



# Avondale Preparatory School

*Ignite Your Purpose ,Become Your Potential*

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Headmaster: Mr Stuart Watson BEd, Dip Tchg

## Operating Procedures to Prevent the Transmission of Covid-19, September, 2020

Avondale Preparatory School will be opening to all pupils in September. It will come as no surprise that the government has reviewed the latest Covid- 19 guidelines and changes have been made that will affect our operating procedures, along with ALL schools. These changes effectively dispel the need for social distancing amongst children, but aim to limit the amount of contact children have with one another across the school. This document outlines Avondale's approach to minimising the transmission of the virus and forms part of the risk assessment.

From September, children will be placed in 'bubbles' that generally tie two, year groups together and children will effectively only have contact with children within that bubble. The thinking behind such a strategy allows for a 'bubble to self- isolate for a period of 14 days, should someone within that bubble test positive for the virus, whilst allowing the rest of the school to still function. Siblings within other bubbles would also be required to self- isolate.

Whilst staffing deployment will not change, as advised earlier last month, the following bubbles will be created:

Tots/ Nursery  
Reception  
Years 1/2  
Years 3/4  
Years 5/6

Due to the new guidelines being published, we are now in a position to **continue providing fully cooked lunches for all parts of the school**. Children will be kept within their bubbles for this each day. Mrs Ricketts will continue as our catering manager.

You may see a slight adjustment for after- school clubs. Choir is not permitted under the new guidelines, but a music-theatre club will operate for half of the term for respective bubbles. Mixed- gender sport within bubbles will also take place in lessons and after school.

The Autumn Term Calendar will appear less full due to certain restrictions remaining in place; it is our hope that the Spring Term will see normal opportunities resumed.

## Within classrooms

- All children in Years 1-6 will sit at a desk facing the front; those that require extra support or with different educational needs will be positioned closer to the front of the classroom.
- Hand sanitisers will be made available for all classrooms. All children will wash their hands before going to break/ meal times and when they return to the classroom.
- All teachers who will frequent different bubbles of children throughout the week will be required to socially distance by 2m. Further risk assessments will be made for peripatetic staff.

## Arrival and Departure from School (8-8:30am/ 3:20pm)

All year groups will need to go directly to their classrooms on arrival and use the following entrances and exits from the school:

Reception- Blue gate  
Nursery- White door, leading onto the staff car park  
Tots- Tots front door  
Years 1/2- Blue gate (using south stairs door)  
Years 3/4- Blue front door (to go through dining room and use middle staircase)  
Years 5/6- White door beside Mr Watson's office

## Changing for Games (Years 3-6)

- Years 3/4 children will keep their bags within classrooms (plus the unused classroom if necessary); girls will change in one classroom with boys in the other.
  - Years 5/6 girls will keep their bags in the girls' cloakroom, using this area to change for Games. This will be the Year 5/6 girls' toilet.
  - Years 5/6 boys will keep their bags within their classroom. Boys will change in the classroom and the current staff toilet by Mr Watson's office, will become the Years 5/6 boys' toilet.
- The boys changing room will not be used, children will need to use designated toilets across the school, at all times; this includes breaktimes.

## Breaktimes (snack)

All children will be required to wash their hands prior to leaving the classroom for snack.

- Tots/Nursery to be seated in the dining room at the hatch end for snack.
- Reception to be seated in the dining room at the office end for snack. Reception will be last to arrive and first to go.
- Years 3/4 to be seated in dining room.
- Years 1/2 to have table laid out at blue gate.
- Years 5/6 to have table laid out at back door to the kitchen.
- Plastic cups to be used for Years 1-6.

## Lunchtimes

All children will be required to wash their hands prior to leaving the classroom for lunch.

- Tots/Nursery to be seated in the dining room at the hatch end for lunch.
- Reception to be seated in the dining room at the office end for lunch. Reception will be last to arrive and first to go.
- Years 3/4 to be seated in dining room.
- Years 1/2 to have table laid out at the front of the hall (using first fire exit as entrance).
- Years 5/6 to have table laid out at the far end of the hall (using rear fire exit as entrance).

## Play areas (retained for ASCC)

- Adventure playground will have stainless steel and plastic surfaces disinfected before use by each bubble- this includes playhouse metal latches and handles as well as the caterpillar.
- The tyres will be removed.
- Nursery/ Tots- Netball court and Tots areas for play.
- Reception- Adventure playground and own Reception outdoor space (own Reception area for ASCC).
- A rota system will be established that allows for respective bubbles to play in designated areas across the school on different days e.g.
- Years 1/2- Adventure Playground
- Years 3/4- Netball Court
- Years 5/6- Astroturf
- Grass area (weather dependent)
- At the end of breaktime- a bell will be rung; all children will be required to stand still. Respective bubbles will lead in through respective doors, starting with the bubble closest. Children will wash hands within classrooms.
- In the event of inclement weather, morning snack will be served in the hall for Years 1/2 and Years 5/6; children will remain in their classroom for breaktime. EYFS and Years 3/4 will frequent the dining room and then go back to classrooms.
- The outside drinking fountain will be closed off. Plastic cups and jugged water will be made available on the table outside the back door to the kitchen and all children will be encouraged to bring a named drink bottle. This will be used over lunch- eating as well.

## ASCC Operating Procedures

- Teachers to dismiss classes via their entry/ exit points and then sign remaining children into ASCC using registers that will be distributed each day. Registers to be handed to Michelle Bartholomew and children taken to their designated play areas (as for breaktimes).
- Depending on numbers, all children in ASCC will have afternoon tea in the dining room- bubbles will be separated on tables; there will be no story.
- Reception will be monitored by Aprille Nicholls (present for pm in the classroom also).
- Tots/ Nursery to be monitored in the Tots classroom by Vicky Scadden and Shannon Pavey. SW to oversee after 5pm.

(Tots/ Nursery will have their afternoon tea in the classroom. Reception to join the others in the dining room and sit at the office end.) Last in/ first out.

-Reception/ Nursery/ Tots staff to sign child out.

-Years 1-6 signed out by Michelle B.

### **ASCC Wet Weather Plan:**

SW to support in classrooms and any member of staff not required for teacher- led club due to inclement weather.

Reception/ Tots/ Nursery to remain in classrooms

Years 1/2 in own classroom

Years 3/4 in own classroom

Years 5/6 in overflow classroom

### **ASCC Pick up points**

Tots/ Nursery- Tots Front Door

Reception- Year 6:

Blue gate until 4:30pm

Blue Front Door- 4:30pm- 5pm

Blue gate- 5:00- 5:30pm

Teacher- led clubs- all children will be registered and signed out by the teacher leading the activity. They should be handed back to parents at the blue gate at 4:30pm. With this in mind, staff are to finish clubs at 4:25pm. Anyone not being picked up, should be handed over to Michelle B before proceeding to the dining room.

### **Library**

All books should be returned to school (for re-shelving) at the start of the day on Friday only. No re- shelving will take place on Fridays. All Year 5/6 monitors will start to re-shelve books during breaktimes (from Monday), giving a window of 72 hours before books are touch again. Should a bubble need to go home, the library will be closed for a period of 72 hours.

### **Face- Coverings**

All members of staff are expected to wear a face covering when entering the school and going outside of their bubble. All visitors to the school are expected to wear a face covering when in the school.

### **Continuity of Education (Plan B)**

All children across the school will continue to have learning provided in the event of a second wave developing and lockdown being enforced. This will also apply for 'bubbles' that are forced to self-isolate. As a school, we recognise that younger children will require adult supervision for their learning whilst the upper end of the school will be more independent.

Early Years- learning will be provided both in digital and hardcopy format.

Years 1-6- all children will have normal 'core' lessons, according to respective timetables and these will be delivered via Zoom. Some learning for Years 3-6 will take shape in the form of Century Tech (as used for some lessons in the classroom). Supporting documentation will be emailed to parents or students.

All teachers will be fully accessible through email during a period of lockdown.