



Children of the World Montessori School

St. Mark's Hall, Dedworth Road, Windsor, Berkshire SL4 4JS

Telephone Number: 01753 833771

www.cotwmontessori.co.uk mail@cotwmontessori.co.uk

COVID-19 GUIDELINES - POLICY AND PROCEDURES

TEACHERS/PARENTS AND CARERS

Below are the guidelines that we, Children of the World Montessori School will abide by following the reopening of schools during the COVID-19 pandemic.

Organisation and staff

- The school day will remain the same, full day 9.00am-3.30pm, half day 9.00am-12pm and 12.30-3.30pm.
- Drop off will be between 9.00am-9.15am and pick up at 3.30pm
- Comet class (Toddlers) will arrive at 9.15am.

Drop off/pick up -

- Parents should be mindful of social distance at drop off and collection. No masks will need to be worn on the premises.
- ALL the children from Asteroid, Cosmic and Supernova class will enter school via the garden gate and walk with their backpack on towards the main door, where a teacher will be waiting. The children will then play together outside until it is time to go inside to their individual classrooms, Asteroid, Cosmic & Supernova.
- Book bags and lunch boxes should be placed in the named class boxes left outside the garden gate.
- Comet class (Toddlers) will play outside from 11.50am-12.15pm.
- If it is raining all children will be dropped off at the main door into school. After dropping off parents exit down the steps onto the Astroturf and through the second gate.
- Asteroid, Cosmic & Supernova drop off as usual 9-9.15am. Comet at 9.15am.

Leaving

- All book bags and lunch boxes will already be outside the garden gate ready for collection in the individual named class boxes provided.
- Asteroid, Cosmic and Supernova class leaving at 12/12.30/3.30 will be playing in the garden ready to be collected from the garden gate.
- Comet children (Toddlers) will be collected from the garden at 12.15pm.
- If it is raining all children will be inside and will be collected from the main door.

School day

- No other person will enter the school during the day unless absolutely necessary or an emergency has occurred. Where essential visits are required these should be made outside of the normal school hours e.g. essential building maintenance.
- This COVID-19 Policy and Procedures is available for all staff and parents to read and any risk assessments that have been written. Staff will also need to remind themselves of the:
 - Safeguarding and child protection policy
 - Data protection policy
 - Updates from the DFE and guidance from the Public Health England 2020
 - And all other policies
- Events for the Autumn term 2021 will go ahead.
- Please note that if you need to speak to us about an issue/concern that you do so as early as possible as emails are not checked when we are teaching children during the school day.
- Please remember, and make a note of, our emergency mobile telephone that is always in the classroom, if you have to contact us in an emergency the number is 07932456091.
- Parents should take note of these clear communication points regarding the role they play in the safe operating procedure and all measures being taken to ensure the safety of their children and themselves.

Health and Safety

- Each class will return to normal capacity, i.e. Asteroid 12 in the morning, 8 in the afternoon and Cosmic & Supernova will merge with 12 in the morning and 8 in the afternoon. Comet class (toddlers) 6 every morning.
- Children will remain in their classrooms but are now able to mix together either going to the toilet, working with something from another class or on the stage, which will re-open for role play, two children only from each class will play at any one time.
(Classes - Asteroid/Cosmic & Supernova (Cosmic)/Comet)
- Only children who are symptom free or have completed the required isolation period should attend the setting.
- Children showing any signs of illness, cough or runny nose etc should not attend school and we will not accept children for their session if they come to school unwell.
- In the current climate if a child has a temperature we will send that child home as soon as possible and that child must have a COVID test before returning to school.

We will welcome back that child if they have a negative test and are symptom free. (Parents can now use Lateral Flow tests free of charge)

If that child tests positive for COVID-19 we will proceed with further steps and contact our local Public Health Thames Valley Protection team (South East), Chiltern OX11 0RQ for advice.

The isolation period is now 10 days.

If a child/family member has provided a positive test they must let the school know but there will be no isolating of fellow classmates/teachers in line with the latest isolation guidelines.

- Whilst waiting for the child to be collected from school they should be isolated from the other children in a previously identified room, if possible a window should be opened for ventilation. A member of staff will sit with that child until their parent arrives and will wear PPE as protection.
- The area should be thoroughly cleaned after the child has left and the person responsible should wear appropriate PPE. On completion all PPE will be disposed of immediately.
- Staff should only attend the school if they are symptom free, have completed the required isolation period or achieved a negative test result. In the event of a teacher developing suspected Coronavirus symptoms whilst working at the school should return home immediately and isolate at home in line with the NHS guidance.
- Teachers will NOT wear PPE throughout the day, unless a child gets sick at school and they need to remain with a teacher until the parent arrives, if this happens we will provide the teacher with PPE. Government guidance is that PPE is not required for general use in early years settings to protect against COVID-19 transmission.
- We will monitor the use of PPE and ensure that a supply of stock is available to all who require it.
- Children should not be permitted to bring toys from home into the setting unless absolutely essential for their wellbeing. Where this is the case items should be appropriately cleaned on arrival.
- There will be access for children to use the foam hand sanitiser during the day and hand sanitiser at lunchtime/snack time and throughout the day.
- We will carry out regular hand washing of children in addition to the use of hand sanitiser singing 'This is the way we wash our hands'.
- A risk assessment will be carried out for those children with any health issues who are attending and a discussion will occur with the parents as to best practise whilst they are in school.
- We will ensure that the setting is clean and that cleaning products are available throughout the day and will check the most up to date guidelines on the government website.
- Cleaning will be completed throughout the day to include the classes, kitchen and bathroom areas. Carpets, kitchen and toilet areas will be cleaned again at the end of the day.
- All waste will be disposed of in a safe and hygienic manner and tissues will be disposed of immediately.
- The kitchen will be cleaned and disinfected on all surfaces prior to reopening before any food preparation resumes.

- For the teachers to keep a 1+m distance from each other in school will not be possible at all times but they will need to be sensible and mindful of hygiene and washing their hands frequently.
- Teachers will be mindful of safe distancing during staff breaks.
- We will display information posters for parents/carers as per Government guidelines for hand washing and social distancing etc as appropriate.
- We will email parents on any Health and Safety updates.
- One staff member has received appropriate instruction and training in infection control and the standard operating procedure and risk assessments within which we will be operating. And inform all other staff with a written document.
- All policies will and have been updated.

Parents

- Only parents who are symptom free and have completed the required isolation periods will be able to drop off or collect their child from school.

Curriculum

- We will continue to teach with the Montessori materials within the classrooms and will use the outside space as much as possible during the school day.
- We will continue to write in the children's comment books regarding their work.
- We ask that parents write any comments as to any concerns or issues they would like to make in their child's comment's book.

Wellbeing

- Teachers will be able to talk to Management at any time to support their mental health and well-being.
- If a child is distressed we will give them a cuddle for reassurance. Even if they aren't upset but just want a cuddle we will.
- If a parent would like to speak privately to Management/Teachers they will be able to at drop off or collection or they can contact us via email or telephone.
- The school environment, both inside and outside, will not change from when the children were last at school to ensure that it is still familiar to them.
- There will be plenty of opportunities for children to spend time with each other and to share their thoughts and feelings with both their peers and their teachers if and when they talk about events that have happened in lockdown.

Signed:   (Head teachers/Owners)

Print: C J Clay & A Hall

Date: 30/08/21