



# Routines and behaviours to help keep us safe at HCPS

1st June 2020

# Returning to School

At HCPS we understand everyone is anxious about returning to school. To help minimise worry, this document will explain what is happening to keep our whole school community safe.

Our return to school will be as child friendly as possible and you will see/hear about some of the things when your child is back in school and in the documentation sent out to you prior to 1st June. These two links may help support your child's return to school:

<https://www.youtube.com/watch?v=IYnNPai4pdk&feature=youtu.be>

<https://www.elsa-support.co.uk/wp-content/uploads/2020/05/Coronavirus-back-to-school.pdf>

Staff will be working with the children on the first day back to make sure pupils know how to keep themselves and others safe.

# Class Bubbles

- Pupils will work with a class bubble of no more than 15 pupils.
- Bubbles will stay together throughout the school day including break and lunch times.
- They will stay within their own classroom to do their learning.
- Classroom layouts have been changed and each pupil will have their own desk.
- In EYFS each bubble will have their own area of provision.

# Arriving to and Leaving from School

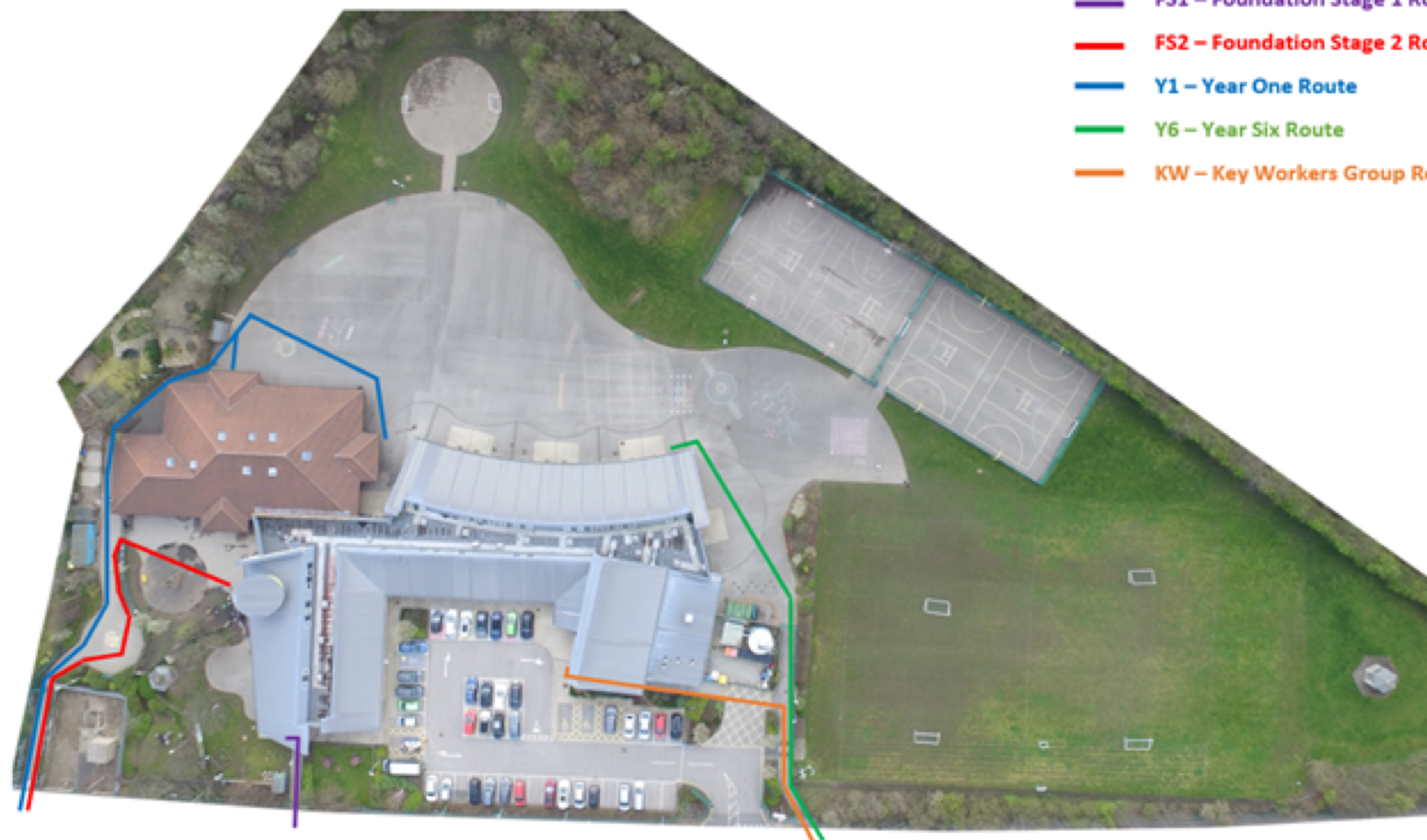
- Each bubble has been given a pick and drop off time at 15 minutes intervals.
- There are 4 external gates to school which will be used to minimise contact with other bubbles.
- Parents are asked to arrive at their given time to drop off and pick up their child.
- Icons have been painted on the floor and signs will help guide parents and pupils to the correct entrances.
- Parents need to ensure they are social distancing whilst waiting to drop off or collect their child.
- Parents need to ensure they supervise their children when crossing the road outside school as there will be no crossing patrol.
- Children need to bring a packed lunch to school if needed.
- Children will need to bring their own water bottles



Year group drop off and pick up locations

**KEY:**

- FS1 – Foundation Stage 1 Route
- FS2 – Foundation Stage 2 Route
- Y1 – Year One Route
- Y6 – Year Six Route
- KW – Key Workers Group Route



Entrances for class bubbles. There are also signs and walkways painted on the floor.

# Keeping safe when moving around school

- Everyone will walk on the left side of the corridor.
- Everyone will walk in single file.
- Pupils will only enter their classroom, the dinner hall and their designated outside area.
- Pupils will not leave their classroom unless instructed by an adult.
- Doors will be left open around school for ventilation.

# Cloakrooms and toilets

- Coats will be kept on the back of chairs in the classroom.
- Pupils are encouraged to bring minimal equipment to school – water bottles and pack lunches only.
- Each bubble will have their own designated toilet/s.
- Pupils will ask to use the toilet and follow instructions given by their adult when doing so.

# Lunchtimes

- Lunchtime will last an hour but will take place over a 2-hour period to enable social distancing in the hall.
- Each bubble will have a designated place and time in the hall to eat their dinner.
- Each bubble will have time outside on the playground.
- Each bubble will have a designated area to play on the playground and field /wooded area.
- Pupils may bring a packed lunch or chose from a hot menu.
- Pupils must stay in their seats in the dinner hall.
- Pupils will be spaced out appropriately when collecting their dinner.
- There will be no salad or snack bar provided.
- There will be an SMSA allocated to each class bubble.



# Playtimes

- Each bubble will have a designated place to play outside.
- Pupils will only play with the children in their bubble during break times.
- Pupils will stay on the playground at break times. If they need help, they must ask an adult on the playground.
- Play equipment will be limited and kept within specified zones.
- Wet playtimes will take place in the classroom for each bubble.

# First Aid and PPE Equipment

- There will be designated first aid areas for the bubbles.
- There will be an isolation room should someone show symptoms of Covid-19.
- PPE equipment will be used by staff when carrying out intimate care or used in the isolation room.
- PPE will not need to be worn by pupils in school.

# Social Distancing in school

- We recognise that social distancing will be difficult for our children.
- Although they won't be able to hug or touch each other, they can and will be encouraged to:
- Smile
- Wave
- Copy
- Make each other laugh
- Play alongside each other

# School Office

- The school office will be closed to visitors.
- Appointments may be made by telephone or email.
- Requests for forms must be made by telephone.
- Medication will be administered by staff within the class bubble. Medication forms can be signed at drop off time.

There are things  
you can do to  
help stop  
viruses like  
coronavirus  
spreading:

**Do:**

- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ put used tissues in the bin immediately
- ✓ wash your hands with soap and water often

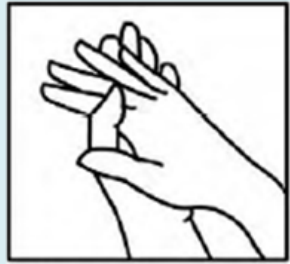
**Don't:**

- x do not touch your eyes, nose or mouth
- if your hands are not clean

# Hygiene to keep us all safe

- Wash your hands more often than usual - with running water and soap and dry them
- Do not cough or sneeze in the direction of another person.
- Keep windows and doors in the classroom open where possible
- Extra cleaning routines are included throughout the day
- Each bubble will have its own cleaning spray to wipe areas down
- Do not share anyone's equipment
- Any pupil feeling unwell should report this to an adult immediately

# The 6 Steps of Hand Washing



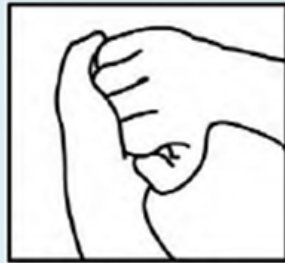
Palm to palm



The back of the hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

# Welcome back!

- Although school will look different, we are so excited to welcome our children back! We have missed them!
- We will be doing our best to have fun in the classrooms and outside whilst keeping safe.
- See you on Monday, 1st June!

