



Slade Primary School

Opening Plans

September 2020

## Start and end of the day

In order to ensure the safety of all staff and children, parents will not be able to come onto the site at the start and end of each day. If parents wish to see a member of staff, they will have to call in advance to make an appointment. Children will arrive at their usual start times and leave at their usual end times as we are able to use a large number of entry/exit points.

## Site management

Tony will be on site 7- 3.15p.m

Elliott will be on site 11-6pm (11-1pm is for cleaning)

Tony will resume opening up at 7a.m. Elliott will resume locking up at 6p.m.

Any jobs for Tony/Elliott must be logged on Every in order for them to prioritise their workload.

## Kids Club

Kids club will resume in September. Parents will have to book their session in advance and will have to book for 5 mornings or 5 afternoons. They will also have the option to book 5 mornings and afternoons. Parents will be unable to book odd days so that we can keep the bubble as consistent as possible. Kids club will continue to use the kids club and home hub rooms as well as KS2 playground. They will have a separate set of outdoor equipment to use.

Kids Club will operate 8 a.m – 8.45 and 3.20-6pm.

## Nursery

Induction for Full time Nursery children will take place on 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 7<sup>th</sup> of September. Full time Nursery children will be in school full time from Tuesday 8<sup>th</sup> September (8.30-3.15). Part time nursery children will begin nursery on Monday 7<sup>th</sup> September (8.30-11.30 and 12.15-3.15).

## Reception

Induction for Reception children will take place on 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> of September. All Reception children will be in school full time from Wednesday 9<sup>th</sup> September (8.45-3.15).

Phase	Year Group	Entrance/exit	Arrival	Dismissal	Daily Teaching time	Weekly Total
EYFS	Nursery	EYFS/KS1 Gate Broomfield Road – down driveway into Nsy class.	8.30am 12.15 pm	11.30 am 3.15 pm	3 hours morning + 3 hours afternoon	15hrs universal + 15hrs extended = 30 hrs provision
	RF	Pedestrian gate on Broomfield rd (next to main gate. Up to ramp and in through door at top of ramp.	8.45 am	3.15 pm	5 ½ hrs with 1 hour lunch	27.5 hours
	RG	Pedestrian gate on Broomfield rd (next to main gate. Up to ramp and in through door at top of ramp.	8.45am	3.15 pm	5 ½ hours with 1 hour lunch	27.5
Key Stage 1	1P	EYFS/KS1 gate	8.50 am	3.20 pm	5hrs 20 min with 1 hour lunch 1x10 min break	26 hours
	1K	EYFS/KS1 gate	8.50 am	3.20 pm	5hrs 20 min with 1 hour lunch 1x10 min break	26 hours
	2S	KS2 gate up to entrance by training room	8.50 am	3.20 pm	5hrs 20 min with 1 hour lunch 1x10 min break	26 hours

	2H	KS2 gate and through classroom door directly on playground	8.50 am	3.20pm	5hrs 20 min with 1 hour lunch 1x10 min break	26 hours
Key Stage 2	3P	KS2 gate and door at side of 3P	8.55 am	3.25pm	5hrs 20 min with 1 hour lunch 1x10 min break	26 hours
	3J	KS2 gate and door directly into classroom on playground	8.55am	3.25pm	5hrs 20 min with 1 hour lunch 1x10 min break	26 hours
	4B	Pedestrian gate Slade Road then through bad weather entrance	8.55 am	3.25 pm	5hrs 20 min with 1 hour lunch 1x10 min break	26 hours
	4K	Pedestrian gate Slade Road then through bad weather entrance	8.55 am	3.25 pm	5hrs 20 min with 1 hour lunch 1x10 min break	26 hours
	5S	Pedestrian gate Slade Road then through bad weather entrance	8.45 am	3.15 pm	5hrs 20 min with 1 hour lunch 1x10 min break	26 hours
	5G	Pedestrian gate Slade Road then through bad weather entrance	8.45am	3.15pm	5hrs 20 min with 1 hour lunch 1x10 min break	26 hours
	6S	Pedestrian gate by Inclusion hub – Broomfield Road	8.45 am	3.15 pm	5hrs 20 min with 1 hour lunch 1x10 min break	26 hours
	6B	Pedestrian gate by Inclusion hub – Broomfield Road	8.45	3.15pm	5hrs 20 min with 1 hour lunch 1x10 min break	26 hours

## Safeguarding

All staff will continue to log safeguarding concerns on myconcern within the 10 minute timeframe. As staff will not be able to leave their bubbles, they will have a walkie talkie/shared area phone to request that a DSL view myconcern or an email immediately. A DSL will view myconcern and/or their emails to triage the concern and take the necessary action. Feedback to staff will be via myconcern so staff have a responsibility to check myconcern regularly.

Staff to ensure they get updates from myconcern via email notifications. If there is a significant concern or risk of danger when the child leaves school, the lead DSL will request the child leave the bubble for them to speak with them or take the necessary action. The lead DSL will ensure they follow social distancing guidelines.

**Walkie talkies need to be put on charge each night and turned on each morning.**

## Access to staff carpark and staff entering/exiting school

The main school car park gates will be closed from 8.30 to 3.30 each day. Staff park their cars in the areas on site at their own risk as pupils will be passing through these areas. No cars will be able to enter the car parking spaces after 8.20 or leave before 3.30.

- Staff should enter and exit school via the main entrance and entrance in key stage 2.
- Staff should sign in and out of school using the signing in and out book in the main entrance. Staff will need to use their own pen.

## Class /Year group bubbles

Nursery, Reception and Year 1 will be in year group bubbles. This will mean that free flow and continuous provision can continue in those year groups. Where there are first aiders in the year group bubbles they can work across both classes.

## PPA/Leadership time

PPA/Leadership time is covered by Slade members of staff (Amber, Parwy, Elly and Chris). Aston Villa will also return to teach one day a week but will be with the same two groups each week, working in the outdoor area as much as possible (weather permitting).

## Bikes and scooters

We have asked children not to leave bikes or scooters at school initially while we monitor the arrival and departure flow. This may be reviewed at a later date. Any bikes or scooters ridden to school must be taken away by parents.

## Equipment

Children can bring school bags to school but should still limit what they bring. We are advising that the only things they should bring to school are:

- filled water bottle labelled with their name
- sun hat
- coat if it looks like rain
- PE kits – these need to be taken home and washed after each PE lesson

Children SHOULD NOT bring

- pencil cases
- toys
- books

Equipment within the classroom and at home

- Classroom based resources, such as books and games can be shared within within the bubble.
- Children and staff should where possible have their own pens and pencils to use. Children can be issued with a ruler, pencil and pen (if writing with a pen) and purple edit pen each.
- Coloured pencils and highlighters are not as frequently used and therefore, each table row will have a set of coloured pencils/highlighters.
- Equipment will be sprayed each night to ensure it clean
- Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to the children's education and development. Cleaning and rotation should apply to these resources.
- No soft furnishings will be in use during Autumn term, we will review this in line with government guidance
- Children will use lockers which will be wiped regularly

## School Uniform

We are expecting children to wear school uniform and school shoes on return to school. Children must wear a fresh set of clothes each day and where there is a concern that children are not, this should be raised with the parent by the class teacher. If this is a persistent problem, the class teacher should inform SLT who will contact parents.

## Food, Drinks & Snacks

If children are in Nursery, Reception, Year 1 or 2, they are still entitled to their Free Universal Infant Meals. These will be delivered to each “Bubble” at lunch time each day. The children will be able to eat outside in their designated outdoor slot (weather permitting) or in the classroom if it is wet/too cold. Children should not be taking the grab bags home at the end of the day.

All children must also bring a filled water bottle. Fruit and milk will be available for snack at break times for key stage 1. Key stage 2 will bring a healthy snack to school.

Year 3, 4, 5 and 6 pupil premium children will have a hot lunch available to them. Children in key stage 2 who pay for their lunches will be offered the option to purchase a grab bag or bring their own packed lunch. Packed lunches/grab bags will be eaten in classrooms or outside (weather permitting).

## Social Distancing in the Classrooms

### Nursery/Reception

We accept that children of this age will not adhere to social distancing between themselves or adults. We set up the classroom with control measures to encourage space between the children where possible. This includes;

- specific easy to clean toys put out on a rotation
- children given “base places” on the carpet
- removed soft furnishings and close contact areas (home corner/reading corner)
- Trays set up around classroom for snack pots, water, lunches

### Year 1

We Accept that children of this age will find it difficult to adhere to social distancing between themselves or adults. We set up the classroom with control measures to encourage space between the children where possible. This includes;

- tables spaced out to approx 1m+
- Removed soft furnishings and close contact areas
- Resource trays set
- Trays set up around classroom for snack pots, water and lunches

Year 2, 3, 4, 5 and 6 will have their tables in rows facing the front of the classroom.

## Curriculum

The focus will be on high quality teaching which uses precise AfL and promotes the development of reading through a broad and balanced curriculum. Content missed due to lockdown has been identified. Following baseline assessments in the first week of September, leadership will support teachers to effectively plan the learning to ensure missed content is covered as appropriate. The curriculum will remain broad and ambitious – a wide range of subjects will be taught. Where remote education is necessary, this will align with in-school provision as closely as possible.

As part of the recovery curriculum we will prioritise learning in the following subjects:

- English (communication, speaking and listening, phonics, reading, comprehending writing including handwriting)

- Maths (arithmetic, reasoning and problem solving)
- Science
- Personal Development and Well-Being
- Physical Education

The curriculum will remain broad and balanced to ensure a wide range of subjects are taught. This may differ to our previous weekly teaching of a subject and focus on teaching some subjects fortnightly or providing children with mini topics.

Following detailed and robust assessment, our recovery curriculum will be planned to ensure all children reach the met standard as quickly as possible. The initial plan is that we will have taught missed content by October half term, with staff then able to focus on current year group content in autumn 2. Where the teaching of other subjects can be done in a cross curricular way, we will do so to support coverage.

## P.E.

Pupils will be kept in their class bubble/consistent groups. Sports equipment will be thoroughly cleaned between use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible (weather permitting) and large indoor spaces used only where it is not, maximising distancing between pupils and staff.

## Remote Learning

For individuals or groups of self-isolating pupils, remote education plans will be created. These will meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus. In the event of a local outbreak, the PHE health protection team or local authority may advise school to close temporarily to help control transmission. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. In the event of such a situation, home learning will continue with live zoom lessons/videos and online support material uploaded to the 'Home Learning' page on our school website.

## Adults in the classroom

There is a space at the front of each classroom that has been marked out for teachers when using the IWB, this is the base location for adults. Adults within a "Bubble" can plan between themselves to have different types of sessions e.g. whole class time / individual pupil time / small group time / Task time. Using these different times will help enable distancing to be more effective. **There will be no volunteers working in school during the Autumn term.**

## Setting up a Classroom agreement

The first lessons back should help to settle the children into the slightly different set up in school. They will see that some things are the same, and some are different. It is important to discuss how to keep themselves safe and healthy at an age appropriate level. Include instructions how to line up, use of toilet, moving around the classroom, regular hand washing, use of tissues (catch it, bin it, kill it) and the use of hand sanitiser.

Create a Classroom agreement together and display this in the room to refer back to.

Key points to be included are;

- looking after own resources
- Moving around the classroom
- use of toilets – must have a toilet pass
- hand washing
- catch it, bin it, kill it – tissues and bins
- break time expectations

## Behaviour

The school behaviour policy has been reviewed. The 'Good to be Green' behaviour card system remains appropriate for pupils.

Any issues with behaviour will continue to be dealt with sensitively by staff due to our awareness of the potential anxieties and stresses some children may be feeling about returning to school. The pastoral team will be available to support any issues and the inclusion hub can be accessed for additional emotional support required.

In addition, it is planned that, within class bubbles, some nurture support will begin, as necessary. These sessions will be led by bubble staff in the first instance.

There will be no lunchtime consequence. Serious behaviour issues will be dealt with in line with school policy, however as there is no consequence, leadership will support at the consequence phase.

## 1m+ rules

Make sure you've done activities to help children try and get an idea of how far 1m+ is. You could use some piece of string or meter rules. You could use cones to play games of estimation, see who is closest to 1m distance from a certain point. We do acknowledge that the younger children will not socially distance and we respect this. We have been clear with parents that it will not be possible to socially distance younger pupils.

## Looking after resources

Resources will be cleaned at the end of each day. Where resources cannot be cleaned (e.g. books) then they need to be put away and taken out of use for 72 hours.

## Moving around the classroom/school

No child should enter another bubble. Children should enter and exit their classes from the doors identified on the school map. No adults should leave their bubble to enter another bubble.

## Hand washing

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

The latest guidance and video on hand washing can be found at:

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>

## Toilets

- Each classroom is allocated toilets to use.
- Only one child should use the toilet at a time, they will have to ask for a toilet pass from the teacher.
- All children MUST follow hand washing procedures after using the toilet. This should be monitored when ever possible with younger children.
- Additional signage in toilets to remind children of hand washing routine
- Regular reminders of importance of hand washing and routine
- Toilet checks to be undertaken at regular points throughout the day and check sheets initialled
- Tony/Elliott to be made aware of low stock of soap and toilet rolls so these can be refilled as necessary.
- Hand washing before lunch will take place in classrooms. Where classes do not have sinks, there will be. A timetable for class bathroom use for hand washing (Year 6 only).

Class	Toilets
Nursery	Nursery
RG	Y1
RF	Y1
1K	Y1
1P	Y1
2S	Y2
2H	Y2
3P	Y3/4
3J	Y3/4
4B	Y3/4
4K	Y3/4
5S	Y5/6
5G	Y5/6
6B	Y5/6
6S	Y5/6

### **Intimate care:**

There are a some children in nappies who need changing and one child with a stoma bag. PPE will be provided for staff changing nappies and the stoma bag.

PPE will be available for staff who support children in changing if they wet or soil themselves.

Hand sanitiser stations will be in place on entrances/exits for children/adults to use. Soap, paper towels, tissues, gloves and hand sanitiser will be available in all classrooms.

## Playtimes

### **Staggered playtimes**



Playground rota – Autumn term			
Class	Location	Time	Staff
1P	KS1 Zone 1	10.15-10.25	AV/AB
1K	KS1 Zone 2	10.30 – 10.40	AB/DG
2H	KS2 Zone 1	10.15-10.25	JG/LH
2S	KS1 Zone 1	10.30-10.40	SS/KB
3P	KS2 Zone 1	10.30-10.40	DP/JB
3J	KS2 Zone 2	10.15-10.25	SJ/SA
4K	KS2 Zone 1	10.45-10.55	HK/SM
4B	KS2 Zone 2	10.55-11.05	ZB/SM
5S	KS1 Zone 1	10.45-10.55	BS/AS
5G	KS2 Zone 1	10.55-11.05	JG/AS
6S	KS2 Zone 2	10.55-11.05	SS/MM
6B	KS1 Zone 2	10.55-11.05	KB/SE/MM

### Equipment

Each class bubble will have a set of equipment that is to be used by their class during playtime/lunchtime. Adults within the bubble are responsible for ensuring their equipment remains with the bubble and is put away at the end of each session.

**Lunchtime** – lunchtime supervisor assigned to each class bubble – grab bags in classrooms for Nursery, Reception, Year 1, Year 2 and paid meals across school. FSM/PP key stage 2 pupils will be provided with a hot meal in the dinner hall. The dinner hall will be split in half with dividing walls. There will be waste areas on both sides of the hall.

Class	Dining time / location / supervision	Play time / Location / supervision
<b>Nursery</b>	11.30 – 12.15 pm Classroom Becky/Danielle G	11.50-12.10 Nursery outdoor area Becky/Danielle G
<b>RF</b>	12.00 – 1.00 pm Classroom Marie	12.15-1.00 EYFS Playground zone 1 Marie
<b>RG</b>	12.00 – 1.00 pm Classroom Aaron	12.15-1.00 EYFS Playground zone 2 Aaron
<b>1P</b>	12.00 – 1.00 pm Classroom Debbie N	12.00-12.30 KS1 Playground zone 1 Debbie N
<b>1K</b>	12.00-1.00pm Classroom Mehnaz	12.00-12.30 KS1 playground zone 2 Mehnaz
<b>2S</b>	12.00– 1.00pm	12.30-1.00

	Classroom Sue	KS1 playground zone 1 Sue
<b>2H</b>	12.00– 1.00pm Classroom Sheila	12.30-1.00 KS1 playground zone 2 Sheila
<b>3P</b>	12.00-1.00(12-12.25 in dinner hall) Dinner hall zone 1 table 1 (FSM/PP hot meals) SLT  12.00-1.00 Classroom (grab bags/packed lunches) Beatriz	12.25-12.45 KS2 playground zone 1 Beatriz  12.25-12.45 KS2 playground zone 1 Beatriz
<b>3J</b>	12.00-1.00 (12-12.25 in dinner hall) Dinner hall zone 1 table 2 (FSM/PP hot meals) SLT 12.00-1.00 Classroom (grab bags/packed lunches) Zubaidah	12.25-12.45 KS2 playground zone 2 Zubaidah  12.25-12.45 KS2 playground zone 2 Zubaidah
<b>4B</b>	12.00-1.00 (12-12.25 in dinner hall) Dinner hall zone 2 table 1 (FSM/PP hot meals) SLT  12.00-1.00 Classroom (grab bags/packed lunches) Sameena	12.25-12.45 KS2 playground zone 3 Sameena  12.25-12.45 KS2 playground zone 3 Sameena
<b>4K</b>	12.00-1.00 (12-12.25 in dinner hall) Dinner hall zone 2 table 2 (FSM/PP hot meals) SLT  12.00-12.25 Classroom (grab bags/packed lunches) Emma	12.25-12.45 KS2 playground zone 3 Emma  12.25-12.45 KS2 playground zone 3 Emma
<b>5S</b>	12.00-1.00 (12.30-12.55 in dinner hall) Dinner hall zone 1 table 1 (FSM/PP hot meals) SLT  12.25-1.00 Classroom (grab bags/packed lunches) Jess	12.00-12.25 KS2 playground zone 1 Jess  12.00-12.25 KS2 playground zone 1 Jess
<b>5G</b>	12.00-1.00 (12.30-12.55 in dinner hall) Dinner hall zone 2 table 2 (FSM/PP hot meals) SLT  12.30-12.55 Classroom (grab bags/packed lunches) Danielle F	12.00-12.25 KS2 playground zone 2 Danielle F  12.00-12.25 KS2 playground zone 2 Danielle F
<b>6B</b>	12.00-1.00 (12.30-12.55 in dinner hall)	12.00-12.25 KS2 playground zone 3

	Dinner hall zone 2 table 2 (FSM/PP hot meals) SLT  12.30-12.55 Classroom (grab bags/packed lunches) Chavvis	Chavvis  12.00-12.25 KS2 playground zone 3 Chavvis
<b>6S</b>	12.00-1.00 (12.30-12.55 in dinner hall) Dinner hall zone 2 table 2 (FSM/PP hot meals) SLT  12.30-12.55 Classroom (grab bags/packed lunches) Michelle	12.00-12.25 KS2 playground zone 4 Sue  12.00-12.25 KS2 playground zone 4 Michelle
<b>Dinner Hall</b>	Rubina to be in the dinner hall 12-1	

Playground equipment/benches will be taped off to pupils and should not be used.

Staff must stay with their own bubble and encourage the children to engage in recommended play activities.

## Moving around the school - Children

**Children must not move around the school unless being taken to playtime/lunchtime or when going to the toilet.**

## First aid

Each classroom will have its own accident book and first aid box. There will also be PPE available in the first aid box.

All classes or year groups have a first aid trained member of staff.

## Fire alarm/lockdown procedures

In the event of a fire, the main focus is always to be preservation of life.

In the event of a fire classes should leave in a calm manner via their usual fire exit routes, keeping classes separate as much as possible. Classes will line up on the playground as usual for their register check.

On the first day back at school in September, teachers should walk their class through the fire evacuation route, discussing with them the need to maintain distancing from another class.

Lockdown – in the event of a ‘lockdown’ the usual procedures should be followed. Lockdown procedures will be sent out as a reminder, separately to this plan.

## Messages

Each classroom will have its own messages folder on the door. This should be used for non-confidential messages. A walkie talkie/shared area phone to alert a member of staff in a classroom will be used for an incoming message, which requires a more immediate response.

## Registers

The register will be taken online using Schoolpod.

## Moving around school - Adults

Adults should give way to others where it is not possible to pass at a 1m+ distance. Adults should ensure they maintain social distancing.

Staff must only leave their classroom during the allocated break times.

Morning break times to be alternated between teacher and TA. This needs to be no more than 10 minutes per teacher.

## Cleaning

### Hands on resources used by different children

Any small hands on items that children have used each day will be disinfected each night. Resources should be planned for use on a rotation that allows for this.

### Frequently touched surfaces

Frequently touched surfaces such as door handles, handrails, table tops, play equipment, toys, electronic equipment, toilets and shared equipment will be cleaned regularly. Cleaning wipes will be available for iPads.

Anyone cleaning frequently touched surfaces should wear gloves and an apron. These should be double-bagged, then stored securely in the bin labelled PPE for 72 hours then thrown away in the regular rubbish after cleaning is finished

### Midday cleaning

Between 11 a.m. and 1 p.m, Mr Shaw will carry out an additional midday clean around school. This will include classroom tables, high touch areas and bathrooms.

Elliott's timetable	11-11.30	11.30-12.00	12.00-12.30	12.30-1.00
	KS2 toilets (adult/children)	EYFS/KS1 toilets (adult/children)	KS2 classrooms	EYFS/KS1 classrooms

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

## Child or adult showing Coronavirus symptoms

The training/meeting room is our designated isolation room (front downstairs room in Inclusion Hub). There are signs displayed identifying this room. No one should enter this room when someone has been placed in isolation. If we have a child or adult displaying symptoms, we will:

- Isolate member of staff/child to the front downstairs room in the Inclusion Hub.
- Staff supporting the staff/child need to wear PPE
- Parents called immediately or staff member sent home immediately
- If they need to use the bathroom, after they have left deep clean the bathroom
- In an emergency call 999

- If a member of staff has helped someone that is unwell, they need to wash their hands thoroughly.

Additional precaution: all children and adults in the bubble with the person showing symptoms to be sent home to self-isolate until the person showing symptoms has been tested. If they receive a negative test results they and the bubble can return to school.

Any PPE used in this incident be double bagged and placed in the bin labelled PPE in the bin storage area for 72 hours.

Where PPE is recommended in this situation, this means that:

- a face mask should be worn if a distance of 1m+ metres cannot be maintained from someone with symptoms of coronavirus
- if contact is necessary, then gloves, an apron and a face mask should be worn
- if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn
- Face masks used in this situation must:
  - cover both nose and mouth
  - not be allowed to dangle around the neck
  - not be touched once put on, except when carefully removed before disposal
  - be changed when they become moist or damaged

## Social Distancing in the Office

- Where two members of office staff are working in school at one time they must work at a 1m+ distance and not desk share
- Disposable plastic covers are available for chairs where the chair is shared
- Member of staff on reception desk should sign in/out any visitors to school
- Keep office windows open where possible to allow for airflow
- Request all parents to contact the office by email or phone where possible
- Request that only critical items forgotten by children are delivered to school by parents and that any items such as drinks are placed in a clean labelled carrier bag
- High touch areas in office and reception foyer including phones, photocopier, medical fridge door and school entrance/exit buttons to be cleaned regularly though out the day as per tick sheet
- Phones should only be used by office staff where possible. When this is not possible other staff should disinfect phone before and after use.
- Office staff will have dedicated walkie talkie to communicate with classes if items are delivered to school
- Children should not be sent to the office to collect items, photocopies etc
- No post children during the afternoon
- No parents/visitors to staff unless appointment prearranged
- Contractor visits to be minimised and risk assessed when required
- Deliveries may be brought into the office provided delivery person has sanitised hands first and remains at a 1m+ distance. Office staff to direct delivery from outside of office.
- Visitors / children arriving late, leaving early should be signed in and out by office staff
- Keyboards / mice should be cleaned regularly
- Named office equipment such as staplers, hole punches etc should only be used by the named person. Other staff should use shared equipment and disinfect as necessary.
- Office to use email system for other messaging where information is confidential

## Admin

- Member of admin team on the front desk to sign visitors in/out on the screen.
- Visitors to have sticky label badges – NO lanyards to be used
- Front desk area/equipment to be cleaned each time a new person begins their shift on the front desk
- Admin team to deliver any letters etc to go home to each class and leave these in the folders on each classroom door

## Social Distancing in the staff room

There are 2 separate staff room areas set up for use (staffroom and training room). Both will have a kettle, microwave and fridge. Staff should maintain social distancing measures at all times.

- Tables are set out at a distance of 1m+ and should not be moved
- One person at each table
- Cleaning equipment available for kitchen area – staff responsible for cleaning up after themselves

## Appendix 1 Classroom Clean tick sheet

### Classroom Daily Cleaning

All high touch areas to be disinfected during morning, lunch and afternoon.  
This includes door handles, light switches, toilet door handles and flushes  
being used by this class, taps etc

Date	Morning break	Lunch	Afternoon break





