

The School Day – 8th march 2021

Please read this information in conjunction with the ‘welcome back booklet for children’, the school risk assessment and key documentation – folder kept in LCs room or available online.

Start times- 8.45-8.55 window

All teachers to be in their classroom from 8.45 with fire doors open ready for children to enter on arrival.

Year group	Entry points
Year 5 and Year 6	Walk down the drive, enter through classroom fire exits, class 15 to walk around the end of the building and in door by KS2 medical room
Year 4	Enter through KS1 playground Class 10 enter through fire door Class 9 through medical room fire door
Year 3	Enter through KS1 playground, enter school through medical room fire door
Year 2	Enter through door near Year 6 and walk up to the classroom
Year 1	Enter through classroom fire doors
Reception and Nursery	Nursery- come in and out of gate near main entrance Class 1- come in and out of door opposite main gate Class 2 – come in and out of gate near KS1 hall using one way system

Pick up times- 3.10

All teachers to be in playground ready to release children at 3.10. TAs to walk ‘walkers’ out of the school gates. SLT to monitor and ‘sweep’ to make sure parents are not congregating.

Year group	Entry points
Year 5 and Year 6	Leave via classroom fire exit, walk up the drive. Any parents picking up to wait at the main gate. Class 15 to walk around the end of the building and from medical room door and walk up the drive
Year 3 and 4	Parents to wait in KS1 playground to collect Class 10 – use class fire exit Class 9 – use fire exit opp cl 10 Class 8 – use Yr 6 door Class 7 – use door near medical room
Year 2	Parents to wait in KS1 playground to collect- children to be collected from the gallery doors. First class that arrives uses gallery door, second class use corner fire door in hall if required.
Year 1	Pick up from train playground- children to be released from fire doors

Reception and Nursery	Nursery collection time 3.00 All children to be collected from classrooms (same as entering the school)
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Handwashing

Children and staff should wash their hands at the following times. Staff may use hand sanitiser where more appropriate.

- When entering the building
- When they return from playtime
- Before eating at lunchtime
- When returning to the classroom after lunchtime
- Before using a specialist room (e.g. DT room, kitchen etc)
- If a child or adult coughs/sneezes they must wash hands immediately

The previous 'groups of three' are no longer required.

Teachers/TAs to clean tables in the classroom at both playtime and lunchtime

Play time

Year Group	Time	Where
Nursery	9.30-9.50	Train
Reception	9.50-10.10	Train
Year 2	10.00-10.20	KS1
Year 6	10.00-10.20	KS2

Year Group	Time	Where
Year 3	10.20-10.40	KS1
Year 5	10.20-10.40	KS2

Year Group	Time	Where
Year 1	10.40-11.00	KS1
Year 4	10.40-11.00	KS2

- Teacher and TA to sort duty for their own class between them.
- TAs need to man the toilets to make sure there are socially distancing queues in place.
- TA to take first aid kit out with their class.
- Use own playtime equipment. Ensure equipment is collected back in.

Touch point cleaning

Time	Jobs
10-10.30	Front office area including disabled toilet, keypads, hatch, signing in screen, doors and corridor by staffroom.
10.30-11	Staffroom – including fridge, taps, kettle and cupboard handles, fire exit handle, internal handles, photocopier and corridor towards Yr6.
11-11.30	KS2 downstairs toilets (taps and handles), corridor, door handles internal and external
11.30-12 Lunchtime	Stair rail, KS2 upstairs toilets (taps and handles), corridor, door handles internal.
12-12.30 Lunchtime	Yr2 toilets (taps and handles), staff toilet (taps and handles), stair rail, corridor, door handles
12.30-1 Lunchtime	Staffroom – including fridge, taps, kettle and cupboard handles, fire exit handle, internal handles, photocopier
1-1.30 Lunchtime	Yr 1 (taps and handles), FS toilets (taps and handles) and staff toilets (taps and handles), corridor, door handles internal and external.
1.30-2	Outside toilet in train playground – full clean!

Each classroom will have a cleaning box. Teachers and TAs will be responsible for spraying tables and touch points during the day in their room. This includes cleaning touch points in rooms used for interventions. Where possible staff will manage the cleaning/quarantine of the resources within their classroom. Staff must contact ABe/MPi for any deep cleaning requirements that cannot be done by staff themselves.

Seating arrangements

Children must not be sat facing one another or side on. Classrooms and the curriculum must be organised in a way that allows for as much ventilation as possible, as much physical distance between the children and adults as possible. However due to age and number of children in each room it will not be possible to achieve this at all times. It must be achieved wherever possible. If it is not possible to maintain a distance between children then they must be forward facing sat side by side. This is to avoid face to face contact. Where children will be learning in a free flow environment staff should minimise the time they spend within 1 metre of others. This might mean that groups are rotated onto a new activity or taken outside to promote physical distance where possible.

Moving around the school

Moving around the school building and the school site should be kept to a minimum. Generally classes will move around the building under the direct supervision of an adult. Where possible, staff will use shortest route on the outside of the building. This will minimise the number of doors and corridors being used. Children can move around the school individually for specific reasons where deemed necessary, for example to visit an SLT member.

The registers will be delivered to classrooms and collected by Year 5 pupils (see PJ)

Updated Lunchtimes – 14.04.2021

Class	11.30-12.00	12.00-12.30	Wet Play
1 outside toilet	Play Train TM, LMo (Th,F)	Eat KS1 Hall TMi, LMo (Th,F) classroom toilet to wash hands	TMi, LMo (Th, F)
2 outside toilet	Play Train PMo/SBo	Eat KS1 Hall PMo/SBo classroom toilet to wash hands	PM/SBo
5 year 1 toilet	Eat KS2 hall NKa	Play KS1 NKa	NKa
6 year 1 toilet	Eat KS2 hall JPo (M,T) AHi (W,Th,F)	Play KS1 ASa (M,T) AHi (W,Th,F)	Eat JP (M,T) Play ASa (M,T) AHi all duty (W,Th,F)
13 year 6 toilet	Play KS2 JSw	Eat KS2 JSw Hand sanitise before lunch	JSw
14 year 6 toilet	Play KS2 SDu	Eat KS2 TV Hand sanitise before lunch	SDu play TV eat
15 year 6 toilet	Play KS2 JBr	Eat KS2 SWa Hand sanitise before lunch	KGa play SWa eat
Yellow nursery toilet/outside toilet	Eat classroom LCh/ ASH	Play F/S area or Train playground LCh/ASH Weds pm – CE will dismiss p/t children at 12, and LCh will stay will JH until 1.15	
Orange nursery toilet/outside toilet	Eat classroom ASa/AHi Mon and Tues only	Play F/S area or Train playground LMo/ AHi Mon and Tues only	

Class	12.30-1.00	1.00-1.30	Wet play
3 outside toilet	Eat KS1 ARu	Play Train BHi	ARu eat BHi play
4 outside toilet	Eat KS1 ASH	Play Train AJi	ASH eat AJi play
7 year 1 toilet	Eat KS2 CPa	Play KS1 CPa	CPa
8 year 1 toilet	Eat KS2 HSu	Play KS1 LAh	HSu eat LAh play
9 year 1 toilet	Play KS1 JSw	Eat KS1 JSw Year 1 toilet to wash hands	JSw
10 year 1 toilet	Play KS1 ASa	Eat KS1 ASH Outside toilet to wash hands	ASa play ASH eat
11 year 5 toilet via white fire exit door by class 10	Play KS2 LAh	Eat KS2 KBe Hand sanitise before lunch	LAh play KBe eat
12 year 5 toilet via white fire exit door by class 10	Play KS2 PSa	Eat KS2 ASa Hand sanitise before lunch	PSa play ASa eat

- Classes sit on separate sides of the hall, supervised by their lunchtime supervisor/TA.
- Children play freely in designated playground with all children in that year group.

- Dining supervisor/TA supervises an end or area of the playground each (to maintain social distancing between adults).
- Lunchtime supervisor/TA completes first aid for their own class.
- Wet play – see plan above

Lunchtime sports coaching

Dennis will be outside at lunchtime with each year (see below) in their allocated playground space. This is for every day of that week, alongside the Lunchtime Supervisor. Wet play –Dennis will play in the classroom with the children as there is no hall space!

w/c 12th April

11.30-12pm	Reception	Train playground
12-12.30pm	Nursery	Train playground
12.30-1pm	Year 4	KS1 playground
1-1.30pm	Year 3	KS1 playground

w/c 19th April

11.30-12pm	Year 6	KS2 playground
12-12.30pm	Year 2	KS1 playground
12.30-1pm	Year 5	KS2 playground
1-1.30pm	Year 1	Train playground

w/c 26th April

11.30-12pm	Reception	Train playground
12-12.30pm	Nursery	Train playground
12.30-1pm	Year 4	KS1 playground
1-1.30pm	Year 3	KS1 playground

w/c 3rd May

11.30-12pm	Year 6	KS2 playground
12-12.30pm	Year 2	KS1 playground
12.30-1pm	Year 5	KS2 playground
1-1.30pm	Year 1	Train playground

w/c 10th May

11.30-12pm	Reception	Train playground
12-12.30pm	Nursery	Train playground
12.30-1pm	Year 4	KS1 playground
1-1.30pm	Year 3	KS1 playground

w/c 17th May

11.30-12pm	Year 6	KS2 playground
12-12.30pm	Year 2	KS1 playground
12.30-1pm	Year 5	KS2 playground
1-1.30pm	Year 1	Train playground

w/c 24th May

11.30-12pm	Reception	Train playground
12-12.30pm	Nursery	Train playground
12.30-1pm	Year 4	KS1 playground
1-1.30pm	Year 3	KS1 playground

Half term

PE

PE equipment should be cleaned in between each use by different groups (or left for a period of 72 hours). Only equipment that can easily be wiped down should therefore be used. PE should be outdoors wherever possible for all age groups. Contact sport should be avoided.

Additional equipment has been purchased to support us in rotating equipment. Any equipment that is being quarantined should be left in the Teacher's cupboard and then returned to PE store after 72 hours. Where possible please use your classroom cleaning box to wipe down and return equipment immediately.

Staff may provide children with spare kit if required. Please ensure this remains in school and is washed after use. Children will continue to come to school in their PE kits.

PE days				
Monday	Tuesday	Wednesday	Thursday	Friday
Class 4 – Train Class 12 – KS1 Class 14 – KS2	Orange – Train Class 2 – KS1 Class 7 – KS2 Class 9 – KS2	Yellow – Train Class 5 – KS1 Class 10 – KS2	Class 3 – Train Class 8 – KS1 Class 13 – KS2 Class 15 – KS2	Class 1 – KS1 Class 6 – KS1 Class 11 – KS2

Coaching

Coaching – Year 2 and Year 6

Dennis will work in 3 week blocks with one class from Yr2 and one class from yr6. Sessions are 1.30-3pm. First 45mins half the children with teacher and half with Dennis, second 45mins swap over, so all children do an hour PE with Dennis and an hour session with teacher in a small group.

If it is raining or too cold to be outside, coaching will take place in the KS2 hall.

Week 3	Mon 12 th April	Class 14	Miss Evans	KS2 playground or field
	Weds 14 th April	Class 5	Mrs Sirrell-White	Train playground or field
Week 4	Mon 19 th April	Class 14	Miss Evans	KS2 playground or field
	Friday 23 rd April	Class 6	Miss Mills	KS2 playground or field

Week 5	Thurs 29 th April	Class 15	Mr Sidik	KS2 playground or field
	Friday 30 th April	Class 6	Miss Mills	KS2 playground or field
Week 6	Thurs 6 th May	Class 15	Mr Sidik	KS2 playground or field
	Friday 7 th May	Class 6	Miss Mills	KS2 playground or field
Off timetable/SATs	Weds 12 th May	Class 5	Mrs Sirrell-White	Train playground or field
	Thurs 13 th May	Class 13	Miss Martin	KS2 playground or field
Module 6 Week 1	Weds 19 th May	Class 5	Mrs Sirrell-White	Train playground or field
	Thurs 20 th May	Class 13	Miss Martin	KS2 playground or field
Week 2	Mon 24 th May	Class 14	Miss Evans	KS2 playground or field
	Weds 26 th May	Class 5	Mrs Sirrell-White	Train playground or field

Cricket coaching

	9-10am	10-11am	11-12	1-2pm	2-3pm
16 th April		Year 5 - class 12	Year 5 - class 11	Year 6 - class 14	Year 6 - class 13
23 rd April		Year 5 - class 12	Year 5 - class 11	Year 6 - class 14	Year 6 - class 13
30 th April		Year 5 - class 12	Year 5 - class 11	Year 6 - class 14	Year 6 - class 13
7 th May	Year 3 – class 8	Year 4 - class 10	Year 4 - class 9	Year 6 - class 15	Year 3 - class 7
14 th May	Year 3 - class 8	Year 4 - class 10	Year 4 - class 9	Year 6 - class 15	Year 3 - class 7
21 st May	Year 3 - class 8	Year 4 - class 10	Year 4 - class 9	Year 6 - class 15	Year 3 - class 7
28 th May	x	Year 1 - class 4	Year 1 - class 3	Year 2 - class 6	Year 2 - class 5
4 th June	Half term week	x	x	x	x
11 th June	x	Year 1 - class 4	Year 1 - class 3	Year 2 - class 6	Year 2 - class 5
18 th June	x	Year 1 - class 4	Year 1 - class 3	Year 2 - class 6	Year 2 - class 5

Singing

Staff must be aware that there is an increased risk of infection in environments when people are singing (or playing a wind or brass instrument). The risk should be minimised by teaching music (singing) in small groups of no more than 15, being outside wherever possible, positioning children back to back or side to side to side and ensuring good ventilation. There should be no singing in large groups such as choirs and assemblies.

Illness

Any person displaying symptoms of coronavirus should not be on the school site. If a child develops symptoms (cough, temperature, change in sense of smell/taste) they will be immediately brought to the conference room. Parents will be called to collect them and take them for a test.

The thermometer will be kept in this room for adults to check temperatures. Child will be monitored for a cough etc.

Appropriate PPE should be worn by adults supporting those children if they cannot safely maintain a distance of 2 metres. This could include gloves and a face mask.

Any adults who begin to display symptoms whilst at work will be sent home immediately. They will be required to book a test.

Parents

Staff must make themselves available to chat with parents after dismissal in the playgrounds at the end of each day, teachers must wear their mask and stand 2m away from parents during all interactions. Parents should be encouraged to use the class email, the school gateway app or to call where possible. For emergencies or urgent matters the front office will be accessible for parents. Where required, meetings can be arranged. When necessary socially distanced meetings can be held, these must be agreed by a member of SLT and included on the diary. They will be held in the KS2 library or conference room. Again, any face to face meetings will require all members attending the meeting to wear face coverings if a 2m distance cannot be maintained.

Events

There will be no large gatherings or assemblies at the present time. We will be considering inventive ways to maintain our sense of community and parental engagement. This may include the use of technology such as Teams, alternative activities that can be fulfilled in our class groups and/or altering our key dates so that events can take place when restrictions have changed. If you have any ideas or thoughts please pass them to your phase leader.

PPA

PPA to be taken at home where possible. The conference room will be available for staff to use when it not possible to work from home. Staff will no longer be permitted to use the staff room for PPA (the copier etc can be used) to ensure lunchtimes etc are safe for all.

Libraries/Home reader shelves

Children will not be permitted to use the libraries or home reader shelves to choose a book. Staff must rotate an appropriate selection of books for children to choose from in their own classrooms. When children return books they must be placed in the quarantine box and left for 72 hours before being replaced in the libraries/shelves. Table top books, curriculum resource books etc must also be quarantined before being returned for use by others.

Face coverings

PPE is not required beyond what we would normally use in school. PPE may be required when supporting young children who are displaying symptoms of coronavirus – see illness above. As face coverings are now required in public buildings and on public transport each room has a bin for disposal of these. Face coverings must be removed appropriately and sensibly and disposed of immediately or placed in owner's bag if re-useable. Hands to be washed immediately.

Staff must wear face covering when;

- Greeting children at the beginning of the day
- Dismissing children at the end of the day
- Informal meetings/chats with parents on the playground
- When pre-arranged visitors are escorted around school and a 2m distance cannot be maintained
- Visors will only need to be worn for specific circumstances to protect against droplet spread, they should not be worn as an alternative to face coverings

- At this present time, the government are recommending that face coverings should be worn by staff in situations where social distancing between adults is not possible, e.g. when moving around in corridors and communal areas

Tuck

As part of our healthy eating commitment, we will NOT be reintroducing the tuck shop. Each class will be provided with a selection of fruit to be shared with the children.

Classrooms/resources

Classrooms will be like family households. Children can move around and share resources within their own class. If another class needs a resource it must be cleaned or quarantined for 72 hours. If there are enough resources for children to have their own then they should as this will help to reduce the possibility of transmission within the class. Where this is not possible, handwashing and regular cleaning of the resources will reduce the risk of transmission. Staff can take home books for marking and children will be permitted to bring book bags and lunchboxes to school. Children must have their own pen/pencil and any other frequently used equipment.

Spare clothes

Spare clothes can be provided for children where necessary. Upon return all clothes to be washed.

PPA Cover/Coaches/Supply Teachers/Interventions

Teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school day. Those staff that work with more than one class should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. This will not be possible with younger children, however the additional safety measures in place (handwashing etc) mean that staff can work across groups in a primary school.

Outdoor space/ventilation

The risk of transmission is much lower outdoors therefore the outdoor space must be utilised as much as possible. The daily mile will be compulsory for all year groups. PE sessions and coaching sessions will take place outside when possible. When inside, ensure that doors and windows are opened to provide good ventilation. Remember to close any windows and doors when leaving the room.

Staffroom

A maximum of 10 people may be in the staffroom at any one time. Please ensure that a distance of 2 metres is maintained at all times. The tables and chairs have been marked to support distancing. The staff board will be updated regularly with information and messages. Please close the fire exit if you are the last person to leave. Ensure windows are open and good ventilation is in the room. PPA will be taken at home, but if you are in school on PPA please use the conference room and not the staffroom.

Breakfast club/ Tea Time Club

To be booked and paid for in advance via the gateway app on the Friday before the week being booked. ONLY available for working parents (for now). Children will be in a mixed bubble. **The children from breakfast club will be brought to you at 8.45am**, whether you are in your classroom or on the door. So the staff in breakfast club can get to their class/1:1 children asap.

Breakfast Club will use both halls when required. Children will wash their hands on arrival in the office toilet or Year 1 toilets. They will then wash their hands again when they join their class bubbles. The children will only have access to Breakfast Club resources.

Tea Time Club will use the Key Stage One hall. Children will wash their hands on arrival at Tea Time Club in the Year 1 toilets. The children will only have access to the Breakfast Club resources.