

Belleville Wix Academy



BWA COVID 19 Family Guide

September 2020

This document sets out the systems that are in place at BWA during this pandemic to minimise the risks we have identified. Both schools have agreed protocols to ensure the same expectations are shared across the school site, at all times. We hope that families find it a helpful document to refer to in the autumn term, and beyond as is necessary. Our systems and procedures will be reviewed continuously therefore we ask that the school community are understanding of the need to be flexible. This will help us work together effectively to navigate this new era we are living in.

It is important to us that we hear your views and will regularly seek feedback from both staff and families to review the systems and procedures in place. There may of course be things that have been missed out of this document so please do let us know if there is something you think should be added.

When writing this guide, we have used the DfE guidance, specifically their Systems of Controls, as set out below. We will always refer to the NHS website for guidance as well. The link is here. <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Séana Henry
Headteacher

System of Controls

This is the set of actions the DfE state all schools must take. They are grouped into 'prevention' and 'response to any infection.'

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible (virtual meetings, shared rooms, interventions, specialist teachers, trips)
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

To help us maintain social distancing, the school site has been split into bubbles, as set out below. We will join bubbles on the same floor, in some instances. These bubbles share the same corridor and washrooms.

Bubble	Location	Year Groups
1	Ground Floor	<ul style="list-style-type: none"> • 1M (BWA) • 1W (BWA) • RB (Bilingual) • Reception (BWA) • French Reception (EdW)
2	1 st Floor	<ul style="list-style-type: none"> • Year 1 (EdW) • 2B (Bilingual) • 2SB (BWA) • 2G (BWA) • 1B (Bilingual)
3	1 st Floor	<ul style="list-style-type: none"> • Year 3 (BWA) • Year 4 (BWA) • Year 5 (BWA) • Year 6 (BWA)
4	2 nd Floor	<ul style="list-style-type: none"> • 3B (Bilingual) • 4B (Bilingual) • Year 5 (EdW) • Year 3 (EdW)
5	2 nd Floor	<ul style="list-style-type: none"> • Year 4 (EdW) • Year 2 (EdW) • 5B(Bilingual)
6	3 rd Floor	<ul style="list-style-type: none"> • Year 6 (EdW) • 6B (Bilingual)

BWA – refers to Belleville Wix Academy

EdW - refers to Ecole de Wix

<p>Prevention</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	
<p>COVID-19 Symptoms</p>	<p>No one should enter the school site if they have symptoms of the virus.</p> <p>Do not send your child to school if:</p> <ul style="list-style-type: none"> • they have symptoms of the virus • anyone in your household, or your support bubble, has symptoms of the virus and NHS have confirmed your child needs to self-isolate • you have been contacted through track and trace that you and your household need to self-isolate <p>We know that carriers of the virus may not show any signs of the virus and this is a concern that I am sure we all share.</p> <p>Staff will have access to a thermometer to take pupils temperatures, as they feel is necessary.</p> <p>If a pupil becomes ill during the school day, they will be moved out of their classroom to the self-isolation room or an alternate space if this room is occupied. Pupils who show signs of symptoms will be asked to go home and we ask that parents collect their child without delay, in this circumstance.</p> <p>A pupil will always be under adult supervision. The adult will, where possible, keep at least 2 metres away from the child and wear PPE. They should stay in a ventilated room and wash their hands for 20 seconds once the child has gone home.</p> <p>Any member of staff, or visitor, who develops symptoms whilst on the school site, will be asked to leave as soon as possible.</p>
<p>COVID-19 Testing & Self-isolation</p>	<p>Pupils or staff with symptoms will be requested to get tested if they are showing signs of COVID 19. We will advise parents and carers in the bubble, or school, if their child is affected.</p> <p>We expect all families and staff to adhere to the current NHS guidance on self – isolation.</p> <p>We will ask parents/carers and staff to inform us immediately about the result of the test.</p> <p>Proof of the result will be required before a pupil or member of staff can return to school.</p> <p>Test Results</p> <p>We will follow the most up to date NHS guidance. See link. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/</p> <p>We will manage any confirmed case amongst the school community by contacting the local health protection team and following their advice. Based on this advice we may send home people who have been in close contact with the infectious person.</p>

	<p>Where there has been a COVID19 case, the cleaning regime should be in accordance with strict rules outline in COVID-19-decontamination-in-non-healthcare-settings.</p> <p>Home Learning Pupils who are self-isolating at home will have access to home learning resources. Our aim is to have work set within 48hrs of anyone going into self – isolation.</p> <p>Padlet will be set up for pupils in the bilingual stream to access the work provided by EdW.</p>
Track and Trace	<p>Families and staff are asked to engage with the Track and Trace process.</p> <p>We will also ask any visitors onsite to leave their contact details and inform us should they develop symptoms.</p>
<p>Prevention 2. Clean hands thoroughly more often than usual</p>	
Handwashing Procedure	<p>We will ensure staff and pupils know the virus can be killed by washing their skin with soap and water and if these are not available, they could use sanitiser.</p> <p>Staff will model for pupils how to wash their hands and reinforce the message regularly.</p> <p>Signs showing how to wash your hands are displayed by our wash stations.</p> <p>Staff are expected to wash their hands before and after handling pupils' work.</p> <p>Doors will be propped open to avoid touching door handles and the teacher will be asked to open doors for pupils, where possible. Gloves should be worn to open a door or hands washed after.</p>
Handwashing Schedule	<p>Staff will ensure pupils wash their hands at the following times:</p> <ul style="list-style-type: none"> • when they arrive at school • after break times • before and after eating • when they change rooms <p>Additional outdoor hand washing stations are being installed during the summer break.</p>
<p>Prevention 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	
Catch it, bin it, kill it.	<p>Staff will teach pupils the expectation for respiratory hygiene and why it is required, at the start of term. We will remind the children regularly about coughs and sneezes, using the phrase - Catch it, bin it, kill it.</p> <p>Pupils will be expected to wash their hands after coughing, sneezing or blowing their nose.</p> <p>Lidded bins available in every classroom for the disposal of tissues.</p> <p>We will keep windows open whenever possible.</p>

	A risk assessment should be completed for any pupil who has poor respiratory hygiene.
Outside Space & Outdoor Clothing	<p>Pupils will go outside no matter what the weather.</p> <p>Parents are advised to ensure pupils always have suitable outdoor clothing to wear - waterproof suits are recommended.</p>
Interventions & Close Contact	<p>Where possible, a teacher within the bubble should work with pupils in the same bubble.</p> <p>A 2m social distance should be kept and PPE visors can be worn – this may be dependent on the age of the pupil, their needs and the needs of the staff member.</p>
Clothes Washing	We ask that clothes are changed daily and washed.
<p>Prevention</p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	
Cleaning Arrangements	<p>Cleaning onsite should conform to the standards on cleaning for non-healthcare establishments as prescribed by the government.</p> <p>School site will be fully deep cleaned during the summer break.</p> <p>To avoid cross contamination, each school will have their own full time day cleaner.</p> <p>Frequently touched areas will be cleaned regularly.</p> <p>Toilets will be cleaned regularly and pupils told to wash their hands thoroughly after use.</p>
Bilingual Classroom Specific	<p>Pupils in the bilingual stream will be taught a week by the BWA teacher and the following week by the EdW teacher.</p> <p>The room will be deep cleaned at the end of each week.</p> <p>There will be clear demarcation of resources in the shared classroom and expectations of who uses them and how.</p>
<p>Prevention</p> <p>5. Minimise contact between individuals and maintain social distancing wherever possible</p> <p>The overarching principle here is to do all we can to reduce the number of contacts between pupils/ staff and the wider school community.</p> <p>The DfE guidance, that we will adhere to, is for adults to maintain 2 metre distance from each other, and from children, ideally. For children old enough (year 1 – 6), they should also be supported to maintain distance and not touch staff and their peers where possible.</p>	
Bubbles Established	As shared at the beginning of this document.
Agreed Entry & Exit Points and Times	<p>Staggered start and end of day times have been agreed – see the end of this document. This schedule will be under review to ensure the timings proposed work for us. Parents should be aware the timings may change.</p> <p>Whilst waiting to enter the school site at drop off or the end of the school day, adults and children are expected to keep a 2m distance.</p>

	<p>Only one adult should accompany a child in the line at drop off and join the queue for pick up.</p> <p>Parents/ carers will not enter the school grounds at the start or end of day, except for nursery parents. Nursery parents will be allowed onsite in small designated groups, at set times to collect their child, prior to the end of day for Rec – year 6. If the time allotted is missed then the parent/carer will not be permitted onsite until the end of day dispersal has finished. We are permitting this due to the age of the pupils and because it is the start of their school experience. This arrangement will be under review.</p> <p>On entry to the school site, pupils will be met at the school gate and sent to their specified areas.</p> <p>Pupils are expected to keep 2m apart on site on entry, exit and moving around the school – markings on the ground to remind school community.</p> <p>Upset Pupils We will have a strategy for “clingy” pupils. Young pupils may be unsure about coming back to school and whilst parents may have entered the school to settle their child previously, unfortunately this is now not permitted. Please be assured we will work closely with families should this issue arise.</p> <p>Lateness We have a tight schedule to ensure we can enter and exit the site safely. Everyone is asked to adhere to it.</p> <p>Pupils are expected to be on time for school, every day.</p> <p>Parents are expected to arrive on time for the end of day pick up.</p> <p>Pupils who are late need to be escorted to their classroom by a member of staff increasing the risk to staff, the pupil and the site. They will have missed their handwashing station slot as well so this will need to be arranged at the time. The adult accompanying the pupil to school will be expected to wait outside the main office area with the child until a member of staff is available to take the child to their class.</p>
<p>Schedules for</p> <ul style="list-style-type: none"> • handwashing • toilet breaks • playtimes 	<p>This has been agreed between the two schools.</p> <p>BWA will ensure the protocols in the shared agreement between the two schools is adhered to on the ground floor and 1st floor.</p> <p>EdW will ensure the protocols in the shared agreement between the two schools is adhered to on the 2nd and 3rd floor.</p>
<p>Measures within the Classroom</p>	<p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. Staff are expected to adhere to this expectation at all times.</p> <p>Staff are expected to maintain a 2m distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</p>

	<p>Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Staff are expected to stand and side by side for conversations – these should be brief and not longer than 15 minutes.</p> <p>A risk assessment is to be completed for any situation where this is not possible.</p> <p>For children old enough (Year 1+ and reception if possible), they will be supported to maintain distance and not to touch staff or their peers, where possible. Even doing this some of the time, will help reduce the spread of the virus.</p> <p>Adaptations have been made every classroom to support distancing where possible, for example:</p> <ul style="list-style-type: none"> • seating pupils side by side and facing forwards • desks to be spaced out as far apart as possible • (re)moving unnecessary furniture out of classrooms to make more space
<p>Premises Officer</p>	<p>Jonathan may move between bubbles, keeping a 2m distance.</p> <p>He will minimise movement between the bubbles.</p>
<p>Expectations of Social Distancing Onsite</p>	<p>It is still important to reduce contact between people as much as possible.</p> <p>Pupils and staff should only mix in a small, consistent group (bubble) and that small group should stay away from other people and groups, where possible.</p> <p>Classes to keep to bubbles, wherever possible.</p> <p>Bubbles to be kept apart wherever possible.</p> <p>Bubbles to be given separate allocated areas of the playground to use for playtimes and lunchtimes etc.</p> <p>Staggered break times and lunchtimes for pupils will be implemented.</p> <p>Expectation that pupils are never on a corridor without an adult.</p> <p>Pupils are to be accompanied to the toilet to ensure other pupils are not in there and hands are washed.</p> <p>Teachers and other staff may operate across all groups but should try to keep their distance from pupils ideally 2 metres away, whenever possible.</p>
<p>Early Pick Up</p>	<p>If a parent or carer needs to collect a pupil for an appointment during the day, this needs to be shared with the office in advance so that arrangements can be made.</p> <p>The adult will be expected to wait outside the school office for the pupil.</p>

Outside of School	We ask families and staff to adhere to the latest government advice on how to minimise social interaction outside of school, to reduce the risk of catching the virus and passing this to others in our school community.
Parent and Pupil Events	<p>Large gatherings such as assemblies will not take place.</p> <p>Parents will not be allowed onsite unless invited by the headteacher.</p> <p>The following events will be virtual</p> <ul style="list-style-type: none"> • Curriculum evenings • Parent Teacher meetings • Assemblies • Staff training <p>Trips/ Other Learning Experiences These are to be risk assessed carefully if they are to go ahead.</p>
Specialist Teachers	<p>Supply staff, peripatetic teachers, volunteers, trainee teachers and coaches may also mix with bubbles whilst keeping 2 metres distance. Each situation should be risk assessed carefully before the lessons start.</p> <ul style="list-style-type: none"> • Virtual lessons may be used. • Dance lessons should be able to go ahead as planned. • Gymnastic lessons may be unable to go ahead for the autumn term. • ICT lessons should be able to go ahead as planned.
Resources	<p>Use of resources should be kept to a minimum.</p> <p>Resources must be cleaned regularly in each bubble.</p> <p>Every BWA pupil to be given a pack with the basic equipment they need.</p> <p>Any shared equipment, e.g. books and games may be shared within the bubble or rotated and kept out of use for a set amount of time.</p> <p>If pupils in a different bubble need to use equipment sooner than the above guidelines, equipment is to be cleaned before use.</p> <p>Outdoor playground equipment should be cleaned more frequently.</p> <p>Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones (yr 6 only). Bags are allowed.</p> <p>Music Musical instruments should not to be shared. They must be cleaned if they are shared.</p> <p>Singing may only be done in small groups of about 15 with pupils facing away from each other.</p> <p>PE Our PE curriculum will minimise the use of equipment during the autumn term. If staff need to use equipment but are unable to leave it for the required length of time between each use then it should be cleaned before use.</p>

<p>Staff Absence</p>	<p>Should staff absence levels mean the school site is unsafe for pupils, we will inform the trust, parents and carers.</p> <p>We will endeavour to inform parents and carers as soon as possible of any disruption and hope that this will be minimal.</p> <p>Please be aware that you may be informed on the morning that your child is unable to attend school on the same day. I sincerely apologise for this as I know it is not ideal for you. Please be assured these measures will be for the safety of your child.</p>
<p>Travel to School</p>	<p>We ask parents to make every effort to:</p> <ul style="list-style-type: none"> • avoid public transport • walk to school if they can • avoid bringing scooters or bikes onto the site, for reasons of contamination and storage space <p>If scooters or bikes are required, and the entry point is the blue gate, the adult dropping the child off at school must park the object.</p> <p>If the entry point for drop off and collection is the 1902 gate the adult dropping the child to school should adhere to the following procedure.</p> <ol style="list-style-type: none"> 1. Take it to the blue gate 2. Gain permission from the staff member on the gate duty to enter the area to park it. 3. Safely park the bike/scooter. <p>This must happen at the end of the day as well. Pupils should not be in the area to reduce crowding.</p>
<p>After Drop Off</p>	<p>We kindly request that parents do not congregate outside the school.</p> <p>If you wish to catch up with one another, please ensure that this happens with the appropriate social distance between you and away from the school site.</p> <p>The window for children entering and exiting the site is small and pupil's safe and calm coming and going must be our shared focus at these times.</p>
<p>First Aid</p>	<p>A First Aider will be assigned to each bubble.</p> <p>Each bubble will be provided with their own first aid bag and incident book to deal with minor injuries.</p> <p>Procedure in place for more serious injuries.</p> <p>Bilingual Stream First Aider for the bubble to administer FA for minor injuries. Anything more must be treated/assessed by the school FA team the pupil is registered to.</p>
<p>Medicines</p>	<p>Summary of process when a new medication is prescribed for pupils</p> <ol style="list-style-type: none"> 1. Parent/carer to complete an online form (BWA website, News Tab, Parent Forms) and email the school office to let them know it is there. 2. Office to contact the parent/carer to agree when and how the medication will be dropped off.

	<p>3. If medication needs to go home at the end of the day this needs to be agreed in advance – for example, it may be that an adult in the class can collect it from the office and hand to the adult collecting the pupil or the parent/carer may be required to collect it from the office, at an agreed time.</p> <p>For prescribed medication that is taken regularly – our process remains unchanged.</p>											
Water Fountains	<p>Please provide your child with a bottle of water each day.</p> <p>All water fountains have been disabled to avoid cross contamination.</p>											
School Dinners	<p>Lunch will be eaten in classrooms for every year group, except reception classes, who will eat in a hall space. Times have been staggered.</p> <p>Hot food will be offered to pupils having school lunches. These will be ordered two weeks in advance - more information will be sent at the beginning of the term.</p> <p>Meals will be served in disposable containers collected by a staff member from the canteen and delivered to the class bubble, observing social distancing.</p> <p>The cost of a school lunch will be £2.50.</p>											
Breakfast Club	<p>We propose to offer this provision. Details about booking a place will be sent out before term starts.</p> <p>Pupils will attend the provision with children from their bubble/floor – see below.</p> <table border="1" data-bbox="496 1205 1506 1496"> <thead> <tr> <th rowspan="2">Mon-Fri 7:30-8:30 am (last entry - 8am)</th> <th colspan="3">Location</th> </tr> <tr> <th>Ground Floor Hall</th> <th>Canteen First Door Entry Point</th> <th>Canteen Second Door Entry Point</th> </tr> </thead> <tbody> <tr> <td>Bubbles</td> <td>Ground Floor Bubble classes</td> <td>1st Floor Bubble Classes</td> <td>2nd & 3rd Floor Bubble classes</td> </tr> </tbody> </table> <p>Booking is essential. Unfortunately ad hoc pupils will not be allowed to attend.</p> <p>The cost will increase to £5:00 per day.</p>	Mon-Fri 7:30-8:30 am (last entry - 8am)	Location			Ground Floor Hall	Canteen First Door Entry Point	Canteen Second Door Entry Point	Bubbles	Ground Floor Bubble classes	1 st Floor Bubble Classes	2 nd & 3 rd Floor Bubble classes
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	Ground Floor Hall	Canteen First Door Entry Point	Canteen Second Door Entry Point									
Bubbles	Ground Floor Bubble classes	1 st Floor Bubble Classes	2 nd & 3 rd Floor Bubble classes									
ASC	<p>We hope to offer the provision run by Kid's City. Details will be sent out at the beginning of the term.</p> <p>Pupils will be kept with their bubble, as set out above for breakfast club.</p> <p>Wix Loisir may also offer some clubs, for the bubbles set out above and with limited pupil numbers.</p> <p>Other clubs have not been confirmed at this stage. We would hope to offer more but need to assess the risk on an individual club basis.</p>											
Prevention												

6. Where necessary, wear appropriate personal protective equipment (PPE)

PPE in School

PPE equipment will be available in every room.

Staff have had training focused on how to use and dispose of equipment appropriately.

PPE is only needed in a very small number of cases, including:

- where an individual or child becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained
- where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Staff and pupils may wear PPE they provide if they wish to wear it in situations the government advice says is not needed.

If pupils wear PPE their parents are expected to have shown them how to take it off safely. If pupils wear a reusable mask, they should have a separate bag to store it in during the day.

Bins are available for everyone to dispose of their face covering used during their journey to school.

We will always follow the guidance issued by the government as a minimum expectation.

Start of Day Schedule

Time	Class	Entry point to site	Entry point to building	Handwashing station									
				G/ Floor toilets	KS1 cloakroom	Toilets 1st floor	KS2 Cloakroom	Portable sink	Outside Sink by Toilets (3)	Outside Sink Orange door (3)	Outside Sink By Canteen (5)	Wash basin in /by room	
8:30 – 8:40 (due time 8:30 – 35)	Nur	1902	Nur										✓
	Yr 6	1902	Back staircase							✓	✓	✓	
	2SB	1902	Orange door		✓								
	2G	1902	Orange door			✓							
	Yr 5	1902	Back staircase				✓						
	1M	1902	1M	✓									
	Fr Rec	Blue Gate	Care Value door						✓				
	RB	Blue Gate	RB										✓
8:40 – 8:50 (due time 8:40 – 45)	1W	Blue Gate	Be back door									✓	
	3	1902	Back staircase				✓						
	4	1902	Back staircase							✓	✓		
	Rec	1902	Rec	✓									
	1B	1902	Orange door										✓
	2B	1902	Orange door		✓								
	Fr Yr 1	Blue Gate	Orange door			✓							
Time	Class	Entry point to site	Entry point to building	Toilets on the floor	KS2 Cloakroom	Portable sink by classroom							
8:40	3B	Blue Gate	Main staircase			✓							
8:45	4B	Blue Gate	Main staircase			✓							
	5B	Blue Gate	Main staircase	✓									
	6B	Blue Gate	Main staircase			✓							

End of Day Schedule

Time	Blue Gate	1902 Gate
2:45 - 3:00		<ul style="list-style-type: none">• Nur Set times of 5 mins will be given to parents
3:05	<ul style="list-style-type: none">• RB• 1W	<ul style="list-style-type: none">• Rec
3:10	<ul style="list-style-type: none">• 2SB• 2G	<ul style="list-style-type: none">• 1M
3:15	<ul style="list-style-type: none">• 3B• 4B• 6B• 5B	<ul style="list-style-type: none">• 1B• 2B
3:20	<ul style="list-style-type: none">• Yr 6• Yr 5	<ul style="list-style-type: none">• Yr 3• Yr 4