



Staffing and Class Bubbles

Reception: 30 Children Teacher: Rebecca Beard/Amanda Hutt TA: Sarah Horne	
Year 1: 30 Children Teacher: Caroline Fielden TA: Linda Johnston	Year 2: 30 Children Teacher: Grace Williamson TA: Jayne Fencott
Year 3: 30 Children Teacher: Suki Kaur TA: Cheyanne Jarvis (PT)	Year 4: 30 Children Teacher: Ellie Newman TA: Cheyanne Jarvis (PT)
Year 5: 30 Children Teacher: Shona Humphrey TA: N/A	Year 6: 30 Children Teacher: David Spring TA: Carol Ashford
Staff Working From Home	
Laura Patrick Anna Trigg	

Each class will be act as an independent bubble, with the school having 7 bubbles in total.

Year 3-6 classrooms will be set up with seating arranged in rows and all desks facing forwards.

Due to the size and layout of some classrooms and the type of furniture (round tables), rows will not be possible. Reception- Year 2 will be set up as standard with additional hygiene protocols implemented.

When children line up to enter the classroom, they must line up in the order of back row to front row to ease movement and avoid children having to pass each other once seated.

All children will have their own equipment and water bottles at their table and should, where possible, only use this equipment.

Hand cleaning must be built into the day regularly. All classrooms have hand sanitiser. When children return from the toilet, children will apply hand sanitiser This will also apply when children re-enter the classroom from playtime and lunchtime.

Each classroom has a box of tissues – these should be used to encourage good respiratory hygiene and put in the bin.

Children in KS2 should be advised not to touch staff, if possible, and to try and keep a distance from each other.

Staff members are responsible for keeping appropriate social distancing when walking around classrooms and should not remain in direct face-to face contact with children for long periods of time.

PPA Arrangements

A PPA/NQT timetable has been devised for the whole school, which involves a member of staff moving between bubbles. This has been communicated to HR in advance and an individual risk assessment will be in place for the staff member before September. Two sessions of PPA will be delivered by an external P.E. coach. These sessions will adhere to social distancing and the member of staff will review all risk assessments/documentation prior to starting in September.

	Monday	Tuesday	Wednesday	Thursday	Friday
am	Apprenticeship Release Jessica Hand	Year 2 PPA + NQT Jessica Hand	Year 3 PPA Jessica Hand	Reception PPA Internal Arrangements – no cover necessary Year 4 PPA + NQT Jessica Hand	Apprenticeship Release Jessica Hand Year 5 PPA + NQT Sports Coach/Steve Hale
pm	Year 1 Cover Jessica Hand	Year 3 Cover Jessica Hand	Year 1 PPA Jessica Hand	Year 3 Cover Jessica Hand	Year 1 Cover Jessica Hand Year 6 PPA Sports Coach

Start and End of Day Procedures

Start of day/End of Day will be staggered to minimise the risk of contact from parents/families to staff and other children. School has two entrances which will both be used to minimise contact between year groups. Sanitising stations are set up at each entrance – children and staff must sanitise each time that they enter the building.

8.30am – Years 1 and Year 4 enter school

Year 1 Children and parents will enter through the back playground gate and will follow path markers up to a specified point - 3 metre distance from the back entrance. Year 1 staff will accompany individual children into the building (using the Year 1 classroom door) and follow personal hygiene protocols (see 'Personal Hygiene'). Social distancing (1m where possible) should be adhered to by staff at all times. Once in the building, children should be encouraged to independently remove their coat and hang this on a peg in the cloak area – no other equipment/bags etc, will be allowed in school during the early phases of re-opening. Children will again sanitise hands before joining other children on the carpet.

Year 4 children will enter through the back playground entrance, however, parents will not be allowed on site. Children will then enter school through the back entrance and use the back staircase to reach their class. Once in the building, children will need to store their coats and P.E. Kit in their lockers; no other equipment/bags etc, will be allowed in school during the early phases of re-opening. Children will again sanitise hands before entering the classroom.

8.40am – Years 2 and Year 3 enter school

Year 2 enter using the back entrance

Year 3 children will enter using the front school gate/Main entrance door before ascending the main KS2 staircase.

8.50am – Reception, Year 5 and Year 6 enter school

Year 5 as above for Year 3

Year 6 as above for Year 2

Reception - Children and parents will enter through front entrance on Mallard Drive and follow markers to the main Reception classroom door. Parents will need to hand over their children into the care of staff and will not be allowed to enter the Reception classroom. Children should be supported in hanging up their coats and bags and will again sanitise before joining other children on the carpet. Staff should use hand sanitising gel once all children are in school.

End of Day Arrangements (protocols as above)

All classes will be dismissed from the entrance that they used at the beginning of the school day. For Years 3 – 6 Children should be accompanied to site exits as parents will not be allowed on site.

3.10pm Years 1 and Year 4

3.20pm Years 2 and Year 3

3.30pm Reception, Year 5 and Year 6

Parents who have siblings in other Year groups, will be allowed to remain on the school playground for collection but must adhere to social distancing. Other children/families must exit the site immediately to keep exits clear.

Physical Environment

Classrooms

Where possible, classrooms have had all soft furnishings removed and furniture has been spaced at the maximum possible distance to allow spacing of children and safe movement of adults around the classroom. Adults should, where possible, maintain appropriate social distancing by teaching from the front of the room. Staff will need to limit the contact children have with equipment that is not in use, and which cannot be readily cleaned.

Windows should be opened where possible to allow good ventilation and a constant supply of fresh air. Classroom doors should remain open to allow for air flow.

Hand sanitiser stations will be located at all main entrances to be used by all children and staff at each entry to the building.

A sanitising 'box' will be available in every room, which will include wipes, cloths, tissues, hand gel for use by staff and children throughout the day.

Hygiene products will be checked/replenished daily. If supplies run short, staff are to contact the BSS immediately.

At the end of each day, all equipment (including stationery) should be placed in a sterilisation bath, which will be made available in each class classroom. Equipment should be removed following the recommended sterilisation time and allowed to dry naturally by classroom sinks ready for the next day.

Student iPads and Laptops can be used for curriculum purposes but staff should use alcohol wipes/cleaning fluid should before/after each use.

Student water bottles should be filled using sinks in classrooms – all water coolers will be out of use.

Corridor Routes

One way routes (see floor plans) will be established to minimise contact between children/surfaces. These will be marked in corridors to ensure social distancing is adhered to as far as possible. Adults must accompany children/reinforce protocols and systems at all times (see floor plans for routes).

Under no circumstance should children be sent to other classrooms or any other part of the building without being accompanied by an adult.

Playground

Children will have full access to the playground and school field during their allocated slots (with the exception of the huts, stage area and gym equipment – these have been cordoned off in preparation). Equipment will be provided for children on a weekly basis and will be left over the weekend before being used by another group, thus minimizing risk of cross-contamination. Children must be encouraged to social distance as much as possible.

Bathrooms

All bathrooms will continue to display child-friendly posters regarding personal hygiene/hand washing arrangements.

Hall

The hall space will be back in use for P.E. lessons and lunchtime arrangements (See Lunchtime Arrangements). A timetable of P.E. will be produced so that no two groups are using the same equipment in any given week.

Reception

Only essential visitors (e.g. emergency workmen) will be allowed into the school building and must be notified to reception staff in advance so that they can be accommodated and their details added to the Inventory System in advance.

No lanyards to be given out.

Appropriate hand sanitizer and cleaning materials to be available in reception for visitors

Signage

All classrooms, corridors and external areas will display age-appropriate signage to remind children, staff and families of good personal hygiene and social distancing protocols.

Curriculum

All year groups will be taught objectives for their new groups so as to minimise risk of new content being missed. To ensure children have a secure basis for this new learning, AFL will be developed and staff will identify learning objectives that precede current curriculum learning. These will be assessed through low-stakes quizzes/spaced retrieval and will inform planning if not secure. Teaching will be highly responsive and adapt in accordance to the needs of children.

The government expectation is that all gaps in knowledge (forgotten learning, not lost learning) will be closed by summer 2021. At the start of the autumn term and throughout, teachers will continue to use formative assessment tools and plan the small steps needed to close gaps accordingly. This will be monitored robustly by the SLT.

By the second week of December, all children will complete summative assessments to identify a post-Covid baseline of attainment and progress (tracked from key year groups, EYFS & y2) Leaders will work closely with staff in the analysis of data and planning of bespoke intervention in the spring term for children in need.

For children who have not been accessing home learning during lockdown – they will receive additional intervention in the autumn term.

Children will continue to access a broad and balanced curriculum, with a focus on embedding reading across foundation subjects as well as securing knowledge in core areas. There will be significant emphasis on developing early reading and phonics and children will receive two phonics sessions in the early phase of re-opening; this will be a mix of whole-class, group and 1:1 intervention within bubbles.

Attendance will return to being mandatory, however, where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education via an online platform/Oak National Academy.

Peripatetic music lessons will resume in the autumn term but will be limited to keyboards only.

Curriculum music lessons also can not involve singing or playing wind instruments or raising voices in any form as this increases risk of infection. Singing could be considered outside and with children standing at a 2m distance. Alternatively, strands related to 'Composition' and 'Listening & Appraising' should be prioritised.

Library

As reading will be a key priority for school, the library will be in use on return in September. Children must wash their hands before they enter and when they leave and must be reminded not to touch their faces whilst in the library. Extra vigilance will be needed with staff who are supervising.

To minimise the risk of cross-contamination, five boxes will be set up for returned books When it is your allocated slot in the library, please, do the following:

- Monday library put Wednesday's box of books away
- Tuesday library put Thursday's box of books away
- Wednesday library put Friday's box of books away
- Thursday library put Monday's box of books away
- Friday library put Tuesday's box of books away

This will ensure books remain on shelves for an appropriate amount of time

Bathroom Breaks

Where possible, regular bathroom breaks should be scheduled (hourly) to avoid congestion in corridors and minimise the risk of children coming into contact with one another.

Children should be escorted to the bathrooms by an adult (a maximum of four boys and four girls at any one time) and maintain social distancing (where possible) along the corridor – 2m intervals will be marked on floors.

Children should also be encouraged to use both the urinal and cubicle to encourage spacing.

After using the bathroom, all children must wash their hands using soap and water for a minimum of 20 seconds.

It is inevitable that some children will need to use the bathroom outside of the scheduled breaks. When this is the case, an adult should accompany the child (Years 1-2 only) to the bathroom and adopt the above protocols.

Breaktimes

Breaktimes will continue to be staggered over a 45-minute period, with each individual class having a 15 minute break followed by a 5 minute window before the next class exit onto the playground. The Playground/field will be divided into two to accommodate two bubbles outside at any one time.

10.05 – Year 1 and Year 4

10.25- Year 2 and Year 3

10.45 – Year 4 and Year 5

Breaktimes will be supervised by TAs in each class. TAs will then have a 15 minute break after supervision.

No equipment can be used during breaktimes due to the inability to disinfect equipment effectively. Tricycles, gym equipment, huts and staging should not be used at any point.

Reception children will use their dedicated outdoor area for breaktimes/lunchtimes.

There will be no toast and juice facilities during the first phase of school re-opening so children will have to bring snacks in from home in a disposable bag. This will be the only item (alongside coats which will be permitted in school).

Lunchtimes

Lunchtimes will be staggered over a 2 hour period, with each individual class having an allocated 25 minute slot for eating and 30 minutes slot for outdoor play. The school Kitchen will re-open to provide hot lunches but will operate with a reduced menu.

The hall will be divided into two distinct areas to allow appropriate social distancing of bubbles. Each bubble will enter using a different entrance and will sit in their assigned area for the duration of their lunch.

Children will line up using the 1m markers on the floor. All entrance and exits signs are displayed on doors.

Following each bubble, cleaning staff will have a 5 minute window to ensure all chairs/seats are appropriately disinfected. Due to the size of the hall, two bubbles can be accommodated without cross-contamination.

To maintain appropriate distancing, hot lunches will be served at the following times (supervising staff):

Lunch Sitting 1

11.40 – Year 1/Reception – Steve Hale/Linda Johnston

12.10 – Year 4 – Coral Adams

Lunch Sitting 2

12.40 – Year 2 – Bernadette Hobbs/Jayne Fencott

12.55 – Year 3 – Cheyanne Jarvis

Lunch Sitting 3

1.05 – Year 5 – Dawn Styche

1.15 – Year 6 – Cynthia Simon

Children who are packed lunch, should eat their lunch in class whilst maintaining social distance and should place all wrappings/rubbish back into the grab bag before disposing of this in classroom bins. During this time, staff will supervise their classes.

Outdoor play

TAs will take lunch breaks during the 30-minute period that children are outdoors – all teachers to have 50 minute break. Staffrooms and other classrooms, except those indicated on plans will be closed. This is to ensure contamination risk is minimised and staff remain in 'bubbles'

Lunchtime supervisors are responsible for maintaining social distancing protocols and should gently encourage children to stay apart. However, children should not be reprimanded for forgetting social distancing.

The trim trail is back in use and will be used by two bubbles each week (Mon/Tues and Thurs/Fri) with this equipment being cleaned in between bubbles (Weds). Children must wash hands before and after playing on the climbing frame. Staff supervising must remind children not to touch their faces.

First Aid – see section 'Use of PPE'

Wet Lunch Arrangements

No additional arrangements are needed. TAs will supervise children in class until they are called down to the lunch hall.

Before school club

School will be able to accommodate a maximum of 30 pupils at any one time.

Parents will need to book their children into breakfast club in advance and will need to secure their places for the week. The hall will be set up using 6 tables spread as far apart as possible. Each table will be a bubble with their own resources and equipment. Food will be brought to children's tables and all tables must be cleaned when provision has finished.

On entry and exit to breakfast club, children should use hand sanitising gel.

Cleaning Schedule

All frequently touched surfaces, including: equipment, door handles, and toilets that are used during the day will need to be cleaned thoroughly at the end of each day. Specialised cleaning solutions will be used to help eradicate any potential of the virus surviving on hard surfaces.

9.30am

Entrance door handles and staircase railings to be cleaned. Bathroom surfaces to be disinfected after children have washed hands on entrance.

11.10am

All toilet surfaces to be cleaned.

11.40am -1.40pm

Lunchtime supervisors to clean all tables and chairs in between each sitting.

12.00pm

Lunchtime - BSS/Cleaning team to clean all hard surfaces in the classroom environment (tables/handles etc).

After School 3.30-6.00pm

All bins should be emptied and waste bags tied/disposed of before cleaning commences.

Classrooms will be prioritised -cleaners/BSS to disinfect all tables, chairs, door handles/door fronts, walls

All corridor walls/stair hand rails should be wiped using a disinfectant solution.

Bathrooms should be completed last - all bathroom surfaces to be cleaned.

All cloths must be placed in the washing machine each night and washed at 90 degrees. Mop heads should be changed regularly and left to soak in disinfectant solution overnight.

Teachers to place all used equipment into sterilisation baths prior to the commencement of cleaning and leave submerged for the specified time before removing and leaving to air dry on the classroom sinks.

Personal Protective Equipment (PPE)

School has a Covid 19 emergency pack (located in disabled toilet) which contains gloves, masks, aprons and face shields for first aid, which staff to are use if a child develops symptoms and needs direct personal care or close proximity first-aid. Individual risk assessments are in place for all first aid trained staff.

As per Government Guidance <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> wearing a face mask in school or other education settings is not recommended. PPE will only be used where it is part of a child's intimate care plan, for example, changing diapers or where a care may call for a supervising adult to work in close proximity, for example: first aid.

Masks and gloves should be worn by any member of staff administering first aid to a child. This should be discussed with the child first to ensure they understand why protective measures are being used, thus to minimise their anxiety/fear. Gloves and masks should be disposed after a single use.

Gloves are not needed in classroom but regular handwashing should be encouraged.

PPE is only needed in a very small number of cases including:

- Children whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. We do not have any child with these needs.
- If a child or staff becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from

coughing, spitting, or vomiting, then eye protection should also be worn. These have been ordered by the Operations and Estates Team and may have already been distributed to your school.

- Medical Room/SEND room is designated for individuals with suspected COVID-19 whilst collection is arranged.
- Those staff required to wear PPE (e.g. intimate care, COVID related first aid (cleaning areas where COVID-19 symptoms have been present) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Please see attached poster for guidance. These are displayed in this Medical room and the main office where first aid is carried out.
- PPE is not a substitute for good handwashing.

Behaviour

Pupils mental health and wellbeing is of utmost importance and should be prioritised. Nurture-based and emotion coaching approaches should be adopted with all children to encourage emotional development and self-regulation. All staff will be required to review CPD training materials regarding 'Emotion Coaching' from Dr Anita Soni.

Staff to review school behavior policy as part of September Inset.

Attendance

School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Pupils who are shielding or self-isolating

In light of Government guidance, it is anticipated that in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. However:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Where there are concerns about the attendance of a child, or a parent is refusing to send their child back to school, this must be raised with the Head Teacher and attendance officers (Steve Hale/ Carol Baiozn), immediately. A log of the parent/carer's reason should also be recorded on the child's MyConcern record.

Fire Evacuation, Invacuation and Lockdown

The safety of children and staff and the preservation of life supersedes all protocols outlined in this document, i.e. social distancing protocols are immediately disbanded in the event of a fire or lockdown situation.

In the event of a fire alarm being activated, all staff should calmly and immediately cease activity and ensure children line up at the classroom door (indicated on in class evacuation plans). Staff should follow the evacuation routes outlined in the Fire Evacuation Procedure and should assemble on the school playground. Again, social distancing in this situation is not required.

On the first day of return (3rd September 2020) a 'soft drill' will be carried out for all children and staff. Teachers should inform their pupils that this will take place at some point during the day and remind children of expectations regarding fire evacuation. For the 'soft drill', social distancing protocols should remain in place – children must be encouraged to socially distance when lining up and walking out of the school premises.

All staff will be again required to read the 'Invacuation, Lockdown and Evacuation Policy' as part of the staff CPD day on 2nd September 2020.

Isolation Procedures

In the event of a child developing symptoms associated with COVID-19, the child should collect their things and be accompanied by an adult to Lake View (cookery room) and asked to take a seat at a table. The member of staff should maintain social distance (where possible) en-route and should position themselves outside of Lake View, at a minimum of 2m from the isolation room.

The member of staff who accompanied the child should contact the school office (using the PPA phone) and inform a member of the office staff that the child is showing symptoms associated with COVID-19.

Office staff should contact parents and explain that the child must be collected immediately as well as explaining Government guidance (i.e. the child/family should self-isolate/apply for tests).

When the parent arrives to collect the child, they must be escorted to the parent by the member of staff who has been supervising.

BSs/cleaners will ensure a deep clean of the isolation room is completed following use. PPE must be worn in these circumstances.

Access to Site

No parents or carers are allowed to enter the internal building at any time during the early phase of re-opening.

If a parent requests to speak with a member of staff, they should be encouraged to contact the school office to arrange a telephone appointment when the staff member is available.

Only essential contract workers will be allowed on site and will follow strict social distancing protocols.

No lanyards to be given out

Appropriate hand sanitiser and cleaning materials to be available in reception for visitors

Building Site Supervisor

BSS will be on site 7.00 -10.30pm and then 2.30pm - 6.00pm.