

Coronavirus (COVID-19):

Procedures for children coming to school –including risk assessment - for school community

incorporating- Safety, Health and Environment (SHE) : GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS

Note: this is a draft plan.

It has yet to be fully consulted on by staff or signed off by trust and governors. However it is based on guidance from the health and safety executive and any changes will be subtle and/or re process, not directly concerning health and safety.

It is sent to parents now to help you make an informed decision about whether you want your child to come back to school.

Your decision must be communicated to us now please.

We want to create the register by Friday 22nd May.

Minchinhampton C of E Primary Academy

Assessment conducted by: <i>J Holbrow SBM & N Moss Headteacher</i>	In consultation with: <i>parents- (survey), staff & governors</i>	Covered by this assessment: <i>pupils, staff, parents.</i>
Date of assessment: <i>15.05.20</i>	Review interval: <i>in line with government updates/ stakeholder feedback</i>	Date of next review: live document— <i>change to protocol will be in manageable timeframe for all and communicated immediately.</i>

Related documents

Supporting Children with Medical Conditions & First Aid Policy, Data Protection Policy, Relationships (Behavioural)Policy, Staff Code of Conduct, Relationships Charter, Infection Control During the Coronavirus Pandemic Document

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OVERARCHING PRINCIPLES:

1. The highest priority will be to maintain the health, safety and wellbeing of children, young people and staff; and all aspects of planning will be informed by this
2. Priority will be given to supporting vulnerable children and encouraging their attendance at school and maintaining provision for children of key workers. Schools will consider how best to meet the needs of other cohorts of children (as per DfE guidance) within their individual constraints
3. Whilst there are different levels of accountability and responsibility in the system, there will be a collaborative approach across Gloucestershire with schools, academies and the LA working together to co-ordinate the offer for children in the county
4. As many aspects of the DfEs non-statutory guidance will be met as is possible taking into account the diverse nature of the school system, differences in school settings and premises and variations in the communities they support
5. There is recognition of the need to build up confidence across schools and communities and therefore the ability to learn from experience both locally and nationally will be a priority. In their planning, schools will ensure they create regular opportunities to review their approach; and adapt this if needed
6. Due to the changeable nature of the country's response to the virus, plans will be agile and flexible to meet changing needs (including known and unknown factors) and reflect different phases of provision over time

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	High (H)	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19).

Please note the term "parent" refers to any parent who is a key worker or is a parent or carer to a vulnerable child or parent or carer to a child in N, Rec, Yr 1 and Yr 6. Furthermore, the term "pupils" refers to those attending school – all other pupils should learn from home.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<p>AWARENESS OF POLICIES AND PROCEDURES/</p>	<p>H</p>	<p><u>POLICIES AND PROCEDURES</u></p> <ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control During the Coronavirus Pandemic Document Supporting Children with Medical Conditions & First Aid Policy • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department of Health and Social Care - PHE - The Safety Health & Environment Unit at GCC (SHE Unit) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. • Parents are made aware of the school's infection control procedures in relation to coronavirus via email – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils are made aware of the school's infection control procedures in relation to coronavirus by school staff and are informed that they must tell a member of staff if they begin to feel 		<p>admin</p>	<p>Friday 22nd May</p>	<p>M (lack of face to face)</p>

		<p>unwell.</p> <ul style="list-style-type: none"> The Data Protection Policy is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 				
<p>PREPAREDNESS OF STAKEHOLDERS</p>		<p><u>PREPARE EMPLOYEES AND PARENTS AND PUPILS</u></p> <ul style="list-style-type: none"> Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. Vulnerable employees and pupils ('clinically vulnerable' to coronavirus) identified and told not to attend school if shielding. Consider personal risk factors: age, obesity, pregnancy, existing health conditions and ethnicity. Where necessary individual risk assessments for employees and pupils at special risk (take account of medical advice). Review EHCPs where required. Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. Information shared about testing available for those with symptoms. Remote education is continuing as much as possible to limit numbers attending school. Assess how many employees are needed in school and identify those that can remain working from home. Employees shielding at home more manage the online work so those in school can focus on teaching. Returning to school will be for groups on a priority basis (early years settings - followed by KS1 followed by Year 6. If shortage of teachers, allocate teaching assistants to lead a group, working under the direction of a teacher. Reviewing timetables to decide which lessons or activities will be delivered on what days. Smaller class groups identified. For early years' settings, the employees to child ratios within Early Years Foundation Stage (EYFS) will determine groups of pupils. Identify and plan lessons that could take place outdoors. Use the timetable to reduce movement around the school or building. Planning break times (including lunch), so that all pupils are not moving around the school at the same time. Communicate to parents on the preventative measures being taken (e.g. post risk assessment on school website). Parents informed only one parent to accompany child to school. Parents and pupils encouraged to walk or cycle where possible. Staggered drop-off and collection times planned and communicated to parents. Made clear to parents that they cannot gather at entrance gates or doors. Encourage parents to phone school and make telephone appointments if they wish to discuss 		<p>admin</p>	<p>Friday 22nd May</p>	<p>M (lack of face to face)</p>

		<p>their child (to avoid face to face meetings).</p> <ul style="list-style-type: none"> • Discourage parents and pupils from bringing in toys and other play items from home. • Communications to parents (and young people) includes advice on transport. • Regular staff briefings by email – to update risk assess/ review/ adapt • Daily briefing to pupils on school rules and measures with reminders before leaving rooms. • Employees fully briefed about the plans and protective measures identified in the risk assessment. • Regular (daily) staff briefings. • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. • Communication with contractors and suppliers that will need to prepare to support plans for opening (e.g. cleaning, catering, food supplies, hygiene suppliers). • Liaison with transport providers to cater for any changes to start and finish times and confirm protective measures during journeys. • Communication with others (e.g. extended school provision, lettings, regular visitors, etc.) • Limit visitors by exception (e.g. for priority contractors, emergencies etc.). • Keep parent appointments / external meetings on a 'virtual platform.' 				
<p>PREPAREDNESS OF BUILDING</p>		<p><u>H&S</u></p> <ul style="list-style-type: none"> • Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). <p><u>Ventilation</u></p> <ul style="list-style-type: none"> • Ventilation and AC systems working optimately; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). <p><u>Signage</u></p> <ul style="list-style-type: none"> • COVID-19 posters/ signage displayed (packs provided by GCC). <p><u>Social distance</u></p> <ul style="list-style-type: none"> • Modify school reception/ early years entrance to maintain social distancing (e.g. provide screens or floor markings). • Consider one-way system if possible for circulation around the building. • Stairways to be up or down only. • Put down floor markings along the middle of two-way shared areas/stairs to keep groups apart and 'keep left' signs. • In areas where queues may form, put down floor markings to indicate distancing. • Separate doors used for in and out of the building (to avoid crossing paths). • Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. • Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). • Organise classrooms for maintaining space between seats and desks. • Inspect classrooms and remove unnecessary items. 		<p>admin</p>	<p>Friday 29th May</p>	<p>M (lack of face to face)</p>



		<ul style="list-style-type: none"> Remove soft furnishings, soft toys and toys that are hard to clean. In toilets middle cubicle/ sink/ urinal of 3 to be taken out of use. Hygiene Put up laminated picture signs in toilets and classrooms in front of sinks showing handwashing. Position clocks with second hand or timers near sinks to teach pupils to wash for 20 seconds. Make arrangements with cleaners for additional cleaning and agree additional hours to allow for this. 				
HYGIENE PRACTICE	H	<p><u>HANDWASHING</u></p> <ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Posters are displayed throughout the school reminding pupils to wash their hands. <p><u>Facilities</u></p> <ul style="list-style-type: none"> Sufficient handwashing facilities are available. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. 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.need to reaffirm social distancing rules with adults (incl myself) and children- perhaps we should all attached hoops around our waists or walk around with metre rules Bar soap is not used, in line with the – liquid soap dispensers are installed and used instead. This to include 'makeshift' handwashing facilities outside. Hoses to be run on to school field to allow four hand washing stations Three portaloos with sanitisers on school field, students to use the same toilet each time Where there is no sink, hand sanitiser provided. Hand sanitiser available in external portaloos. Children will be encouraged to bring in hand cream for their own use <p><u>When wash</u></p> <ul style="list-style-type: none"> Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Pupils wash their hands with soap for no less than 20 seconds. Pupils to wash their hands before and after activities, specifically before or after using equipment Hands cleaned on arrival at school, before and after eating, and after sneezing or coughing. 		All staff	Mon 1st June	H (numbers/young)

	<ul style="list-style-type: none"> • Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Staff help is available for pupils who have trouble cleaning their hands independently. • Hand sanitiser on table outside main entrance for parents to use when into the building. <p><u>Educating</u></p> <ul style="list-style-type: none"> • Young pupils encouraged to learn and practise good hygiene habits through games, songs and repetition. <p><u>USE OF HANDS</u></p> <ul style="list-style-type: none"> • Adults and pupils are encouraged not to touch their mouth, eyes and nose....to keep their hands below their shoulders...key phrase: ('..Shoulders') • Signage to remind and encourage this • Be vigilant to babies or pupils putting items in their mouths etc. and make sure these are dealt with immediately. • Adults and pupils encouraged to use a tissue or elbow to cough or sneeze and use bins for tissue waste key phrase: ('Catch it, bin it') • Bins for tissues provided and are emptied throughout the day. <p><u>VENTILATION</u></p> <ul style="list-style-type: none"> • Spaces well ventilated using natural ventilation (opening windows) or ventilation units. • Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. • Commitment to outdoor learning <p><u>CLEANING</u></p> <ul style="list-style-type: none"> • Each class to have anti-bacterial wipes/ spray • Organisation of classrooms to limit number of surfaces/ objects touched • Commitment to outdoor learning (weather permitting) to limit number of surfaces/ objects touched • Some equipment hard to clean- used only 1x every 72 hours • Bins need emptying frequently • Focus on cleaning toilet areas and hand touch points: desks, door handles, door touch plates, bannisters, hand rails, taps and light switches – 				
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	<ul style="list-style-type: none"> • Focus on cleaning surfaces that children touch – toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, computers and laptops and phones (being used a lot more around the building in these times). <p>When:</p> <ul style="list-style-type: none"> • Throughout the school day school staff focus on hand touch points and resources used • Toys and play equipment appropriately cleaned between groups of pupils using it, and not shared with multiple groups. • Thorough cleaning of rooms at the end of the day. Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. • The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the SHE unit <p>• <u>CLOTHING</u></p> <ul style="list-style-type: none"> • Pupils to wear ‘practical clothes’ suitable for outdoor learning – not school uniform • Clothes must be washed following a day at school • Children will need to bring appropriate waterproof clothing and shoes suitable for being both inside and outside. They will also need a sunhat and be wearing sunscreen (or have it available to apply themselves). All items should come into school in a named bag and go home at the end of each day. <p><u>EQUIPMENT</u></p> <ul style="list-style-type: none"> • Children must have their own equipment- This (or their table) could/ should be labelled and should only be used by them -- including folder/ pencil, ruler, etc. Where laptops/ desktops being used- children should have same one each day. Where shared in same day must be thoroughly cleaned after use. All children to have a clear zip wallet with their own equipment. All pupils to have their own drawers • Limit the amount of shared resources that are taken home and limit the exchange of take-home resources between children and staff • Each group to have own set of playground/ PE equipment – wiped before use • Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) • Where shared equipment is used, e.g. in practical lessons, clean equipment thoroughly 				
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		<p>between groups</p> <ul style="list-style-type: none"> Outdoor equipment not used; or appropriately cleaned between groups <p><u>PPE</u></p> <ul style="list-style-type: none"> Note: Wearing a face covering or face mask in schools or other education settings is not recommended by PHE. The majority of employees in education settings will not require PPE beyond what they would normally need for their work (determined by existing risk assessment), even if they are not always able to maintain a distance of 2 metres from others. <p>PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> -pupils 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; only named staff will be allowed to conduct intimate care, as on SEND Risk assessments. -if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. <ul style="list-style-type: none"> However, PPE packs are being provided by GCC for all schools. <p><u>FIRST AID</u></p> <p>Employees providing first aid to pupils will not be expected to maintain 2m distance. The following measures will be adopted:</p> <ul style="list-style-type: none"> washing hands or using hand sanitiser, before and after treating injured person; wear gloves or cover hands when dealing with open wounds; if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. dispose of all waste safely. 				
ILL HEALTH IN SCHOOL	H	<u>SYMPTOMS</u>		All staff	Mon 1 st June	H (numbers/

		<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. <p><u>WHAT TO DO</u></p> <ul style="list-style-type: none"> Any pupil who displays signs of being unwell is immediately referred to the Headteacher or his deputy. Where the Headteacher or his deputy is unavailable, staff act in line with the Infection Control During the Coronavirus Pandemic Document and ensure that any unwell pupils are moved to the Buddy Room room whilst they wait for their parent to collect them. Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Unwell pupils who are waiting to go home e kept in the Buddy Room where they can be at least two metres away from others. Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated. If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Supporting Children with Medical Conditions & First Aid Policy Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. 				young)
SPREAD OF INFECTION	H	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control During the Coronavirus Pandemic Document using PPE at all times. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste units. Pupils clean their hands after they have coughed or sneezed. Parents are informed via letter and emails_not to bring their children to school or on the school 		All staff	Mon 1st June	H (numbers/ young)

		<p>premises if they show signs of being unwell and believe they have been exposed to coronavirus.</p> <ul style="list-style-type: none"> Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission. Parents and Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission. 				
POOR MANAGEMENT OF INFECTIOUS DISEASES	H	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to the Headteacher or his deputy. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. Social distancing measures are implemented as much as possible The SBM and or Headteacher monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 		SLT	1 st June	 (site complexity)
CONTROLLING ACCESS TO THE SCHOOL		<ul style="list-style-type: none"> ENTRY POINTS to school controlled <p>The car park and drop off zone will be closed to traffic- this to allow safe flow of pedestrians into school. Please park away from school and walk in.</p> <ul style="list-style-type: none"> Building access rules clearly communicated through signage on entrances. <p>START AND END OF DAY TIMES</p> <p>Different year groups will have different start and end times :-</p> <ul style="list-style-type: none"> Stagger start and end of day: <ul style="list-style-type: none"> Y6 + key workers/vulnerable 8:45 Y1 8:55 EYFS 9:00 EYFS 3:00 Y1 3:05 pm Y6 + key workers/vulnerable 3:15 <p>ENTRANCES</p>		All staff	1 st June	 (site complexity)

	<p>Different year groups will have different entrances :-</p> <ul style="list-style-type: none"> • Y6 pupils enter and leave school grounds by the 5 bar gate by long jump pit. A member of staff will be there from 8.35- please do not enter before this time. • Key Worker pupils– enter and leave school by 5 bar gate onto the bottom playground. A member of staff will be there from 8.35- please do not enter before this time. • Y1 pupils, with their parents please enter the school grounds by the common gate and queue up with your child on the approach to the directed down to classes • Reception pupils – enter and leave by the common gate • Nursery pupils enter and leave up the steps outside Azure class. Staff will bring them in via the Nursery garden. <p><u>DROP OFF AND PICK UP PROTOCOL</u></p> <ul style="list-style-type: none"> • Parents’ drop-off and pick-up: protocols to minimise contact:- <ul style="list-style-type: none"> -<u>Only one parent</u> to accompany child at drop-off and collection times -<u>No ‘gathering’</u> of parents at school gates. Tape on pavements outside each entry point – to enable for 2m queuing on pavement. -<u>Pupils collected by staff</u> from parent in turn at year group entrance points. -<u>Staff supervise</u> queues before and after school - may have to be patient and wait a little whilst children are being collected/delivered back to them but it is all in the line of safety? • Screens installed to protect employees in reception. • Hand sanitiser provided at all entrances. • Visitors do not sign in with the same pen in reception. • Staff on duty outside school to monitor protection measures. 				
<p>SOCIAL DISTANCING</p>	<ul style="list-style-type: none"> • Safe distancing or 2 metres is a preventative measure that will be adopted so far as is reasonably practicable but it is acknowledged that this is not always possible in schools. However, all the measures in this assessment are aimed at reducing transmission risk. • Social distancing will <u>not</u> be observed in the Nursery • We will talk to our Reception/ Yr 1 pupils about our own ‘bubbles’ or ‘Can you reach out and touch them?’ • Signage throughout building reminding re social distancing • STAFF Members of staff will stay with their group/ in their zone. Staff will be relieved by support staff for breaks where necessary • Staff discouraged from using the staffroom. Staffroom is used only for making drinks/ food only, 		<p>All staff</p>	<p>Mon 1st June</p>	<p>H (numbers/ young)</p>

		<p>with 4 members of staff at any one time. Staff to eat in designated classrooms/ offices.</p> <ul style="list-style-type: none"> • Office staff limited to 2 at a time in office space • Phones and walkie talkies used for staff communication between different parts of school. • Staff meetings via Zoom <ul style="list-style-type: none"> • <u>REDUCED CLASS SIZES- REDUCED TO GROUPS.</u> <ul style="list-style-type: none"> • No more than 10 children per group of KS2 pupils and one teacher (and, if needed, teaching assistant) <p>No more than 5 children per group of EYFS/ KS1 pupils often taught in larger groups of 10</p> <p><u>Groups will be kept together throughout the day</u> and groups of 10 will not mix with other groups. Smaller EYFS/ KS1 groups will come together as two groups through the day for 'teaching and instruction'</p> <p>The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same. We will not be able to make any promises re creating friendship groups or re ensuring staff familiar to the children – though we will do our best to create harmonious groups</p> <ul style="list-style-type: none"> • <u>USE OF ZONES - GROUPS OPERATING WITHIN THESE ZONES</u> <ul style="list-style-type: none"> • Each group of 10 will have use of 1 outdoor zone and 1 indoor zone (classroom or hall). Groups will learn and have playtimes within these zones. Zones will be clearly marked and organised. Outdoor zones will include some form of shelter as well as seating and tables. <p>Outdoor portaloos will be available, easily accessible to outdoor zones to cut down on unnecessary movement into the building.</p> <p>Nursery—Nursery and outdoor area outside Indigo</p> <p>R/1 Groups A & B: Midnight class + rec outdoor 1 R/1 Groups C & D: Teal class + rec outdoor 1 R/1 Groups E & F: Aqua class + wild area 1 R/1 Groups G & H: Indigo class + wild area 2 R/1 Groups I & J: Azure class + tyre area R/1 Groups K & L: Cyan class + big hump area</p> <p>6 Group M: Cobalt class + Willow area 6 Group N: Sky class + middle playground 6 Group O: Turquoise class + top playground</p> <p><u>MOVEMENT AROUND SITE</u></p>				
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		<p>One route out to and back from outdoor zones will be maintained to ensure as little cross over between groups as possible.</p> <p>One way route to and from the common gate (either side of the fence) for parents delivering children to and back from Reception/Year 1 classrooms.</p> <p>All classes to be entered/ exited by external doors. Any movement through the building to be kept to absolute minimum.</p> <ul style="list-style-type: none"> • <u>CLASSES RE-ARRANGED</u> <p>Classroom furniture will be rearranged to ensure social distancing – desks/ places on desks to be spaced as far apart as possible Seating plans to ensure pupils sit at the same desk. Sinks and toilets will be closed off (see below) so that turn taking carefully structured. Rooms will accessed directly from outside as opposed to going through the building.</p> <p><u>LUNCHTIMES</u></p> <ul style="list-style-type: none"> • Lunches will be packed lunches only- with pupils eating outside (weather permitting) whenever possible or in their classroom spaces. • Playtime/ Lunchtime zones – pupils will be split across the playgrounds and part of the field:- 8 play zones- <ol style="list-style-type: none"> 1. bottom playground and 2. middle playgrounds; 3. netball pitch, 4. basketball pitch; 5. field play a 6. field play b 7. field play c 8. field play d <p>Year 6's & key workers split into 8 groups of 5 and rotate each day to different play zone</p> <p>Reception and Year 1 will play in 6 groups of 10</p> <p>Nursery will remain in their outdoor area</p> <p><u>Lunchtimes will be staggered:</u></p> <ul style="list-style-type: none"> • First session:12.00-12.45:::::EYFS/ Year 1 				
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		<p>Second session: 12.45-1.30: Year 6 & key workers</p> <ul style="list-style-type: none"> During the second lunch session EYrs and KS1 pupils be in their classes having phonics and reading time <p><u>PLAYTIMES</u></p> <ul style="list-style-type: none"> EYFS/ Year 1 – 10:15 Key workers –10:35 Y6 – 10:50 – 				
<p>MINIMISE MIXING BETWEEN GROUPS</p>		<p><u>STAGGERED START IN THE FIRST WEEK</u></p> <p>To help bed down protocols and understanding gradually in the first week, we will stagger the opening over first three days</p> <p><u>Monday 1st June</u> Start for --Nursery, Year 6 & key worker children</p> <p><u>Tuesday 2nd June</u> Start for --Year 1</p> <p><u>Wednesday 3rd June</u> Start for---Reception</p> <p><u>WEEKLY ROTA</u></p> <p>When in school: Year Rec, Yr 1 and Yr 6 – Monday, Tuesday Wednesday, Thursday (PPA and planning and cleaning: Friday)</p> <p>Nursery: Monday Tuesday Wednesday (PPA and planning and cleaning: Thursday)</p> <p>The rota ensures:-</p> <ol style="list-style-type: none"> Pupils can be taught in smaller groups in EYrs/ Yr 1 Staff can maintain a hygienic environment in school as well as home learning and teaching of key worker pupils. <p><u>GROUP BEHAVIOUR</u></p> <ul style="list-style-type: none"> Pods of children will not mix at any time of the day. Children and staff to mix in a small 		<p>All staff</p>	<p>Mon 1st June</p>	<p>M</p>

	<p>consistent group and that group must stay away from other people and groups, including over time.</p> <ul style="list-style-type: none"> Teachers and TAs allocated to a specific group/ space Pupils from same family in Reception /Y1 to be in same pod – class teacher may cross over two groups on occasion through the day to be able to ‘teach’ both groups No assemblies Pods to eat together and play together at break times <p><u>DAILY TIMETABLE</u></p> <ul style="list-style-type: none"> Use outdoor area as much as possible. Reception and Year 1 to attempt to spend the majority of time outside (weather permitting) in their outdoor zones. Pupils to bring clothing suitable for outdoors every day. All groups of 10 to have timetabled ‘top playground slots for PE activities. <p><u>VISITORS</u></p> <ul style="list-style-type: none"> No parents/volunteers on school property at any time except:- A) when dropping off their EYFS child B) when visiting the office 				
TOILETS	<p><u>Social distance</u></p> <ul style="list-style-type: none"> Queuing will be supervised by an adult or at least numbers waiting managed by an adult Two children in KS2 toilets at any one time; children to stay in cubicle until sink is free (or at a distance) Barrier tape to be used to prevent over-crowding Posters on toilet doors as visual reminders for social distancing Different zones/ groups will be allocated different toilets. This communicated to children when they start. Toilets labelled with names of groups allocated to that toilet. 		All staff	Mon 1 st June	H (numbers/ young)
HOME LEARNING DURING PARTIAL SCHOOL CLOSURE:	<ul style="list-style-type: none"> The school communicates with parents via letter and email and or text regarding any updates to school procedures which are affected by the coronavirus pandemic. Pupils working from home are assigned work to complete to a timeframe set by their teacher. The Headteacher maintains their plan for pupils’ continued education during partial school closure to ensure there is minimal disruption to pupils’ learning – this includes their plan to monitor pupils’ learning while not in school. The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. The Headteacher ensures all pupils have access to school work and the necessary reading 		All staff	Mon 1 st June	M

		<p>materials at home, prior to a school closure.</p> <ul style="list-style-type: none"> • The Headteacher works with school staff to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required. • The Headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support. • The school manages the use of parents’ and pupils’ contact details in line with the Data Protection Policy • The Headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close. • The Headteacher accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic. 				
EMERGENCIES	M	<ul style="list-style-type: none"> • All pupils’ emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils’ parents are contacted as soon as practicable in the event of an emergency. • Pupils’ alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date Supporting Children with Medical Conditions & First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 		All staff	Mon 1st June	M