**CORONA VIRUS :: OUR ACTION PLAN:: last update 23 rd March 1.30pm**

This plan will be reviewed, adapted and re-communicated on an ongoing basis. Any update will be in red

**For children staying at home as of Monday 23rd March – please see** GUIDANCE/ SUPPORT FOR HOME LEARNING: 20 03 20—emailed home on 20 03 20- which will be updated on an ongoing basis

**PART OPENING**

**For children coming in to school as of Monday 23rd March**

**PROCEDURES:**

• **Change of procedure: Daily sign up** for school place the next day

-As of Tuesday 24th March, if you are a key worker and we don’t already know the days you need, please sign up for a place for your child in school every day the day before, preferably giving us a day’s notice but certainly no later than 3.00pm the day before: this to give us time to plan our staffing.

-Please sign up by emailing [k.bennett@minchschool.net](mailto:k.bennett@minchschool.net) and [e.james@minchschool.net](mailto:e.james@minchschool.net) the day before.

**Why?**

-We apologize for the inconvenience but we must be able to plan for the next day.

-Because we have experienced a significant drop off in numbers for school this morning (given everyone’s now greater concern for social distancing) and have therefore sent home many staff who had signed up to help out.

-Because the picture is ever changing and hard to predict

• **Timing-** this has changed from Friday morning letter- having received feedback re need:

Breakfast club (paying): 7.45-8.45

School day: 8.45-4.00 (a half day is possible until 1.30)

Fun Club: (paying) 4.00-5.00

Children must be dropped off at the exact times shown to ensure staff can operate effectively as well as ensure the children are safe.

• Please **before and after school**- do everything you can to keep the chance of infection coming into the building as low as possible:-

-Social distancing **must** be enforced whilst your child is not in school if we are to prevent/minimise the spread of infection.

-Thorough hand washing to take place at home just before leaving the home.

-We strongly recommend putting clothes straight in the washing machine once returning home from school to minimise and control the spread of infection.

• KS1 children to **enter the school** through the hall and KS2 children enter the school by the Water Garden **at 7.45 or 8.45.** A member of staff will be there to welcome them in at these times.

• Parents must bring any **medicines** their children may need including inhalers and hand them to the registering adults. Parents also need to let registering adults know of any short term change to contacts or pick up arrangements.

• Please send your child/ren in with **suitable clothes** for learning indoors and outdoors

• Up to date **contact details (if different from normal)** for family members must be available within school and emergency contact details should your child become poorly/exhibit symptoms of contracting coronavirus.

• Your child **must be registered in and out** of the premises by somebody who either has parental responsibility or has been nominated by yourselves, as long as you are all fit and well and not showing symptoms of coronavirus.

• Caterlink will be providing **meals** for us as usual and should be paid for in the usual way.

• School must be informed **if you no longer fall within the critical worker list** or you have been asked to self-isolate.

•  We will ensure **unwell students and all staff** will be told not come to school. When someone feels unwell in school, they will wait in the teaching space outside the office until they are picked up. If you become unwell with coronavirus symptoms, you must **immediately** contact school and arrange for collection of your child.

Update: With immediate effect any pupil that is currently self-isolating should not return to school for 14 days from the date of the onset of symptoms.  All members of that household should also now isolate and so if you have siblings in school of any current pupil who is in isolation they will now also need to refrain from attending the school for the same period.

* Staff, young people and children should stay at home if they are unwell with a new, continuous cough **or** a high temperature to avoid spreading infection to others. Otherwise they should attend education or work as normal
* To reiterate- symptoms now listed as:

- a new, continuous cough

**or**

-a high temperature.

        For most people, coronavirus (COVID-19) will be a mild infection.

• We will enforce **regular hand washing** **and good hygiene** with water and soap or alcohol rub/hand sanitizer (if available) – including before eating anything and after moving around the school. We will encourage frequent and thorough washing (at least 20 seconds). We will maintain handwashing stations in each classroom, at entrances and exits, and near lunchrooms and toilets.

-all encouraged to wash hands as they enter and leave school and before and after breaktimes

-all encouraged to be mindful of touching surfaces and when moving around school and wash hands after

-all encouraged to keep hands below shoulder height unless you have just washed them- to avoid touching of face

-all encouraged to cough or sneeze into a tissue, then tissue thrown away—or if not into ones arm.

• We will ensure **regular** (all staff to be involved in this) **disinfection** and cleaning of school surfaces throughout the day, including water and sanitation facilities and surfaces that are touched by many people including:-

-railings, lunch trolleys, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids – keyboards, phones.

-pencils and rulers and other class equipment will be named / personalised for children.

-milk cups to be named – no sharing of cups even after washing.

-indoor PE equipment not to be used

• We will look to **increase air flow** and ventilation where climate allows (eg open windows etc)

• We will ensure cleaners follow **environmental cleaning** and decontamination procedures

• We will promote **social distancing**, including limiting large groups of people coming together. Social distancing **must** be enforced whilst your child is not in school if we are to prevent/minimise the spread of infection. This weekend we all headed outside which defeated the object of social distancing. We are now being told to ‘stay at home!’ Please abide by this-- you could compromise our safety by not! I’m sure many of you have seen this ‘match analogy’-- it’s worth a look if not- <https://www.youtube.com/watch?v=8Hi9-5F2zW4>

-Classrooms will be organised so that children have as much space between them as possible. There will reduced carpet time work.

-Assemblies will not take place- instead we will have reading time in class. The 3/4 production will be postponed; Cyan and Sapphire violin concert and the church service cancelled.

-Playtimes will be staggered to limit numbers together:

• We will **teach and model** to the children:

-effective handwashing

-awareness of touching of surfaces

-creating space around ourselves

-avoiding unnecessary touching

• We will look to **address children’s questions and concerns**, including through the development of child-friendly materials such as posters which can be placed on notice boards, in restrooms, and other central locations. Explain it is normal that they may experience different reactions and encourage them to talk to teachers if they have any questions or concerns. Provide information in an honest, age-appropriate manner. Guide students on how to support their peers and prevent exclusion and bullying.

• We will keep **parents informed about these procedures** and inform them when any changes are made. Any changes will be in red.

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**WORLD HEALTH ORGANISATION’S**

**age-specific health education suggestions:**

Nursery

• Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands frequently

• Sing a song while washing hands to practice the recommended 20 second duration.

- Children can “practice” washing their hands with hand sanitizer

• Develop a way to track hand washing and reward for frequent/timely hand washing

• Use puppets or dolls to demonstrate symptoms (sneezing, coughing, fever) and what to do if they feel sick (i.e. their head hurts, their stomach hurts, they feel hot or extra tired) and how to comfort someone who is sick (cultivating empathy and safe caring behaviours)

• Have children sit further apart from one another, have them practice stretching their arms out or ‘flap their wings’, they should keep enough space to not touch their friends.

Primary

• Make sure to listen to children’s concerns and answer their questions in an age-appropriate manner; don’t overwhelm them with too much information. Encourage them to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.

• Emphasize that children can do a lot to keep themselves and others safe.

- Introduce the concept of social distancing (standing further away from friends, avoiding large crowds, not touching people if you don’t need to, etc.)

- Focus on good health behaviours, such as covering coughs and sneezes with the elbow and washing hands

• Help children understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread. For example, by putting coloured water in a spray bottle and spraying over a piece of white paper. Observe how far the droplets travel.

• Demonstrate why it is important to wash hands for 20 seconds with soap and water. Put a small amount of glitter in students’ hands and have them wash them with just water, notice how much glitter remains, then have them wash for 20 seconds with soap and water.

• Have students analyse texts to identify high risk behaviours and suggest modifying behaviours. For example, a teacher comes to school with a cold. He sneezes and covers it with his hand. He shakes hands with a colleague. He wipes his hands after with a handkerchief then goes to class to teach. What did the teacher do that was risky? What should he have done instead?

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