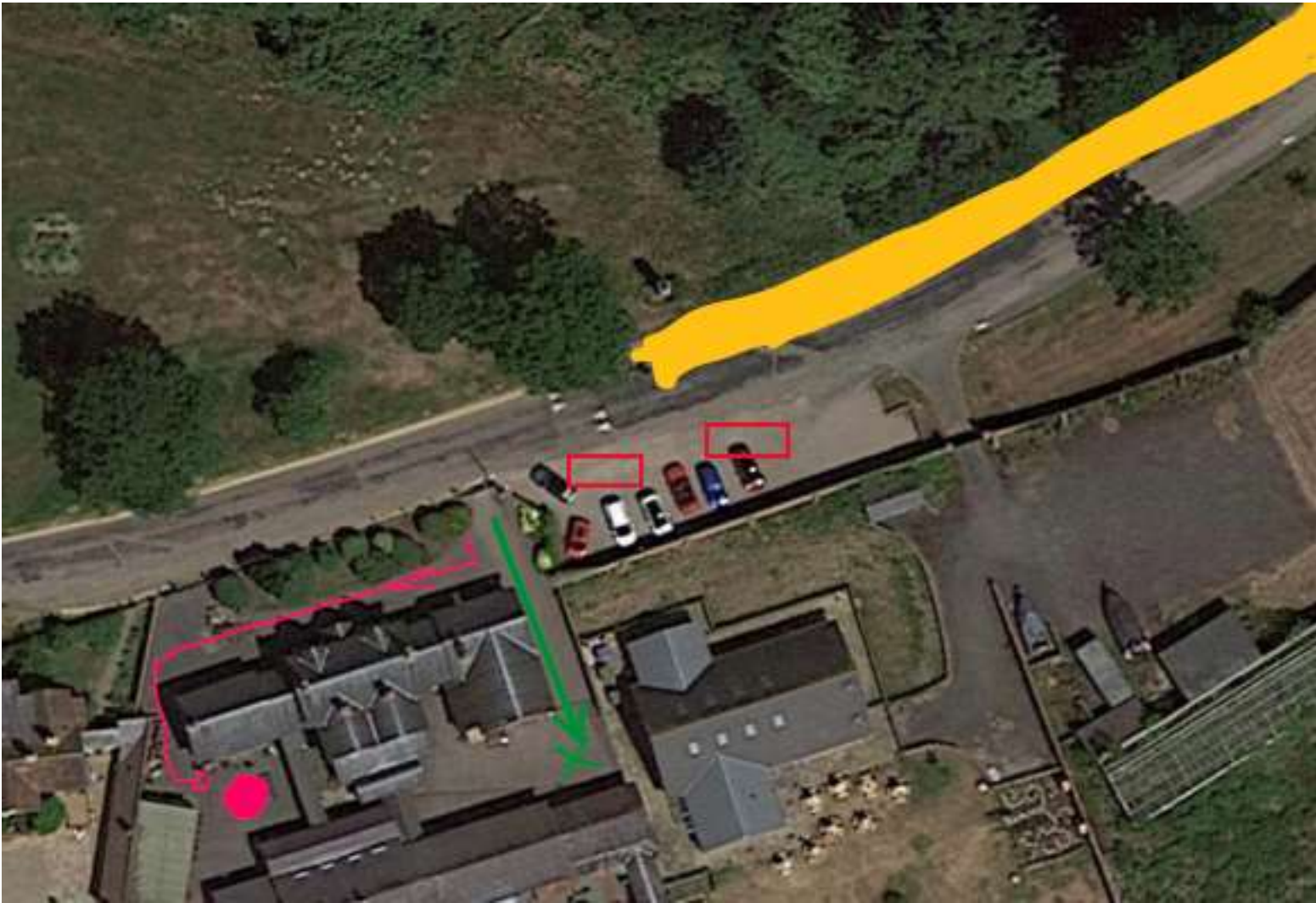



<b>Who is at Risk?</b> Pupils, staff, families	<b>How can the hazard cause harm?</b> Illness – Covid-19 outbreak and interruption to education
<b>Specific issue</b>	<b>Control measure</b>
<b>Covid-19 infection through person to person contact</b>	<p><b>Avoid and reduce mixing through:</b></p> <ul style="list-style-type: none"> <li>• <b>Assemblies</b> continue as virtual assemblies with children remaining in classrooms.</li> <li>• Parents <b>drop off</b> for children in Year 1-4 as a drop and go system. Cars pull up in front of the staff carpark. TAs and HT take children from car into the school gate.</li> <li>• During <b>Term 1 Wrens</b> parents may park their car and enter the school grounds to go through the gate to drop off in front of the Wrens's classroom. Any half-day pickups for Wrens will be from the school gate.</li> <li>• At <b>playtimes</b> children are split into three groups (Wrens, KS1, KS2) and each group will be allocated either, the playground, the fantasy garden or the forest area each day.</li> <li>• At <b>Lunchtime</b>, children will eat in the classroom. No hot lunches will be served during Term 1. Reception children will stay in their own garden area for playtime, the reception staff will coordinate to give the reception teacher a one-hour lunch break. KS1 teacher's will be covered for a lunchbreak from 11.30-12.30. KS2 teacher's will be covered from 12.30-1.30.</li> <li>• Wherever possible groups across classes will stay within key stages.</li> <li>• <b>Pick up</b> for all children will be between 3.05pm and 3.15pm. Parents will enter using the one-way system keeping 2m apart from each other. Hall entry will be limited to ensure that a 2m distance is possible. Reception Year 1 and Year 2 children will be in the school hall. Year 3 and 4 children will be in their classroom area. Parents should pick up younger children first to comply with the one-way system. The toilets in the hall should not be used during pick up time. <b>Parents should wear a face covering</b> when entering the school hall to pick up children.</li> <li>• <b>Parents and staff conversations</b> at pick up or drop off will not be possible. Parents will be able to email a directly to the class teaching team for non-urgent messages. Urgent messages can be emailed to <a href="mailto:theroyalschool@rbwm.org.uk">theroyalschool@rbwm.org.uk</a>.</li> <li>• <b>Year 4 jobs</b> will be redesigned to reduce contact between classes.</li> <li>• Teachers will use teams to <b>correspond with office staff</b>. No children will go to the office.</li> <li>• <b>Staff meetings</b> will continue to be online where it is not possible to keep a 2m distance in a well ventilated area..</li> <li>• <b>Parent meetings</b> will continue to be online.</li> <li>• <b>Visitors to the school site</b> will be restricted to whenever possible after school hours.</li> <li>• <b>Essential visitors</b> during school hours will wear a face covering and use hand sanitiser on arrival at school.</li> <li>• <b>Parent helpers</b> in the classroom will work within <b>either</b> Reception and KS1 or KS2.</li> <li>• All adults moving through the school office, administration corridor, staff room, staff toilets, meeting room and upstairs in the house will wear a <b>mask</b>. Staff members who work in these areas are not required to wear a mask unless they wish to or are unable to keep a 2m distance from those they are working with.</li> </ul>
<b>Child showing symptoms of Covid-19 during the school day.</b>	<p>Staff members are all familiar with the symptoms of Covid-19 which are:</p> <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours</li> </ul>

	<ul style="list-style-type: none"><li>• a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal</li></ul> <p><b>If a child develops symptoms of Covid-19 during the school day</b></p> <p>If a child becomes unwell, looks unwell or says they feel unwell, one member of staff from the classroom must take charge of the child. If only 1 person is in the classroom at that time. Isolate the child away from other children and radio for assistance.</p> <p>Begin step 1 immediately, go to step 2 once adult assistance arrives to supervise the other children.</p> <ol style="list-style-type: none"><li>1. Adult must put on mask, visor, apron and gloves from the plastic PPE wallet.</li><li>2. Remove child from the classroom and take them outside.</li><li>3. Take child's temperature-each class have their own thermometer in the PPE plastic zip file.</li><li>4. Take the child to the Porch at the front of the school (entrance to the house) going around the outside of the school.</li><li>5. Radio the office to call the child's parents to collect them.</li><li>6. Sit child down and wait with them.</li><li>7. Parents collecting a child who is unwell may park on the yellow lines next to the school gate or in front of staff cars.</li><li>8. When the child has been collected the member of staff needs to put their clothes in a bin liner and change into the set of scrubs in the first aid room. Alternatively each member of staff may like to leave a set of clothes in a sealed bag in the first aid room.</li><li>9. Sanitise areas used where necessary eg. chair, then wash hands very thoroughly.</li><li>10. Staff should take a ten minute break, complete an incident form and check in with Mrs Fowler or Mrs Coombridge before returning to the classroom.</li></ol> <p>After the child has been picked up from school the parent should take the child should be taken to be tested. The school hold a few take home tests that may be sent home with the family.</p> <p>Once the results of the test are received and the school has been informed the school will follow the Thames Valley Flowchart for Schools.</p>
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<p><b>Covid-19 infection through contact on surfaces</b></p>	<p>Daily <b>cleaning of all areas of the school</b>. Mask, apron, gloves should be worn while cleaning. A face-shield should also be worn for emptying rubbish bins.</p> <p>Each classroom will have a <b>schedule of handwashing</b> throughout the day.</p> <p><b>Contact points</b> will be identified in each area of the school and a staff member will be identified as responsible for ensuring that the contact points are cleaned at least three times each day.</p> <p>Children will have <b>individual stationary/writing equipment</b> that is named and kept separate.</p> <p>Shared equipment (maths and continuous provision) will be washed daily.</p> <p>No dressing-up clothes within continuous provision.</p> <p><b>PE equipment</b> will be washed at the end of each session supervised by the teacher/coach in charge of the session.</p>
<p><b>Interruption to education through individual pupils needing to quarantine/isolate</b></p>	<p>Children who are unable to attend school will be able to attend classes with their own class virtually. They will share in the class by logging into teams and the class teacher will set up a device that will allow them to participate in the class.</p> <p>All resources for each lesson will be available on the child's Microsoft team's account.</p> <p>Teacher's will plan units of work that can be delivered either onsite or virtually. These units of work will be uploaded to teams each week.</p> <p>Key teaching points and instructions will be shared as a video file for pupils to be able to access.</p> <p>Online resources and video lessons will be available for children to access (Whiterose maths, Oak national Academy, Mathletics, Rising stars reading scheme.)</p> <p>Teachers will be given extra PPA time and staff meetings will be kept to a minimum to ensure that any work completed at home is marked and gives quality feedback.</p>
<p><b>Interruption to education through classes or whole school</b></p>	<p>Teacher's will plan units of work that can be delivered either onsite or virtually. These units of work will be uploaded to teams.</p> <p>Key teaching points and instructions will be shared as a video file for pupils to be able to access.</p> <p>Online resources and video lessons will be available for children to access (Whiterose maths, Oak national Academy, Mathletics, Rising stars reading scheme.)</p> <p>Classes will be set up on teams and should the school or a class need to work off site, lessons will be delivered virtually using the normal class timetable for Year 1 to 4 and a reduced timetable for Reception. Teachers will expect work to be completed and feedback will be closely aligned to learning objectives and the child's targets.</p>
<p><b>Impact on the emotional wellbeing of pupils and staff.</b></p>	<p>All staff will have regular CPD on supporting children's wellbeing.</p> <p>All staff are encouraged to support each other and to talk to the Headteacher, Canon Poll or a Governor if they have concerns they wish to discuss.</p> <p>Staff workload will be considered and staff consulted before changes due to Covid-19 are implemented.</p> <p>Staff will be given the contacts for the RBWM support services during inset.</p> <p>Staff will wear masks for short periods of times during the school week to ensure that the children are not concerned if staff are required to put on a mask to deal with a suspected covid-19 case.</p>

Morning drop off system







Car drop and go point



Drop off point for children new to the school  
or those needing some support to transition into school



Parking area. One side of the road only to make a safe route  
for those wishing to cycle to school.



Bicycle parking area

## Map of one-way system for school pick up

