

Safeguarding

Please be aware that most of our children will have been at home since March 20th and may have witnessed, or even worse, been a victim to abuse. The focus on return has to be well being and mental health. Time needs to be dedicated for talking and sharing what they have been doing and giving children the option to talk one to one with an adult.

Fire Evacuation

Fire evacuation will follow usual procedures. Please familiarise yourself with your exit point. During the week of the 5th, carry out a walk and talk through a fire evacuation with your class emphasising your route out of the building. When you arrive at the assembly points each bubble will have their own line and children line up and 2m away from the next line. (It may not be possible to stand 1m+ in a line without getting very close to the building)

Uniform

The children will be expected to wear uniform, but please be mindful that standards may not be as high as normal due to financial constraints. Please make myself or Nat aware of any uniform that does not comply with our policy and we will discuss this individually with the parent in a sensitive manner.

Expectations remain the same in terms of head wear, jewellery and any other accessories worn for fashion purposes. Please can all staff be vigilant and have high expectations.

Behaviour

EMOTION HUB IN CLASSROOMS ONLY.

Please also see ATLP addendum to Behaviour policy

Staff to report any concerns of children or staff not adhering to SD to Nat or Suzie. My Concern now has a category related to COVID safety breaches.

All teachers to show the children the safety around school assembly (first shown in September) and the climbing frame safety presentation on the first day back.

Start of the day for staff

Our car park is small, if you arrive at the same time as other staff members, please wait for that staff member to get out of their car and enter the school before you leave your car.

When you enter the school, please use hand sanitiser located in the reception area before entering the code to come into school. Please use your lanyard to sign in on Inventory to avoid touching the screen.

Class Bubbles and seating plans

Each class will be a bubble, with the school having 7 bubbles in total.

Each classroom from Yr2 upwards will be set up with seating arranged in rows and all desks facing forwards. 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. If this is safe to do so. Some classrooms just are not big enough to have all this equipment at the table causing a trip hazard (Yr3 down)

Ladybirds classroom will be as normal as possible to a September start but removing any soft furnishing. Each child will have their temperature taken as they enter the classroom at the start of the day.

Year 1 classroom has round tables with 5 to a table. Increased boxes of tissues and hand sanitiser in Year 1 classroom. The carpet area will be in use with children facing forwards.

Hand cleaning must be built into the day regularly. All classrooms have hand sanitiser. When children return from the toilet, children to have an additional squirt of hand sanitiser just to be very sure their hands are clean. When they go out and come back from playtime and lunchtime.

Each classroom has tissues – make sure these are used and put in the bin and then hands sanitised. If a child has a runny nose, please ask parents to provide tissues.

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

Staffing:

Ladybirds– Zoe Franks, Becky Hobbs and Sophie Sutton

Yr1 – Annette McNerlin & Ginny Allen (9.30-12.30) + SCITT student

Yr2 – Megan Ryan & Sarah Archer

Yr3 – Megan Sheward & Evie Conway (25hrs)

Yr4 – Chloe Cumiskey & Brandon Moss (8.30-12.30)

Yr5 – Emma Noakes (3 days) /Jas Kang (2 days) + SCITT student + Matt Neiland (2.5days or alternate weeks)

Yr6 – Laura Marsh & Dan Jolly (Tues and Fri) & Lisa Ford + School Direct Student

Intervention and Inclusion support

Inclusion support (staff supporting children with an EHCP) – They have a place in the classroom to be able to support the child which minimises traffic walking past them. The child sitting next to the child with an EHCP, must be carefully considered. Intervention must take place in the classroom.

Small group work (phonics groups) can take place in the 5 small intervention rooms (SEND room, Reading room, PPA room library and Pauline’s old office). Keep doors and windows open. Cleaning materials are kept in these rooms to use. Tables and chairs must be cleaned when the children have finished using the room.

PPA

To minimise Lisa, Sarah and Ginny crossing bubbles, these staff members will now be kept in one bubble. Chris Massam will continue to deliver PE across the school. He and Dan will ensure they maintain 2m distance from the children. Each class has 2 adults and teachers will timetable their PPA time with their additional adult.

Communication

Two way radios to be used throughout the day. These have proven very successful when staff who are working alone have needed support or if Ladybirds have needed first aid.

Start and end of the day

We have three entrances to the school: the playground, the library and the main office.

Start Time	End time	Playground gate	Main office	Library steps
8.30am	3.00pm	Yr1	Yr6	Yr5
8.35am	3.05pm	Yr2		
8.40am	3.10pm		Yr3	Yr4
8.40am	3.10pm	Ladybirds		

Yr2 to enter and exit the school using the door outside Yr1

These times and entrance/exit points will mean that no bubble will need to cross paths during these two times of the day.

Car park gate must be shut at **8.20am**. Any staff arriving after this time, will need to park on the road.

We have increased the staggered start and end times to 10 minutes for the main office and the library gate. It remains at 5 minutes for Yr1 and Yr2 and Ladybirds.

We have asked parents who drop off at the main office to wait in the car park. DO NOT use the car park space next to the wall in front of the disabled space. Please can staff at this entrance insist that parents come off the Glascote Rd pavement and wait on the carpark.

We have asked the parents who drop off at the library to wait in the car park area at the bottom of the library steps. DO NOT use the car park space at the bottom of the library steps. Please can staff at this entrance insist that parents come off the Basin lane pavement and wait on the carpark.

Parents must wear face covering when dropping and collecting their children. Staff must wear face covering when escorting the children out and collecting the children. Staff supervising gates/entrances will also wear a face covering.

Essential that children are let out at the end of the day **on time**

At the end of the day Ladybirds, Yr1 and Yr2 parents to come onto the playground and wait in the bottom area. Yr4 and Yr5 parents to wait in the area at the bottom of the library steps and Yr3 and Yr6 parents to wait in the area outside the main office.

Curriculum

All year groups will be taught the objectives for the year group they are in with teachers using pre learning tasks, small steps and AFL to ensure children catch up as quickly as possible. 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 to baseline children using formative assessment tools and plan the small steps needed to close gaps accordingly.

We need to continue teaching a broad and balanced curriculum but with early phonics being a priority in Yr1 and Yr2 as well as reading and maths across the school. A greater emphasis on these key areas being planned within other subjects is the required, rather than narrowing the curriculum offer. How can you intertwine these key areas in foundation subjects? We have built into the autumn timetable 3 catch up maths sessions after lunch (Mon-Wed) for Yrs1, 2 and 3. We have also built into the autumn timetable 3 additional reading sessions after lunch (Wed-Fri) for Yrs4, 5 and 6 to improve fluency and foster a love of reading.

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 are expected to be able to immediately offer them access to remote education. We must monitor engagement with this activity. Oak National Academy and BBC Bitesize will still be available next year. Children could also be able to access lessons delivered in school remotely from their home.

If a child or staff member is tested positive and this bubble has to isolate, then the staff member will deliver home learning if they are well enough. If not, then Suz and Nat will arrange home learning for this bubble.

Ukulele Peripatetic music lessons can resume in Yr5. Small group music tuition lessons will take place. Individual risk assessment from Entrust music services can be found on the school website. Curriculum music lessons also can not involve singing or playing wind instruments or raising voices in any form as this increases the risk. Singing could be considered outside and with children standing at a 2m distance.

Resources

For individual and frequently used resources (white boards, pens, pencils etc) children should have their own. Please do not share classroom resources with another class. Where possible, give each child a set of classroom resources (e.g maths concrete resources). Ensure children use hand sanitiser both before and after using resources.

No soft furnishings or soft play equipment.

Sports equipment, science, art, D&T and any other resources stored in central locations and shared across the school must be cleaned before being returned so they can be used by another bubble, or rotated and left for 48hrs (72hrs for plastics) before used by another bubble. If you use a resource and it is not easy to clean, celotape a post it to the resource stating the date it was used so staff know not to use it for either 48 or 72hrs depending on the material.

Ipads and Laptops

These will be on a rota so you will have access to either ipads or laptops

Children can bring equipment into school using their school bags. No toys from home allowed in. Just essentials: lunch, school planners and reading books.

No sweets (for birthdays).

Library

The library can be used, but 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 needed with staff supervising.

Returned books go into the large box by the step. Janice then returns these books once a week. (Friday afternoon)

Swimming

Swimming will start for Year 4 children when the swimming pool re-opens. Risk assessments have been carried out by Kick Start Academy (providers of swimming instructors), Landau Forte Academy QEMs (providers of swimming

pool and mini bus transport) and Jo Berry (ATLP Ops and Estates manager). These have been shared with Chris Massam and Daniel Jolly and where relevant, with the Yr4 children.

Outdoor play equipment

The climbing frame is back in use and will be used by two bubbles each week. We will create a rota for playtime and lunchtime. Children must wash hands before and after playing on the climbing frame. Staff supervising must remind children not to touch their faces.

Ladybirds children to access the LB playground throughout the day.

All classes have their own playground and PE equipment box. This equipment will not be shared with any other bubble. This removes the need for cleaning before the next bubble uses it.

Dragonflies (Before and after school club) max 24 pupils at any one time. 16 before school, 16 after school Monday and Friday and 24 after school Tues-Thurs.

This vital provision will be open from September. Parents need to book their children in, in advance. The hall will be set up using 7 tables spread as far apart as possible. Each table will be a bubble with their own resources and equipment. Food will be brought to their table. All tables to be cleaned when provision has finished.

At the start of the day, children will receive a squirt of hand sanitiser when they arrive through the library entrance and when they leave the hall to go to their classroom.

At the end of the day, the children will enter the hall using the one way system and use hand sanitiser. When they leave at the end of the day, they will also use hand sanitiser. Children will exit through the usual library entrance.

Dragonflies staff must maintain social distance with all children. Staff must wear a face covering when collecting the children from the library entrance and when seeing them out at the end of the day.

Dragonflies leader to carry out daily checks to ensure all safety procedures are in place and being followed.

Playtimes

10.15-10.30am – Years 4, 5 and 6

10.35-10.50am – Years 1, 2 and 3

Large playground to be halved to create 2 zones and the other zone is the garden. The class in the garden can use the climbing frame. Children must use hand sanitiser both before and after using the climbing frame. Staff member to supervise children doing this. Under wet conditions, the children must keep off the grass area in the garden, stick to the pathways, artificial grass area, climbing frame and tyres. The area outside Yr1 will be introduced to the garden area to provide another play area.

Year 1 to exit and enter using their classroom door and walk around to the playground or garden. Year 2 to exit and enter using the door outside Yr1 classroom and Yr3 to exit and enter using the main entrance to the playground.

Year 4, 5 and 6 will all need to enter and exit the playground using the same door. Staff to communicate using two-way radios when their children are onto the playground starting with Yr4, then Yr5 and then Yr6. Staff to take the children out to the playground.

Children will have these Zones for the duration of 1 week and at lunchtime too. 3 week rotation.

Break Time ☺	Zone 1 Top half of play ground by benches	Zone 2 Bottom half of KS2 play by gate	Zone 3 Garden inc climbing frame
Year 4, 5 and 6 10.15 – 10.30 am			
Week 1	Year 4	Year 5	Year 6
Week 2	Year 6	Year 4	Year 5
Week 3	Year 5	Year 6	Year 4
Year 1, 2 and 3 10.35 – 10.50 am			
Week 1	Year 1	Year 2	Year 3
Week 2	Year 3	Year 1	Year 2
Week 3	Year 2	Year 3	Year 1

Year 1, 2 and 3

Year 1 to leave through their classroom door. Year 2 leave through KS1 door. Year 3 to leave through KS2 red doors.

Year 4, 5 and 6

All leave through KS2 door but ensure there is a gap between bubbles leaving the class.

Moving

To support bubbles not mixing, if your year group are in the garden for that week, then your group will be the first out so that they will not walk in between 2 bubbles to get to the garden, followed by Zone 2 and then Zone 1.

Lining up

When the bell/whilst blows, children stand still as normal then wait for the instruction to line up. Garden (Zone 3) will line up along the railings. Zone 2 line up along the horizontal yellow line in their zone, and Zone 1 on the horizontal yellow line in their zone. Please see images to support.



Staff Playground Duty Rota

Due to having 3 separate zones, we will have to go back to having 2 adults on duty each play time. This means on alternate weeks you will have 2 duties. I have tried to make it fair so that we all do 3 duties in the space of 2 weeks with the expectation on Ginny and Chris who we can lean on for cover in case someone is sick, out for the day or in a meeting etc.

Week 1	Years 4, 5 and 6 10.15 – 10.30 am	Years 1, 2, and 3 10.35 – 10.55 am
Monday	Chloe and Brandon	Evie and Megan S
Tuesday	Jas and Dan	Megan R and Evie
Wednesday	Emma and Chris	Annette and Megan R
Thursday	Dan and Chloe	Ginny and Megan S
Friday	Laura and Brandon	Sarah and Lisa

Week 2	Years 4, 5 and 6 10.15 – 10.30 am	Years 1, 2, and 3 10.35 – 10.55 am
Monday	Chloe and Brandon	Evie and Megan S
Tuesday	Jas and Laura	Megan R and Annette
Wednesday	Emma and Chris	Annette and Lisa
Thursday	Dan and Jas	Ginny and Sarah
Friday	Laura and Emma	Sarah and Lisa

School Kitchen

Hot lunches will continue to be provided. Children eating in the hall will collect their lunch from the hatch. Ladybirds will be first in and collect their lunch and sit at the far end of the hall. Yr1 will then come in and sit at the end nearest the hatch. Hot dinners will be provided to all Yr2 children and those FSM and paying in KS2. If the children eat in the classroom, dinners will be served in a polystyrene tray.

Lunchtimes

Lunchtime will run 12.30-1.30pm with Ladybirds coming in at 12.15pm

All but CC will have a person in their bubble to eat their lunch with. Please only use the staffroom to collect your lunch and prepare drinks. Please then find another area in school to eat with your bubble partner. All small rooms can accommodate 2 people eating. CC can join another bubble as long as there is at least 2m in between your seating.

Use hand sanitiser in the staffroom on entrance and exit. Tissues and wipes are on the table.

We will have 2 bubbles in the hall at any one time. Yr2, 3 and 5 will need to eat in their classroom. Two zones separated by a large space and divided using the 2 mat trolleys.

Year 4 children to take their belongings into the classroom as the corridor where their lockers are situated is frequently used. Yr3 children to keep their lunch boxes in their classroom.

Picnic lunches will be brought to them in their seats and to the classrooms. Children to line up using the 2m markers on the floor from the one exit only door. All entrance and exits signs are displayed on doors. Please keep this one way system.

Time	Lunch Hall 2 LTS	Lunch in their own Classroom 2 LTS	Outside LB playground 1LTS	Outside Same zone as playtime 2LTS + Dan Jolly	Staff lunch break numbers
12.15 – 1.00pm	LB (12.15pm) Yr1 (12.30pm)	Yr3 Yr2		Yr4, 5 & 6	12.15-12.50 ZF, SS, BH, AM, MR, NF (SCITT)
1.00pm – 1.30pm	Yr6 Yr4	Yr5 (1 LTS)	LB	Yr1, 2 & Yr3	12.50 – 1.20 MS, EC, CC, KB (School Direct), EN, LM, MN, IC (SCITT)

If it is a nice day, then children can use the field. Max number of 3 zones needed. Fiona to decide on this each day and share with team.



Lunchtime staff in the hall need to wear gloves. Children may need some assistance with cutting their food, but please teach the children to do this themselves.

LTS to use two-way radios to communicate to ensure classes do not cross paths. There will be a rota for which class is in which zone for the week.

Lunchtime staff to clear picnic bags, trays and rubbish away.

Children to use hand sanitiser when they enter the hall or before they start eating in the classrooms.

Wet lunchtime plan

No additional plans needed for wet lunch.

Toilets

Yr1, 2 and 3 children to use the KS1 toilets at all times. We will allocate one cubicle and sink to each bubble. These will be clearly labelled with the number 1, 2 or 3. They must use these toilets at all times during the day.

Yr4, 5 and 6 children to use the KS2 toilets. We will allocate one cubicle and sink to each bubble. These will be clearly labelled with the number 4, 5 or 6. They must use these toilets at all times during the day. There are only 2 boys cubicles in the KS2 toilets so 2 bubbles will need to share this toilet.

Children to stick to using these toilets throughout the whole day (including play and lunchtimes)

We have removed the requirement for only 1 child in the toilet at any one time because children were having accidents waiting in the queue. Children have a lanyard to go to the toilet. These are located in each classroom. This mitigates children waiting outside the toilets.

Ladybirds use the toilets in the Ladybird's classroom.

Staff toilets

Wipes are available in each cubicle and disabled toilet to use after use. **All staff must wipe down their toilet handle and seat after use. Throw the wipe in the bin (not the sanitary bin).**

Minimising spread of infection and germs.

Lidded bins only. Tissues to be thrown away immediately into these bins. Cleaning surface wipes are available in each classroom if staff feel happy to use these on high touch surfaces. (Bin lids, door handles and taps) This is not a requirement or expectation.

Doors to be kept open. Try to keep windows open for ventilation.

Black and yellow tape is marked out a 2m distance for each classroom to act as a visual reminder for the children.

Staff to keep reminding and showing them this please.

2m markers are in corridors to act as a visual reminder of what 2m looks like.

We have large signs around school reminding children to keep their distance, to wash their hands and to use tissues.

Two boxes of tissues are in each classroom and surface wipes for high touch areas.

Hand gel to be administered at the start of the day (Suz, Nat and the office will do this when they enter the school), break times before and after, lunchtimes before and after, any time the children have been outside and finally as they leave at the end of the day.

ALWAYS AFTER THEY HAVE COUGHED OR SNEEZED INTO THEM.

Whole school assemblies

These will not be possible. Can you build these into your day using Newsround or Espresso assemblies please?

Formal daily assemblies will not take place during autumn term and will be replaced with recovery curriculum intervention and daily whole class discussions focusing on well-being. Thursday achievement assembly – Suz and Nat will come a deliver certificates, badges and awards to classroom doors and congratulate the children. Staff to hand out.

The school office

Leeann Fitzpatrick and Louise Woodhall to maintain their 2m distance as already set up. Any face to face enquires to be conducted with the glass partition closed. A sign to be put up explaining this. Only 1 person in the entrance area at any one time. Tape indicates this distance for parents.

Only 3 people in the office at any one time. Door to be kept open unless a confidential matter is being discussed (in person or by phone).

Building Site Supervisor

Russ will be on site 7- 8.15am, 9-12pm and then 4.45-6pm.

Cleaning

Extra cleaning will be carried out during lunchtime and after lunch in the toilets and around the school high touch areas. Cleanspace to provide cleaner.

PPE equipment

School has a Covid 19 emergency pack which contains gloves, masks, aprons and face shields for first aid staff to use if a child develops symptoms and needs direct personal care. This child will wait in a separate isolation room – medical room/SEND room with a member of the office staff supervising. A pack is in both the main office and the medical room. Plastic chairs are available to sit on in the medical room. We also have PVC beanbags if a child needs to be more relaxed.

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.

First aid

Becky Hobbs, Sophie Sutton, Leeann Fitzpatrick and Louise Woodhall are our named first aiders. (They have completed individual risk assessments) All first aid incidents to be sent to the main office (inc. LB children) Staff should make every attempt to keep 2m apart from any injured child. Keep explaining the reason why to the child so they try to understand. If they need you to administer medical attention, please use gloves and protective mask. If a child can use a wipe to clean up a wound, then please ask them to do this.

NQT time

This has been built into the timetable with Sarah Archer covering for Megan R

Sharing this with parents

Jas has prepared a short video clip on how we will be working to share with the parents of the children returning in September. This was shared with the children and parents on DoJo.

FOR OFFICE STAFF ONLY

RECEPTION

Only essential visitors (eg emergency workmen) will be allowed into the school building and any essential visitor must be notified to reception staff in advance so can ensure they can be accommodated and their details added to the Inventory System in advance. Office staff to sign visitors in.

Inventory system can be used by staff only because they can use their barcodes on their lanyards – use hand gel either before or afterwards.

No lanyards to be given out

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

Covid-19 – Attendance Procedures – September 2020

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

We now know much more about coronavirus (COVID-19) and so 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. You should note however that:

- 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.