



Operational guidance for the re-opening of Rigby Hall School September 2020.

Review – December 16th 2020

In accordance with government guidance and expectations Rigby Hall School will work towards a full reopening of school for all pupils in September.

Please be aware that this is all subject to change dependent on Government guidance and local advice.

Covid-19 symptoms and testing.

Pupils and staff should not attend school if they or a family member are exhibiting any Covid-19 symptoms. They should get a test and everyone in the household has to self-isolate until a negative result is communicated or for 10 days and the family for 10 days aswell from onset of symptoms, if the test produces a positive result. Please see guidance below.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If you are displaying any symptoms, you are entitled to a test. Please use the following link to book yourself a test at your local testing centre if you are displaying symptoms. For both pupils and staff, **it is vital that you contact Tracey Smith** – 07935 223378 or covid@rigbyhall.worcs.sch.uk and inform us of your suspected symptoms and any subsequent test results in order for us to act immediately and complete a 'track and trace' if necessary.

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

*** Any issues with booking a test online, call 119 between 7.00am and 11.00pm.**

Bubbles.

A Bubble in a school setting is a group of pupils and staff situated in a specific area that does not mix with other Bubbles.

There will be five bubbles within the school to support the children, each Bubble will be situated in a separate part of the building with access to their own toilets and sinks.

Soft furnishings will not be used in the Bubbles as these are difficult to clean and can hold the virus for longer. Soft furnishings have already been removed and stored in the container.

Red Bubble: Based in Chestnut Centre – comprises Chestnut 1, Chestnut 2 and Chestnut 3.

28 children and 10 staff. Managed by Becky Harrison.

Transport & Start of Day – Disembark onto lower car park, through the large gates on the right side of the playground, follow the red rope to the ramp down to the Chestnut centre.

Entrance – Chestnut Centre entrance.

Playtime – 10.35 – 10.50 – Chestnut Centre outside area and field.

Lunch – Eat in classroom – 12.00-12.30

Outside area – 12.40-1.10

Staff: Becky Harrison, Rachel Kearns (supply), Amanda Knowles (supply) Linda Ward, Emma Hughes, Ryan Foster, Sarah Duffin, Vicky Wilday, Nat Bridgwater, Kerrie Mason, Lynette Sproule

Orange Bubble: Based in Primary – comprises Sapling, Sycamore, Willow, Beech and Oak.

60 children and 19 staff. Managed by Shelley Hughes

Transport & Start of Day – Disembark onto lower car park, through the gates on to the playground, up the ramp and into Sapling and Primary link corridor.

Entrance – Primary Link corridor

Playtime – 10.35 – 10.50 – Playground & MUGA

Lunch – Eat in classrooms – 12.00-12.30

Playground & MUGA – 12.40-1.10

Staff: Shelley Hughes, Charlie Dowling, Zoe Carter, Sasha Bliss, Vicki O’Brien (supply), Jayne Yorke, Sarah Jones, Abbie Russell, Amy Key/Lesley Spencer, Charlotte Brookes, Donna Steward, Fay Brook, Katie Goodall, Callum Ashton(supply), James Horne, Vanessa Rainbow/Katie Skyrme, Sharren Sawyers

Blue Bubble: Based in Key Stage 3 corridor – comprises Rowan, 3.1 and 3.2

31 children and 11 staff. Managed by Kelly Ferran.

Transport & Start of Day – Disembark onto lower car park, wait in the designated area on playground.

Entrance – Across the playground and up the steps by Rowan class.

Playtime – 10.15 – 10.30 – Playground

Lunch – Eat in classrooms – 12.40-1.10

Playground – 12.00-12.30

Staff: Kelly Ferran, Jayne Moran (Teacher) RJ/Idris (supply), Michelle Brotherton, Milly Collins, Simon Bliss, Emma Shelton, Adam Harrison (supply), Sam Myatt (supply)

Green Bubble: Based in Key Stage 4 area and mobile – comprises 3.3, 3.4, 4.1 and 4.2

46 children and 12 staff. Managed by Ben Homer.

Transport & Start of Day – Disembark onto lower car park, wait on the drive behind the main blue gates

Entrance – Up the path, through reception and designated walkway through the hall.

Playtime – 10.15 – 10.30 – MUGA & Tarmac

To access the play areas, pupils need to go out of their external doors, with 4.1 using 3.4's door, along the outside path, down onto the field, along the daily mile track and through to the tarmac. This will prevent mixing bubbles in the school.

Lunch – Eat in classrooms – 12.40-1.10

MUGA & Tarmac – 12.00-12.30

Staff: Ben Homer, Emma Brooks, Louise Halley, Mark Winson, Geoff O'Brien (supply), Louisa Giles/Katie Baker, Hayley Walton, Danielle Walker, David Pearce (supply), Tassie Graham O'Connor (supply), Tim Moyle.

Purple Bubble: Based in Post 16 – comprises Post 16.

23 children and 8 staff. Managed by Rhian Smith.

Transport & Start of Day – Disembark at Post 16 gates.

Entrance – Straight into Post 16 building.

Playtime – 10.15 – 10.30 – Post 16 area.

Lunch – Eat in classrooms – 12.30-1.00

Outside – 1.10 -1.40

Staff: Rhian Smith, Amy Thomspson, Beth Richards, Faye Godwin, Chris Cooke, Pauline Smith, Claire Harrison, Karen Harrison,

Each Bubble has an assigned Senior Manager who will be first port of call.

Start of the day.

The majority of pupils will be brought in on school transport, however parent carers who are transporting in are expected to queue with the buses or wait on the bank. All parent carers have been asked to wear a face mask as a compulsory measure from November 2nd. There will be no waiting around and chatting between families and social distancing will be encouraged.

Only a bus, taxi or car will be allowed to unload if a member of SLT is present to hand sanitise the children.

SLT to wear visor/face mask as they are in contact with every child in school. Staff who have face to face contact with parents have been told to wear face masks/visors too, from November 2nd.

Pupils will have their temperature taken only if staff notice that they are hot. If a temperature of 37.8 or above is recorded, home will be contacted and the child will be isolated in the current staffroom. A member of staff from the Bubble will stay with the child, wearing PPE (visor, gloves and apron) until they can be collected. The family of the child will be advised to follow the NHS tool for symptoms and testing so that they can book a test <https://www.nhs.uk/conditions/coronavirus-covid-19/>

End of the day

Pupils travel home on different buses at the end of the day. In order to not mix the Bubbles **in school** the pupils will be expected to wait in their classes.

An 'all staff' email will be sent from SLT work mobiles to everyones email account and the class team or member of staff from the bubble will bring children to the buses through a designated gate to enable buses not to mix together until they are on their transport.

Children need to be off the playground from 2.30 in order to prevent bubbles from mixing before the transport.

Staff need to be aware of staff in other bubbles and not to come within 2 metres of them.

Pupils who are collected by parents will have the option to be collected from **2.45pm** (from November 30th) in order to reduce the impact of traffic on the roads and to ensure safety of the children. All staff who have face to face contact with parent carers have been asked to wear face masks/visors, as have all parent carers from November 2nd.

Expectations for the school day (Pupils)

Pupils should not be sent to school if they or a family member are exhibiting any Covid-19 symptoms. They should take a test and everyone in the household needs to self-isolate until a negative result is given, or for 10 days and the family for 10 days aswell from onset of symptoms, if a positive result is produced. It is vital that you contact Tracey Smith – 07935 223378 or covid@rigbyhall.worcs.sch.uk. Please see guidance below.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Pupils **DO NOT** need to wear school uniform, all clothes should be named, on the child's return home clothes should be removed and washed. Children should have a shower or bath as soon as

they get home. School uniform will be worn from January 2021. (Some children may be in uniform due to need).

There were no hot meals in school for the first half term. This was to prevent the kitchen team from having to enter all of the bubbles.

Hot meals will resume from November 2nd. Each bubble has its own trolley and kitchen staff plate up the meals in readiness for Bubble staff to collect. The kitchen staff will not be entering the bubbles to ensure minimal cross contamination.

Bubble crockery and cutlery will be washed separately so as to minimise cross contamination. Wipes are provided on the bubble trolley to wipe the lids before touching.

Pupils need to bring their own lunch in a named lunch bag or box which can be wiped clean. Pupils will eat their lunch in their classrooms, drinks bottles or containers must be named, provided by home and go home at the end of the day to be washed.

Pupils will have equipment specifically for them ie: books, pencils, pens. They should only use the equipment that is meant for them, these will be labelled with their photo or name dependent on their stage and age. Resources will not be shared between bubbles. **Each bubble has its own resources cupboard.**

No toys or soft equipment should be bought in to school from the home, if any are bought in to school they will be removed and sealed in a bag to be returned at the end of the day.

Mobile phones and electronics should only come in to school if they are a necessity. These will be handed in and kept locked away in the classrooms as soon as the children enter.

Equipment and resources will be sanitised throughout and at the end of every day. Children who are particularly sensory seeking with equipment, will have these items sterilised at the end of each day.

Pupils will bring their own named water bottle. They will be able to have their bottles refilled during the day, by staff and from designated areas in the Bubbles.

Pupils will continue to be expected to wash their hands regularly and to follow the 'Catch It, Bin It, Kill It' guidance from the NHS. **Posters around school to remind pupils and staff about this and also hand washing guidance.** Yellow lidded bins have been provided for tissue waste, all tissues should be disposed of in these bins only.

Pupils have allocated toilets for their Bubbles. These are cleaned every night by the cleaning company. Antibacterial wipes will be provided to wipe the seat the taps and door handles. **Staff will monitor pupils in the toilets** (not cubicles) in order to ensure that the pupils are only in the toilets one at a time, and that pupils are meeting the hygiene standards. **There are small bins with bags in for the disposal of all wipes. These SHOULD NOT be put down the toilets.**

Should a child fall ill during the day with any related symptoms of Covid-19, the following will happen.

- Parent carers will be informed and asked to collect the child immediately and book a test.
- The child will be isolated in the current staffroom with a member of staff from that class (who will potentially have already been exposed to the virus) until the parent carer arrives.

- If a child is tested as positive, Tracey Smith will contact the Local Outbreak Response Team and a decision will be made in conjunction with this team as to the need of further isolation and impact.

Expectations of the Parent Carers.

Pupils should not be sent to school if they or a family member are exhibiting any Covid-19 symptoms. **They should take a test and the whole household needs to self-isolate until a negative result is received or for 10 days and the family for 10 days aswell** from onset of symptoms, if the test produces a positive result. It is vital that you contact Tracey Smith – 07935 223378 or covid@rigbyhall.worcs.sch.uk . Please see guidance below.

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This **needs** to be adhered to as failure to do so, can cause wider infection, close down a class and potentially classes in the school, and all those affected and their families will need to self-isolate **for 10 days** or until Tracey Smith has been notified of a negative test result. If you are unsure whether your child needs a test, please use the following link to check symptoms and gain advice:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Ensure that if anyone in the household has symptoms that Tracey Smith is contacted immediately on 07935 223378 or covid@rigbyhall.worcs.sch.uk .

Ensure that your child wears clean clothes daily, whether these are washed over night or fresh on, they must **not** wear the same clothes twice without washing. These clothes need to be appropriate dress for school.

Children **do not** bring in toys from home.

Children's clothing, bags and lunch bags / lunch boxes / drinks bottles are named.

When notified that their child is ill they **will immediately** come and collect them due to risk of the infection in the building.

Ensure that there is enough medication for their child in school.

Ensure that you wear a face mask or visor when dropping off or collecting your child.

Pupils will be encouraged to remain within their designated Bubble areas and not to wander around school.

If your child does not adhere to the health and safety measures in the school, we will review their risk assessments and you may be asked to collect them as we cannot risk the breach of measures that are put in place.

Ensure you follow government guidance out of school and adhere to lockdown rules and/or Tier rules. Failure to do so, may result in your child needing to stay away from school.

Expectations for the school day (Staff)

Staff should not come to school if they or a family member are exhibiting any Covid-19 symptoms. **They should take a test and the whole household needs to self-isolate until a negative result is received or for 10 days and the family for 10 days aswell** from onset of symptoms, if the test produces a positive result. They should contact Tracey Smith immediately if they are displaying symptoms.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Staff will wear 'work' clothing that is practical and suitable for working with children.

On entry in to school staff will have access to hand sanitiser and antibacterial spray in order to keep the touch screen and the exit button clean. Staff will be expected to wipe down after using and it would be good practice to do this before using too. **The signing in and out system has been changed for staff usage to just requiring the use of a fob and not needing to touch the screen.**

Any resources needed should be obtained before the school day starts, and this can be collected from allocated resource cupboards within each bubble. There will be antibacterial wipes to clean down the photocopier. The photocopier will be kept in the hall.

If staff require 'refills' for any of their anti-bacterial wipes, sprays, hand sanitisers, gloves, visors, blue roll and soaps, this should be emailed to Sam Hayward **at the end of each day before 4.00pm** and your new stock will be left on your 'bubble' table in the staff room for you to collect before the new school day. **If PPE has been used in the isolation room, please ensure Sam is informed so this can be replaced.**

The staff room will be relocated to the hall which is a bigger space with better ventilation and the ability to hold more staff. There will be a 'T' shaped path designated for children to walk through the hall, in order to get to green bubble, and the kitchen staff to access tables. Each bubble will have a designated area for breaks and PPA, that is highlighted by associated colour tape on the floor. Staff must wipe down the table and chair before leaving.

Staff will not be able to access their lockers in the current staffroom and bags and belongings need to be locked away in the classrooms.

For the recovery period, up until October half term, staff should bring their own lunch, including plates and cutlery in a bag or box that can be wiped down. **From November 2nd, staff will be able to order hot meals** but will still be unable to have use of school microwaves. Staff must take any cutlery or crockery home to wash, unless having a school meal. There will be the ability to make hot drinks from October 12th. **There will be wipes by the shared water urns for staff to wipe these before and after use.** Each bubble will have access to their own tea/coffee/sugar and milk, in order to make their own hot drinks. This will be provided for staff as a well-being gesture. Staff are advised that they should not be sharing food ie: Cake Wednesday.

Staff must clean up after themselves to ensure hygiene standards are met.

Staff will be expected to wash their hands regularly and to follow the 'Catch It, Bin It, Kill It' guidance from the NHS. Handwashing posters are in every toilet and sink area.

There are increased amounts of hand sanitiser machines around the school.

PPE will be available (gloves, aprons, facemasks/visors) in each class.

PPE is provided for intimate care in relevant classes. Staff who have to administer intimate care to our pupils are asked to adhere to the 'bare below the elbow' rule. Whilst delivering care, staff must be bare below the elbow. This includes no long sleeves, no hand or wrist jewellery/ wristwatch. Ensure fingernails are clean, short and that artificial nail products are not worn. Ensure all cuts/ abrasions are covered with a waterproof plaster/dressing.

When staff use toilets it is their responsibility to ensure they are left clean and hygienic for the next person to use, antibacterial wipes are provided to wipe the toilet seat. Small bins will be provided next to each toilet for the disposal of wipes. Wipes SHOULD NOT be placed down the toilets.

Staff are advised to take breaks as allocated by Bubble Leaders. Breaks need to be taken away from the classroom to ensure a break from the working environment. Staff can take their breaks in the ventilated, large 'staffroom'.

Staff will not wander around the building or between bubbles. If anything needs to be communicated with the office, staff are asked to call or email the team and not to visit the office. Resources will be collected start and/or end of day.

Staff should limit visits to the SLT bubble in order to minimise cross-contamination.

PPA will be covered by the support person allocated to each of the bubbles. PPA will need to be taken in the hall and staff will sit at their designated tables. Extension leads are provided for each bubble for their laptops.

If phone calls are needed to be made, these can take place in the meeting room. Please wipe the phone and table, before and after use.

Should a member of staff fall ill during the day with any related symptoms of Covid-19, the following will happen.

- The member of staff will leave the building immediately, without coming in contact with anyone else and arrange to have a test at a local centre as soon as possible. Tracey Smith needs to be notified of the test result and evidence shown. **Staff member and whole household to self-isolate until a negative result is received** or for 10 days if test result is positive, and **anyone else in their household for 10 days aswell.**
- Staff in the class will continue working with the group and await further instructions should a positive result occur. The Local Outbreak Response Team and PHE will discuss with Tracey Smith the need for further isolation or not.

Absences for any other reason please call Tracey Smith on her work phone as early as possible, and before 7.15, on 07935 223378. There will not be the same options to cover absences due to us not using day-to-day supply staff. Cover will have to be managed within the bubbles. Please take this into consideration before calling in.

Office staff

Staff will have access to antibacterial spray and hand gel for use in their work space, they should wipe down, keyboards, screens and phones at the start and the end of the day.

Office staff will be expected to wash their hands regularly and to follow the 'Catch It, Bin It, Kill It' guidance from the NHS.

Staff and pupils **SHOULD NOT** visit the office; they should ring the office or email if they require anything. Fob access to the office is now restricted with staff unable to enter.

Parents should not visit the office; they should ring the office if they require anything.

The office staff should facilitate contactless deliveries; boxes can be left in the foyer to ensure minimal contact.

Parentpay has been introduced in order for the office to be 'cashless', including payments from staff for lunches.

Kitchen Staff

There are no plans to prepare and cook hot meals for the first half term. This is to prevent the unnecessary risk of cross contamination, with the kitchen staff having to walk hot food through all of the bubbles. All pupils who are eligible for Free School Meals will receive packed lunches up until October half term. Hot meals will resume from November 2nd for all pupils and staff who require this.

Site staff

Regular essential testing is still being carried out in order for the site to remain safe and compliant. This includes water testing, fire alarm testing, emergency lighting and disinfecting of the playground and classrooms and toilets. Contractors have been asked to attend school before 8.45am or after 3.30pm, unless their work is essential to the safe running of the school and they are working away from the children and will not come in to contact.

Holistic services

Speech and Language Therapists, the Educational Psychologist and our school Occupational Therapist will continue to work with our pupils and advise staff. Our Special School Nurse is still available and will work within school to NHS guidance. All of our wider school team will wear the required PPE in order to carry out their work as safely as is possible.

Cleaning

The school is cleaned every night by cleaning companies in preparation for the next morning. Deep cleaning across the school has taken place.

Staff will be expected to keep their classes as clean as possible using the boxes of cleaning products provided which includes antibacterial spray and paper towels. This should include phones, switches, fob points, door handles, IWB's or screens, keyboards, iPads and computers.

There will be a clear surface policy from September to facilitate thorough cleaning.

Each classroom will have a checklist of cleaning requirements throughout the day.

At the end of the day all surfaces need to be clear to enable the cleaners to clean effectively and thoroughly.

The classrooms are 'fogged' weekly to ensure a greater level of cleanliness.

The playground is deep cleaned on a weekly basis by Aquajet, who use a safe antibacterial cleaning fluid that is sprayed on to the equipment.

Supervising the playground

When staff are on playground duty they have accessibility to gloves if they choose to wear them. Staff need to wash hands before and after wearing the gloves and/or before and after playtimes.

Gloves should be removed on entering the building and disposed of in the yellow lidded bins in the classroom.

No two Bubbles will be on the playground at any one time. There is a change over time to allow for movement of bubbles.

Lunch will be between 12.00 and 1.10pm to take in to consideration the need for change overs.

Fire drill – should a whole school evacuation need to take place.

Bubble drill evacuations will take place and you will be informed of these. If you are not expecting a bubble drill, please evacuate and proceed as if there is a fire in the building.



Fire Drill Procedure

from October 2020

If the alarm sounds, please make your way calmly and safely to the following assembly points:

Red Bubble – onto the MUGA

Orange Bubble – onto the Playground to the left (swing side)

Sapling – on the field

Blue Bubble – onto the Playground to the right

Green Bubble – on the field

Deputy will go to the green gate on the field and notify Head that everyone is out of the building.

Office staff to split between field and playground.

Kitchen staff to stand on the drive at the front of school.

Headteacher will go to core point and turn off the alarm if false, and reset the system.

Bubbles may re-enter the building when told to do so.

Purple Bubble – are on a separate alarm system so won't evacuate on a school evacuation. If their alarm sounds, they need to go to the side of Post 16 to access tarmac if required.

Lockdown - Key changes from November 5th 2020

- We will not be having visitors in the building. There will be no meetings in person.
- Holistic services will continue to wear PPE.
- **Staff need to have left the building by 4.00** regardless of contract, in order to be out before the cleaners really get started and to minimise numbers of people in the building – please work from home after 3.30 if you need to.
- Office team will work on a rota if their role allows for this to enable a 48 hour period between contact should anyone need to isolate or become ill.
- Face masks/visors need to be worn if face to face contact with parent carers at start and end of the day is expected. If you are not wearing a mask/visor, please do not engage in conversation with parent carers if they are not wearing masks either.
- Face masks/visors are expected to be worn by parent carers too, as per Worcestershire Children First advice and per communication to families.
- All staff can choose to wear masks/visors in corridors and for teaching if they feel that they want to.

Key changes from December 14th 2020

The isolation period has reduced from 14 days to 10 days. This is highlighted throughout this document.