



Townsend Primary School

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Dear Parents and Carers

Covid-19 School Procedures in place

As a school we continue to put in place systems to tackle the spread of Covid-19. We have followed Government advice and introduced other systems, to ensure that the provision in place is the best it can possibly be.

For these systems to work, we need the support of our parents with the simple daily routines.

- Attending school and collecting your child on time is one action that will be vital to reduce cross contamination.
- All children must come to school with a bottle of water each day because water fountains are not being used.

The Government has made it clear that **all** children must attend school, except those exempt due to a medical condition.

However, during a lock-down or when the area is placed in Tier 4, only key worker's children will attend school.

Please read the information below and visit the website to read our most up-to-date information and all risk assessments.

Best Wishes,

Anne Stonell
Headteacher

Norma McCance
Chair of Governors

TOWNSEND PRIMARY
SUMMARY OF SAFETY PROTOCOL

- 1) Parents & carers do not enter the school – we ask for contact to be via telephone or email only!
- 2) Parents & children line up 1 metre apart when waiting outside school. Each year group has their own area to stand. Each child enters school alone.
- 3) Children sanitise hands when entering the playground, entering the building and they will be either sanitising or washing hands each hour or if they leave and re-enter the classroom
- 4) All pupils sit facing the front of the class, with their own resources that only they touch.
- 5) **Each year group will be separate, in their own social & learning bubble. This includes adults too.**
- 6) Different playtimes and lunchtimes result in reduced movement around the school
- 7) Year 1&2, Year 3&4, Year 5&6 will have their own entrances, playtimes, and lunches.
- 8) Playtimes: each class will have their own area & resources, so, they do not mix with other classes.
- 9) P.E. lessons will be individual P.E. activities with space between each child.
- 10) Each class has anti-bacterial wipes & sanitising gel to be used throughout the day. Regular hand washing will take place.
- 11) The classrooms are sanitised each morning, as is the communal areas – handrails, door handles, classroom tables. Seats will be sanitised thoroughly each week.
- 12) At the end of the day, parents stay outside the school gate, following the 1 metre rule. The youngest children will leave first, an adult will call the parent to walk away with their child. Once all parents have been called from that year group, the next year group will be called. Collection of other children will not be allowed unless the office has been informed. This will take time and we ask that everyone to please be patient.
- 13) Protective wear will only be worn when a child is vomiting or has had an accident.
- 14) All teachers will have separate lunchtimes and in their own bubble. No masks are needed as directed by the Government.
- 15) If i-pads are used, they are thoroughly wiped with anti-bacterial wipes and left over-night before the next class uses them.
- 16) Homework and some lessons will be on-line learning because these skills will need to be developed further. If a class must go into self-isolation, learning will continue via on-line. EVERY CHILD will be expected to complete the on-line learning.
- 17) Parents will not send their child into school if they feel unwell – i.e. has a temperature, upset tummy, or has symptoms of a cold or flu. They will organise the child to have a Covid-19 test.

18) Parents will always keep us updated of any illness and test.

Risk Assessments – What are these?

These are detailed documents that identify all actions taken to minimise a Covid-19 outbreak happening within the school. All staff study them and follow the actions needed. All of these can be found on Townsend's website: www.townsendprimary.co.uk

Class Bubbles- social distancing – what does this mean?

The aim is to keep each year group together with no contact with other year groups

- Each class will only have contact with children & staff that work with them.
- They have their own toilets, lunches, playtimes together, and will move around the school with their classmates only.
- Each class will have a designated area to stand in at the beginning of the day, their own section in the dining room and their own play area.
- Each child will face the front of class and have their own resources and not share.
- PE will be held outside and will be individual activities with social distancing.

Parental Responsibilities.

- Children must come to school and be collected on time.
- You do not send your child to school if they are feeling unwell with anything.
- If they have a temperature – keep them at home
- Even if they do not have a temperature, but have an upset stomach, earache, sore throat etc you must keep them at home.
- **Get a test for them via the NHS if they show Covid-19 symptoms**
- Keep them home for 10 days, unless the test proves negative
- All other household members should stay at home for 14days if the test is positive.
- **INFORM THE SCHOOL of illness and test results**

Lunchtime protocols

- EYFS – will have lunch and play in the Early Years – no contact with other years
- Y1 & Y2 will eat lunch in the dining room, in their areas. Play area separate
- *Chairs & tables sanitised.*
- Y3 & Y4 eat lunch in the dining room – in their own areas. Play area separate
- *Chairs & tables are sanitised.*
- Y5 & 6 eat lunch in the dining room – in their own areas. Play area separate

Lunches will be hot meals and family service, with meals being served at the table. Keeping to the 'bubble' rules.

Toilets

Each year group have their own toilets.

Toileting will take place before and after play and lunchtimes to reduce the movement of pupils. However, if a child needs to go during learning, they will be able to go to their designated toilet.

Please do contact the office should you need further information or have any questions.