

Covid-19 Staff/Parent Handbook

Learning2bee

Summer School

Catch- up Programme

@

Ysgol Porth y Felin



**All parents must read our full risk assessment on Learning2Bee.com – by signing our daily record/signing sheet you will be signing to say you have read both this handbook and our H&S policy.**

**Thank you**

**Behaviour Expectations**

All Learning 2 Bee pupils are expected to adhere to the club rules at all times. In addition, children must be made aware of the following expectations, which MUST be adhered to without deviation:

- Children will enter and exit school via the set entrances, keeping social distancing and following markings
- Children must wash their hands with soap and water whenever asked throughout the day/use hand gel (more guidance in risk assessment);
- Children will remain within their bubbles (Beehives) at all times throughout the day, failing to do so will result in warning system.
- Children must use tissues to cover their mouths when coughing or sneezing and wash hands afterwards. If this is not possible, they should cough and sneeze into their elbow
- Children experiencing any symptoms must inform their designated Beehive staff member, follow instructions for isolation and will be sent home
- Children will have their own space in the classroom and will be reminded to keep all their equipment to themselves
- Children will be guided to different zones of the playground for snack time and lunchtime
- Any child who refuses to follow the rules (rather than any child who does not understand the rules) must be risk assessed and measures put in place to pre-empt any issues
- Any child who, following risk assessment and associated actions, is unable to follow the guidelines must be referred to Rebecca Gavin and if necessary, be removed from the programme
- Any child who deliberately coughs or spits at another person must be sent to the COVID bay, parents contacted, and student sent home immediately

- Any child that refuses to adhere to social distancing measures must be sent home immediately (same as above)

## Hygiene and Social Distancing in the Classroom (1)

### Hand Hygiene

- Teach children how to wash hands
- 20 second rule (show video)
- Monitor hand washing
- At each entry to area - hand gel utilised. Toiler stops- hand thoroughly washed. Breaks/lunch-hand gel utilised.
- Refer to posters around the room
- One chair per table - strive for 2m distancing where able
- Pathways around tables and chairs to be kept free (pupils to be in charge of their own belongings)
- Each pupil must tuck their own chair under the table
- Entrances and exits to be kept clear
- Sink area to be kept clear for access
- Doors and windows are to be kept open when possible
- Clear desk policy - avoid unnecessary clutter to help cleaning

### Teaching in Accordance with Social Distancing

- Assigned staff and children ONLY in the session
- All children's equipment, coats and lunch to be brought into the classroom and stored on chair or under each child's table
- Learning 2 Bee staff to maintain social distance from children teaching mainly from the front of the room and giving 1-1 support as necessary standing or sitting away from children. (full PPE to be worn when 1:1 teaching is taking place)
- Teaching is expected to be didactic - no pair or group work
- Marking - self marking where possible.

### High Contact Surfaces

- Staff in classrooms to wipe tables and high contact points during day with anti-bac spray. (every hour on the hour)

- Classroom doors to be kept open to avoid touching handles
- Windows open when possible to allow circulation of clean air

### First Aid in the Classroom

- For minor cuts and grazes, first aid will take place in the classroom - children will be asked to apply plasters to small injuries such as papercuts or any small injury that a child can deal with themselves (age related). Learning 2 Bee staff should ensure an adequate supply of plasters and wipes are available in their box.
- Running blood must always be dealt with by a first-aider who will have access to PPE at all times.
- First aid station will be stored within reach of first aider on duty.
- If in any doubt 999 will be called immediately.

### Resources

- Resources will be supplied in named plastic bags and left in the classroom - not taken home until the last day.
- ICT equipment will be used but will be cleaned before and after EVERY use - one device will be allocated to each pupil and this device is not to be swapped during the day
- Toys/resources will be cleaned before and after every use and only used within one beehive.

### Preparation of Learning

- When printing, photocopying or laminating, strict hand-hygiene measures must be followed by washing/sanitising hands before and after the use of any shared equipment
- Any materials that teachers have prepared should be handed out prior to the lesson while children are out in the classroom (ideally the night before)

### Feedback and Marking

- Practice around the best feedback remains the same - oral feedback at the point of learning. Every effort should be made to enable this whilst

maintaining social distancing between adults and children - oral questions and answers; open ended questions during input; the child asking questions during learning and adults giving appropriate feedback from the front of the classroom

- Children should mark their own work where possible (marking guidance sheets will be given)
- 1:1 marking and assessment can take place if staff is wearing full PPE

## Health & Safety/Fire Procedure

- A paper register will need to be kept every day along with a symptoms & temperature tick sheet which must be completed by each parent/guardian at morning registration
- Normal fire safety guidelines apply (just maintaining 2m distance when lining up)
- Pupils to exit school adhering to social distancing measures
- Pupils to line up on usual allocated spot adhering to social distancing
- PPE must be worn at all times by Learning to bee staff (if PPE is taken off - this is at your own risk)
- Any concerns should be shared and brought to manager on duty Rebecca Gavin/Polly Hughes

## Snack Times and Lunchtimes

### Snack Time

- Own hand sanitiser maybe good for break times however, we will be providing this
- All children to wash hands before snack
- Staff within each bee hive to man snack time
- Children to eat snack in class or in hoops outside and rubbish to be put in their lunch boxes (rubbish bag to be provided by parents)
- No queuing for the toilet - one at a time. Toilet cleaned using full PPE after use
- Children to play in designated area within their bee hives

- Children and staff to exit via designated door
- Children and staff to re-enter building via designated door

## Use of Toilet Facilities

### Children & Staff

- Only one child to be waiting at the toilet at one time (no queuing)
- Children to follow pathway systems to access toilets
- Pupils to be reminded: Enter, wash hands, toilet, wash hands, exit
- Disinfectant wipes available out of reach of children for staff to use before and after use - high contact points such as door handles, tap and flush to be cleaned thoroughly throughout the day and at the end of every day deep clean

## A Child or Adult Displays Symptoms

- Child to go to isolation area (Bottom of staircase) - outside on designated area if weather permitting.
- Child/adult who is symptomatic must wear mask as soon as possible - provided by L2bee staff member
- Staff member displaying symptoms to communicate with manager on duty - Rebecca Gavin/Polly Hughes and leave as soon as possible - Rebecca Gavin/Cover staff to cover class if needed.
- If weather is fine, child to sit outside in area allocated to wait for parents
- If weather is inclement, child to wait at bottom of staircase
- Collecting adult to pick up child from parent area (back up contact numbers to be given by parent/guardian in case of emergency - if parent/guardian is not contactable then social service will be contacted in order to adhere to isolation regulations)
- Adult collecting child to be advised about self-isolation and told to arrange testing via GOV. online system.
- If test is positive, then L2Bee will inform parents and ask all in bee hive (adults and children) to isolate for 14 days

- Learning to Bee staff to ensure thorough cleaning of all areas person with symptoms is likely to have used
- Ensure that appropriate authorities are contacted and informed if 2 or more students have positive test results.
- If a child is sent home due to displaying covid-19 symptoms a refund will unfortunately NOT be given

Please make sure that you have read our staff & Parent handbook thoroughly and informed your child of the changes that have been made to our L2Bee summer sessions prior to attending due to Covid-19. We understand that this can be a lot of change for a child but we can assure you that we will be offering lots of positive praise and fun learning along the way!

Please see tick sheet for all equipment needed for each session: -



Stationary - Pen/pencil/coloured pencils/felt tips/rubber/ long ruler/ sharpener/ glue stick/tape



Food-

-Morning snack & drink

-Lunch & drink

-Afternoon snack & drink



Plastic bag for disposal of rubbish



Tissues

Please Note:-

All children's clothing must be washed/changed before returning to L2BEE.

All equipment must be sanitised including anything they bring to L2BEE.

Learning 2 Bee SUMMER SCHOOL- Plan of School DaY

| Sessions | Times | Activities | Info |
|----------|-------|------------|------|
|----------|-------|------------|------|

|                            |                 |  |  |
|----------------------------|-----------------|--|--|
| Starter                    | 8:30-8:50AM     | Mindful music<br>Mindful Colouring<br>Lego challenges on desks<br>Starter activities   | Fire Drill<br>COVID Rules<br>Hand Washing Song/e-Bug resources                         |
| Brain GYM session by desks | 8:50-9 am       | Exercise: - See interactive timetable in our e-packs.  | At desks or in hoops COVID-measures in place.  |
| Lesson 1                   | 9:00 - 10:30 am | Literacy - Differentiated and targeted work from our weekly themed, catch-up pack.   | Use outside where possible- use hoops or outside classroom. COVID- measures in place.  |
| Break Time                 | 11-11:30am      |  | COVID- measures in place.  |
| Lesson 2                   | 11:30 -12:30    | Numeracy- Differentiated and targeted work from our weekly themed, catch-up pack.  | Use outside where possible- use hoops or outside classroom. COVID-measures in place.   |
| Lunch Time                 | 12:30-1:30      |  | COVID- measures in place.  |
| Lesson 3                   | 1:30—2:30       | Science/Art/Craft/Ict/STEAM<br>1:1 catch-up support  | See our booklet for activities - COVID- measures in place.                             |
| Break Time                 | 2:30-3pm        |  | COVID- measures in place.  |
| Plenary session            | 3-3:30pm        | Pack away - work stored/packaged/covid<br>1:1 support to complete tasks/check understanding of lessons.<br>Differentiated tasks to complete. | COVID- measures in place.  |
| Home time                  | 3:30pm          | -Manager at door -<br>-Assistant sending children down to manager  | Use check out procedures from staff handbook/risk assessment .COVID-measures in place. |

Sanitise Area - Equipment- Set up for Day- Ensure Space is COVID SECURE and LOCKED

**L2Bee Catch - up packs available to buy:-** All of the catch-up packs can be purchased from Becky for £5.50 a week with full interactive timetable. This could further develop their home learning and keep them busy. Call Becky on 07952065735 for more details.

**Themes/Learning Packs to be utilised during our Summer School.**

| Learning 2 Bee Packs to be utilised. | WEEK No |
|--------------------------------------|---------|
| Bee in the Sea                       | 1       |
| Wizarding                            | 2       |
| Day out with Bee                     | 3       |
| Snails                               | 4       |
| Robot                                | 5       |
| Space                                | 6       |

Note: the above maybe changed/swapped.