



Return to school protocol within the context of Covid-19 – September 2020 Guidance for families

La Petite École Française
73 St. Charles Square
London W10 6EJ

INTRODUCTION

The prevalence of coronavirus (COVID-19) has decreased since schools restricted their opening to most pupils in March, the NHS Test and Trace system is up and running and we understand more about the measures that need to be in place to create safer environments in schools. As a result, **it is the government's plan that all children, in all year groups, will return to school full time from the start of the new academic year**. Of course, there will still be risks while coronavirus (COVID-19) remains in the community, and that is why schools have been asked to put in place a range of protective measures.

The protection of every child, their families and every staff members' health is our utmost priority. This guidance sets out some of the changes and protective measures to minimise the risks of coronavirus (COVID-19) transmission, which the government is asking schools to put in place and what staff, parents and children will need to do to help ensure schools are safe. Parents and carers can support this by:

- **ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend school** - this means if your child, or someone in your household, has symptoms you should not send them to school.
- **engaging with the NHS Test and Trace process** so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and you should inform the School of the results of that test.

Alongside this, the government is asking schools to ensure they are:

- managing confirmed cases of coronavirus (COVID-19), in line with current public health guidance - this means **your child may be asked to self-isolate for 14 days** (based on advice from their local health protection teams) if they have been in close, face-to-face contact with someone who has tested positive for the virus.
- ensuring everyone at the school cleans their hands more often than usual - this can be done with soap and running water or hand sanitiser.
- ensuring good respiratory hygiene, by promoting the 'catch it, bin it, kill it' approach.
- enhanced cleaning, including cleaning frequently touched surfaces more often.
- minimising contact and maintaining distance, as far as possible – it will involve asking children to stay within specified separate groups (or bubbles), and through maintaining distance between individuals. The government's guidance to schools recognises that younger children may not be able to maintain social distancing so it is likely that for younger children the emphasis will be on separating groups, and for older children, it will be on distancing.

It will be really important that parents help schools to implement these approaches by following the advice set out here and wider public health advice and guidance. The return to school will be organised in line with the recommendations from the UK Government and considering the structure of our school.

Part 1 Organisation of the school time.....	p.3
Part 2 Protective measures and hygiene protocol.....	p.7
Part 3 Cleaning of the settings	p.9
Part 4 Response to an infection.....	p.10

Your teacher will communicate your child's timetable, routines and important 'back to school' information as usual at the start of the school year. On the first day back at school, the new protection measures will be listed and explained to all the pupils by their teacher.

You will find below the list of all the measures that we are implementing.

Best Regards,
La PEF

Part 1- Organisation of the school time

1 – Attendance

It is vital that children return to school for their educational progress, for their wellbeing, and for their wider development. School attendance will again be mandatory from the beginning of the new academic year. For **parents and carers of children of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply.**

2 – Social distancing and circulation

- Avoiding as much as possible contact between class-group.
- Pupils' moves will be organised with a one directional flow.
- Arrangements for the recess: designated areas in the playground and rotas will operate.
- Lunch time rota with consistent groups: one rota for PS levels; one rota for MS-GS levels ; one rota for CP to CM2 levels. Pupils will enter and leave the canteen in specific turn to avoid close contact with pupils from another class.
- Organised rotation to facilitate regular handwashing routines.
- Reduced movement of the pupils and in single file, in order to maintain protective measures.
- Teachers will arrange their classes in order to ensure social distancing when possible.

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used at the end of the last school year in recognition that young children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as dining halls. Guidance is very clear and if class-sized groups are not compatible with managing the practical logistics within and around school, they can look to implement bigger group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.

Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. The School may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for lunch. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.

3 – Drop Off

- Drop off will be staggered at the beginning of the day.

8.45am to 9.00am	9.00am to 9.10am
GS, CP, CE1-CE2 and CM1-CM2	PS and MS

- Only one parent/carer is allowed to drop-off their child and the parent/carer must be wearing a mask.
- No access to the premises besides school staff.
- The flow of movement will have to be strictly followed in front of the school in order to respect social distancing.

- For parents with siblings into two different time slots, please drop off your children as close as possible to 9.00am.

4 – Pickup

- Pickup will be staggered at the end of the day.

PS 3.10pm	MS and GS 3.20pm	CP, CE1-CE2 and CM1-CM2 3.30pm
PS1 Classroom exit	GS Black gate	CM1-CM2 Black gate
PS2 Black gate	MS2 Black gate via their classroom door	CE2-CM1 Black gate via their classroom door
	MS1 Black gate via their classroom door	CP Black gate via their classroom door and playground

- **Please respect this new schedule by being on time.** Unfortunately, we won't be able to keep your child after the dedicated time as our teachers and assistants will be involved in cleaning the classes/material before the garderie and the afterschool clubs. If you have collected your first child and you are waiting for a sibling, we therefore kindly ask you to wait outside the school respecting social distancing.
- Parents must respect social distancing outside the school by following the signs on the ground. Pupils will be picked up in order of arrival as much as possible to avoid crossing.
- Only one parent/carer is allowed to collect the pupil and the adult must be wearing a mask.
- No access to the premises besides school staff.
- The flow of movement will have to be strictly followed in front of the school in order to respect social distancing.

5 – Recess

- Rotation of the recess time in order to limit the number of pupils in the playground and allow sufficient social distancing.
- Outside space will be organised with multiple zones and a rotation will be put in place. Cohorts will not be mixed.
- There will be no contact games. Games will be organised by the teachers to allow children to play together, to run and unwind safely.
- Playground items, such as balls and bikes, can be used and shared within the bubble. If an item has been used by one bubble, this item will be thoroughly disinfected by an adult between bubbles.

6 - Cantine / Lunch time

School canteen will be fully operating from the start of the academic year.

- Lunch time rota with consistent groups: one rota for PS levels; one rota for MS-GS levels; one rota for CP to CM2 levels. Pupils will enter and leave the canteen in specific turn to avoid close contact with pupils from another class.

7 – Garderie and afterschool clubs

The School is unable to allow external people onto the premises and we still need to minimize mixing pupils from different classes. This means afterschool clubs cannot be supervised by adults outside of our school staff. Therefore, the School won't be able to offer the usual range of clubs. This will be the situation at least until half term and will then be subject to further review.

Clubs led by one of the teachers or assistants of the school will only be available for their own class group. To help families with their daily organisation, the Garderie Club (morning and afternoon) is resuming and will keep the same bubbles as at lunch time i.e. one PS group, one MS/GS group and one CP-CM2 group. Assistants supervising the groups will organise social distancing between pupils from different classes.

You will receive the list of the available afterschool clubs soon.

8 - School trips

The Government has stated that in the autumn term, schools can resume educational day trips, in line with the latest public health guidance and wider guidance for schools on the actions they can take to reduce risks.

9 – Transport

We advise parents/carers to avoid public transportation as much as possible. We encourage parents to cycle or walk to school when it is possible to do so.

Dedicated school transport: school buses for school outings (FYI: no outings planned for September and October)

We strongly encourage parents organising school buses to follow the advice listed below

Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply in September on dedicated transport. However, it is important to consider:

- children either sit with their 'bubble' on school transport, or with the same constant group of children each day.
- use of hand sanitiser upon boarding and/or disembarking.
- additional cleaning of vehicles.
- organised queuing and boarding where possible.
- distancing within vehicles wherever possible.
- the use of face covering for the driver and adults in charge
- it is very important to maximise the ventilation of fresh air (from outside the vehicle) particularly through opening windows and ceiling vents.

10 – Miscellaneous

- In the classroom, for primary school pupils: seating pupils side by side and facing forwards, rather than face to face or side on; moving unnecessary furniture out of classrooms to make more space.

- It is absolutely necessary that all personal items are marked with the name of the child to avoid confusion.
- Nap time for PS: the child's items (blanket and pillow) will be stored in individual plastic bag as usual. Mat will be cleaned before and after use.
- Visits (Parents, contractors, ...) will be happen outside school hours as much as possible. The school will ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. A record will be kept of all visitors.
- Exception for visitors will be made during the adaptation week for PS levels. Parents will be asked to wear a mask and to sanitize their hands when entering the premises.
- Each family will have to provide a water bottle marked with the name of the pupil.

Part 2 - Protective measures and hygiene protocol

1- Hand cleaning

- Pupils will be trained again on how to wash their hands
- Frequent hand cleaning:
 - Upon arrival at school
 - After the use of the toilets
 - Before and after every meal/snack
 - After every recess
 - After changing of room
 - After every activity (dirty or not)
 - After blowing the nose or sneezing

The adult in charge will decide on hand cleaning as often as it may be necessary.

- Short nails and tied-back hair is mandatory for all pupils. No jewellery can be worn.
- Teachers will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach with enough available tissues and bins in each room.
- Pupils will be trained on how to sneeze and cough into their elbow as well as the use of tissues, hand washing or the use of disinfecting gel afterwards.
- Hand disinfecting gel will be available in every classroom.
- Children suffering from severe dry skin can use hand crème which the parents will have to provide.
- Some pupils with SEND will need specific help and preparation for the changes to routine that this will involve.

2- Wearing of masks and PPE for staff

- If wearing a mask on arrival, pupils must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.
- It is mandatory that staff members wear a mask whenever they are moving around in the school, as well as during drop off and pickup. Teachers will not be wearing a mask in the classroom.
- It is recommended that staff members wear a lab coat when necessary.
- No masks will be worn by pupils within the school premises.
- It is recommended that pupils, families and staff members wear a mask during their commute between home and school, but mandatory for the adult during drop off and pick-up.
- PPE will be needed where an individual child becomes ill with coronavirus (COVID-19) symptoms while at schools.

3- Hygiene good practice during the recess

- A very limited number of items will be made available to the pupils so that there is no risk of cross contamination between children.
- There will be cleaning and disinfection of all the items used during recess after each use from a cohort.
- Entry doors to each building inside the school will be left open (weather permitting) in order to avoid having to touch them.

4- Testing of an individual's temperature

- Pupils and staff members' temperature will not be taken every morning, but if there is any doubt or concern, their temperature will be taken using a contactless thermometer.

1- Plan regarding the cleaning routine

Morning:

- Check that all the soap reservoirs, the towels dispensers and the hand sanitizers are full and available.

Evening:

- Clean and disinfect all the tables and chairs.
- Clean all the materials used during the class.
- Clean the coat hangers, light switches, door handles, window handles and keypad on the doors.
- Clean and disinfect all the bins.
- Clean the communal places (toilets and adults' kitchen)

To be done multiple times in the day:

- Disinfect the door handles, window handles and keypad on the doors (at lunch time and in the evening).
- Disinfect the toilets as well as the taps 3 times (twice while the pupils are at school, and once in the evening).
- Clean the tables.
- Ventilate the classrooms as much as possible with one window constantly opened (weather permitting).
- Clean and disinfect PS mat before and after use.

Wednesday afternoon :

- Deep cleaning of the playground

2- Plan for cleaning equipment and resources.

Equipment and resources are integral to education in schools. At the end of the last school year, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education.

- For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.
- Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between classes or bubbles, such as sports or science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- No personal object from home can be brought to school except books related to a class project.
- All the items that could not be cleaned will be out of reach.

Part 4 - Response to an infection

- If symptoms emerge at school, the pupil will be isolated (with adult supervision) and protection should be worn by the member of staff caring for the child while they await collection. Parents will be called immediately and asked to come and pick up their child. The space where the pupil has been isolated will then be cleaned by the supervising adult.
- Adults with symptoms will be asked to leave the premises immediately.

Parents/Carers and Staff should engage with the NHS Test and Trace process

Staff members and parents/carers will need to be ready and willing to:

- [Book a test](#) if they or their child are displaying symptoms. **Staff and pupils must not come into the school if they have symptoms**, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [Self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.

Parents and staff have to inform the school immediately of the results of a test:

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue **to self-isolate for at least 10 days** from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. **Other members of their household should continue self-isolating for the full 14 days.**

Management of confirmed cases of coronavirus (COVID-19) amongst the school community

La PEF will contact the Health Protection team if the School becomes aware that someone who has attended has tested positive for coronavirus (COVID-19). The School will also contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) has attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. Based on the advice from the health protection team, the School will send home those people who have been in close contact with the person who has tested positive and will advise them to self-isolate for 14 days since they were last in close contact with that infectious person.

Close contact means:

- Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).
- Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
- Travelling in a small vehicle, like a car, with an infected person.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

The School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

More information for Parents

For more information, please see the UK government guidance for parents:

- 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?utm_source=27%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19