



ORCHARD MANOR SCHOOL

COVID-19 ATTENDANCE POLICY APPENDIX

EFFECTIVE JUNE 1ST 2020

As we plan the safe return of an increasing number of pupils into school, we have considered school day timings as part of our primary focus to keep the whole school community safe and minimise the risk of transmission of the virus within school.

We have implemented the following temporary changes to the school day for summer term 2020. This will be kept under weekly review in line with government guidance and consideration of how it will affect our ability to keep the school a clean and safe place for pupils and staff.

Start of the day

The start of the day will remain the same – 9:10am

The decision to keep the start of the day the same is to support pupils in returning to their normal school routine. However, we understand that transport will inevitably limit what time pupils arrive at school. Parents are being asked by the local authority to provide transport to and from school for their child where possible. If pupils required transport, county transport will do as best they can to provide this. This may mean a staggered arrival of pupils to school in the morning.

Monday morning start time will remain unchanged – 10:40am.

End of the day

The end of the day will change – 3:00pm rather than 3:35pm.

We understand that there will be an increased burden for cleaning and sanitising school equipment and rooms which cannot be done by our cleaning staff alone. The decision to move the end of the day to 3:00pm is to ensure staff have enough to clean and prepare classrooms for the next day. This will also allow teachers to complete other tasks including keeping in contact with pupils who are not attending school and ensuring online learning resources are made available to pupils.

An earlier finish to the day will also enable pick-up by parents and taxis to be staggered if necessary.

Registration Protocol

Pupil Register Codes - COVID19 From 8.6.20

Teachers in charge of groups will need to ensure the register is taken for pupils who are expected in school that day. Please see below for guidance on the correct coding. Pupils not expected in school will have marks pre populated.

/	PRESENT	
\	PRESENT	
X	No Place has been offered	No place offered - not expecting child in EHCP has a risk assessment in place that advises pupil not to be in school
Y	Place is offered but pupil off due to Covid19	Suspected or confirmed case of COVID19 Someone in the household has suspected or confirmed COVID19 Shielding for Self or other family member Household Isolation Or has been risk assessed that the school cannot safely meet need
I	Place is offered - pupil off ill - NOT COVID19 related	Illness NOT suspected or confirmed case of COVID19 – MUST HAVE COMMENT
M	Place is offered - pupil attending an appointment	Dentist, Medical etc. – MUST HAVE COMMENT
C	Authorised absence	Offered a place but parent choosing to not send pupil in

NO OTHER CODES CAN BE USED IN REGISTER UNTIL FURTHER NOTICE

ABOVE

These codes will be pre-populated – if unsure please speak with SPu or NJo

Register Closes - Monday

11.00 am and 2.00 pm

Register Closes - Tuesday to Friday

10.00 am and 2.00 pm

At the close of registers a missing marks report will be pulled and monitored as usual so all pupils are accounted for.