



Area	Action
<b>Illness or signs of COVID-19</b>	<p>If your child is showing symptoms, or anyone else is, please phone the school 020 85344030 as usual. Current government guidance for isolation is 10 days and 14 days for other members of the household. We strongly advise anyone showing symptoms of COVID-19 to book a test via the NHS Test and Trace process.</p> <p>If you have travelled abroad during the last few weeks of the summer holiday, please follow the current government guidance around quarantine regulations which are subject to change and may affect your child's ability to attend school. Please phone the school if you are affected.</p> <p><b>In the case of illness: child displaying symptoms of Coronavirus</b></p> <p>If a child displays symptoms of Coronavirus they will be sent home:</p> <ul style="list-style-type: none"><li>• Continuous cough;</li><li>• fever/high temperature (37.8C or greater)</li><li>• loss of, or change in, sense of smell or taste (anosmia)</li></ul> <p>A new continuous cough is where you:</p> <ul style="list-style-type: none"><li>• have a new cough that's lasted for an hour</li><li>• have had 3 or more episodes of coughing in 24 hours</li><li>• are coughing more than usual</li><li>• Diarrhoea is also a feature in some children.</li></ul> <p>If your child is displaying symptoms, please do not send them to school.</p> <ul style="list-style-type: none"><li>• If your child begins to display symptoms at school, you will receive a phone call from the school.</li><li>• You will need to collect your child from gate 1 (Tower Hamlets Road), where you will be met by a member of staff.</li><li>• Parent will ring Tower Hamlet Road entrance and child will be taken to the gate.</li><li>• If there is a sibling in another bubble, that child will also be sent home and isolate.</li></ul>
<b>Shielding/self-isolation and remote learning</b>	<ul style="list-style-type: none"><li>• If your child has a shielding letter from the GP or the NHS, they must stay at home.</li><li>• If your child has been in contact with someone who has tested positive for COVID they must stay at home and self-isolate for 10 days.</li><li>• If your child is at home for the reasons above, you must inform the school using the dedicated email address: <a href="mailto:covid@st-james.newham.sch.uk">covid@st-james.newham.sch.uk</a>.</li><li>• Work will be provided for your child through Google classroom and CGP workbooks for English and Maths will be available for you to collect.</li></ul>
<b>Arrival and Departure</b>	<ul style="list-style-type: none"><li>• Students only enter school building. Parents cannot enter.</li><li>• Only one parent/carer to drop and collect.</li><li>• Communication with the school must be via email or phone.</li></ul>

- Both headteachers along with assigned staff will be present outside when pupils return to guide them to the correct room and to maintain social distancing.

### Arrival and departure

All pupils should arrive between 8:40 and 9:00am.

Year group	Gate	Arrival	Departure
Year 3	Tower Hamlets Road	Between 8:40 and 9:00am.	3pm
Year 4	Tower Hamlets Road	Between 8:40 and 9:00am.	3:10pm
Year 5	Odessa Road	Between 8:40 and 9:00am.	3pm
Year 6	Odessa Road	Between 8:40 and 9:00am.	3:10pm

- Pupils should be collected from their respective gates at the allocated time, unless agreed by in advance by the school.
- Parents must also maintain distancing between each other when collecting their child.
- If your child is in Year 5 or 6 and has written permission to go home alone, then they will still need to use the gates assigned above.
- **If you have children in multiple year groups, arrangements will be made within the first week back at school to accommodate arrival and pick up.**
- If needed, any information that is needed to be communicated to parents will be done by a text or phone call after school.

### Classroom

- Coats spaced out and students use the same hook each day.
- Classroom furniture arranged to ensure social distancing and facing the front
- Teachers will predominantly remain at the front of the classroom, limiting their close interaction with pupils as much as possible
- Same seat in the class bubble each day.
- If students currently have a mobile phone they can bring this each day and must take it home each day. The device must be switched off and placed in their tray
- Each child to be provided with individual stationery items for their own use.
- Each class to be provided with play /basic equipment which stays with that group and is sanitised each day.

### Hygiene

- Children will be required to wash their hands at regular intervals throughout the day as instructed by staff (including arrival, playtimes, lunchtimes and before dismissal).
- Sanitiser available in classrooms, office area and staffroom, hall etc.
- Soap will be available plus paper towels in toilet areas.
- Disinfectant spray used regularly on surfaces
- Spray bottles and cleaning cloths in classrooms
- Correct hygiene procedures with students revisited daily

### Break and lunch times

- To ensure social distancing at all times lunch breaks will be staggered
- Children will eat in the hall or classroom (Year 3 and 4) only with their allocated bubble.
- No other bubble will be allowed into the hall area until the current bubble has left the hall.
- Tables/chairs sanitised.
- Ensure hand washing before and after eating.
- Children who are bringing in packed lunch must keep this with them stored under their desk. It must be taken home each day and sanitised.
- No sharing of food or drink.

	<ul style="list-style-type: none"><li>• Playground areas zones off, classes/year groups given allocated space/time for their break.</li><li>• Staff will work with students about what are appropriate activities. E.g. No contact games, such as tag</li><li>• Staff cannot mix with other bubbles and must supervise children in their own bubble.</li></ul>
<b>General Safe Practices</b>	<ul style="list-style-type: none"><li>• Students to have their own drink bottle - drinking fountains closed.</li><li>• Furniture disinfected each day.</li><li>• No staff will be at school if health compromised</li><li>• School landline phones cleaned and limited use to specific people.</li><li>• Reading books will be left in trays for 48 hrs before they can be touched or changed.</li></ul>