



Sandiway Primary School

Revised School Procedures from September 2020

(Version 1.0 – Aug 2020)



Audience: members of school staff, children and their families, Local Academy Board

Author: Mr Chris Priddey, in conjunction with Headteachers in Create Learning Trust, senior leaders within Sandiway Primary School and leaders within Cheshire West and Chester. Government and Union advice has been used to collate this information that refers to the local setting of Sandiway Primary School. It is written in good faith for the safe opening of the school in September for all members of the school community and is subject to revision and change as further advice and data is obtained.

Preamble: The Government has announced that schools in England would be expected to fully open in September 2020 for all year groups. The following document has been written to support the return to school for members of staff, children and their families. In a time when information and guidance is changing, it is likely that there will be a number of revisions to this information.

This document is not intended to replace the Government guidance that can be seen below, but is to translate the guidance into our school environment.

All information is being shared in this document (some aspects of the document are more or less relevant, depending on your role) so that all members of the school community can each see their own responsibilities and how they interact with others to ensure the safety of the school for all members.

Please also refer to Government guidance at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> and

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

Risk Assessments

The Government guidance is clear that robust risk assessments must be created by schools that reflect the guidance and how it would be managed within the school. Risk assessments will be drawn up and will remain as dynamic as the term progresses. Key to the risk assessments are a 'system of controls': prevention and response to any infection. Risk assessments will be available on the school website.

Attendance

The guidance is clear that there is now an expectation that ALL children should attend school. I share the sentiment of the Government that it is important that children are in school to reduce the longer-term impact of the pandemic on children's education.

From September, it is the parent/carers's duty to ensure that children attend school, the school's responsibility to record attendance/follow up absence and fines can be used where necessary. I don't believe that the latter point will be applicable for our school community; we have spent a lot of time gaining the confidence of parents, staff and children - shown by 95-98% attendance in Reception/Year 1 and Year 6 during partial opening in the summer term. Where parents have any concerns, I ask that they contact me personally (initially by email to head@sandiway.cheshire.sch.uk) so that concerns can be heard and addressed – this can be done before the term starts. Shielding advice has also changed, meaning that the small number of children who are shielding family members can now also return to school.

Due to the amount of time children have missed, parents **should not** submit requests for any additional leave of absence unless these are deemed to be 'exceptional'. Holidays taken during the term time will not be authorised.

There are some exceptions to the above:

- Some children/families may be self-isolating, they may have COVID-19 symptoms or they may have had a positive test for COVID-19. Some families may be subject to quarantine rules having returned from a country that this is stipulated.
- National and local situations are changing – updates may fully or partially close schools – where a school, Local Authority or the Government closes a school, children will not be expected to attend and will not be penalised.
- Some children under the care of a specialist health care professional may need to discuss their care before returning to school in September – where a specialist gives specific advice, this must be followed and school should be informed with all the documentation available.
- For other Headteacher authorised leave (exceptional circumstances)

Illness and health

No-one with symptoms of COVID-19 should attend school for any reason.

There is clear guidance for staying at home if you have COVID-19:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

The school policy for all other illnesses and conditions also continues to apply, including the '48-hour rule' for sickness/diarrhoea. If anyone develops any illnesses whilst at school, parents will be contacted in the normal way.

The school has an isolation area where any staff member or child who has symptoms will be asked to move to until they can be collected or can go home. Routine temperature checks of staff and children are not deemed to be an effective way of determining if anyone has COVID-19 as there are other symptoms and some people are asymptomatic. However, if a child or staff member has a suspected temperature, the school has an in-ear thermometer which will give an accurate temperature reading which could help to plan for the next course of action. Any temperatures taken are recorded in school as a means to support on-going health care.

Over the course of the year and as children come back together again, we will find that children get ill from various illnesses and infections not related to COVID-19. A common medical response to an illness is an increased temperature, as is a cough/sneezing; this may not be related to COVID-19. As a school, we will need to achieve the balance of making judgements about if symptoms need to be investigated further to rule out COVID-19 or whether they relate to COVID-19; we intend working in partnership with parents to this end. School staff are not medical professionals and will not be able to give diagnoses, but will help parents with this route. We do not want to close classes where there is an ill child, but not related to COVID-19, equally, we don't want to miss a COVID-19 case that could then cause an outbreak. School will communicate any confirmed cases/class closures in a timely manner, but it should be noted that not all other illnesses will be reported and also that individual medical matters are confidential.

Within this partnership, it is the *responsibility of families and school staff to inform school as soon as possible where an individual or family has positive COVID-19 tests. Additionally, information about a negative test should also be communicated* – taking advice from Public Health England, it is likely that isolation for 10 days will still be required because the coronavirus could still develop within the following days. In the event of a positive test of COVID-19, the school will be in contact with PHE and advice will be

followed. The NHS Test and Trace process will also be used. Parents will be contacted as soon as possible where there has been a positive test of COVID-19 or where there has been an outbreak (two or more cases within 14 days, or an overall rise in sickness where coronavirus is suspected).

School Uniform/PE kits/equipment

Children are **expected to wear full school uniform when they return to school**. Please see the school website for the school's policy. School uniform can now be purchased from the school's preferred supplier in Northwich. Previous relaxation of uniform, including shoes, will now be reversed, with an expectation to follow school policy. As the school will be well ventilated, we have found that children have found the school to be cooler than normal – I advise extra layers under school uniform on colder days. We will also allow for a school fleece (or a plain blue fleece/hoody) to be worn in classrooms when the weather is cooler and good ventilation is required.

School uniform should be washed regularly, but the guidance says that daily washing of sweat shirts etc is not needed.

Children **should limit the amount of equipment and belongings they bring into school each day**. This includes leaving of pencil cases at home, unnecessary bags etc. Where the teacher is able to give notice that the children will be having a PE lesson the following day, children will be able to come into school in a PE kit and stay in the kit all day to minimise changing clothes. Children will not have access to cloakrooms as these are communal areas – coats/hats/gloves etc will be placed on backs of chairs.

In reality, children will only need: a filled (named) water bottle, healthy snack and a packed lunch, if not having a school lunch.

The concept of class groups (often referred to as 'bubbles')

The clear advice is that children should maintain consistent groups in order to support minimise the risk of transmission of infection. Class groups have been advised and this will be followed, where possible. Each class will be taught in a classroom by a teacher (and may be supported by a teaching assistant), they will have their break times and lunchtimes as a class. They will also arrive and leave the school as a class within specific timings to limit classes coming into contact with each other (see below).

Where there is illness in one class, this minimises the spread of an infection to another class (to the children, members of staff and ultimately their families). Where there is a need to isolate, quarantine or prevent a class coming into school, this can be done easier with the group with limited staff members than a larger area of school.

The guidance states that adults may move between class groups/bubbles; I have minimised this with the class structures that are in place with classes requiring more support having more teaching assistants. However, in reality, teaching assistants and sports coaches will be coming into contact with different groups during the course of the day and week. As a means to minimise risk, enhanced hygiene (hand and equipment washing) and distancing will be used. Sports coaches will work outside (where possible) with groups of children, washing equipment/hands in between sessions.

Use of outdoor space/break times

Children will be making full use of the school grounds, including the area next to the Reception classroom, the Reception small grassed area, the playground, the forest area and the school field. It is recognised that being outside lessens the spread of the virus due to the amount of free-flowing air and greater distances possible. Please ensure that children have coats in school/sun cream applied each morning/hats/etc (keep an eye on the daily weather forecast).

Arrival in school/departure from School

We are fortunate to have a number of entrances to the school that can be utilised for different groups, supporting social distancing and maintaining class groups. We will be staggering the start of the day for

children and ask that parents follow these times, which will also help with parking and adult social distancing. Please maintain your distance from other parents in the car parks, on the playground, on school paths and near 'pinch points' (doors, gates, etc). Please keep any younger (pre-school) children right next to you and prevent them from running around. Signs will be displayed to facilitate one-way routes and no entries. Initially, staff will be on duty to guide and support you.

Initially, we will leave out coloured spots to stand on to help you with social distancing. We expect all adults to adhere to Government advice of 1-plus metre social distancing.

We ask that children arrive and leave at the following times – it is important that we are all (children/parents/staff) punctual to facilitate a smooth start and end to the school day, maximising the learning time for children.

Class/year group	Drop off time/location	Collection time/location
Reception	8.50am/staff car park	2.50pm/staff carpark
Year 1	8.40am/staff car park	3.10pm/staff car park
Year 2	8.30am/staff car park	3.00pm/staff car park
Year 3	8.30am/playground	3.00pm/playground
Year 4	8.40am/playground	3.10pm/playground
Year 5	8.50am/playground	3.20pm/playground
Year 6	9.00am/playground	3.30pm/playground

Any children who are late being dropped off or collected should be brought to the attention of the school office.

Parents should only drop/collect their own children off at school in order to maintain the family unit and prevent any cross contamination. This arrangement may be able to change according to Government advice.

The staff car park will have restricted vehicle access during drop-off and collection times. Please do not use the staff car park when families can be seen walking in this area. Ideally, families should walk to school in order to take advantage of the moving outside air and as a means to maintain good social distancing. Parking is available at the Village Hall as well as in the Village Car park.

Due to cross-over of cars/pedestrians it is essential to drive slowly (MAXIMUM: 5mph/1st gear) and take extra care with reversing in/out of spaces.

Where school times have been changed from what was 'normal', we have adjusted parts of the school day to ensure that they still receive the correct amount of teaching time as directed by the Government.

Children who use the mini-bus service provided by Cheshire West and Chester from Delamere Park will still have access to this, if required; however, parents may prefer to use their own transport initially. Where the service is used, measures following Government guidance will be in place in terms of seating the children suitable distances apart.

Where children (mainly in Year 6) are able to walk home by themselves, we ask that this is indicated to class teachers in writing/email in advance. We ask that parents accompany the children initially so support them with the new start and end arrangements.

School Security

Outside the times indicated above, all perimeter gates will be closed/locked. If you wish to access school during the school day, this should be done through the school office. Please note that the glass window to the school office will remain closed to provide a protective barrier for staff/parents. At this time, we will not require face coverings to be worn by adults visiting the school, but they can be worn.

School doors/windows will be opened during the school day as a means to ventilate the building, but any areas of the school not supervised by staff will have their doors closed (empty classrooms, etc).

Handwashing/personal hygiene/toilet use

Children should wash their hands thoroughly before coming to school and when they get home. It is also a good idea to have alcohol hand gel in the car/pockets that can be used as an alternative.

- It is a requirement that all members of the school wash their hands in warm (preferable)/soapy water for at least 20 seconds:
 - Upon arrival at school
 - During the day (at least every hour and as necessary)
 - Before/after break times and lunchtimes
 - Before leaving school
- Tissues should be kept in pockets in case of need
- Coughing and sneezing should be done into the sleeve in the antecubital space (the 'elbow pit') or into a tissue. If a tissue is used, this should be disposed of immediately and hands should be washed – 'catch it, bin it, kill it'
- All school members should avoid touching their face (mouth, nose and eyes) as the virus is known to spread through mucus membranes. It is good advice to clasp fingers together to prevent yourself from touching surfaces or your face.
- Alcohol gel is also available around the school which can be effective, but as a second method where hand washing is the preference.

In the school, we have different toilets and handwashing facilities which will be allocated to different groups of children. We do not have enough facilities to have one class per toilet, but the guidance states that this is also not necessary. In order to minimise risk, toilets will be regularly cleaned, children will use hand gel before using toilets and facilities will be used one a 'one in/one out' format.

Additionally, we have purchased a stand-alone outdoor sink unit that can be used by children/staff/parents as they come to school and/or when they leave and/or during break times.

Repeated hand-washing can cause a number of skin conditions including contact dermatitis/eczema. Where there are any concerns, please speak to class teachers as alternative soaps, moisturisers may be needed – this will be looked at on a case-by-case basis.

Face coverings are not (currently) required to be worn in school settings. Some children may choose to wear a face covering upon arrival to school. It is important that children do not touch their face when this face covering is removed when entering school (or prior to entering school). The face covering should be disposed of or placed in a plastic bag. Hands must then be washed before entering school.

School lunches

The lunches for next term will be as follows on a 2-week rolling menu. There is a requirement for schools to continue to offer school lunches and we are delighted to be able to offer this service, building from the simplified service last term. Some of the classes will have their lunch delivered to classrooms, which is where they will also eat. As a means to ensure that meals are served efficiently and at the correct temperature, we have selected meals that are easier to serve. Where there is no vegetable choice shown, please be assured that Donna has become quite skilled at 'hiding vegetables' in sauces, etc.

Children have commented the bolognese is the best they have tasted – if only they knew! During the summer term, they were actually very well received by the children and the waste (left-overs from children's plates) was reduced significantly – some days, no waste.

There are nutritional guidelines that schools need to follow and the 2-week rolling menu follow this with some minor exceptions (for example, oily fish once every three weeks). When we are able to wider the choice, any omissions will be rectified. A vegetarian option is always available and all dietary requirements can be met in consultation with the kitchen team. We encourage all children to have a school lunch as it is one less thing to bring into school and you know the children will be well fed. They represent great value at £2.30 a day (for KS2 – infants are free).

Each day, there is a hot option or a packed lunch (choice of fillings, crisps, cake, fruit, drink) option, additionally drinks/desserts/fruit will be available. Please use Lunch Hound for pre-ordering meals, contacting the school office if you have any problems logging in, etc.

We will not be providing morning snacks to start off with, although this will be reviewed in the first few weeks of term – please send your children into school with a healthy snack (no products that contain nuts, please). Please also send children into school with a named water bottle.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Sausages/ mash/baked beans	Pasta Bolognese	Moroccan chicken/diced roasted potatoes	Chicken korma curry/rice	Giant fish finger/chips/ baked beans
	Packed lunch: tuna, cheese or ham	Packed lunch: tuna, cheese or ham	Packed lunch: tuna, cheese or ham	Packed lunch: tuna, cheese or ham	Packed lunch: tuna, cheese or ham
Week 2	Chicken burger/potato waffle/baked beans	Cheese/ tomato pasta	Beef casserole/roast potatoes/ vegetables	Chicken tikka curry/rice	Cheese & tomato/chips/ baked beans
	Packed lunch: tuna, cheese or ham	Packed lunch: tuna, cheese or ham	Packed lunch: tuna, cheese or ham	Packed lunch: tuna, cheese or ham	Packed lunch: tuna, cheese or ham

The Classroom Experience

The Government guidance is clear that children do not have to be separated by any distance, however, it states that classrooms need to be organised to minimise any face-to-face contact and to maximise the space available for both adults and children. Tables will be arranged such that children are not facing each other and so that staff/children are not directly facing each other and to ensure that distancing is possible. In many classrooms, this will mean that tables are arranged in rows and are facing the front.

Teachers will generally be presenting to their class from the front of the room, but one of the best ways which teachers encourage strong progress in learning is through constant interaction with children as they are working. Space will be created to allow teachers to circulate around the room to support children, but there will be very limited times where teachers will be working in close proximity to children, for example in small groups. However, there are children who need this close support due to educational and medical needs. Staff will be taking additional precautions to ensure that both they and the children are safe.

Teachers will be marking books, but there is accepted evidence that any virus stays on porous surfaces for up to 6-7 days. Enhanced hygiene will be required before, during and after marking work to protect all members of the classroom.

The classrooms will be well ventilated; even during the summer term, classrooms have been cool and some children have felt the cold. We are allowing the children to wear a school fleece (or a plain blue fleece) in school or additional layers are recommended. As we approach the winter months, we will need to review the ventilation as the classrooms will be too cold to work in with windows/doors open.

As children will be limiting the amount they bring into school, they will be keeping any belongings at or on their desk. Coats/hats/gloves will be hung from the backs of chairs – please teach children the practice of pushing hats/gloves into the sleeve of coats to prevent their loss. Please label all clothing. Children will each have a tray for their books, etc. Each child will be provided with their own equipment (pens, scissors, glue, etc) which will be kept in their tray.

Shared equipment (laptops, iPads, books, etc) will be cleaned between uses or where equipment cannot be cleaned, they will be quarantined for at least a week.

Younger children (Reception and Year 1) will still be able to use play-based equipment and activities in their learning, as will older children continue to be able to use resources to support learning (counters, place value equipment, Numicom, word lists, etc). Additional cleaning will take place and resources will stay in classrooms and not be shared with other classes.

Classrooms will be cleaned each day and staff (and older children) will be ‘cleaning as they go’ as a way to ensure good hygiene within the class bubble.

Face coverings are not (currently) recommended in schools, but staff will be free to wear them if they wish. Evidence suggests that children do not wear face coverings correctly or they touch them so much that they actually become counter-productive, so it is recommended (currently) that children do not wear them.

The Curriculum <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support>

There is an expectation that schools should return to a full curriculum by the Summer Term 2021 at the latest (and that it is broad and ambitious) as soon as possible; there is also consideration that initially the curriculum may need modification to prioritise addressing any significant gaps in pupils’ knowledge. Exceptionally, parts of the wider curriculum will initially be ‘paused’ to allow for greater time for the teaching of essential content. It is our intention that the full curriculum will be in place well before the suggested time; we are working with best efforts to return the children’s learning opportunities to as normal as possible, as soon as possible.

The curriculum for the start of the Autumn Term will consist of:

- Assessing the needs of the children, including any ‘gaps’ in learning
- Teaching basic skills, knowledge and understanding of core subjects (English, maths, science, IT)
- Ensuring high interest, engagement and excitement in other subject areas
- Ensuring that the children get additional teaching time in sports and PE
- Maximising the use of outdoor learning
- Ensuring that any mental well-being needs are met through appropriate support and contact with trained staff

In the event of a full or partial closure of the school, it is the intention that the curriculum can still be taught remotely with regular live lessons, work set, ability to 'hand work in' and for feedback for the class, group or individuals as appropriate. Staff and children will prepare for this potential eventuality in the first few weeks of the term.

Where children require extra support, this will be given through 'quality first teaching' experiences, support from suitably experienced/qualified teaching assistants, through additional individual/group support work, through the use of SEND plans (as appropriate) and through appropriate access to the additional tutoring/'catch up' programme as funded by the Government.

Homework

Homework will resume as being a pivotal part of your child's education. We recognise that children will have worked hard all day and parents have limited time in the early evening, but we ask that some regular time is set aside to support your children's education. Homework will include spelling/grammar work, basic maths skills/knowledge and reading.

The Club (before and after school provision)

We will be restarting the service of before and after-school care. As manager of the Club, Becky Penney will be happy to hear from you to make a booking and to confirm costs, etc. Contact can be made by email: theclub@sandiway.cheshire.sch.uk or phone/text/WhatsApp: 07384 313466.

The Club runs from 7.30am until the beginning of the school day and from the end of the school day until 6.00pm and will be in the school hall. Access to the school will be limited for parents, but pressing the front door bell will alert office or Club staff at drop offs/collections.

In order to maintain the class groupings (bubbles), the children will be arranged in the hall in smaller groups with resources, equipment, tables, etc shared out and cleaned between each group having access. We have good capacity of numbers for The Club as they will be in the hall, but I advise early booking to avoid disappointment. Equally, ad hoc bookings can be made through the contact details above.

School clubs (before/after school)

For the start of the school year, there will be no school clubs run by school staff or outdoor providers, other than those offered by Mr Ault (who is used to working within the measures that we have in place). We will review this as the term progresses, but our priority is to maintain the integrity of the class groups initially. The Club is available for child care support before/after school each day.

School visits

For the Autumn Term, we will not be offering the children the opportunity for school visits other than in the immediate community (within walking distance). The main reasons involve the use of coaches and the measures that providers are still establishing. As the term progresses, we will review this situation.

Social Distancing

It has been recognised that social distancing can minimise the spread of infection as one form of transmission is through air-borne droplets from breath, through speaking, coughing and sneezing. It has also been recognised that social distancing is very difficult when in crowded places, at 'pinch points' (narrow corridors, doorways, gates, etc). Children will have minimal movement around the school; when this is needed, it will be done in small groups/individually or by using a one-way system. It is also noted that it is very difficult to ensure that all children social distance – some people think that it is impossible.

- The distance between staff and children will be limited to a recommended 1-plus metre distance (by 2 metre is preferred)
- Children sitting down should have teachers standing to the side or behind
- Children should take all efforts to remain a social distance from each other
- Children will be encouraged as far as possible not to have physical contact, not to be close to each others' faces, to have good hygiene practice and to follow the guidance. Care will be taken

to speak about this sensitively but firmly – we are all getting used to new ways of socially interacting and children will have been used to being in their home and not interacting with others – we recognise this.

- Smaller rooms, including the music room, staff room, group rooms will be used by one, two or three people at a time (room size dependant) if a social distance is not possible. These rooms will also have ventilation to support air flow.

First Aid

Activities during the school day will be planned to minimise risk and therefore the need for first aid; however, accidents happen and staff have a duty of care for the children (as well as there being a duty of care for the staff by the Trust). Any risk to life through injury will be addressed with every effort available – medical emergencies outweigh any other risks to health. Staff will use PPE to ensure that they are protected from harm, but all casualties will receive first aid as required. Where there is a minor injury, staff will work with children in a caring and supportive way, comforting and giving medical treatment whilst also protecting themselves (following the guidance of first aid training that has been received).

During the time that school is open, the school will maintain the levels of First Aiders (First Aid at Work Qualified and Paediatric First Aid trained). Additionally, the majority of staff are trained in Emergency First Aid. Where possible, the members of staff who are working within a class will be giving the first aid – first aid kits are in all classrooms and PPE levels should be maintained. In the event of more support needed or a more severe injury that needs a fully qualified first aider (for example a head injury), priority is given to the medical need rather than maintaining the group.

Personal Protective Equipment (PPE)

Following guidance, the use of PPE in schools is not necessary on a day-to-day basis. It is more important to follow social distancing and personal hygiene. However, there are some exceptions:

- Suitable PPE (disposable gloves) will be used when dealing with first aid
- PPE (disposable gloves and disposable apron) will be used where any intimate care is required, for example: children soiling themselves and requiring support in being cleaned
- PPE (disposable gloves, face covering and disposable apron) will be used to clean any bodily fluids (urine, faeces, vomit, blood, etc)
- PPE (disposable gloves, face covering and disposable apron) will be worn in the event of having to isolate a child and they need direct personal care before they can return home.
- General wearing of face coverings are not recommended in schools; changing habits, cleaning and hygiene are deemed to be effective measures in controlling the spread of the virus. Face coverings should not be worn in any circumstance by those who may not be able to handle them as directed as it may inadvertently increase the risk of transmission. If staff are, however, choosing to wear a face covering, they must be provided by the individual so that they are satisfied that they meet their own specification and requirements. Face coverings must either be disposed of or taken home for washing. Any used face coverings found in school at the end of the school day will be disposed of.
- PPE (disposable gloves, face covering and disposable apron) will be used by staff for the intensive cleaning operations

Cleaning

The maintaining of a clean and hygienic environment is important to ensure that the virus is not transferred. Depending upon the surface, the virus has a length of time where it can still infect: this ranges from a few hours (porous surfaces such as fabrics) to several days (shiny laminated or smooth surfaces).

Cleaning will take place both during the day and more intensively at the end of each day and with even greater detail each Friday. All members of the school community will be taught to take responsibility for cleaning the areas and equipment that they have used, as will be a new-normal. As part of 'tidying

away', there will be elements of 'supervised cleaning'. School staff will take the responsibility of ensuring that the cleaning is done effectively. The most effective means of cleaning is through using a detergent (soap) and warm water – the cleaning action and the detergent breaks down the fatty outer surface of the virus. Other cleaning chemicals are also effective, including the use of bleach. Staff should be familiar with 'Control of Substances Hazardous to Health' (COSHH) which is available in the school. Staff using stronger chemicals for cleaning will have training in its use. Although alcohol is also effective, it needs to be at a higher strength (80%) so is unsuitable for use with young children and is required more in healthcare provisions.

Cleaning will only be undertaken in a 'wet state' – ie. areas will be cleaned using a wet cloth (with detergent/water), cloths will be cleaned out and the solution will be washed down the drain. Cloths will be replaced regularly. No 'dry cleaning', buffing, dusting etc will occur to ensure that no airborne dust (and potential virus) is released.

Cleaning will take place:

- Regularly throughout the day by staff and children
- On hard contact points (switches, door pushes, etc) during the day and intensively at the end of each day
- On desks before lunchtime
- In classrooms (desks, chairs, contact points)
- In communal areas, such as toilets, throughout the day
- Where there is a known case of COVID-19, a deep clean will occur in the areas where contact is made by all members of the bubble

Office/admin enquires

Parents and staff will have a number of enquires for the school office. The office will have one person working each day. Due to the small space in the front lobby and by the office, parents and visitors will not be allowed into school. Please make all queries by phone (01606 883298 – answer machine also in operation) or by email (admin@sandiway.cheshire.sch.uk), which will be monitored all day (except part of the lunch times, when staff will need a break). Contact can also be made to me by email (head@sandiway.cheshire.sch.uk); this email address is only seen by me so confidential information can be shared.

Parent Helpers

While we greatly value the support that parent helpers give us in school, regrettably, we will not be allowing any additional adults into school for the first part of the Autumn Term, although this will be regularly reviewed as the term progresses.

Outside agencies (for example learning support, speech/language) and contractors

Where any outside agencies need to work with school staff or children, this will happen remotely where possible. If an outside agency needs to come into school, measures will be in place to protect the safety of the children and the building as noted in this document (social distancing, hygiene, etc).

For the first half of the Autumn Term (at least), we will be asking our peripatetic music teachers to arrange other venues or virtual lessons with children having music lessons. This situation will be reviewed as the Autumn term progresses.

Contractors will be limited on site when staff/children are working, however, this may not always be possible. All contractors will be inducted onto the site and be made fully aware of the measures that they must adhere to. It is recognised that contractors will have to access the site due to the maintenance of essential services (fire alarms, gas supply, heating systems, etc) and also in emergency call out situations.