

General Principles

- 1. For the first two weeks of June all non-keyworker Year 6 pupils come to school for two full days a week should their parents want them to attend.**
2. Creation of separate 'key worker school' for children who need full time provision, including separate Y6 'keyworker group'. NB these children have, by and large, been in school for up to 8 weeks already and fully understand new school systems.
3. Social distancing charter created for and with the children and adults in school – (Include instructions how to line up, use of toilet, moving around the classroom etc)
4. Charter re-visited and modelled throughout the day
5. We will reduce the number of children in classrooms to enable social distancing (no more than 15), school estimate 8-10 children in the first instance in each small group – 'bubble'. These children will allocated to a 'bubble' and not mix with other 'bubbles'.

Arriving at school

1. Markers outside the school for the children and parents to wait – more than 2 metres apart with only one adult to bring their child
2. Allocated gate/ door for children to enter school – clearly marked with staff member there at the start of the school day to ensure social distancing and one child entering school at a time.
3. Final instructions shared re social distancing between families in the morning and at pick-up to be sent to parents and children, via email by 29th May
4. Visitors limited to school during school hours. Visitors to come into school building only when strictly necessary and by appointment, only one at a time.
5. Signage for parents and children displayed outside the school
6. Senior Leadership Team to be on duty to supervise
7. Staggered drop off and pick up times for different 'bubbles', information on these will be clearly given to parents/carers by 29th May.

Classrooms

1. Children keep to their desks when in the room
2. Lessons planned for individual work (not pairings or group work)
3. Children to use same desk every day
4. Teacher and TA are assigned to these children and stay with these children throughout the day
5. Children stay in the classroom for majority of the day and not mix with other bubbles
6. Bags, coats and lunchboxes kept under children's tables
7. Limit exchange of resources including teachers taking books home. Staff to wash hands before and after handling books. No expectation to mark work under these circumstances.
8. Resources and stationery not to be shared – all children to have ziplock folders with their own resources
9. Children to come to school in clean clothes every day – no school uniform
10. Children to wash hands every time they re-enter the building/ classroom

Movement round school

1. Children staying in their classroom and accessing outside from classroom door
2. One child going to toilet at one time
3. Staff use empty classrooms and alcoves to maximise the distance between each other
4. Clearly marked system in corridors – corridors are marked with direction of travel, rather than a one-way circular route due to the nature of the school building.
5. Agree instructions with children concerning going and returning to toilet
6. When moving class around the school – 2 metres between children – one adult at back insisting the distance is maintained – regularly practice this in the first few days
7. Staff to try and minimise children's movement around school and to/from the classroom, using external route wherever possible.

Personal Hygiene

1. Hand gel dispenser outside of all classrooms and in 'key areas' e.g office, photocopier, ICT suite
2. Hand gel order in large quantities
3. Extra soap dispensers and re-fills in each classroom
4. Extra hand washing bowls in each classroom
5. Children handwash or hand gel on entry to school, before break, after break, before lunch, after lunch, leaving school, using the toilet and any time they cough or sneeze
6. Washing hands posters replaced in all washing areas
7. Reminders how to wash hands properly – videos and posters and demonstrations by staff

Hygiene and toilets

1. Only one child allowed in each toilet at a time – clear signage for this. Children knock and check before entering.
2. Allocated toilets for different groups of children
3. Hand gel used after toilet use as well as washing hands
4. Extra Signs in toilet re washing hands
5. School to maintain high levels of hand sanitiser and soap

Playtimes

1. Staggered playtimes and allocated play area in the first instance
2. Reduced playtime equipment – hard surfaces and can be easily cleaned
3. Games discussed which encourage social distancing
4. Staff supervision throughout – actively encouraging and insisting on social distancing
5. Trim trail not to be used and children to always be in the sight of staff
6. Children practice talking 2 meters apart – modelled by staff
7. Hand washed before going outside to play and immediately afterwards when they come back inside.

Lunchtimes

1. Children eat in their classrooms
2. Children asked to bring packed lunch in first instance – packed lunches kept under children's tables with bags
3. Children safely picnic outside whenever possible
4. Meals brought to their classroom – if/when we have meals cooked on site

Resources

1. Resources on tables ready for lesson and not distributed within the lesson
2. Plastic packets (ziplock) bags used for individual resources
3. Each child has set of resources just for their individual use
4. Tubs of resources for individuals if needed – maths cubes etc
5. Resources washed/ sanitised in each night and left to dry if not same person using them the next day
6. Tables, door handles and other surfaces cleaned with sanitiser every night
7. Lessons planned so resources are individual and not shared – or on the white board
8. Children encouraged to wash hands / use hand gel before lessons and after each lesson

Social and Emotional needs

1. Children to have class teacher and TA (if possible given staffing situation considering vulnerable/ shielding staff who are not able to attend school) in the first instance
2. Small numbers of children to support their emotional need
3. Reduced time in school to ensure transition is successful from home to school
4. 2 metre social distancing emotional and social support available for children who are distressed
5. Broad and flexible curriculum to be delivered for first two weeks to support children's well-being – slowly increasing the cognitive load
6. Staff to have a heightened awareness of the possibility of our children having emotional distress at this time.

Cleaning routines

1. All surfaces, handles, toilets and shared equipment will be cleaned hourly/ after every use with disinfectant.
2. Clear hourly cleaning timetable for regularly used areas – toilets, classrooms, office, ICT suite to include switches, handles, sinks etc. This is to be reviewed regularly. Checklist in operation.
3. Some resources will be rotated and left to de-contaminate for 3 or 4 days after cleaning to reduce the risk of indirect transmission
4. Soft furnishings and soft / cloth toys will be removed from use in classrooms
5. Cleaners to continue rotating deep cleans

First aid, potential case of COVID, behaviour that heightens the risk of infection

1. Masks purchased if needed – N95 grade
2. Extra disposable aprons ordered
3. Extra gloves ordered
4. PPE to be worn when administering first aid
5. First aid to be administered, wherever possible from social distance
6. Pupils and staff to come in clean clothes every day – no school uniform.
7. Contact parents of children who behave in ways that put others at risk to remove them from school until safe behaviour is guaranteed.
8. Anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
9. If a child is awaiting collection, they will be moved, to a room where they can be isolated behind a closed door, with appropriate adult supervision.
10. If they need to go to the bathroom while waiting to be collected, they will use a separate toilet which will be cleaned and disinfected using standard cleaning products before being used by anyone else.
11. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.

Please note the Government guidance states “Wearing face coverings or face masks is not recommended” in everyday teaching situations.

Last updated 23rd May 2020