**School From September 1**

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| **Action** | **Children** | **Staff** | **Environment** |
| **Start of the day** | - Arrive at their allotted time  - Siblings are to arrive at the earliest time allocated to the family  - Enter through their designated door  - Wash hands  - Coats to be put on their back of their seats (if they have one)  - Only reading pack to be brought into school  - Lunchbox on the floor under their desk | - Wash hands  - Distribute resources **for each lesson in the session** to children’s work stations before they arrive  - Open windows to ventilate environment (if temp. allows)  - register children in online document indicating lunch choices | - all surfaces and touch points will have been cleaned since last use  - ensure tables are facing the front  - Windows open  - Doors open to minimise touching  - bins will be empty – lids to be closed |
| **Handwashing** | - wash hands in their designated place at the designated time  - use soap provided  - wash for 20 seconds  - wash hands every time they use toilet or sneeze  - wash hands before and after eating  - wash hands at timetabled times throughout the day  - hand sanitiser stations throughout school | - supervise handwashing and ensure hygiene guidance is being followed  - model handwashing by doing this when children do  - wash hands after touching children’s work  - hand sanitiser stations throughout school | - sinks to be cleaned regularly (at least 3 times daily)  - check soap is topped up  - water is appropriate temperature  - Display key messages around school  - corridors are marked out for movement around school to remind people to distance where possible |
| **Learning time** | - use individual resources provided when working at their work station  - remain seated unless instructed to move  - aim to distance where possible if moving outside for learning | - deliver planned lessons based on formative assessment addressing any gaps  - avoid going over to children’s desks – stay in the teacher zone at the front of the classroom as much as possible  - If leaving the zone, minimise the time and maximise the distance between staff and the child  - wash hands if child’s work has been handled  - focus on verbal feedback in the lesson. Limited expectation for written marking  - follow guidance from government about tasks that should be avoided particularly in relation to music, DT, Art and PE (see risk assessment) | - shared resources to be cleaned before and after use  - class groups will not share resources without thorough cleaning in between  - learning to be planned to be outside where possible  - All PE lessons to take place outside |
| **Break time** | - stay in their designated playground zone at all times  - play socially distant games  - avoid touching their faces  - remain socially distant to come back into school | - supervise children on the playground in their playground zones in year groups on a rota  - first aid to be administered as per guidance  - remind children about boundaries  - be vigilant around social distancing | - playground to be zoned into 3 clear areas with 2m buffer zone between them |
| **Lunch time** | - children to have their own space to eat in every day  - Stay as a class group, move as a class group and play in their designated zone  - remain socially distant to come back into school | - clean classroom tables and chairs before taking lunch  - only use the staffroom at the designated time  - MDS to be allocated to a specific class to minimise contact with children | - clean tables thoroughly between sittings with cleaning products (not just wiped)  - ALL toilets to be cleaned over the lunch period  - playground to be zoned into 3 clear areas with 2m buffer zone between them |
| **End of the day** | - staggered collection times  - maintain social distance when leaving school site (particularly Y6 who will probably be walking alone) | - Be on the playground to ensure social distance is maintained for exit | - parents to socially distance at their designated time to collect children |
| **Wraparound Care (The Hub – WE)** | - to stay within their class bubble in their designated zone  - wash hands when they arrive in the hall and before they leave  - eat and drink their own snack (no food can be provided) | - ensure pupils stay in their designated zone  - provide a range of activities that can be completed in the zones maintaining distance where possible  - wash any shared resources after use | - the hall is to be split into zones for each class bubble  - Table and designated seats to be allocated  - parents are to collect children from the hall door using the side access gate  - tables and chairs to be wiped down at the end of each session |

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| **Illness and Infection** | **Cleaning** | **Parents** |
| **If your child is ill – they MUST stay at home**  If Covid is suspected please arrange for your child and family to be tested and inform school of results.  Engage with Test and Trace  See separate guidance on what will happen in the event of a confirmed case of Covid 19.  **If a child becomes ill in school**  - parents will be called to collect immediately  - child will be isolated in the sick bay  - staff will be wearing full PPE when working with the child  **For the safety of everyone, we will be extra vigilant in these circumstances** | - All classrooms to be cleaned thoroughly every day  - Cleaning of surfaces in classrooms at lunchtime  - Lunch tables to be cleaned between sittings  - Site manager to complete extra cleaning of touch points throughout the day  - Toilets are to be cleaned over lunchtime every day  - High traffic areas to have wipes to clean surfaces after use (e.g. photocopier) | - minimise time spent on the school site – ‘drop and go’  - adhere to the one way system as per the map provided  - adhere to the collection and drop off times to ease congestion and the number of people on site  - **communicate with school through email and telephone to minimise face to face contact**  - parents are not to congregate at a the school gate once children have been dropped off/ collected |
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| **OTHER ADULTS** | | |
| **VISITORS** | **SUPPLY STAFF (INCL SPORTS COACHES)** | **CONTRACTORS** |
| - Minimise the number of visitors on site (essential visits only)  - accurate records of visitors, their contact details and which children they have seen (if any) to be maintained in case the information is needed for Test and Trace  - Wash hands on arrival  - Remind them to adhere to distancing measures at all times | - Minimise the number of visits made by the staff  - accurate records of visitors, their contact details and which children they have seen (if any) to be maintained in case the information is needed for Test and Trace  - Wash hands on arrival  - Remind them to adhere to distancing measures at all times  - Limit the number of class groups they work with on any given day to one double bubble. | - Minimise the number of contractors on site (essential works only)  - accurate records of visitors, their contact details and which children/ staff they have seen (if any) to be maintained in case the information is needed for Test and Trace  - Wash hands on arrival  - Remind them to adhere to distancing measures at all times |