

Croydon SDS Resumption of face to face schooling Term 4 2020

These guidelines are to be read in conjunction with Croydon SDS Covid-19 Return to School Policy which has been **updated for Term 4**

Student and Staff Wellbeing

At Croydon SDS, the key focus initially will be on student and staff health and wellbeing. It is important that we establish a calm, positive and safe approach and that we are supportive and caring of our students and colleagues.

Hygiene

- All staff and students will undertake regular hand hygiene, particularly on arrival to school, before and after eating, after blowing their nose, coughing, sneezing or using the toilet. This will be directed or supervised by staff where required.
- Students need to wash their hand before and after using indoor (MPR) and outdoor play equipment. Sensory Rooms are currently not available for use.
- Hand wash to be available in every classroom and bathroom – staff need to ensure this is replenished daily as needed.
- Hand sanitiser will be available in all classrooms and at the front desk and in the staff rooms.
- Hand sanitiser **MUST** be stored out of reach of students and disinfectant **MUST** be stored in locked cupboards. These products must be physically supervised by staff at all times to ensure student safety.
- Gloves – need to be stored out of reach of students. Need to be removed when leaving area of use e.g. take off in bathroom, take off in classroom.
- Limit hand holding with students to safety only occasions.
- Supplementary cleaning of taps, door handles and communally used surfaces will be carried out during school days. This will be undertaken by Tradeflex Cleaning Services and is additional to the normal cleaning. These cleaners are not on call to classrooms. They will have a particular schedule to follow.
- Play equipment is included in the cleaning schedule.
- Staff need to be cleaning classroom, bathroom and play surfaces as needed throughout the day – use disinfectant! Do not wait for the cleaner to come around.
- Staff are responsible for ensuring that staff work and break spaces are kept clean.

Face masks in schools

All school-based staff must wear face masks at school, and when travelling to and from school. Schools must ensure that staff wear face masks when required.

A face mask that covers the nose and mouth is now the only permitted type of face covering. Face shields, scarves or bandanas do not meet these requirements.

Teachers and education support staff are not required to wear face masks while teaching, but those who wish to do so, can. Teachers must wear face masks in other areas of the school when not

teaching (for example, in the staffroom, on yard duty and when providing first aid or taking temperatures), and when travelling to and from school.

Health, wellbeing and inclusion staff are required to wear face masks, unless an exemption applies, including the need for 'clear enunciation or visibility of their mouth' (for example, when undertaking a speech therapy intervention or working with individuals who are deaf or hard of hearing).

1 COVIDSafe principles for schools

Reinforce COVIDSafe behaviours*	Create COVIDSafe spaces	Promote COVIDSafe activities	Respond to coronavirus (COVID-19) risk*
<ul style="list-style-type: none"> • Stay home when unwell* • Practise good hygiene* • Ensure physical distancing (1.5m) * • Wear a face mask* (students 12 years and older in secondary school, and staff. Staff are not required to wear face masks while teaching, but can if they wish to do so) • Avoid interactions in enclosed spaces* 	<ul style="list-style-type: none"> • Make hand hygiene easy • Keep surfaces clean and implement enhanced environmental cleaning and disinfection • Promote outdoor air ventilation and do not have air conditioners on recirculate 	<ul style="list-style-type: none"> • Limit school access to outside visitors where possible • Reduce mixing between groups • Create workforce bubbles* • Adapt, modify or defer higher-risk activities • Move activities outdoors where possible, weather permitting 	<ul style="list-style-type: none"> • Keep records and act quickly if someone becomes unwell* • Use personal protective equipment • Clean and disinfect appropriately if a staff member or student has been unwell at school • Manage individual risk

Start and end of day procedures

Students transported by parents

- **Students transported by parents** to arrive at 9.15 and pick up at 2.45
- Parents to hand over student at the designated meeting point (meeting symbol on path).
- Parents who want to communicate / discuss things with teacher need to communicate either via the home/school communication book or with the front office by phone or email and teachers will phone back to discuss when they are available. This will be communicated to parents prior to the start of school.
- Handover discussions are to be a brief greeting. Teachers need to contact parents by phone to discuss any concerns/issues from the day.

Bus Procedure

- Team of supervising staff to assist with transitions. All transition supervising staff to wear yellow high visibility vest at start and end of day.
- Morning – 2 buses, 2 buses then final bus will be unloaded. Afternoon, first 2 buses then last 3 buses will be loaded.
- **Students will enter and exit via Gate 1 – near pool (Buses 1 and 3)
Gate 2 near resource room /library (Buses 2, 4 and 5)
Gate 3 (Room 1 & 2 students).**
- **NO students are to enter or exit through the foyer or admin hallway.**
- Students arriving late or leaving early still need to be signed in or out in the office. Parent needs to take them to or pick them up from the closest gate to the classroom.
- **Early Education children handover will take place in front of the classroom door rather than in the classroom (where possible).**

Organisation of the School Day

- The Section Team Leader and teachers will arrange recess and lunch breaks that will continue to allow for small groups of staff to access the staff rooms at any one time.
- Break times will be not be held at our usual times. No bells will be rung during the day. **Staff will need to be flexible and supportive to work together to ensure breaks for all.**
- **Playgrounds will be accessed by small groups of the same students at a time. Students must wash their hands before and after accessing the playground.**
- There will be no assembly-type gatherings until further notice.
- There will be no face to face staff gatherings until further notice.
- There will be no inter-school sport until further notice.
- There will be no camps or excursions until further notice.

Staff Facilities and School Offices

There will be 3 locations for staff breaks:

- Staff room
- PE Room
- Library
- There will be microwaves and kettles in each of the staff areas. Staff might consider bringing their own thermos for convenience.
- Staff will be allocated an area for their break time so that we can manage numbers of staff.
- The kitchenette next to the Art room may be used by staff to make hot drinks and microwave use.
- Each of these areas has signs showing how many people can be in the room at a time. These limits must be adhered to.

- Furniture will be arranged to support physical distancing.
- All shared cutlery and crockery must be washed in a dishwasher – not by hand.
- Teatowels are not to be used. Paper towel is to be used instead.
- Staff are able to eat outside, but physical distancing requirements still apply.

Physical Distancing

- All staff will be responsible for their own physical distancing.
- Within classrooms it is the responsibility of the class teacher and classroom Education Support Staff to implement physical distancing as much as possible.

Supporting Students

- Visual supports and clear communication to students about being ‘arm’s reach’ and giving personal space.
- Visual supports and clear communication to students about waving only – no handshakes, high fives, hugs.

Classroom Organisation

- Spacing of tables - where possible.
- Learning activities to take place using same chair and table space – Named chairs and table space.
- Consider class use of interactive boards with students seated at their tables instead of in a circle on chairs.
- Students not to rotate through different learning spaces.
- All Classroom cups/ plates/ cutlery should be washed in a dishwasher.
- Equipment/ visuals/ pencils etc – used by individual students where possible.
- Playdough and rice needs to be in individual containers/ bags with student names.

Resumption of Face to Face Learning

Student Wellbeing

- When students begin to return to school there may be a period when some struggle to settle back at school. Some will be over excited to see their friends and others will be distant. The social and emotional health of students will be given a high priority and staff need to be alert to identify students who may need support.
- There may be some students who are reluctant to return to school and many parents who are anxious about their children returning or initially unwilling for them to return.

- Students may need a very flexible and supportive approach. They may experience increased difficulty with participating in classroom routines, following instructions and transitioning.
- For some students, this time will be like starting the school year all over again. Staff need to be calm, kind and consistent and slowly re-introduce school expectations and routines.

Staff Wellbeing

2020 has been a very challenging and changeable year for everyone. The remote and flexible learning period has seen staff experience some benefits and some challenges.

Many people have spoken of experiencing a range of emotions as they have sought to juggle supporting family members and work commitments through this complex time.

Let's be aware of this and remember that everyone has been travelling a different boat during this storm. Let's aim to be tolerant of others, support each other and above all, be kind. 😊

