**Rattray Primary School**

**Nursery**



**Core Procedures for Staff and Parents/ Carers**

**(COVID19)**

**Reviewed August 2020**

**(These procedures will be reviewed fortnightly in line with PKC ELC guidance.)**



**Rattray P.S. Nursery Plan**

**Core Procedures (COVID19)**

**Who are we and what are we about? Our guiding principles have not changed!**

**Our school and Nursery Ethos**

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|  | **Our vision of Together We All Can is supported by our values of****Learning, Included, Nurtured and Kind.****Our ethos is supportive, inclusive and caring.****There will be a clear focus on re-establishing relationships with peers and teachers and keeping our children safe.** |

**Nursery Hours**

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|  | Rattray Nursery are offering approximately 600 hours at nursery at present. The pattern of attendance will be:Group A: Monday, Tuesday and Wednesday morning.Group B: Wednesday afternoon, Thursday and Friday.  |

**Nursery routines**

**Entry and Exit to school/Environment:**

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| Journey to nursery/ Parking | * Please walk to school if you can
* There is still no access to the school car park unless you have a disabled badge
* Try to avoid parking on Honeyberry Drive and Crescent– our neighbours are concerned about blocked driveways and congestion – we are a respectful school and like to keep our neighbours happy!
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| Entry to nursery | * Nursery has a separate entrance; however, the nursery patio gate will also be part of access to nursery during this time.
* Children will enter nursery in their animal groups via the main door or the patio gate. This will be clearly signed on the main door and patio fence.

Main Nursery Door:Lion group will enter at 9.00amPanda group will enter at 9.00am Tiger group will enter at 9.15amGiraffe group will enter at 9.15amPatio Gate:Elephant group will enter at 9.00am Zebra group will enter at 9.15amWednesday only entryPlease note the arrangements for entering on Wednesday when half day attendance applies:Group A start times remain the same as on Monday and Tuesday. Group B start times are as follows: 12.30pm (Lion, Panda and Elephant groups) or 12.45pm(Tiger, Giraffes and Zebras).‘Transition’ stations:We are aware that nursery children who have been out of nursery for a long period (\* or may be new to our setting) may find it difficult to separate from their adult. We will have a Transition Station at the main door and on the nursery patio where parents can try to comfort their child if they are finding it difficult to separate from their adult. If more than 1 child is in this area at the same time social distancing rules will apply. * Please arrive promptly to help manage the number of children entering nursery at one time.
* Nursery Key Workers will welcome the children into nursery at the appropriate entrance with their animal group mascot to manage the flow of children entering.
* If you are late, for whatever reason, please wait with the 9.15am starts. Please note your pick-up time remains unaltered.

If your child is going to be absent from nursery, please follow the usual procedures and contact the nursery before 9:30 am.\* More details will be sent to new parents/carers regarding any transition arrangements. |
| Exiting at the end of the day | * Children will exit the building at 3.00pm and 3:15pm which relates to their staggered start times.

Children will exit nursery in their animal groups via the main door or the patio gate. This will be clearly signed on the main door and patio fence.Main Nursery Door:Lion group will exit at 3.00pmPanda group will exit at 3.00pmTiger group will exit at 3.15pmGiraffe group will exit at 3.15pmPatio Gate:Elephant group will exit at 3.00pm Zebra group will exit at 3.15pm * Except for Wednesday when morning groups will exit at

11.30am or 11.45am and afternoon groups will exit at 3.00pm or 3.15pm which relates to their Wednesday start times.* When collecting your child, please stand 2 metres from other families.
* Please leave the nursery areas promptly.
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| Entrance to the nursery  | * On entry to the nursery, children will keep their belongings in their designated areas. Please encourage your child to be as independent as possible with coats etc. Children will not be changing their shoes throughout the session.
* On entry to the nursery children will wash hands. Parents can provide moisturiser, but these must be named and not shared.
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| Lunchesand snacks | * Lunches and a morning snack will be provided free by the Local Authority. Alternatively, parents can choose to provide a healthy packed lunch from home.
* Children will eat their lunch and snack in designated areas within the nursery following good hygiene practice.
* Any leftovers from packed lunch boxes/bags must be taken home, emptied and cleaned every night. Wipeable packed lunch boxes/bags are necessary.
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**Bringing things to school**

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| What will your child need? | Sun cream/ sunhatONE bag please to hold all belongings.Waterproof jacketChange of clothes**Everything must be named** \*Wipeable packed lunch bag/box (if packed lunch from home is preferred over free authority lunch). |
| Toys from home | Children should not bring anything from home unless a transition toy is essential and agreed with SMT. If necessary, the toy would have to be easily cleaned i.e. no material soothers or cuddly toys. |

**Health and Safety**

**Handwashing**

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| Handwashing | There will be soap and hand sanitiser in every learning spaceChildren and staff will wash their hands with soap and water for 20 seconds frequently and;When re-entering the building after outdoor playWhen hands are visibly dirtyAfter using the toiletAfter coughing and sneezingBefore eatingBefore and after lunchChildren will be supervised. |

**Social Distancing (we will make every effort, but we also recognise that young children are not programmed to social distance)**

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| In nursery areas | * Following guidance by the Care Inspectorate, Nursery children will be able to socialise with other children. Adults will maintain 2 metre social distancing from other adults as per guidance.
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**COVID19 symptoms (a new continuous cough, fever/ high temperature 37.8C or greater, loss of or change in sense and taste)**

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| If a child or staff member becomes unwell with symptoms of COVID-19 while in nursery e.g. starts to cough | * The person will be isolated in our designated area which can be well ventilated
* They will go home as soon as possible
* Staff helping them will wear a mask, gloves and apron
* Appropriate cleaning and decontamination will be completed
 |
| If your child has symptoms | * Do not send them to nursery
* Anyone over 5 years old should be tested if they show symptoms
* Contact the NHS or arrange to be tested at 08000282816 or [www.nhsinform.scot](http://www.nhsinform.scot)
* Everyone that tests positive for COVID-19 will be put in touch with the local contact tracing team so that other close contacts can be identified
* Parents/Carers must inform nursery if their child has been tested

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**Enhanced hygiene measures**

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| Respiratory etiquette | * Use a tissue, throw it in the bin, wash hands/ tissues will be supplied
* Use your elbow if you do not have a tissue
* If someone has sneezed on a surface, we will spray and clean the surface as soon as possible
* Bins will be emptied at lunchtime and at the end of a session
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| Preventing the spread of infection | * Rooms will be well ventilated.
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| Use of PPE | * We do not need any additional PPE for general care unless we are caring for a symptomatic child. PPE will remain to be used for food preparation, first aid and personal care.
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| Enhanced cleaning procedures | * Hard surfaces and door handles will be cleaned throughout the day and at the end of the day.
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**Our Curriculum**

**Planned learning:**

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| In nursery learning | * Our focus will be Numeracy, Literacy, Health and Wellbeing and outdoor learning.
* A range of active approaches will be used.
* Following guidance from the Care Inspectorate, nursery will continue to follow the principles of a play-based curriculum.
* Learning resources will shared within an animal key group (bubble).
* Soft furnishings like cushions, soft fabrics and rugs will not be used
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| At home  | * Online learning will continue as is.
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**Communication**

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| Communication with nursery staff | * Communication via Teams.
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| Communication with nursery | * Via the school email rattray@pkc.gov.uk or by contacting the main school number 01250 871980
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| Communication with HT | * Via the school email rattray@pkc.gov.uk
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**Daily life in school**

**Moving about the school**

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| Movement will be limited | Children will remain in their designated areas unless accessing outdoor learning.  |

**Toilets**

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|  | Children will continue to access nursery toilets as required.These will be cleaned regularly throughout the day. |

**First Aid**

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|  | Staff will continue to follow current practice and PPE equipment will be worn. Any head injuries will be assessed at the location and dealt with in accordance to Health and Safety and PKC guidelines. |