



Autumn Term Reigate St Mary's Prep School August 2021

The following outlines the safety protocols which will be followed for the opening of the school from 06 September 2021. Much of this document is an update from the full re-opening protocols last term. The re-writing of this document follows the publication of updated UK Government advice for schools published 17 August 2021, 22 February, 2021, 06 January, 2021, 2 July 2020, updated 7 August 2020, 4th November 2020 and further updated 30 December 2020.

The Government's full guidance for education and childcare can be found here:

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
- [Schools coronavirus \(COVID-19\) operational guidance \(applies from 17 August\)](#)

This guidance provides details on the control measures which need to be put in place for a safe return in September.

CONTROL MEASURES

1. Ensure good hygiene for everyone.
 - a. Hand Hygiene - Frequent and thorough hand cleaning regularly, either with soap and water or using the hand sanitisers available in all classrooms and across the school site.
 - b. Respiratory Hygiene - The 'catch it, bin it, kill it' approach continues to be very important.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Re-Opening Protocols

The re-opening of RSM will be based upon the following key areas:

1. Protect the health and safety of staff and pupils.
2. Provide clear safety rules and expectations for teachers, pupils and parents preceding the re-opening of the school.
3. Provide pupils with as close to normal school routines as possible.
4. Follow the guidelines set out by the Government
 - i. Appendix I – DfE checklist for schools, and RSM's adoption of these recommendations

I Health and Safety Protocols

The Departments of Health & Social Care (DHSC) and Public Health England (PHE) are leading the UK Government response to the coronavirus (COVID-19) outbreak. The Government have provided schools with guidance on how to reduce risk to staff, pupils and visitors on their sites and this, along with the guidance provided by the Health and Safety Executive has been followed wherever possible. The school has undertaken Risk Assessments where appropriate and has produced Protocols for staff, parents and visitors accordingly.

I.1 Key Measures

- We will allow children in Years 1-6 to wear face masks if they/their parents request it during lessons.
- All staff on duty in the dining room will wear face masks.
- Within the buildings if a member of staff is unable to maintain a 2mtr distance from other adults whom they do not work with on a daily basis a face mask should be worn.
- Inside buildings, children no longer have to remain within their classroom bubbles, however this may change quickly if there is a local outbreak or the school are advised to re-introduce 'bubbles' by PHE.
- Frequent hand washing by pupils and staff to take place. Additional hand sanitizer units have been installed across the site and all units across the site are topped up regularly by the maintenance team.
- All movement around and within the buildings is to happen with the expected 2m distancing, as far as is practicable.
- RSM staff are testing twice weekly for COVID-19 using Government provided home test kits. The test results are available within 30 minutes.
- Children and staff are not to be in school if they show any symptoms of illness and are requested to get a PCR test if they show any COVID-19 symptoms. The test must be negative or children/staff must be symptom-free of illness for 48 hours before returning. If tested positive for COVID-19 they must self-isolate as advised by NHS Track and Trace.
- Staff who have not been fully vaccinated are NOT to attend school if anyone in their household are awaiting test results. If these results are positive and the staff member has not been vaccinated they should follow NHS Track and Trace advice on self-isolation (usually 10 days from the positive test result). The Government advice is that even those who are vaccinated should book a PCR test if a member of their household has symptoms/tests positive, but you do not need to isolate whilst awaiting test results.
- Pupils are on site for the duration of the school day (See section 3.1). There will be extended day provision available, latest pickup time is 6pm. Breakfast Club will be available (pre-booking only) from 7.30am every day. Electives recommence on 13th September.
- Unless attending breakfast club pupils may not enter the building before the earliest arrival time 8am. Early drop off is available from 8am.
- Regular cleaning of hands will take place throughout the day in classrooms either using soap and water or hand sanitizer which is available in every classroom and across the site.
- Anti-viral cleaning is significantly increased throughout the day and at the end of the day.
- Windows will be open in all classrooms at all times to allow for ventilation so it is important that children and staff wear extra warm clothing and extra layers.
- CO2 monitors have been purchased and will be used by the maintenance team to determine whether the levels of CO2 are sufficiently low in each building. An air purifier is also available should CO2 levels be deemed to high.

2. Safety Rules and Expectations

2.1 Rules for Children

- We will allow children to wear face masks in the classroom if they/their parents request that.
- Children attending breakfast club will be allowed to enter the school at 7.30am. All other pupils will be allowed in to school at 8am **not before**.
- Attendance at breakfast club will only be available by pre-booking 24 hours before.
- Pupils who arrive late or need to be picked up during the school day; parents/pupils should enter school via the School Office we ask that parents wear face masks when coming into any school building.
- Children must sanitize hands when entering the site at the hand sanitizing points.
- Children must wash/sanitise hands before entering and leaving the classroom, and at regular intervals.
- In Early Years children should bring a spare set of clothes.
- Children will be outdoors as much as possible, so they should bring appropriate clothing. Windows in all classrooms will be open to allow for ventilation so it is important that children wear extra clothes.
- Children will wear Games or PE kit only on their allocated PE and Games days. On the remaining days the children will wear normal school uniform. If it is not a PE or Games day and children have a sporty elective we will facilitate changing prior to the elective commencing, so children should come in uniform and bring their change of clothes with them.
- PLEASE NAME ALL CLOTHING

2.2 Expectations for parents

- When entering any school building face masks must be worn by parents, particularly if they are coming in to the School Office, and parents should adhere to the 2 metre social distance advice whilst on site.
- There should only be one parent/carer dropping off/picking up to minimise potential social distancing problems. Once your child has entered/exited their classrooms we ask parents to promptly leave site.
- Parents can drop off their children in the morning via the front driveway pen drop off so as to minimise the amount of adults coming onto site. Children in Years 3 - 6 can be picked up at 3.50 and 4pm in the same way.
- Parents must leave the site promptly (including the Church Car Park) and are encouraged not to gather to chat outside the school gates or in the car parks.
- Parents with children in Years 1-6 who wish their child to wear a face mask are to provide a spare.
- Parents should ensure that their child/ren have appropriate extra clothing should the weather be cold. This clothing should all be named.
- If your child is under the weather in any way (tiredness, headache, stomach ache or any COVID 19 symptoms) please could parents keep their child at home. If the child has a temperature, cough or a loss of taste and smell please could parents arrange for their child to get a test for COVID 19 as soon as possible. This will ensure that contamination is kept at a minimum and staff and children kept as safe as possible. If the test is negative children can return to school as long as they have been clear of all symptoms for 48 hrs.
- We ask that if you or any member of your family are awaiting test results or have been confirmed as having COVID-19 that you keep your child off school, get a test and confirm this is negative before returning to school.

2.3 Staff Protocols

- Staff are asked by RGS Head of HR, Dawn Holmes, to declare if they have any underlying Medical conditions. The school will then arrange for them to undertake an updated individual Occupational Health Risk Assessment with The Medwyns Centre. The Head and SLT will work on an individual basis with any staff who, through the Occupational Health Risk Assessment show that they may have greater risk should they contract Covid-19 and will implement extra risk reducing measures as appropriate.
- Staff must sanitize hands when entering or leaving the buildings and classrooms.
- Staff should strictly observe the 2m distancing rules when on site wherever possible.
- Where possible it is recommended that all meetings be those for planning, SLT, weekly meetings etc. should take place over Microsoft Teams, where this is not possible face masks, a 2 metre distance and windows kept open to allow ventilation should maintained.
- Staff on duty in the dining room should wear a face mask for the duration of the duty. We ask staff to wear a face mask if they are inside a building and social distancing is not possible between adults.
- Staff may bring hot drinks in a flask/travel cup with lid when supervising children outside.
- Try to remain in your classroom area or outside where possible. If using a photocopier i.e. where others hands have been, use the hand sanitizer provided beforehand and after use, use the anti bac spray to wipe down any machines (spray the disinfectant onto the blue cloth and then gently wipe any equipment used, do not spray directly onto technical equipment).
- When using the staff room please wear a face mask if you cannot maintain a strict 2mtr distance at all times and wipe down all areas that you have touched, including kettles and fridge handles with the antibacterial wipes provided. Ensure that you sanitise hands on entering and exiting the staff room. Social distancing measures are in place which will limit the amount of staff who can access the staff room at any one time.
- If using the staff workroom computers, use the cubicles created for social distancing, and wipe down the keyboard/photocopier/laminator after use using the antibacterial spray provided.
- If accompanying a child to receive first aid/medical assistance please use the door opposite the main Reception desk.
- Staff who undertake First Aid or Intimate Care will be required to wear full PPE (face mask, visor, disposable apron and gloves).
- Staff should try to eat lunch in their classrooms and or offices, if this is not possible there are limited spaces in the staff room.
- If a Staff member is displaying any symptoms of COVID 19 they should go home immediately, remain at home, get a test and inform the school as soon as possible of the result. If any member of their household is awaiting test results and the staff member is not vaccinated staff should not attend school until the result is negative. If the result is positive and the staff member has not been vaccinated they must self-isolate for 10 days or as advised by NHS Test and Trace.
- All staff who are on site are required to get twice weekly testing using the lateral flow tests provided by the school and should report the result via covidtest@reigatestmarys.org. If this test is positive they are required to obtain a test at a Government test site via NHS Track and Trace to confirm the result. If the staff member is not fully vaccinated they must self-isolate immediately.

2.4 Visitors, deliveries and contractors

- Deliveries will be met in the school car park where the goods will be left for the Maintenance team and Office staff to take into the site (using appropriate PPE.)
- Visitors/contractors who need to come onto site for some reason must wear a face mask if in the school building, maintain a 2m social distance and perform a Lateral Flow test before entering the building.
- If a contractor needs to undertake work on the school site during the school day, where possible they should plan their visit in advance so that the Operations Manager can ensure that the children and the staff are not in the area where the work will take place.
- Contractors should maintain the 2m rule at all times whilst on site, wear gloves and masks and wipe down the area that they have worked on with anti-bac spray and paper wipes once their work is complete. They should undertake a lateral flow test before coming on site.

2.5 Cleaning of the buildings and classrooms

- Three cleaners will be on site from 7am - 6pm cleaning daily, focusing on cleaning all of the areas/objects which are touched the most (banisters, door handles, key pads, light switches, etc.). These will be sanitized on a continuous basis throughout the day.
- Toilets and sinks will be included in the cleaning rotation.
- Teachers will also clean in classrooms and areas for which they have responsibility. They will use a pump sanitiser spray and disposable blue paper towel rolls, which will be thrown away after wiping down.
- Classrooms will be provided with pedal bins and multiple white bin bags which should be emptied often during the day. These will be collected and disposed of at regular intervals.
- Staff must wipe down their computer, iPad, mouse, etc. several times a day. If shared iPads are used by your class then they must be wiped down before the next group uses them.

2.6 How to keep your distance as an adult

Although Government guidelines have relaxed significantly, it is important that we continue to behave wisely to minimise the risk of prolonged absences of staff or children. Therefore please continue to;

- Use Microsoft Teams to meet rather than meeting in person where possible.
- When working in the same room, adhere to the 2m distance guidelines and sanitise hands when entering and leaving the room. Where a 2 metre distance cannot be maintained please wear a face mask.
- Staff should continue to wash hands/sanitise when entering and exiting the staff room and apply social distancing expectations.
- Sanitise hands before and after using shared equipment such as photocopiers and kettles .
- Bring your own drink/flask where possible.

3. Routines for Opening

3.1 Drop Off

- Breakfast Club begins at 7.30am. Parents should park on the front car park or the road opposite the school and enter the school by the main playground site, playground gate code is on Schools Buddy. Parents should make their way down to the dining room where their child/children will be signed in by a member of staff. Children are to sanitise their hands before entering and upon exit of the dining room. At 8am children will be accompanied to early class/the playground by the member of staff on duty at Breakfast club.
- Drop off for the school day commences at 8am. Children can be dropped off in the main school car park and will be accompanied to early class by a member of staff on duty in the Pen if the child is Green Shoots - Year 2. Children in Y3 - 6 can exit the vehicle and make their way to the playground, **please move as far around the front car park as possible when dropping your child.**
- If parents would like to accompany their children to the playground to wait for the start of school we ask that you arrive no earlier than 8.15am to minimise the amount of people on the playground. Parents should park in the **Orchard Car Park** and not at the main school site or on the road opposite as this creates considerable congestion on Chart Lane.

3.1.1 Pick Up

- Electives are recommencing 13th September.
- The school day finishes at 3.30pm for children in Green Shoots - Year 2 unless your child is doing an elective or attending after school care. Parents should park in the **Orchard Car Park** and walk to the main school site to pick up their children. If your child has a sibling in Upper School they will attend sibling care (free of charge) until 4pm.
- If your child is in Years 3-6 and you are using the pen pick-up system, please arrive at the child's finishing time and not before as this causes traffic problems. Children in Year 3 & 4 finish at 3.50pm and children in Years 5 & 6 finish at 4pm. If you have children who finish at both these times please arrive at the Pen at the oldest child's finishing time to minimise traffic. Children in the pen are supervised by RSM staff.
- If you are picking your child up from the playground at school finishing time, after an elective or wrap around care please maintain 2mtr social distance.

3.2 Entering and Exiting the Classroom

3.2.1 Beginning of the day

- Children will bring all their belongings with them to the classroom.
- After removing any items from their bags, or touching their bags, children must sanitise or wash their hands thoroughly for 20 seconds.

3.2.2 During the day

- Children must wash or sanitise their hands before they enter or leave the classroom
- Children will wash hands thoroughly after using the toilet - children in the younger years should be supervised by a member of staff.
- Toilets will be cleaned thoroughly throughout the day by the cleaners.

3.2.3 End of the day

- Pupils take their belongings home and sanitize/wash hands before leaving the classroom.

3.3 Clothing, toys and classroom materials

3.3.1 Movement of clothing and items between home and school

- Green Shoots – Reception: Please come into school in uniform (leggings/jogging bottoms/skirt and red RSM jumpers, plenty of warm layers if the weather is cold), and ensure the children can independently remove their clothes. Please no shoes with laces and ensure you send in your child with a coat (plus waterproofs and wellies for Green Shoots – Reception).
- Please send in a set of spare clothes for children in Green Shoots, Kindergarten and Reception.
- Water bottles and snack boxes should be washed daily and please ensure these are named.
- A pencil case is needed in Years 1- 6, and these remain at school once brought in.
- Pupils in Years 1- 6 cannot bring personal toys to school.
- In Years 3 - 6, iPads may be brought home but should be wiped with antibacterial wipes or sprayed with a sensible amount of spray onto blue tissue on the return to school each day.
- In Early Years there will be one sleeping mat designated for each child.

3.3.2 iPads, keyboards and mice

- Staff computer keyboards and mice will be cleaned/sanitized at the end of the day. Only the teacher/teaching assistant should use this equipment in the classroom.
- The computers in the Computing suite will be cleaned after each use along with any robots, beebots used.

3.3.3 Other materials

- Interactive whiteboards, whiteboards and markers must be wiped down with sanitizer spray after use and only used by the teacher.
- Role play corners must be wiped down daily if used.
- Musical instruments which are shared should be wiped after each class use,

3.4 Home and School Learning

- Children will be allocated homework via Firefly and Tapestry where possible.
- Should there be a need for the school to close, or pupils to isolate, lessons will be provided via our on-line platforms.
- Homework diaries and reading records will be going to and from home and school.
- Assemblies will take place in Educational Phase groups to minimise interaction.

3.5 Lunch and snack procedures

- Children will be expected to bring a water bottle and snacks (**NO NUTS**) with them each day. Water fountains will not be in use, there will be jugs of water available in the classrooms that do not have access to sinks to refill as necessary.
- Please follow the guidelines below:
 - All pupils and staff to wash/sanitise their hands before and after eating snacks or lunch.
 - Staff on duty in the dining room will wear a face mask.

3.6 Movement of all children and adults, in, out and through the buildings

- Where possible all staff and pupils should adhere to social distancing advice when moving around the buildings.
- The following expectations should be reinforced consistently by all teachers.
 - Everyone washes/cleanses hands before moving to another section of the school.
 - Move on the left when moving up and down the stairs and through the corridors.
 - Keep hands and bodies to yourself.
 - Children must wash hands after using the toilet.

4. Responding to illness

4.1 Pupil illness or signs of illness

- Pupils who show any signs of illness may not attend school. Please do **NOT** send your child to school if he or she is showing any symptoms of any illness at all. Because it is now apparent that children show differing symptoms to adults after testing positive for COVID 19 we ask that if your child is under the weather you keep them at home. If they are showing the symptoms of COVID-19 we require you to get them tested at an NHS testing site. **All siblings are to remain at home whilst awaiting test results.**
- Pupils who show signs of illness will be sent home. A member of staff will phone parents to arrange immediate pick up of the sick child.

NB: If a child (or adult they have been in contact with at school) tests positive for COVID-19, NHS test and trace protocols will be followed. The child who tests positive will need to isolate for 10 days and members of his/her household unless fully vaccinated or under 18.5 yrs will need to isolate for 10 days. Public Health England's local health protection team will then conduct a rapid investigation if there are multiple cases within the school and will advise the school of the most appropriate action to take.

4.2 School Office Staff

- The Office staff/Medical Officer will be available for pupils who will need injuries attended to or who need to be sent home due to illness or injury. The staff should wear full PPE (surgical style face mask, visor, gloves and apron) as they will be in close proximity to these children.
- Any child displaying symptoms of COVID-19 will be sent to the Medical Room. The door will be kept shut and the child monitored by the Medical Officer/Office staff.
- The main visitor toilet will be used only by the Office Staff/Medical Officer for unwell pupils and will be thoroughly cleaned after use by any sick/injured children. If the toilet is used by a child with COVID-19 symptoms the toilet will be deep cleaned by the cleaning staff.

4.3 PPE

- Where children whose care routine involves the use of PPE due to the intimate care needs, they should continue to receive their care in the same way. The school will provide this PPE.
- Wherever there is a risk of splashing to eyes for example from coughing, spitting or vomiting, eye protection (a visor) should also be worn.
- Where a child is displaying symptoms of COVID-19, the supervising staff member should wear full PPE equipment (surgical style face mask, visor, gloves and apron).

4.4 Staff illness

- Staff who show signs of illness should not come to school. If staff have COVID-19 symptoms - a new continuous cough, a loss of or change to their sense of smell or taste or have a temperature of 37.8°C (100 F) or higher should not come to school or if already at school, go home immediately. Staff should take a PCR test to see if they have the virus and remain at home until they receive their test results.
- All RSM staff who are coming to site will be testing twice weekly using lateral flow kits provided by the school. If they receive a positive test result they will need to book a PCR test at an NHS testing site. They must not come to school (or if not fully vaccinated leave their home) whilst awaiting results.
- If a staff member tests positive the school will follow NHS Test and Trace procedures.

4.5 When a staff family member is ill

- When you suspect someone in your house has COVID-19, please get tested and isolate if you are not fully vaccinated.
- If your test is negative you may return to school.

Areas to Consider for Education Settings	Advice Adopted	Variation
<p>Appendix I – Checklist for Educational Settings</p> <ul style="list-style-type: none"> refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend make clear to parents that they cannot gather at entrance gates or doors. communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this <p>follow the COVID-19: cleaning of non-healthcare settings guidance</p> <ul style="list-style-type: none"> ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments clean surfaces that children and young people are touching such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Additional hygiene supplies ordered</p> <p>Dedicated cleaners from 7am, throughout the day.</p> <p>Hand sanitisers in all classrooms, workrooms & staff rooms equipment for every room and a cleaning regime in place.</p>

<p>Ensure that all adults and children:</p> <ol style="list-style-type: none"> 1. frequently wash their hands with soap and water for 20 seconds and dry thoroughly or use hand sanitiser if a sink is not available. Review the guidance on hand cleaning 2. clean their hands on arrival at the setting, before and after eating, regularly throughout the day, when leaving and entering classrooms and toilets, and after sneezing or coughing 3. are encouraged not to touch their mouth, eyes and nose 4. use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') <ul style="list-style-type: none"> • ensure that help is available for children and young people who have trouble cleaning their hands independently • consider how to encourage young children to learn and practise these habits through games, songs and repetition • ensure that bins for tissues are emptied throughout the day • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>NB</p>	<p>Bins emptied at regular intervals through the day</p> <p>CO2 monitors will monitor CO2 concentration levels in buildings for the school to manage accordingly</p> <p>Full uniform and sports kit on Games/PE day</p>
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