

## SCHOOL PROTOCOLS FROM 2 JUNE – SHARED WITH ALL STAFF ON 29/05/20 or 01/06/20

### **Key principles for all staff and pupils**

1. The government advises staff not to car share to work
2. Do not come to work if you have coronavirus symptoms, or go home if these symptoms develop (informing your manager), and access a test as soon as possible.
3. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. All staff are still expected to wash their hands upon entering the building and regularly throughout the day.
4. Use the 'catch it, bin it, kill it' approach if you sneeze or cough
5. Avoid touching your mouth, nose and eyes and avoid wearing jewellery/staff lanyards
6. Clean frequently touched surfaces (door handles, light switches, key pads, desks, chairs, laptops etc) often using products provided by school. Each member of staff will be provided with a pair of rubber gloves which can be named and used for cleaning purposes. Disposable aprons are also available. Staff teams within each bubble need to develop their own systems for ensuring that equipment/hard surfaces are cleaned frequently throughout each day. In EYFS, all resources/toys used by pupils need to be appropriately sanitised each day – sterilising fluid has been purchased to enable you to do this thoroughly. Ensure all cleaning products are kept out of reach of children.
7. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important). A designated area has been established in each classroom to ensure the teacher and teaching assistant can socially distance both from each other and the pupils in the class.
8. Avoid calling pupils to the front of the class or going to their desk to check on their work if not absolutely necessary. Maximise the use of outdoor spaces.
9. On 2 June, discuss the importance of the following school rules with the pupils and maybe consider finding a way of displaying these in your classroom. Ensure your class follow all of the rules at all times and plan opportunities for them to practising walking down the corridor in single file at 2m intervals. Pupils may also need to be show the video again which demonstrates good hand washing routines;
  - I will arrive on time to school at my designated arrival time
  - I will follow all school instructions linked to hygiene especially handwashing
  - I will only play/work with other children in my bubble
  - I will move around school on the left-hand side and will keep a safe distance of 2m from others
  - I will only play and work in the areas that I am allowed to
  - Whenever I cough or sneeze I will use a tissue and will put my tissue in the bin immediately. I will then wash my hands immediately.
  - I will try not to touch my eyes, nose and mouth with my hands
  - I will tell an adult if I start to feel unwell
  - I will only use the equipment and toys that have been given to me
  - I will only drink out of my own water bottle and will take my bottle home to be cleaned everyday
10. Prevent your class from sharing equipment and resources such as stationery. Pupils within individual bubbles are permitted to share play/PE equipment but the equipment must be cleaned after each use.
11. In EYFS, sand will no longer be available for pupils to play with as it cannot be appropriately cleaned. Playdough and other malleable materials will still be available but used in a controlled manner and not shared between pupils. The water tray will be available but the water will be refreshed frequently throughout the day and will contain child friendly soap. Use of bikes will be limited and seats/handles washed after each use.
12. Keep your classroom windows open for air flow and good ventilation during school hours.
13. Limit the number of children using the toilet at any one time. There should be no more than 2 pupils from each bubble accessing the toilet area at any one time. Staff need to take responsibility for ensuring this happens.
14. Limit your contact with other staff members and don't congregate in shared spaces. Each bubble have been allocated their own staffroom and other facilities, as detailed overleaf. Please note, hot water canisters/plug in

kettles will be available in all staffrooms but staff will need to fill these each morning and organise bringing their own tea/coffee/milk in to school. The dishwasher in the staffroom can be used by staff from all bubbles but staff must limit their time in the staffroom area. Staff in each bubble are responsible for ensuring that their staffroom facilities are kept clean/tidy.

	Signing in Area	Staffroom	Toilet	Fridge	Heating Appliances (toaster/microwave)	Photocopier
Bubble A	MR3	MR3	MR3	Outside Reception Classrooms	Outside Kitchen	Reprographics Room
Bubble B	KS1 Door	1C	KS1 Corridor	Outside Kitchen	Outside Kitchen	Reprographics Room
Bubble C	Y3/4 Door	4B	Disabled toilet by Y3/4 toilets	Staffroom	Staffroom	KS2 Corridor
Bubble D	Y5/6 Door	5M	Staffroom	KS2 Corridor	Staffroom	KS2 Corridor
SLT/Office Staff/Cleaners/Derek/Daryl/Lunch Staff	Main Entrance	Staffroom	Near PC's Office	Staffroom	Staffroom	Reprographics Room

15. Limit your movement around school wherever possible and always walk on the left. If you come across someone else, keep a safe distance
16. Ensure pupils are kept 2m apart in the classroom, when handwashing and when moving around school. This must be strictly adhered to at all times.
17. Ensure pupils line up after playtimes in an orderly manner and are spaced 2m apart
18. Every morning a member of the SLT will stand by the black gate at the top of the pedestrian path into school to greet pupils and direct them around to their entrance points at the designated times (Families – 8.55am, Bubble B – 9.05am, Bubble C – 9.15am, Bubble D – 9.25am). A member of staff from each bubble must be stood at their entrance points at both the family drop off time and their bubble drop off time to welcome pupils into the building and direct them into their cloakrooms. Another member of staff must be stood by handwashing facilities to supervise this routine. Most groups of pupils will be able to wash their hands in their classrooms as these rooms have sinks that pupils can queue at. Pupils based in 3P/4A/5S/6C should queue at sinks along the corridor
19. Every morning a member of the EYFS staff will be required to greet EYFS pupils who arrive as part of a family group. Another member of EYFS staff will be stood at the EYFS gate to greet all other pupils and direct them into the building
20. At the end of the day, all pupils in Bubbles B, C and D or in family groups have been allocated a number. This number corresponds to a position marker which will be outlined on the ground outside the main office area. At their collection times, pupils will proceed to their marker point where they will stand until their parent/carer reaches the front of the queue to collect them. A member of staff from each bubble will need to be at the front of the parent queue to ensure they do not pass the gate and to call children to come forward when it is their turn to leave (Families – 2:45pm, Bubble B – 2.55pm, Bubble C – 3:05pm, Bubble D – 3:15pm)
21. EYFS staff should organise their own system to enable pupils to queue in the outdoor area whilst waiting for their parent/carer to collect them for the Reception gate at their collection time (3.10pm)
22. Paper registers will be available each day, these should be brought up to office promptly by a member of staff upon completion.
23. Lunchtimes will be staggered. Pupils will enter the hall at different times and through different doors as detailed overleaf. Some pupils will play out prior to eating so hands must be washed again upon entering the building. We have made the decision that the older pupils will eat first as they are the quickest. Lunch staff will accompany their bubble to the hall then accompany them back outside. One member of the lunch staff

from each bubble must remain in the hall to clean all surfaces before the next bubble and group of staff enter.

	Lunch break start time	Dining Time (approximate)	Entrance to Dining Room	Lunch break end time
Bubble D	11:45am	11:45am	KS1 Door	12:45pm
Bubble C	11.45am	12:00pm	KS1 Door	12:45pm
Bubble B	12:15pm	12:15pm	Hall Door	1:15pm
Bubble A	12:00pm	12:30pm	Hall Entrance by Kitchens	1:00pm

24. Staff within each bubble should communicate with each other about who will cover break duties when everyone will take breaktimes/lunch breaks but must ensure at all times that pupils are adequately supervised.
25. In each bubble, there is an extra member of support staff. It is likely that this means support staff may only be required 4 days per week. If a member of support staff is not required in school, other members of support staff in that bubble must cover duties for this member of staff in the appropriate class. There may be occasions when support staff are not required in school but are given tasks to carry out at home instead.
26. There is a HLTA/Cover Supervisor or extra teacher assigned to each bubble. These members of staff will be used to cover classes within their bubble so that teachers/HLTAs can carry out a range of tasks including;
  - Phone calls to parents/pupils
  - Planning/Resourcing Time
  - Curriculum Development time for Subject Leaders – Draft Progression Maps/Year Group Coverage Grids/Intent Statements (Subject Leaders to provide draft documents by 01.07.20)
  - Y6 Teachers – Home Learning
  - Pupil Reports – Format/timings to be agreed
  - To attend required meetings with each other/SLT as appropriate
27. Teachers require release time during the first week of Summer 2 to make a phone call home to each pupil who is not attending school. Staff should then aim to ring all pupils at least once before the end of term. Telephones will be provided for each bubble to use (as detailed below). Please ensure the telephone and surrounding area is cleaned prior to and after use by each individual person.

	Location of Telephone
Bubble A	MR3
Bubble B	Desk near the main entrance
Bubble C	4B
Bubble D	5M

28. Teachers in each bubble will be given the responsibility for fairly organising/coordinating release and cover time each week as needed but will be required to provide SLT with an overview of this by 3.30pm every Thursday for the following week. It is likely that teachers/HLTAs will be able to work from home on some occasions when their classes are covered to complete their tasks as planned.
29. First Aiders will be responsible for ensuring that they have all equipment that they might need stored in their designated areas within school. First Aid folders should remain in the school office. First Aiders are permitted to enter the office to record incidents in the book.
30. Staff are not permitted to wear PPE unless providing intimate close care for a pupil or supervising a pupil who has become unwell with COVID-19 symptoms
31. If anyone in school 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), they will be sent home and advised to follow the government's guidance which states that they should stay at home for 7 days and household members should isolate for 14 days

32. If a child is awaiting collection, they should be moved to MR1 where they can be isolated behind a closed door with appropriate adult supervision. A window should be opened for ventilation
33. PPE should be worn by the member of staff caring for the child while they await collection
34. If a child or staff member tests negative for Coronavirus, they can return to school and their household members can end their self-isolation
35. If a child or staff member tests positive, the rest of their bubble within school will be sent home and advised to self-isolate for 14 days. The other household members of that bubble do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.