

2	Use of inside space	Pupils Staff External professionals	<ul style="list-style-type: none"> • KW/ Vulnerable Bubbles identified and rooms allocated. Only staff members in those bubbles are permitted to use them. Other staff MUST NOT enter these rooms. • Meetings to be via Zoom or GC. This is to avoid unnecessary risk. • Two staff rooms identified for use by teachers in specific bubbles at specific times. These are only to be used by the staff concerned. Other staff not in those bubbles should avoid entering them unless absolutely necessary. • PPA time to be taken in allocated staff space where possible. If staff for any reason feel that they need to use another space check with Ht/DHT first. Alternative arrangements will be made if necessary but after consultation. PPA suspended whilst remote learning is in place. • The Wonder Room (Music room) and the soon-to-be new library will be used as Intervention Rooms during the current situation. Timetables to be displayed on the doors to each of these rooms and timings must be adhered to. Note that the Wonder Room is also used every lunchtime by the nursery children as their dining space. Wonder Room is allocated for use by the Y1&2 KW/V Bubble. New Library allocated for use by Y5/6 KW/V Bubble Anti -bacterial cleaning equipment to be stored out of reach of children in these rooms and all tables, handles, chairs used must be wiped down between different groups. • KS1 – use the small room opposite Y1 for small groups and 1:1 work • Lower KS2 – use the space outside the Y3 and Y4H classes as well as the landing space at the top of the staircase. Allocated for Y3 &4 KW/V Bubble if needed. • Y6 – use the Resource Room – Not needed during this period • Y5 – use the library – Y5 & 6 Bubble can use • Karolina can use the Upper KS2 staffroom for sessions with HC – No, use Library • Interventions such as ELSA, SaLT, daily phonics as well as visiting external professionals will also require space. 	High	All staff using the rooms to wipe down and ensure clean. Chart to be ticked off in the various rooms detailing cleaning etc	Children and staff are no longer in bubbles. Rooms can be used by various groups. Rooms cleaned thoroughly at the end of the day.	Children are free to mix freely with all year groups.
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			Allocate a slot on the timetables for the library and Wonder Room for this purpose. Depends on availability of external; therapists to deliver during this lockdown period.				
3	Movement around school	Pupils staff	<ul style="list-style-type: none"> Pupils can start school between 8.45-8.55am. Member of LT will monitor the front gate. Parents not permitted onsite in the morning. No parents permitted in the school building Staircases allocated to particular bubbles One- way system on entry and exit to school and in the dining hall – Y3/4 Bubble eat lunch in dining hall supervised by 2 SMSAs Parent Zones identified whilst waiting to collect children at the end of the day Staff to accompany classes at all times Individual children can leave class on their own for toilets etc. 		Staff rota in place for start/ end of the day supervision	<p>All pupils can enter school from 8.45-8.55am. Children only enter school site each morning. Back and front gates will be supervised by member of staff.</p> <p>Parent permitted on site from 3.15pm –</p>	<p>Pupils enter site from either Star Road gate or back gate between 8.45-8.55am.</p> <p>Enquiries to be emailed/ phoned through to the school office.</p>

			<ul style="list-style-type: none"> Parents and carers to email or phone with any private or confidential matters 			<p>playground only.</p> <p>Parents email if require face to face meeting</p>	
4	Equipment		<ul style="list-style-type: none"> Scooters and bikes to be parked in appropriate bays for the day. Equipment can be sent home if essential to what the child needs to do. Equipment to be quarantined before being put back into general use. Each bubble given PE equipment in labelled bag. To be kept in room. No need to quarantine as same group using it. <p>Reading books isolated for 24 hours once a child has finished reading it.</p> <ul style="list-style-type: none"> Pens/ pencils to be provided in individual packs for children from Y3 upwards children can bring in own pencil case but are not to share their equipment Years 2 and below have pencils in a pot and they are wiped clean after use. 			<p>Equipment no longer quarantined</p>	<p>No special instructions</p>
6	Staff shortage -	Staff	<ul style="list-style-type: none"> Teacher to prepare an activity pack that can be used in the event of their absenteeism – range of activities related to current topics etc. . Work to be uploaded by bubble staff in the event of teacher falling ill. 	High	HT/DHT	<p>On second day of illness a supply teacher will be booked for a class. First day cover will be provided in-house where possible.</p>	<p>Supply staff or existing school staff to cover for absent colleagues</p>
7	Staff travelling on public transport	Staff	<ul style="list-style-type: none"> Where possible reduction of days needed to attend work with directions to work from home on specific activities/ projects Use of PPE as directed by the government 	High	HT		<p>No special instructions</p>

8	Staff and pupils have been affected by bereavement, illness or lockdown	Staff Pupils	<ul style="list-style-type: none"> • ELSA support remotely if possible • Referral to counsellor for both staff and pupils if wanted/ necessary • Play therapist and behaviour support teacher to continue to provide remote sessions for pupils 	High	DHT/SENCO		Therapists to provide face to face sessions at school
9	Member of staff or pupil shows symptoms of contagious disease	Staff pupils, wider family groups	<ul style="list-style-type: none"> • Pupil or staff member are sent home immediately • If pupil waiting to be collected, they must remain in the Isolation Room. Welfare staff to wear PPE whilst with child • Chair to be wiped down after child has left and all windows and door left open. Cleaning staff to be notified so that the room receives additional cleaning that day. • Staff member/pupil advised of Government isolation information and how to obtain a test • Other pupils/members of staff notified they have been in contact with symptomatic person/child • School to engage with NHS Test Track and Trace. • Parents must call the school prior to their child returning and they will be asked to arrive at school for 9.15am via the main gate where their temperature will be taken before entering the school building. 	High	Welfare Officer/ HT/ DHT	<p>Pupil/ staff member will be sent home immediately and asked to book a PCR test.</p> <p>School no longer is responsible for contact tracing – this is now carried out by NHS T&T</p> <p>No longer take temperature on return.</p> <p>Letter will be sent to all school community to inform of positive case with advice on what to do if unwell.</p>	<p>Staff and children are asked to remain at home if feel unwell.</p> <p>If test positive for Covid then should isolate at home for 5 days. LFD should be taken on Day 5 and Day 6. Return to school/ work if negative.</p>

10	Managing pupils with intimate care needs or injuries	Pupils and staff	<ul style="list-style-type: none"> • PPE must be worn when dealing with any intimate care or managing a child with an injury. All first aid bags to contain masks and gloves • All intimate care needs to be recorded- e.g. nappy changing so contact tracing can happen • All injuries must be recorded 	High	All staff		
11	Managing first aid in Bubbles and at lunchtime	Staff and pupils	<ul style="list-style-type: none"> • First aid kits in all bubble rooms. Bubble staff to attend to all minor first aid matters in the Bubble room and record in the note book located in the First Aid box. • SMSAs to attend to first aid at lunchtime using the belted First Aid bag. There will be a small notebook to record any incidents. • Any first aid incident that has required either a plaster or some sort of intervention will require a slip to be completed that will be sent home. The slip book will be located in the Bubble First Aid box. If a lunchtime first aid incident requires a slip to be written then the SMSA should complete this at the end of the lunch play. It should be completed as well as being recorded in the book. • If unsure as to whether it is a minor incident then Benita or Kelly can be asked to advise. They should be requested to go to the Bubble room – the child should not be brought over to the main office/ welfare room. • If it is a serious matter – call for Benita or Kelly (depending on who is in as per the rota) and they will come to the child. Do NOT bring them over to the office/ welfare room. If a cold compress is required Benita or Kelly will bring that over to the child directly from the freezer. • Any child who requires medication in school – eg, inhaler, will have access to this via their Bubble. It will be kept in a locked cupboard in the Bubble room. 	High	All staff		First aid dealt with by Welfare staff/ class teachers/ SMSAs