



# St Mary and St John Church of England Primary School

## Contingency Plan September 2021

*Reception children at Comper will be following guidance specific to their setting*

If five people within one year group test positive within a ten-day period, Public Health England will advise of next steps and the contingency plan may be implemented.

### **Risk: Virus transmission through normal school routines**

#### **Actions to mitigate risk**

##### **Groupings:**

- If 5 people in one year group test positive within a 10-day period, that year group will become a bubble. This 'bubble' will then conduct learning, breaktimes and lunchtimes separately from the rest of the school.
- Daily Celebration Assemblies will be held remotely with year group joining online from their classrooms.

##### **Drop off and pick up:**

- Year group access points at drop off will continue. Parents are asked to drop children at the gate, with the exception of Year 1 (until October half term), where parents may drop children at the classroom door.
- To reduce the risk of transmission, one parent/carer will drop their child/children at a given school access point. Parents will be encouraged to drop children and leave promptly to avoid congestion at the school gates and socially distance where possible.
- School gates will open at 8:40 am and be locked at 8:55 am / open at 3:15 pm and be locked at 3:30pm
- At pick up, children will be released from their classroom door where one parent/carer will collect. Year 5 will be released from the double doors near the Year 4 classroom and parents/carers may wait outside the hall area. We ask adults to socially distance where possible and leave the school site once they have collected their child/ren.

##### **Visitors:**

- Visitors will be permitted on site by prior appointment and given a copy of the risk assessment.
- Visitors will be required to wear a face mask in corridors and communal areas.
- Parents/Carers are encouraged to contact teachers with any questions via the school office ([office.3834@ssmj.oxon.sch.uk](mailto:office.3834@ssmj.oxon.sch.uk)). Messages will be directed to the correct adult and teachers will respond to arrange a call or a meeting via the school office.

##### **Learning spaces and classroom organisation:**

- Children will access their classroom through an external classroom door.
- For children in years 4, 5 and 6, tables within the classroom will face forwards.
- Assemblies will be conducted virtually.
- Opportunities for learning outdoors will continue to be encouraged.

##### **Toilets:**

- Children in bubbles will visit the toilets one at a time and be allocated specific toilet cubicles.

##### **Playtimes:**

- As much as possible, playtimes will take place outdoors in Key Stage 1 and Key Stage 2 groups.
- Children in a bubble will be given a specific separate location for their morning break and lunch break, away from the rest of the school.
- Children in bubbles will eat their school lunch in their classroom.

**Resources:**

- Shared resources will be thoroughly cleaned after each use.
- Only essential items e.g. lunch boxes, coats, bags and books will come into school (mobile phones in older year groups are kept in the school office during the day).
- All children will have an individual water bottle. Bottles will be provided for those children without one.

**Breakfast and After School Clubs:**

- All children can continue to attend Plus+ Base or after school clubs.
- Clubs will ensure good hygiene for everyone, maintain appropriate cleaning regimes and keep spaces well ventilated.
- Where possible, clubs are conducted outside to minimise risk.

**Risk: Exposure to infected individual****Actions to mitigate risk**

- School will communicate with all parents and carers the importance of staying off school if anyone in their household has Covid-19 symptoms.
- Guidance from NHS Test and Trace will be followed in the event of a positive case.
- School will actively engage with NHS Test and Trace when appropriate to do so.
- School will engage with lateral flow device testing twice a week for staff who choose to do the testing. All results will be reported via the government website. In the event of a positive result, the Headteacher will also be informed.
- Manage confirmed cases by following government and Local Authority guidelines and Public Health England advice.
- Communicate promptly and clearly with parents and carers if advised to by NHS Test and Trace.

**Risk: Virus transmission in the physical environment (cleaning and hygiene)****Actions to mitigate risk****Handwashing:**

- All adults and children will clean their hands on arrival at the setting, after eating, at the end of the day, and after sneezing or coughing.
- Handwashing resources will be readily available in all areas of the school.
- All children will be taught about the importance of maintaining high levels of hygiene. Good practice will be encouraged and modelled.
- Posters and lessons will be used to raise awareness of good hygiene and staying safe.

**Respiratory hygiene:**

- All adults and children will use a tissue or elbow to cough or sneeze and use bins for tissue waste ('Catch it, Bin it, Kill it').
- Posters will be used to raise awareness of good hygiene and staying safe.
- Face masks will be used at the discretion of adults within school but are not required.

**Enhanced cleaning:**

- Tables and frequently touched surfaces will be regularly cleaned with anti-bacterial spray.

**Ventilation:**

- Where possible, all spaces will be well ventilated using natural ventilation (opening windows and internal/external doors).