



St. Lawrence Primary School



Covid-19 School Safety Plan

This Safety Plan has been put together in consultation with the staff at St Lawrence School.

It is important that all staff, parents and children understand the plan and that they continue to monitor its implementation as we open to Year 6 on June 8th.

Any issues or problems arising need to be reported to Mr Charlesworth straight away so that the plan can be continually reviewed and improved.

Bubbles

Children of critical/essential workers

- Currently, these children are all in one bubble. This will remain the case until the total number of children in any one day exceeds 15.
- This bubble will continue using the library, the inside part of the computer suite and the Year 2 classroom for their learning activities.
- They will use the Boys toilets (cubicles only – the urinal will be cordoned off). The main toilet door will be propped open to reduce the risk of infection through shared touch points and to improve ventilation in the toilet.
- At playtimes, they will use the Trim Trail area and the lower playground.
- This bubble will eat at the trim trail area (maintaining 2m physical distance). When it is not sunny, they will eat in their learning areas.

Year 6 children

- Year 6 children will be split into 2 bubbles. Mr Charlesworth will let parents know their child's bubble.
- These children will be given a coloured wrist band to show which bubble they are in on 8th June.
- One bubble will have the school hall as their learning space. There will be 12 children in this bubble.
- One bubble will use the Year 3 or Year 4 classroom as their learning space.
- **Above 2 bullets modified on 10.6.20 (both Y6 bubbles will have the school hall as their learning space, maintaining 2m social distancing and 3m social distancing between the 2 bubbles)**
- Ms McCartney will have Mrs Caviglione helping in the hall and Mrs Bugbird and Mrs Nash helping in the Year 3 and Year 4 classrooms.
- The Year 6 children will use the Girl's toilet cubicles, which will be divided into those for use by children in the hall and those for use by children in the classrooms. The main toilet door will be propped open to reduce the risk of infection through shared touch points and to improve ventilation in the toilet. Sanitary products are available in these toilets.
- At playtimes, the year 6 bubbles will remain separate. They will use the field and the top playground on alternate days.
- The Year 6 bubbles will eat on the steps next to the field in good weather (maintaining 2m physical distance within bubbles and 4m between bubbles). When it is not sunny, they will eat in their learning areas.
- At lunchtimes, Mrs Fitzpatrick will supervise the Year 6 children who are in the Y3 and Y4 classroom bubble. Ms Dowdswell will supervise the Year 6 children who are in the hall bubble. Children will be encouraged to

Our Mission: 'To develop responsible, independent individuals who love learning and have the knowledge and attitudes to be successful in an ever changing world'.



St. Lawrence Primary School



Covid-19 School Safety Plan

maintain 2m physical distancing at playtime and we have some games planned that the children can learn for this.

- Any equipment used at playtimes needs to be cleaned with disinfectant after use.
- Children cannot mix between bubbles. Within their bubble, they must maintain 2m physical distancing with desks all facing the same way so children do not face each other (to reduce transmission caused from virus-containing droplets from talking, coughing and sneezing).
- Lists will be available of who is in each bubble so that contact tracing is facilitated should someone be symptomatic.

Early morning wrap around care for critical/essential workers

- Children of critical/essential workers can still access school through the main entrance from 7.30 onwards.

Starting the day

Children of critical/essential workers

- Children of critical/essential workers enter via the main entrance, wash their hands in the medical room and they are welcomed by the staff. There is a settling activity from 9.00 to make an organised start to the day.
- Their parents must not come into the school building. If any messages need to be passed on, then a member of staff will come outside to talk, remembering 2m physical distancing.

Year 6 children

- Year 6 will stop and drop at the at the gate as normal.
- There will be two different start times for the two 'bubbles'
- The hall bubble will arrive from 8.45.
- The year 3 and year 4 classroom bubble will arrive from 9.00.
- Children will open their own car door (parents need to check that the child lock it not turned on).
- Sean will monitor the children walking straight from the car to their allocated school entrance. Children must not stop to chat at this time.
- Year 6 entrances are split between three external doors leading either to the hall, the year 3 class or the year 4 class.
- Parents will be informed which entrance their child must use via email by Mr Charlesworth.
- Parents must stay in their car.
- Children who walk to school need to go straight to their allocated entrance.
- Children who arrive in a car share arrangement or by walking to school together should ideally be kept in the same bubble through the school day as well, so parents need to let Mr Charlesworth know if this is the case
- In the unlikely event that there is a queue outside the entrance, children need to line up on the spot to ensure physical distancing.
- Children who are using the classrooms will wash their hands at the sink on arrival.
- Children who are using the hall will use hand sanitiser on arrival.
- After this, children will go straight to their desk. Desks will be named and will not be shared with anyone else.

Our Mission: 'To develop responsible, independent individuals who love learning and have the knowledge and attitudes to be successful in an ever changing world'.



St. Lawrence Primary School



Covid-19 School Safety Plan

- Desks will be 2m apart and there will be a place to store stationary, water snack and lunch at each table.

At the end of the day

- **Children of critical/essential workers** must be collected from the main entrance, meeting parents outside.
- **Year 6 children** will be dismissed from the lower playground car park in their bubbles. They will wait along the fence, using the marks on the floor to help with physical distancing.
- The hall bubble will be picked up at 3.00. Any parents of children in the hall bubble who arrive after 3.05 will need to leave the school site and come back for their child after Y3 and Y4 bubble children have been picked up (3.20).
- The Y3 and Y4 classroom bubble will be picked up from 3.15.
- Parents must not get out of their cars but need to wait for their child to be allowed to walk to the car.
- The children will be allowed to walk to the car as soon as all cars are stationary in the car park.

Hygiene

Hand washing

- Children will wash their hands on entry, before and after eating, after breaks and before going home. They will follow the well-rehearsed routine of handwashing using soap and water for 20 seconds and drying their hands with a paper towels. In the hall, children will use the hand sanitiser provided.
- Children will also continue to follow 'catch it, bin it, kill it' advice. There will be two bins in the hall and one bin in each of the classrooms. Bins will be emptied mid-morning, after lunch and after school.

Cleaning

- Touch points such as door handles, light switches, taps, banisters etc. will be cleaned mid-morning, after lunch and after school. Toilets will be cleaned hourly.
- Most of the time, children will not share equipment. Any shared equipment (for example playtime toys) will be cleaned after use. The large play equipment on the top playground cannot be cleaned between use so will be out of bounds.
- Where safe to do so doors will be propped open to increase ventilation and reduce use of door handles.
- Windows and skylights will be kept open to improve ventilation.
- Contract cleaners clean as usual after school, focusing on the high traffic areas.

Equipment for children inside and outside

- Essential worker children will continue to have their own computers and ipads allocated for their home learning tasks.
- Year 6 will be asked to bring their own equipment in a pencil case. They will have their own laptop allocated to them. They will need to bring in adequate supplies of pens, pencils, rulers, rubbers and pencil sharpeners (sharpeners will ideally be the sort that contain the pencil sharpenings).
- PE equipment must not be shared unless cleaned between users.

Our Mission: 'To develop responsible, independent individuals who love learning and have the knowledge and attitudes to be successful in an ever changing world'.



St. Lawrence Primary School



Covid-19 School Safety Plan

- Outdoor play equipment can be used by the Y6 bubble allocated to that area on the day. Carts will need to be cleaned in between use.
- The trim trail can only be used by the essential worker's children as this is the allocated area for their bubble
- The big play equipment on the top playground cannot be cleaned between users so is out of bounds.
- Any books that children borrow from school need to be kept at school for 72 hours before they can be borrowed by someone else.

Uniform

- Children returning for education (ie not essential children for whom we are providing childcare) will be encouraged to wear uniform or PE kit. If children have grown out of their uniform during the school closure period, we will not expect parents to buy new uniform.

Home learning

- On a case by case basis, Mrs Wilderspin will manage the home learning for any Year 6 children not attending school.
- The provision for essential workers and vulnerable children continues to be one of childcare primarily. However, staff will endeavour to cover seesaw tasks.
- For all children except Year 6, the school closure home learning arrangements will remain the same.

First Aid

- Where possible, children should administer this under the supervision of an adult. If it is not appropriate to wait for a parent, then the First Aiders at school will administer it.
- First Aiders are allocated to each of the bubbles.
- Mrs Bugbird is the First Aider for the Year 6 children in the Y3 and Y4 class bubble, Mrs Caviglione is the First Aider for the Year 6 children in the Hall bubble.
- A permanently employed member of Jersey Sport is the First Aider for the critical/essential workers' children in the mornings and Mr Charlesworth or Mrs Ward is the First Aider for these children in the afternoons.
- The First Aider is reminded to thoroughly wash their hands for a minimum of 20 seconds before and after attending to a child.
- First Aid records are kept as usual.

Illness / symptoms and isolation procedure

- If any person becomes unwell, we will call the parents, or nearest family member (in the case of a member of staff) to arrange collection. They will be advised to contact the Coronavirus helpline on +44 (0) 1534 445566 as soon as possible. In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.
- Staff attending to the sick person should wear PPE before entering any contaminated zone and remain in PPE until they leave. PPE will be provided to each school setting in line with the guidance.
- If the ill person needs to go to the bathroom while waiting to be collected, they will use a separate bathroom to those allocated to the bubbles (this is the adult toilet in the Nursery). The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

Our Mission: 'To develop responsible, independent individuals who love learning and have the knowledge and attitudes to be successful in an ever changing world'.



St. Lawrence Primary School



Covid-19 School Safety Plan

- After the designated room or contaminated area has been used the area will be cleaned by our contract cleaners in- in line with the cleaning strategy. PPE in line with the guidance is required.
- The member of staff that has helped the person who was taken unwell with symptoms should remove and securely dispose of the PPE and wash their hands thoroughly for 20 seconds. If they feel their clothes have been contaminated, by someone coughing or sneezing on them, they should change these. They do not need to go home unless they themselves are symptomatic.
- Anyone displaying symptoms before school starts should not come to school.

Fire procedure

- The procedure in response to the fire alarm remains the same until reaching the gathering point in the playground. Each adult should ensure that their bubble is in a line 2m apart from one another and also physically distanced from other bubbles. Children already know how to exit the school from all of the areas that they will be in. The Year 6 children will be reminded about this procedure on their first day back to school.

Meetings

- Most meetings will take place online, but some may need to happen on site. These will take place outside in good weather and in rooms large enough to ensure physical distancing.

Staffroom

- A second staff room has been set up in the MFA so that staff can maintain a safe distance during their breaks.

Staff learning log and feedback

- A book will be held at the office to log concerns, action taken etc as an on going learning log. Mrs Ward as secretary will record in it, to avoid contamination

Staff on site

- If the teachers and teaching assistants are on the rota, they will work from home when they can. When they need to work on site, they will not come into contact with any of the bubbles and will ensure they keep to the physical distancing rules.

Visitors

- Parents will not be allowed in the building. If they need to speak to Mrs Ward they will need to phone or email and entry will need to be arranged in advance. Contractors will enter to sign the book, wash their hands and a plan will be made as to where on site they require access too. All visitors will need to sign in.

Wellbeing checks for staff

- This is a difficult time for us all. We are a strong team and we always support one another. Look out for people, notice their worries and offer to listen. Mrs Banks, Mrs Ward and Mr Charlesworth are our mental health first aiders.

Our Mission: 'To develop responsible, independent individuals who love learning and have the knowledge and attitudes to be successful in an ever changing world'.



St. Lawrence Primary School

Covid-19 School Safety Plan



We hope the guidance in this plan is helpful to you.

If you have any questions or concerns, the best thing is to talk about it (remember we are a phone call or an email away).

Look after yourselves.

Amory Charlesworth

a.charlesworth@stlawrence.sch.je

Our Mission: 'To develop responsible, independent individuals who love learning and have the knowledge and attitudes to be successful in an ever changing world'.