



Slade Primary School

School Management Plan

Revised April 2021

Start and end of the day

In order to ensure the safety of all staff, children and parents, parents will not be able to come onto the site unless directed to do so at drop off and pick up times. Parents will then follow a one way in and out system. Parents who will need to come onto site will be notified and a one way system will be in operation.

If parents wish to see a member of staff, all parent meetings should try to be resolved via telephone/teams in the first instance. If there is a need to meet, parents should call to pre arrange a meeting time with the teacher.

Children will arrive at the start and end times as detailed in the table below.

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 operate form 8am-8.45am and 3.20-6pm.

Parents will have to book their session in advance and will be able to book the sessions that they require. Parents will not be able to book on the day or adhoc sessions if they do not usually use Kids Club.

Kids club will continue to use the kids club and home hub rooms as well as KS2 playground. Kids Club will be organised into two bubbles – EYFS/KS1 bubble and a KS2 bubble. EYFS/KS1 will use kids club and KS2 will use home hub. They will have a separate set of outdoor equipment to use.

Start and end of day arrangements

Arrangements for dropping off and collecting children whilst also maintaining social distancing are as follows:

Phase	Year Group	Entrance/exit	Arrival	Dismissal
EYFS	Nursery	Morning – Enter and exit through pedestrian gate next to main entrance (Broomfield Road). Afternoon – Enter through pedestrian gate next to main entrance (Broomfield Road). At home time – leave from Nursery door on Nursery playground (parents can access this via the EYFS/KS1 gate and driveway) - Parents will enter down the drive way and round to the nursery class door in the playground, to collect. They must follow the one way in and out signs.	8.30am morning session 12.15 pm Afternoon session	11.30 am 3.15 pm
	RF	EYFS/KS1 - Gate Broomfield Road – Parents will enter down the drive way and round to the reception class door in the playground, to drop off and collect. They must follow the one way in and out signs. There will be no access to KS1 or KS2	8.45 am	3.15 pm
	RG	EYFS/KS1 - Gate Broomfield Road – Parents will enter down the drive way and round to the reception class door in the playground, to drop off and collect. They must follow the one way in and out system. There will be no access to KS1 or KS2	8.45am	3.15 pm
Key Stage 1	1P	Pedestrian gate (at the side of the main entrance) then through the door at the top of the ramp and into year 1.	8.45 am	3.15 pm
	1K	Pedestrian gate (at the side of the main entrance) then through the door at the top of the ramp and into year 1.	8.45 am	3.15 pm
	2S	EYFS/KS1 gate on Broomfield Road, children will be dropped off at the reception classroom doors and collected from the doors. A one way system will be in operation with a queuing system on the playground. Children will enter and exit through the Year 1 & 2 entrance. There will be no access to KS2	8.45 am	3.15 pm

	2H	EYFS/KS1 gate on Broomfield Road, children will be dropped off and collected at the 2H classroom doors. A one way system will be in operation with a queuing system on the playground. Children will enter and exit through the 2H classroom door on the playground. There will be no access to KS2	8.45 am	3.15pm
Key Stage 2	3P	KS2 gate on Slade Road and door at side of 3P (there will be a one way system in place)	8.45 am	3.15pm
	3J	KS2 gate on Slade Road and door directly into classroom on playground (there will be a one way system in place) There will be no access to KS1	8.45am	3.15pm
	4B	Pedestrian gate 1 on Slade Road then through bad weather entrance	8.55 am	3.25 pm
	4K	Pedestrian gate 1 on Slade Road then through bad weather entrance	8.55 am	3.25 pm
	5S	Pedestrian gate 5 on Broomfield Road then directly up the steps in through the Year 5 door	8.45 am	3.15 pm
	5G	Pedestrian gate 5 on Broomfield Road then directly up the steps in through the Year 5 door	8.45am	3.15pm
	6S	Pedestrian gate 2 by Inclusion hub – Broomfield Road	8.55 am	3.25 pm
	6B	Pedestrian gate 2 by Inclusion hub – Broomfield Road	8.55 am	3.25pm

All entry and exit points that are accessible via driveways are organised on a one way system.

All gates will be clearly labelled with the class name, start and end times.

PPE Equipment for staff

- All staff should wear a face mask or visor when welcoming and dismissing children on the gate (unless medically exempt and unable to do so)
- All staff should wear a mask or visor when in communal areas of the school e.g. corridors, shared areas, halls, staffroom, office (unless medically exempt and unable to do so)

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 (station 3).

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 a year group bubbles. This will mean that free flow and continuous provision can continue in these year groups. Where there are first aiders in the year group bubbles they can work across both classes. Year 2-6 will be organised in individual class bubbles.

PPA/Leadership time

PPA/Leadership time is covered by Slade members of staff (Mrs Afshan, Mrs Mehmi, Mrs Thornley and Mrs Gray). Aston Villa also 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). Where staff members are shielding (and working remotely) they will cover classes remotely, with Teaching Assistants facilitating this learning in class.

Bikes and scooters

We ask that children do not leave bikes or scooters at school. 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
- Coat, hat and gloves
- School jumper to wear as we ensure windows are open for ventilation
- PE kits – these need to be taken home and washed after each PE lesson

Children SHOULD NOT bring

- Pencil cases
- Toys
- Books (that are not school books)

Equipment within the classroom and at home

- Classroom based resources, such as books and games can be shared within the bubble
- Children and staff should where possible have their own pens and pencils to use. Children are 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
- 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, 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 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 **Reception and Year 1**, 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 Nursery, 2, 3, 4, 5 and 6 children will have a hot lunch available to them and will access the dinner hall on a rota basis. Children who have a packed lunch will eat these in classrooms.

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
- Teaching space sectioned on the carpet at the front of the class – teachers remain in this box whilst teaching on the carpet. Children sit at a distance of 1m+ away from this box

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
- Resource trays set
- Trays set up around classroom for snack pots, water and lunches
- Teaching space sectioned on the carpet at the front of the class – teachers remain in this box whilst teaching on the carpet. Children sit at a distance of 1m+ away from this box

Year 2

We recognise that the children in Year 2 will need to work in small groups and therefore their tables may at times be grouped instead of facing forwards in rows. If the tables are grouped the number of children at the table will be restricted to four.

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

Year 6 will remain in their class bubbles, with rows facing the front of the classroom. The lessons that they go out of class for will still be socially distanced in their class groups. Where booster groups involve children from both classes, the bubbles will be social distanced by 1m+.

Children should be reminded that whilst they are in a 'bubble' they should also attempt to remain 1m+ from their friends during break/lunchtime and lesson time where possible.

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.

The curriculum will remain broad and ambitious – all subjects will be taught.

Where remote education is necessary, this will align with in-school provision as closely as possible

As part of the children's return to school, the curriculum will also focus on mental health and well being.

Following detailed and robust assessment, our curriculum will be planned to ensure all children reach the expected standard as quickly as possible. For the vast majority of children during Spring they will continue accessing their current year groups curriculum. Where children need additional intervention to support the narrowing of gaps, the catch up fund is being used to employ a catch up tutor.

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 have been 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/teams lessons/videos and online support material uploaded to the 'Home Learning' page on our school website.

Years 3-6 will be able to access remote learning via 'Showbie' on their school iPads.

An allocation of 72 laptops has been made by the DfE and these will be allocated to children to use as identified by SLT in the event of remote learning.

Adults in the classroom

There will be no volunteers working in school during the term. Adults working within bubbles will be kept as consistent as possible to ensure risk is reduced. Some adults may need to work across more than one class to ensure the efficient running of the school.

SCITT and ITT students will continue to be placed in school but will be based in one bubble and will be familiar with all risk assessments and procedures.

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 time. Serious behaviour issues will be dealt with in line with school policy, however there is no facilitated consequence time to send children to. Behaviour is to be managed by teaching staff in each bubble, with leadership supporting where necessary, should the behaviour escalate. If a red card letter is required, this should be requested via email (emailing V. Mehta).

2m rules

There are visual reminders around school that support the children in remembering to maintain a social distance of at least 2m.

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.

All staff should wear a mask or visor when moving around school (unless medically exempt and unable to do so).

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 PHE guidance on hand washing can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf

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 (this pass needs to be handed to the teacher, it should not go to the bathroom with the child). Once the child returns, the pass is placed back so it can be used again.
- 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 to be used
Nursery	Nursery
RG	Rec
RF	Rec
1K	Y1
1P	Y2 (1P stall)
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:

Where there are children in nappies who need changing or they have medical changing needs, PPE will be provided for staff changing nappies and dealing with medical needs.

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			
Class	Location	Time	Staff
1P	KS1 Zone 1	10.15-10.25	SP/DG
1K	KS1 Zone 1	10.15-10.25	BK/AV
2H	KS1 Zone 2	10.25-10.35	JG/LH
2S	KS1 Zone 1	10.25-10.35	SS/KB
3P	KS2 Zone 1	10.25-10.35	DP/LB
3J	KS2 Zone 2	10.25-10.35	SJ/LB
4K	KS2 Zone 3	10.35-10.45	SE/SA PM/SA
4B	KS2 Zone 4	10.35-10.45	ZB/SA
5S	KS2 Zone 3	10.25-10.35	BS/AS
5G	KS2 Zone 4	10.25-10.35	JG/AS
6S	KS2 Zone 1	10.35-10.45	SS/MM
6B	KS2 Zone 2	10.35-10.45	KB/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/boxes in classrooms for Reception and Year 1. Hot meals for Nursery, Years 2, 3, 4, 5 and 6 in the dinner hall with packed lunches being eaten in classrooms.

The dinner hall tables will be split for classes and labelled with the class using the table. There will be waste areas on both sides of the hall.

Class	Dining time / location / supervision	Play time / Location / supervision
Nursery	11.30 – 11.50 pm Dinner Hall Becky	11.50-12.15 Nursery outdoor area Becky
RF	11.35 – 12.00 (teaching staff) 12.00-12.15 (Jess) Dinner hall Jess Becky (12.15 – 1.00)	12.00-1.00 EYFS Playground zone Jess Becky (12.15 – 1.00)
RG	11.35 – 12.00 (teaching staff) 12.00-12.15 (Debbie N) Dinner hall Debbie N	12.00-1.00 EYFS Playground zone Debbie N
1P	11.55 –12.25pm Dinner hall TA – 30minutes each until new LTS starts	12.25-1.00 KS1 Playground zone 1 (Year group bubble) TA – 30minutes each until new LTS starts
1K	11.55-12.25pm Dinner hall Beatriz	12.25-1.00pm KS1 playground zone 1 (Year group bubble) Beatriz
2S	12.00–12.25 pm Dinner Hall Marie	12.00-12.10 KS1 Playground zone 1 and 12.35-12.45pm KS1 playground zone 2 Marie
2H	12.05–12.30pm Dinner Hall Asimah	12.00-12.15pm and 12.45-1.00 KS1 playground zone 2 Asimah
3P	12.10-12.35pm Dinner hall -hot meal Classroom – packed lunches Mehnaz	12.30-1.00pm KS2 playground zone 1 Mehnaz
3J	12.15-12.40pm Dinner hall – hot meal Classroom – packed lunches Sheila	12.30-1.00pm KS2 playground zone 2 Sheila
4B	12.20-12.35pm Dinner hall – hot meal Classroom – packed lunches Sameena	12.30-1.00pm KS2 playground zone 3 Sameena
4K	12.25-12.40pm Dinner hall – hot meal Classroom – packed lunches Zubaidah	12.30-1.00pm KS2 playground zone 4 Zubaidah
5S	12.30-12.45pm Dinner hall – hot meal Classroom – packed lunches Emma	12.00-12.30 KS2 playground zone 1 Emma
5G	12.35-12.50pm Dinner hall – hot meal Classroom – packed lunches Danielle F	12.00-12.30 KS2 playground zone 2 Danielle F
6B	12.40-12.55pm Dinner hall – hot meal Classroom – packed lunches Michelle	12.00-12.30 KS2 playground zone 3 Michelle
6S	12.45-1.00pm Dinner hall – hot meal Classroom – packed lunches Chavvis	12.00-12.30 KS2 playground zone 4 Chavvis
Dinner Hall	Rubina to be in the dinner hall 12-1	

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

Playground benches will have spacing markers on the seats to enable children to sit socially distanced. The benches will be wiped by Tony/Elliott at playtimes and lunchtimes.

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 by an adult 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.

September 2020 - 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.

October 2020 – Fire drills will be carried out each half term.

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. To support him with this, can you ensure that your tables and surfaces are left completely clear.

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](#)

In the Inclusion Hub, in the back room downstairs (playground side) is our designated isolation room. 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 back 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

Person showing symptoms to be sent home and to book a COVID test. If their result is negative, they will be free to return when they are well. If positive, they must notify the headteacher who will seek further guidance from the DfE line.

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 (where desk sharing is required, the desk, chair and equipment should be cleaned before a change over of person occurs)
- 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 the 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

Staffroom

- Windows will be opened for ventilation
- No more than two members of staff should use the kitchen areas set up at any one time (there will be two microwaves, two fridges and two sources of hot water for drinks available within the staffroom. These will be on opposite sides of the room)
- Staff should keep a distance of 2m from each other
- Staff should wear a mask or visor when moving around the staffroom
- Cleaning resources are available for use
- One person to be seated at each table

Training room

The training room will double up as an additional staffroom and all measures in place for the staffroom apply to the training room.

The training room will continued to be used for socially distanced meetings with external agencies, parents or staff if necessary. Every attempt should be made for meetings to take place on the telephone or via Teams in the first instance.

The room will be available for PPA but no more than 2 year groups should be in the room at one time and adults should be socially distanced. PPA will also be able to take place in the old AHT office in KS2. Only one year group at a time will be able to use this space and staff should be socially distanced.

CPD

Where possible, CPD will be carried out via Teams. Where this is not possible, staff will be split into smaller, socially distanced groups.

Lateral Flow Device Testing (LFD) for Staff

We will be commencing LFD testing for all staff and adults working regularly in school from the 22nd February 2021. Whilst LFD testing is voluntary, we recognise the importance of testing in helping to break the chain of transmission of COVID-19. As many as one in three people with COVID-19 show no signs of having it, that means they are 'asymptomatic'. Testing helps us to identify and isolate more asymptomatic people who test positive and are therefore, more likely to spread the virus, at the same time as minimising disruption for those who test negative.

Self-testing for COVID-19 is simple, quick and will be carried out at home (for staff who choose to participate) without the need to attend a test centre or post samples to a lab for analysis.

All staff that are timetabled to work in school or adults who work in school on a regular basis, will be issued with an LFD test kit. Each kit contains 7 tests and will supply the adult with 3 ½ weeks worth of tests.

At Slade, we require staff to carry out tests on a Wednesday and Sunday evening. They must then report their result (negative or positive) to Mrs Thornton who will be maintaining the test register and results log. They must also register their test result via the following government website: <https://www.gov.uk/report-covid19-result>

Staff collect their tests from a designated room within the school (old AHT office) and all social distancing measures in line with government guidelines are in place. Staff give their consent to participate in LFD testing by collecting and signing for their test kit.

If a member of staff tests positive, they will isolate immediately in line with government guidelines and request a PCR test. If The PCR returns a negative result, they are able to cease self isolating. If positive they must continue to isolate in line with government guidelines.

Where a member of staff needs to isolate or goes on to test positive with a PCR test, it may lead to a bubble having to isolate or learn remotely from home based on staffing.

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

Appendix 2 Office daily clean

Office Daily Cleaning

All high touch areas in office and foyer to be disinfected during morning, lunch and afternoon. This includes door handles, light switches, entry/exit buttons, phones, photocopier, walkie-talkie, medicine fridge door.

Date	Morning	Lunch	Afternoon