• are concerned about the possible increased risks from coronavirus (COVID- 19) such as those who have certain conditions such as obesity and diabetes.

•In such circumstances, we should:

•discuss any concerns with parents and provide reassurance on the measures we are putting in place to reduce any risks.

- remind parents that pupils of compulsory school age must be in school unless a statutory reason applies.
- Advice for schools and local authorities to support them to improve school attendance is available.

### • Encouraging regular school attendance

- We should continue to communicate clearly and consistently the expectations around school attendance to families and any other professionals who work with the family where appropriate.
- We should also identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. We should put particular emphasis on:
  - disadvantaged and vulnerable children and young people
  - pupils who were persistently absent prior to the pandemic
  - pupils who have not engaged with school regularly during the pandemic
- To support families who will need additional help to secure pupils' regular attendance, we can use the additional catch-up funding that has been provided, as well as existing pastoral and support services, attendance staff and pupil premium funding.
- We should also work closely with other professionals across the education and health systems, where appropriate, to support school attendance. Please do continue to notify the pupil's social worker, if they have one, of non-attendance.
- Vulnerable children
  - Where pupils who are self-isolating are within our definition of vulnerable, it is important that you put systems in place to keep in contact with them.
  - When a vulnerable pupil is required to self-isolate, we should:
    - notify their social worker (if they have one)
    - agree with the social worker the best way to maintain contact and offer support
  - You should have procedures in place to:
    - check if a vulnerable pupil is able to access remote education support
    - support them to access it (as far as possible)
    - regularly check if they are accessing remote education

## How does the curriculum look?

**WHY? - because our pupils are still entitled to the full, broad, balanced, exciting, experiential and well planned curriculum.**

- The school is back providing the full curriculum.
- Music was fully restored and any lessons using percussion or keyboards will be sanitised first.
- PE has a full programme. Children must have their black PE kit at school every day, taking it home on a Friday night and returned on a Monday Morning. Outdoor PE also occurs throughout the winter, so children need to have a kit to keep them warm. Remember for PE there must be a change of footwear from whatever is provided for normal school wear. **As we cannot loan PE equipment, after one occasion of having no PE kit, a kit will be provided by the school, the child's name written into the kit and the parents charged for the kit.**
- **Teachers are reminded that we agreed some time ago to have a quick PE Kit check on a Monday morning and ask the office to text parents of children who have no kit. This was to avoid the pupils turning up to PPA with no kit and regularly missing PE.**
- The collection of PE bags from pegs should be managed by the staff. e.g. send the girls and when they have returned, send the boys.
- PPA sessions are largely delivered to children in their rooms and the teachers will move to the children.
- Book Bags containing Reading Books remain essential as always. Books handed in or borrowed by a child no longer need to be removed from circulation for 72 hours.
- Ideally book bags should be with the child, strapped around the chair or tucked underneath. If a central storage system is used as in the FY & Y1, this is still ok so long as the teacher manages the system. Book bags should still not be kept in cloakrooms.
- We are, planning on the basis that statutory primary assessments will take place in summer 2022. The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2021 to 2022 in accordance with their usual timetables. This includes:
  - the phonics screening check
  - key stage 1 tests and teacher assessment
  - the Year 4 multiplication tables check
  - key stage 2 tests and teacher assessment
  - statutory trialling

## Primary assessment

## **WHY? - How will we prepare data for the end of the year?**

The DfE is planning for a full programme of primary assessments to take place in the 2021 to 2022 academic year.

## **How we shall manage Music and Drama in relation to the Drama Club?**

### **WHY? - This is a central part of the life of the school**

**Music, dance and drama in school guidance guiding preparation for Theatre Club up to Easter.**

We can continue teaching music, dance and drama, especially as this builds pupils' confidence and supports their wellbeing.

Music, dance and drama will not be treated as separate from any other subject, however please refer to reference to the orchestra.

### **Performances**

In line with the reopening of theatres parents will be able to attend performances in school.

However the organisation of this will match the expectations for attending any other indoor venue.

Children must hand sanitise before entering the hall and leaving the hall for dance or drama where there may be contact between children.

## **Music lessons have resumed**

### **WHY? - because we can do these in a Covid Secure manner.**

- During lockdown, instrumental lessons moved back on line but returned LIVE from 8th March 2021.
- Peripatetic lessons from September 2021 can now be given to children from mixed year groups. These are in the Hall as normal. The teachers are asked to ensure hand sanitisation before and after each session for all and to maintain ventilation and good spacing between the children.

## **Ukulele lessons were on hold**

### **WHY? - but they are to resume because the lessons are key to the programme for the teaching to read music. Ukulele lessons resumed from September 2021.**

- Children must have their own recorder with them (Y3 to Y6).
- Good ventilation remains essential.

## **Woodmansey CE Primary School - Music - Covid response**

### **WHY? - because we want to maintain Music and the Arts in general, which are central to the "spirit" of the school, in a Covid Secure manner.**

#### **Peri Staff:**

Need: STANDS-available in room **Wipes/ Spray/Gloves/ Masks- Left in the hall ready for use.**

Instruments: Can be tuned if the teacher is comfortable to do so by taking these precautions:

- 1) Pupil & teacher gel hands:
- 2) Children are not required to be taught in year Bubbles - Room & equipment also cleaned at change over times.
- 3) Group sizes are relatively small.
- 4) Good ventilation is essential.

#### **Classroom Music Lessons**

Trolleys: - clean between uses; Dettol Spray & wipes.

Glockenspiels & beaters will be wiped down between

#### **CHOIR - Ensure hand hygiene before the session and good ventilation throughout.**

Refer to the MUSIC SERVICE RISK ASSESSMENT

## **French continues to be taught**

**WHY? - because we can do this in a Covid Secure manner.**

- During lockdown, Primary Language lessons were prepared by Mrs. McKie to be delivered by class teachers. They are also designed to be accessible by those learning at home. These lessons returned to the normal pattern with live lessons by Mrs. McKie followed up by class teachers.
- Lessons continue to be delivered by Mrs. McKie (once a fortnight) with class teachers attending and then continuing the learning on the following week. She will ensure good ventilation in the room.

## **What happens if a teacher is absent for a non-covid reason?**

**WHY? - because normal absence is to be expected.**

- Cover is provided just as it is now. Often this is using a member of staff from within the team. This remains the most effective way to ensure effective continuity of learning.
- On the rare occasions a supply teacher is brought in that teacher will only now have to meet the same expectations as all other staff **but not** required to take a LFT.

## **How is the Register to be taken?**

**WHY? - because we want to start to return to normality and do not want registration to be taking time out of learning time. However using the arrival time is useful as it ensures hand gel is used by all.**

- One member of the team is to take the register as the children enter the room. This applies to all year groups. Registers will be collected from outside the classroom by Mrs. Scott.
- All Y6 jobs are reinstated, which includes the register and post system.

## **Will there be assemblies?**

**WHY? - Assemblies remain a vital part of bringing the family together, supporting and understanding our family and sharing our values and ethos.**

- The Daily Assembly for the whole school is fully restored. Good ventilation is essential.**

## **Other teachers continue to teach children for example in PPA sessions.**

**WHY? - because we need to maintain the legal requirement to provide PPA time for teachers and because valuable and important parts of the curriculum are taught in the PPA afternoons.**

- After Gymnastics mats and equipment do not need to be sprayed after the full session providing hand hygiene is maintained with hand gel.

## **Will there be live consultation evenings?**

**WHY? - because we need to maintain the partnership in learning with parents/carers.**

**NOTE: Phone meetings were replaced by online meetings as the cost of the October Meetings using school landlines to phone parents' mobiles was in the region of £450!**

**For FY, Y2 and Y6 face to face meetings were organised in March but were held in May.**

- Face to face meetings have successfully resumed. As a result the parents will be supervised through separate entrances and then to leave with books to take home.

## **How are Mobile Phones managed?**

**WHY? - because we do not want to create a situation whereby mobile phone use could become a conduit for bullying or distraction in school.**

•The policy on Mobile Phones returns to the normal, however the children who have been given permission to have a phone at school, must keep it in their book bag from the moment they cross the school threshold to the moment they leave the school threshold. Failure to do so will lead to the confiscation of the phone to be collected by a parent. If a child is shown to be using a mobile phone to bully (in or out of school) or be unkind the right to have a phone on site will be immediately withdrawn until such time that all are confident that there will not be a repetition.

## **Y6 WOODMANSEY CE PRIMARY SCHOOL**

### **Mobile Phone Protocol and Agreement**

Name of Child in Year 6: \_\_\_\_\_

Date: \_\_\_\_\_

As parent/carer I confirm that I have discussed the following with my child and accept responsibility for my child bringing a mobile phone into school in accordance with this protocol.

- Phones remain switched off and remain in the book bag everywhere on the site inside and outside.
- The school takes no responsibility for any phones brought on site.
- Any child using their mobile phone on site inside or outside will have it confiscated, to be collected from the school office by a parent/carer.
- Any child found to be using their device for vexatious purposes will similarly have their phone confiscated to be collected from a member of the Senior Management Team by a parent/carer.
- Any child in school with a mobile phone without an agreed protocol will have the phone confiscated to be collected from the school office by a parent/carer.

Signed Parent/Carer: \_\_\_\_\_

## **School Uniform is maintained?**

**WHY? - because school uniform is one of many unifying factors of our school family.**

•School Uniform remains mandatory. The exact colour scheme is mandatory. The jumper or cardigan must have the school logo. Other items do not need to have the school badge. If due to financial difficulties a parent is struggling to fund the purchase of a school jumper, please contact Mrs. Nicholls by email in confidence.  
Woodmansey.head.primary@eastriding.gov.uk

## **How does a parent access the school office? the new normal**

**WHY? - because we need to return to our more open and responsive relationship with parents and carers, albeit protecting staff and our patrons.**

- Mrs. Scott remains able to take phone calls and answer enquiries by email.
- The school reception is now however more open though parents/carers will be encouraged only to attend the front reception if the enquiry cannot be answered by email or phone call.
- As we have an "air lock" it is easier to safety manage visitors.

## **What to do if a parent has an important message for the child's teacher?**

**WHY? - because parents cannot communicate with staff at the drop off it is vital that essential messages are delivered in an effective and secure manner.**

- If a parent has an urgent message it should be sent to the teacher before 8am as teachers will check their emails at 8am. To be doubly certain, the email could be copied to the woodmansey.primary@eastriding.gov.uk address. **If however the message is important regarding the safety of a child, a phone call to the school office is essential.**
- However there will be a member of staff at the entrance to receive and pass on messages.

## **How are staff refreshments be managed?**

**WHY? - because the size of our staff room is so small with very little ventilation. However it is now possible within reason to re open the staff room for greater use.**

- Staff are able to make hot drinks and use the facilities to prepare meals. Due to the size, staff should not use the room to sit and socialise. Refreshments can be taken to a larger, better ventilated classroom.
- Staff refreshments are to be paid for after a free offer over the first lockdown period. School meals for staff are £2.50 a day special rate, with an offer of £10 per week.
- Staff may now mix providing there is good ventilation
- Staff however should be mindful of distance when not wearing a face covering and should ensure there is good ventilation.

## Will live meetings resume?

**WHY? - because we can do these in a Covid Secure manner and it is essential that staff can communicate and debate effectively important changes in policy and procedure and also ensure the continuing development and improvement of the school. It is also essential that the whole team can once again feel as one and move from the isolationist systems in place since March 2020.**

- From September 2021 these have been in well ventilated classrooms and staff now may mix.
- It was expected that live Governing Body Meetings **will now be live.**

## Some Y6 responsibilities across the school were restored in October.

**WHY? - because some can be operated in a manner which doesn't compromise the other protocols in school..**

These were all suspended in March 2020 in order to prevent crossing across bubbles. Although the protocols and etiquette in corridors are to be maintained for the time being, Y6 children will be allowed to move about more freely in order to regain this aspect of their school life.

They restarted in October 2021 when all other aspects of the return to school had been established.

When confirming roles, it will be a good idea to have the clubs list on the screen.

The full range of jobs will be restored in September.

Jobs available in 2021/22 will therefore be:

- Pupil Secretaries
- AM Register Distribution
- PM Register Distribution
- 1 Thought of the Week
- 6 Worship Team
- 7 Green team (mixed sex please)

## BAME Risk Assessments

**WHY? - because members of the BAME communities have been disproportionately affected by the virus.**

- A personal risk assessment is to be completed with each relevant member of staff who wishes it, in order to review how the member of staff is to be best protected. Attendance at work is however expected.
  - Regarding children - If parents identify a child as coming from a Black, Asian or Minority Ethnic Background, they may wish to have a discussion with a senior member of staff regarding any particular concerns you may have or any specific risk assessment. Parents to email Mrs. Nicholls.
- Parents will then be invited to come into school for an individual meeting.

## Recording Guests for Track and Trace

**This no longer exists.**

## How will the hall be used?

**WHY? - because we need to provide PE and Music education in a Covid Secure manner.**

- From September 2021 the normal hall timetable was resumed.
- After school clubs were fully restored from September 2021 ensuring good ventilation and hand hygiene.

## **Full Clubs resume**

**WHY? - because clubs provide interest and enrichment to the life of the individual and often to the life of the school.**

- After school clubs inside an outside will fully resume from September 2021.
- Lunchtime clubs were reestablished once the new lunchtime system was fully operational. (October) though lunchtime sports clubs resumed in Week 2. However these indoor lunchtime clubs were suspended in January until February .
- From March all clubs were reestablished.
- All clubs must be conducted with hand gel used before and after, supervised by the club organisers.

## **How do parents pay for meals, uniform, clubs, child care and other school items and also meet office staff?**

**WHY? - because in pre-covid times it could be congested at the school office at the start and end of the day.**

- Since the first lockdown, all payments have been made on line with a debit or credit card. This has worked very effectively and we would prefer that this continues. It also is very easy for us to repay parents in circumstances whereby a refund is required.
- However the front reception is accessible for those needing to attend.
- Those attending the reception may have to queue.
- Staff may choose to wear a face covering when meeting the public.

## **•Educational Visits are now restored.**

**WHY? - because there are new risk assessments to ensure that the visits can be Covid Secure.**

- ALL EDUCATIONAL VISITS WERE RESTORED IN JUNE 2021.