**School Main Entrance**

* Closed to parents
* Restricted access
* This will be a socially distanced area.

**Office**

* Office/HT bubble allowed in office only.
* Other staff must use handsets to communicate with the office

**Hall**

* PE will be outside whenever possible if weather is poor the hall can be used but only according to the timetable.
* Equipment/ surfaces used must be cleaned before and after use by lead adult
* Each class bubble will have their own box of PE equipment that links to their PE planning focus for that term.

### **Use of communal staff areas:**

### Use of staff room should be minimised (no more than 2 people).

### Staff room Rota system in place

### Staff must maintain 2-metre social distancing whilst using staff facilities.

### Staff breaks are staggered wherever possible

### Floor markings and signage to remind staff.

### Sanitizer to be used before using kettle, fridge etc.

### Only one member of staff at the photocopier at a time. To be wiped down

### before and after use.

* Only office staff allowed in the office. Communication by handset or email.
* Signage, posters and training: posters encouraging social distancing and the importance of maintaining hygiene levels must be displayed around the school.

**Library**

* This will be a designated Isolation area for any person showing symptoms and waiting to be collected.

**Moonstone Room (interventions and Y6 only)**

* The room will be used only for 1 child at a time, including children with their own individual risk assessment if it is deemed that some time alone from their bubble is needed.
* Intervention room will be used by one member of staff only the allocated children in the bubble, the door must be left open for ventilation

**Corridors/ minimal movements:**

* Bubbles to keep to their areas so minimal cross over
* Keep to the left. 2 metre rule.

**Toilets**

* Bubbles will use toilets as allocated.
* Throughout the building all toilets may only be occupied by 2 children at any one time. Other children should queue 2 metres apart in the corridor.
* Where a child needs the toilet during sessions, they should ask permission from the Bubble lead before going, they should then:
* Check that whether there are already 2 children in the toilet
* If so they should queue in the corridor at 2 metre intervals
* If not they should use the toilet quickly, ensuring that they wash their hands thoroughly after use.
* They should then return to the Bubble Base as quickly and safely as possible
* Staff toilets are for STAFF ONLY. Remember to wait away from the door if it is engaged

**Ventilation**

All rooms should have all windows, internal and external doors open to increase ventilation as much as possible. The one exception to this is the fire door in the Hall which should not be left open as it allows open access to the school site. These should remain closed except in the event of emergency evacuation and for when school meal deliveries are being accepted.

**Communication**

All communication between home and school should be made by telephone, video call or email.

**Communication with parents:**

* Communication with parents will either be done through email or by telephone. No face to face conversations will be able to happen.
* The office remains closed to all but urgent matters.

**Communication between staff:**

* Staff must not enter the school office. All communication with office staff must be via telephone or email or the handsets.
* Each member of staff/ or year group will have a handset. Please keep the use to a minimum and ensure you have everything you need before starting a session. The handsets are not there for collecting photocopying or getting resources. The handset must only be used when absolutely necessary e.g.
* Behaviour support from HT
* Instructing office staff to contact a parent

**Learning Areas**

**Bubbles:**

* Each year group will be in their own class bubble apart from when accessing designated toilets and play areas
* From Year 2 upwards, the children will be sat two to a table, facing forwards.
* EYFS and Year 1 classrooms will be set up in readiness for the Foundation Stage Curriculum.
* Staff will use the staff room but on a rota basis. Please wash your hands before entering and wipe down any surfaces touch before leaving.

**Measures within the classroom**

* Ideally, adults should maintain 2 metre distance from each other, and from children. Teachers will set their classrooms us to facilitate this. PPA and management time can be covered by the HT/HLTA who may work in more than one bubble but will maintain distancing.
* Adults should avoid close face to face contact and minimise time spent within 1 metre of anyone.
* This will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.
* For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.
* All pupils from Year 2 and above should be seated side by side and facing forwards. Pupils will have a designated desk place. Those pupils that may require additional support will be seated nearer the front.

### Unnecessary furniture taken out of classrooms to make more space to have as much space between pupils as possible.

### Children (Year 2 and above) to have a set place in each class and will not be able to freely move around school.

### The number of resources in classes reduced/reorganised in order to make sure surfaces can be wiped clean. Wherever possible, resources which are not easily washable or wipe-able will be removed.

### For younger children, the resources made available for child-initiated learning should be carefully considered. For example, malleable resources, such as play dough, should not be shared.

### Children should be taught to wash their hands frequently, but particularly after using wheeled bikes, trikes and other large, movable toys. Children should be encouraged where possible not to touch their faces or to put objects in their mouths.

### **Interventions**

### Staff wash hands before and after working with each pupil /group of pupils

### A space is identified for the intervention to take place, where the member of support staff will maintain a distance from the pupils.

### The school will review groups so that each small group receiving support is drawn from one bubble only

### All equipment needed for the child is set up in the space before the start of the session / Pupils will bring all equipment they require with them to the intervention area. (Amethyst Class - pencil cases/ Emerald/ Topaz - pencil pots)

### Staff go to the child’s classroom, standing at the entrance to collect the pupil(s) (not entering the classroom) Staff to sign chn out of class and back in again using the laminated sheets outside/on the classroom door

### The child(ren) follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way

### The intervention is provided at a distance

### After the child(ren) has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil

### Where the staff member providing specialist support is in a high risk category; the school has installed a screen in the intervention space so the staff member can continue to be in school and provide specialist support.

**Playtimes:**

* Bubbles will have staggered playtimes
* New outdoor sinks and external hand sanitisers units will allow for handwashing/ hygiene before and after use of the equipment /playtime.
* high use areas to be sprayed/ wiped by adults on duty.
* All children will bring in a piece of fruit for break time snack in a named bag or box.
* Snack will be eaten in class and the time used for circle time/ PSHE discussions
* Each year group will have their own box of playtime equipment. They must take this in and store it back in the classroom when not in use.
* Class first aid boxes will be taken out at playtime for any injuries. Book in the pack signed. If parents need informing, then staff use the handset and the office will contact parents.

**Lunchtime**

• Initially all children will have pack ups.

• All children will eat in their classrooms

* All food and rubbish to be sent home in lunchbox
* First aid class boxes outside for First aid.
* Playground equipment for each wider bubble.

**Fire Evacuation Plan**

* Simply, Fire Evacuation takes precedence over COVID-19. For example, whilst children should endeavour to maintain 2 metre distancing, this may not be possible during fire evacuation and it is more important that the children are safely evacuated.

**The Fire Evacuation plan remains the same as before lockdown.**

**Resources:**

* Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.
* 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.
* Outdoor playground equipment should be more frequently cleaned.
* Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch box, hat, coat and book bags. NO back packs allowed

### Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Hands should be cleaned before and after use. These resources should be left for 72 hours or cleaned before being placed back to be used by another person.

**Travelling to school:**

* Communication will encourage parents, staff and pupils to walk or cycle to school if at all possible. Private cars use will also be an option.
* Where school transport is used the risk of infection should be minimised by:
* how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school
* use of hand sanitiser upon boarding and/or disembarking
* organised queuing and boarding where possible
* distancing within vehicles wherever possible
* Staff and pupils travelling by other means**:** you must ensure that travel is done safely; If individuals are limited to using public transport and social distancing is not possible, precautions must be taken in line with guidance (i.e. to wear face coverings).

**Breakfast and After school club will operate on request.**

**Initial considerations include:**

* Access via field Gate. Provision will be made in the mobile. (previously Emerald Class)
* Bubbles will be encouraged to eat snack at ‘bubble tables’ and play with peers in their bubbles only.
* Bookings would need to be monthly at least a week in advance. Daily bookings will not be available.
* Basic breakfast / snack items to be served.
* The hours of operation will be the same as usual. 7 30 to 8.45 am and 3 30pm to 6 pm
* Outdoor activities will be promoted.
* New online register, booking and billing system will be in place by September 2020 to minimise any need for face to face contact/ paperwork with staff and parents.

**Last updated 28/08/20**