



Amendments in Pink are Specific to Critical Worker Groups Attending School During Lockdown

Staffing and Class Bubbles

Class Bubbles	
Reception: 31 Children Teacher: Rebecca Beard/Amanda Hutt TA: Sarah Horne	
Year 1: 31 Children Teacher: Supply TA: Linda Johnston	Year 2: 30 Children Teacher: Grace Williamson TA: Jayne Fencott
Year 3: 30 Children Teacher: Lawna Tapper TA: N/A	Year 4: 30 Children Teacher: Ellie Newman TA: N/A
Year 5: 28 Children Teacher: Shona Humphrey TA: N/A	Year 6: 30 Children Teacher: David Spring TA: Carol Ashford
Critical Worker/Vulnerable Groups	
Number of children: 28 (Group A 16; Group B 12)	
Staff Working From Home	
N/A	
Additional Staff	
Carol Baizon (Office Manager) Paula Coulson (Administrative Assistant) Jessica Hand (HLTA/Elective Lead) Steve Hale (Pastoral Manager) Bernadette Hobbs (Cleaner/Lunch Supervisor/Breakfast Club Supervisor) Delores Simons (Clear/Lunch Supervisor) Noreen O'Callaghan (Breakfast Club Supervisor/Lunch Supervisor) Balasz Borsos (BSS) Eleanor Cox (Catch-up Mentor) Kitchen Staff (x2)	

Each class will act as an independent bubble, with the school having 7 bubbles in total. During the nationwide lockdown, all Critical Worker/Vulnerable children will (due to limited staffing) be divided into 2 bubbles.

Year 3-6 classrooms will be set up with seating arranged in rows and all desks facing forwards. Children attending from Critical Worker families will be taught in the Year 2 (Group A) and Year 6 classroom (largest room), allowing for increased distancing for staff and pupils. Children who need Nurture based provision/1:1 support will be taught in Reception classroom.

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 possible, children line up to enter the classroom, 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.

Regular hand cleaning must be built into the day. 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. Children should wash their hands before lunch and either before or after break depending on wait times around the toilets. **All hygiene protocols remain in place for Critical Worker children.**

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.

Staffing rotas have been adjusted to ensure minimal staff are required on site during the national lockdown but is equally sufficient to ensure the quality of education for Critical Workers and home learners can be maintained.

Staff Rota - Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Teachers	Group A: Lawna Tapper Group B: Ellie Newman	Group A: Lawna Tapper Group B: Amanda Hutt	Group A: Lawna Tapper Group B: David Spring	Group A: Lawna Tapper Group B: Rebecca Beard	Group A: Lawna Tapper Group B: Shona Humphrey
Teaching Assistants	Eleanor Cox	Eleanor Cox	Carol Ashford	Carol Ashford	Jayne Fencott
Leader	Stuart Day		Stuart Day		Stuart Day/Jessica Hand planning for Years 1 and Year 3
Office Team	Carol Baizon	Paula Coulson	Carol Baizon	Paula Coulson	Carol Baizon
Pastoral/1:1	Steve Hale Sarah Horne (8.30am -12.30pm)	Steve Hale Sarah Horne (8.30am -12.00pm)	Steve Hale Sarah Horne (8.30am -12.00pm)		
Lunch Supervisor	Bernadette Hobbs Steve Hale	Bernadette Hobbs Steve Hale	Delores Simon Noreen O' Callaghan	Delores Simon Noreen O'Callaghan	Bernadette Hobbs Jessica Hand
Preparing Remote Teaching	Amanda Hutt – Rec Jessica Hand – Y1 Grace Williamson – Y2 Jessica Hand – Y3 Shona Humphrey – Y5 David Spring – (+Y3 Maths & Science)	Jessica Hand – Y1 Grace Williamson – Y2 Jessica Hand – Y3 Ellie Newman - Y4 Shona Humphrey – Y5 David Spring – Y6 (+Y3 Maths & Science)	Amanda Hutt/Rebecca Beard – Rec Jessica Hand – Y1 Grace Williamson – Y2 Jessica Hand – Y3 Ellie Newman - Y4 Shona Humphrey – Y5	Jessica Hand – Y1 Grace Williamson – Y2 Jessica Hand – Y3 Ellie Newman - Y4 Shona Humphrey – Y5 David Spring – Year 6 (+Y3 Maths & Science)	Rebecca Beard – Rec Jessica Hand – Y1 Grace Williamson – Y2 Ellie Newman - Y4 David Spring – Year 6 (+Y3 Maths & Science)

Staff Rota - Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
Teachers	Group A: Lawna Tapper Group B: Grace Williamson	Group A: Lawna Tapper Group B: Amanda Hutt	Group A: Lawna Tapper Group B: David Spring	Group A: Lawna Tapper Group B: Rebecca Beard	Group A: Lawna Tapper Group B: Shona Humphrey
Teaching Assistants	Eleanor Cox	Eleanor Cox	Jayne Fencott	Linda Johnston	Linda Johnston
Leader	Stuart Day		Stuart Day		Stuart Day/Jessica Hand planning for Years 1 and Year 3
Office Team	Paula Coulson	Carol Baizon	Paula Coulson	Carol Baizon	Paula Coulson

Pastoral/1:1	Steve Hale Sarah Horne (8.30am -12.30pm)	Steve Hale Sarah Horne (8.30am -12.00pm)	Steve Hale Sarah Horne (8.30am -12.00pm)		
Lunch Supervisor	Steve Hale Bernadette Hobbs	Steve Hale Bernadette Hobbs	Delores Simon Noreen O' Callaghan	Delores Simon Noreen O'Callaghan	Delores Simon Noreen O'Callaghan
Preparing Remote Teaching	Amanda Hutt – Rec Jessica Hand – Y1 Jessica Hand – Y3 Ellie Newman – Y4 Shona Humphrey – Y5 David Spring – (+Y3 Maths & Science)	Jessica Hand – Y1 Grace Williamson – Y2 Jessica Hand – Y3 Ellie Newman - Y4 Shona Humphrey – Y5 David Spring – Y6 (+Y3 Maths & Science)	Amanda Hutt/Rebecca Beard – Rec Jessica Hand – Y1 Grace Williamson – Y2 Jessica Hand – Y3 Ellie Newman - Y4 Shona Humphrey – Y5	Jessica Hand – Y1 Grace Williamson – Y2 Jessica Hand – Y3 Ellie Newman - Y4 Shona Humphrey – Y5 David Spring – Year 6 (+Y3 Maths & Science)	Rebecca Beard – Rec Jessica Hand – Y1 Grace Williamson – Y2 Ellie Newman - Y4 Shona Humphrey – Y5 David Spring – Year 6 (+Y3 Maths & Science)

Staff Rota - Week 3

	Monday	Tuesday	Wednesday	Thursday	Friday
Teachers	Group A: Lawna Tapper Group B: Ellie Newman	Group A: Lawna Tapper Group B: Amanda Hutt	Group A: Lawna Tapper Group B: David Spring	Group A: Lawna Tapper Group B: Rebecca Beard	Group A: Lawna Tapper Group B: Shona Humphrey
Teaching Assistants	Eleanor Cox	Eleanor Cox	Carol Ashford	Carol Ashford	Jayne Fencott
Leader	Stuart Day		Stuart Day		Stuart Day/Jessica Hand planning for Years 1 and Year 3
Office Team	Carol Baizon	Paula Coulson	Carol Baizon	Paula Coulson	Carol Baizon
Pastoral/1:1	Steve Hale Sarah Horne (8.30am -12.30pm)	Steve Hale Sarah Horne (8.30am -12.00pm)	Steve Hale Sarah Horne (8.30am -12.00pm)		
Lunch Supervisor	Bernadette Hobbs Steve Hale	Bernadette Hobbs Steve Hale	Delores Simon Noreen O' Callaghan	Delores Simon Noreen O'Callaghan	Bernadette Hobbs Jessica Hand
Preparing Remote Teaching	Amanda Hutt – Rec Jessica Hand – Y1 Grace Williamson – Y2 Jessica Hand – Y3 Shona Humphrey – Y5 David Spring – (+Y3 Maths & Science)	Jessica Hand – Y1 Grace Williamson – Y2 Jessica Hand – Y3 Ellie Newman - Y4 Shona Humphrey – Y5 David Spring – Y6 (+Y3 Maths & Science)	Amanda Hutt/Rebecca Beard – Rec Jessica Hand – Y1 Grace Williamson – Y2 Jessica Hand – Y3 Ellie Newman - Y4 Shona Humphrey – Y5	Jessica Hand – Y1 Grace Williamson – Y2 Jessica Hand – Y3 Ellie Newman - Y4 Shona Humphrey – Y5 David Spring – Year 6 (+Y3 Maths & Science)	Rebecca Beard – Rec Jessica Hand – Y1 Grace Williamson – Y2 Ellie Newman - Y4 David Spring – Year 6 (+Y3 Maths & Science)

PPA Arrangements

A PPA/NQT timetable has been devised for the whole school, which involves some members of staff moving between bubbles. This has been communicated to HR in advance. Four 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 January 2021.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning 8.35am - 11.05am		Year 3 PPA External Sports Coach (Jessica Hand/Lawna Tapper to plan)	Intervention Planning Stuart Day and Jessica Hand	Year 4 PPA (PPA Room) External Sports Coach Year 2 PPA (Pastoral Office) – 9.15-11.45am Jessica Hand	Year 1 PPA No Cover Necessary
Afternoon 1.00pm - 3.30pm		Year 6 PPA External Sports Coach	Reception PPA Steve Hale & Sarah Horne	David Spring Leadership Release (work with Stuart Day) Terri Coombs Year 5 PPA – 1.00-3.00pm External Sports Coach	
NQT Release		Year 5 - 1.00-3.30pm (30 mins PPA)	Year 4 - 10am-12pm	Year 2 - 1.00-3.00pm Jessica Hand	

(led by Stuart Day)		Jessica Hand	Music Tutor/Jessica Hand		
NQT ECF Support 3.00-4.00pm				Year 6 Carol Ashford Year 2 Jayne Fencott Year 4 Steve Hale Year 5 Jessica Hand	

Revised Timetable for PPA Arrangements – Staff on PPA are not required to come into school.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning		Year 2 PPA Year 4 PPA Year 5 PPA			Year 1 PPA Year 3 PPA
Afternoon		NQT Release (Head Teacher to Lead) Year 2 PPA Year 4 PPA Year 5 PPA	Reception PPA	Year 6 PPA	
				3.00-4.00pm NQT ECF	

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.

8:35am – 3:15pm 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. Parents will be encouraged to drop off their children at the first gate exactly at their child's allocated time. 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-3:20pm Years 2 and Year 3 enter school

Year 2 Children will enter using the back entrance.

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

8.45am-3:25pm Year 5 enter via the car park gate and Year 6 enter school 8.50

Year 5 as above for Year 3

Year 6 as above for Year 2

8:45am-3:15 Reception enter school via the pedestrian gate

Reception - Children and parents will enter through front pedestrian 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.

Signage is on all major entrances/exits reminding parents to wear masks and social distance when on site. Staff on duty should politely enforce this.

Lockdown Class Bubble

8.45am – 3.25pm

Group A

Children will enter using the front pedestrian gate/Main entrance door and will be required to sanitise immediately on entry before making their way to the Year 2 classroom. Once in the building, children will need to store their coats and P.E. Kit in the Year 2 lockers; no other equipment/bags etc, will be allowed in school during lockdown. Children will again sanitise hands before entering the classroom.

Group B

Children will enter through the back playground entrance. Parents will be encouraged to drop off their children at the first gate exactly at their child's allocated time. Children will then enter school through the back entrance and be required to sanitise immediately on entry. Group B will use the back staircase to reach their class. Once in the building, children will need to store their coats and P.E. Kit in the Year 6 lockers; no other equipment/bags etc, will be allowed in school during lockdown. Children will again sanitise hands before entering the classroom.

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. **Parents will be encouraged to leave the school asap.**

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 at all times. 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 and weather dependent, to allow good ventilation and a constant supply of fresh air. **Classroom doors should remain open as much as possible 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 station will be available in every room, which will include 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.

Student iPads and Laptops can be used for curriculum purposes. Alcohol wipes/cleaning fluid will be available to use if devices are being used by more than one bubble in less than 48 hour period. Wipes will be left by the iPad box.

Any additional resources used by classrooms (science, maths, music etc) must either be kept in the classroom for 72hrs or returned to the storage area with a note sellotaped to the resource saying the date it was used.

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

Corridor Routes

Please observe social distancing in corridors to minimise contact between children/surfaces.

Under no circumstance should children be sent to other classrooms. Please monitor children when they go to the toilets to support keeping bubbles apart from each other whilst waiting in the corridors.

If a child or bubble is coming down the corridor/stairs, then that child or bubble must wait until the corridor/stairs is clear before going down it.

Playground

Children will have full access to the playground during their allocated slots, including the stage area and the huts, providing that all children have washed their hands or sanitised before and after their break and lunch times. The gym equipment will be out of bounds and taped off.

Bathrooms

All bathrooms will continue to display child-friendly posters regarding personal hygiene/hand washing arrangements. Remind children to use correct toilets at all times including during break and lunch times.

Hall

The hall space will be back in use for P.E. lessons and lunchtime arrangements (See Lunchtime Arrangements). A timetable for 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 workers/contractors) 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 will be given out.

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

For staff working on a more regular basis in school (e.g. Educational Psychologist), they must read all risk assessment and opening plans in advance.

Signage

All external areas will display age-appropriate signage to remind children, staff and families of good personal hygiene and social distancing protocols as well as information on external doors reminding people not to enter the building if they have any COVID symptoms.

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 Spring 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 have resumed and the Local Authority has provided risk assessments for activities.

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.

Remote Learning

Children across all year groups will have access to high-quality teaching, delivered by their class teachers in the form of pre-recorded lessons. This is to allow pupils who live in a household with one, shared electronic device flexibility in when they access learning (for example; if a parent is working from home and is using a laptop for work purposes). Lessons will follow objectives and sequences of learning outlined in our long-term overviews for each subject, ensuring that children continue to access a broad and engaging curriculum whilst at home. The teaching of Reading will underpin teaching across the curriculum. As a school we follow, and will deliver, White Rose Hub scheme of work, ensuring children develop proficiency in the fundamental areas of number and calculation that they need in order to progress.

Children will receive, as a minimum, the equivalent of three hours teaching per day by their class teacher. This teaching will primarily cover objectives in English (inc Phonics for KS1), Maths, Science and Foundation subjects (for example, Geography, History and RE). Due to limited access to resource at home, Art, DT and Computing units will not be taught until the children return to school following the period of lockdown.

Each day, a document will be emailed to parents and carers, which will include links and resourcing children will need to access their home learning for that day. All videos will be made available for children to access on the school's Youtube channel and will remain live for 1 week after being uploaded, after which point videos will be removed.

Teachers will make regular contact with all children/parents in their classes to ensure children are accessing learning and to support with any queries/challenges in accessing provision. Teachers will monitor levels of engagement and will note any children who are not accessing home learning. This will then be communicated with the senior leadership team so that contact can be made with families.

Parents will be asked to send in scans/photographs of their children's work each week via the school enquiry email (office@brkvale.bham.sch.uk) so that teachers can provide targeted feedback about their progress.

For pupils who do not have access to the appropriate technology in school, we have been awarded 4 laptops by the Government to use to support home learning. If your child needs to borrow a school laptop, please contact the school office via the enquiry email above. Please note: due to the limited availability of laptops, priority will be given to those children who are in receipt of Pupil Premium.

Library

The library will be out of use during the Spring 1 term. Children will not be able to take books out of the library until further notice. Children can still take home weekly reading books (in individual plastic wallets, however, these must be quarantined for 72 hours before issuing to another child).

Children **must wash their hands or** sanitise **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.

The following will only be in action when children are allowed to take books home. 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 to avoid congestion in corridors and minimise the risk of children coming into contact with one another. A maximum of four boys and four girls at any one time, from the same bubble allowed in the toilets, and maintain social distancing (where possible) along the corridor.

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, and when possible, an adult should accompany the child (Years 1-2 only) to the bathroom and adopt the above protocols.

Break times

Break times 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.

Breaktime will be at 10.35am – 10.50am (Group A)

Breaktime will be at 10.50am – 11.05am (Group B)

10.05 – 10.20 Year 1 and Year 4

10.25 – 10.40 Year 2 and Year 3

10.45 – 11.00 Year 4 and Year 5

10.05 – 10.20	10.25 – 10.40	10.45 – 11.00
Year 1 & Year 4	Year 2 & Year 3	Year 5 & Year 6

Monday	Steve Year 1 Supply teacher	Jess Grace	Shona Jess
Tuesday	Steve Year 1 Supply teacher	Jayne Lawna	Carol A David
Wednesday	Steve Year 1 Supply teacher	Jayne Lawna	Shona Stuart
Thursday	Steve Year 1 Supply teacher	Jess Grace	Carol Jess
Friday	Steve Year 1 Supply teacher	Stuart Ellie	Jess David

Break times will be supervised by TAs/Teachers in each class. Staff members on duty should get time for a comfort break before or after. Staff should liaise with other adults in the room or office staff.

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

Toast and juice is now up and running. Two children from each class will collect from the hall at the start of break and then return at the end. These children will sanitise before and after collecting.

Lunchtimes

Lunchtimes will be staggered over a 2 hour period, with each individual class having an allocated 20-35 minute slot for eating (year groups dependent) and 20-30 minutes slot for outdoor play (year groups dependent). 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 the main entrance and sanitise as they walk in and will sit in their assigned area for the duration of their lunch.

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):

Lunchtimes for Critical worker children will now follow times indicated in the tables below for Year 1 (Group A) and year 2 (Group B) – see rotas on page2/3 for staffing.

Class	Staff member in Hall	Start of Lunch	End of Lunch	Outdoor Zone		Staff Member	End of Outdoor Playtime	Staff Member Lunch
				Key Stage 1 Playground	Key Stage 2 Playground			
RECEPTION	Delores (& Sarah for transition support until 12.50am)	11.30am	12.05pm	Noreen	Bernadette	Linda (12.00pm-12.30pm)	12.25pm	Linda 11.30am-12.00pm
Year 1		11.40am	12.05pm				12.30pm	
Year 2	Bernadette	12.10pm	12.30pm	Delores	Noreen	Jayne (12.30pm-1.00pm)	1.00pm	Jayne 12.00pm-12.30pm
Year 3		12.10pm	12.30pm				1.00pm	

Year 4		12.35pm	1.00pm				1.20pm	
	Noreen			Bernadette	Delores	Steve (1.00pm- 1.20pm)		
Year 5		12.35pm	1.00pm				1.20pm	
Year 6	Delores	1.00pm	1.20pm		Steve	Carol A (1.20pm- 1.45pm)	1.45pm	Carol A 12.50pm- 1.20pm

NB: Class teachers to collect children from the playground promptly at the arranged time to ensure smooth transitions and minimising risk of crossing.

Wet Lunchtime Arrangement

	CLASS	HALL	Into hall at...	Out of hall at ...	End of lunchtime
RECEPTION	Becky/Amanda/Sarah	Delores	11.30	12.05	12.25
YEAR 1	Supply Teacher / Linda		11.40	12.05	12.30
YEAR 2	Grace / Jayne		12.10	12.30	1.00
YEAR 3	Noreen		12.10	12.30	1.00
YEAR 4	Steve		12.35	1.00	1.20
YEAR 5	Bernadette		12.35	1.00	1.20
YEAR 6	David / Carol A		1.00	1.20	1.45

All children (including packed lunches) to transition into Hall, no children eating in the classroom.

SLT will provide floating cover during wet play to support with behaviour.

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.

First Aid – see section 'Use of PPE'

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.

After School Club

From Spring 2021, Kits Academy will be delivering free after school provision to children at Brookvale Primary between 3.30-4.30pm in the school hall. In order to conform to Government guidance regarding COVID-19, school will be able to accommodate a maximum of 20 pupils at any one time from a single year group bubble.

Kits Academy have produced a risk assessment for activities, including specific sections relating to COVID-19, and all sports coaches ensure in-school protocols are followed.

On entry and exit to after school provision, children should use hand sanitising gel. Windows and doors will remain open to ensure a good supply of air.

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 + high contact areas such as handrails and communal door handles. PPA room 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.

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.
- Park View 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)
- 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 Pediatrics 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 Baizon), immediately. A log of the parent/carer's reason should also be recorded on the child's MyConcern record.

Fire Evacuation, Invacuation and Lockdown (Full procedures remain in place – Group A children to line up on Year 1 marker; Group B to line up on Year 6 marker)

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' was carried out for all children and staff. For any '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 were required to read the 'Invacuation, Lockdown and Evacuation Policy' as part of the staff CPD day on 2nd September 2020.

Isolation Procedures (Protocols are unchanged and remain in place for Critical Worker children)

In the event of a child developing symptoms associated with COVID-19, the child should collect their things and be accompanied by Class Teacher/TA or one office staff member to Park View room (opposite the Head Teacher's office) 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 Park View, at a minimum of 2m from the isolation room.

The member of staff who accompanied the child should contact the school office 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, the child must be escorted to the parent by the member of staff who has been supervising – social distancing should be maintained and the staff member must adopt hygiene protocols after handing over the child.

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 -10.30am and then 2.30pm - 6.00pm. (4.30pm – during lockdown)