



All decisions will be based on the following principles and in this order of priority:

1. SAFETY/ SAFEGUARDING: Safety and protection of our pupils, staff and community
2. HAPPINESS/ WELLBEING: Mental health and wellbeing of our pupils, staff and community
3. LEARNING: Quality of education for all pupils

**Emergency Contingency due to an uplift in cases (some or all of these actions)** – Upper and Lower school bubbles (inside), face masks in public spaces / on the gate, online / split assemblies, inform parents of positive case numbers and online Staff / Governor meetings. Due to lack of staff / safety of pupils classes could move to remote learning with only vulnerable / key worker pupils attending in person.

Area or Procedure	Suggested Strategies	Infection Risk Level after mitigation 1-5 (1=low, 5=high)
<b>Structure</b>	<ul style="list-style-type: none"> <li>• Following Government guidance (24/2/2022), we are no longer following the ‘bubble’ concept to organise the school.</li> <li>• All children should be in school full time and all staff should work their ‘normal’ days and times.</li> <li>• In essence, school should run as it did before the pandemic.</li> </ul>	N/A
<b>Beginning and end of the school day</b>	<ul style="list-style-type: none"> <li>• Staff and parents are welcome to wear a face mask at drop off and collection times, if they wish to.</li> <li>• Parents to be mindful of respecting social distancing at all times.</li> <li>• Older pupils are welcome to travel to and from school unsupervised - parents should email the office to give permission.</li> <li>• Parents are welcome to drop and collect their children at the gate or they are welcome to take them to / collect them from the classroom outside door – parents should not enter the school buildings at drop off and collection.</li> <li>• There is a drop off window from 8:45am to 9am for all year groups.</li> <li>• At the end of the school day the gate will be opened after 3.25pm and children will remain with their class staff until the collecting person is in sight (unless permission has been given for a child to walk unaccompanied to another class / front gate / home).</li> <li>• All children and parents should enter and leave via the bottom / front gate.</li> <li>• When entering / leaving the school, children and staff should wash hands / apply hand sanitising gel.</li> <li>• Pupils are to wear school uniform; parents are requested to ensure that items of clothing are washed regularly.</li> <li>• Parents are requested not to touch or sit on school equipment / benches.</li> <li>• No parents are to enter the school buildings without a pre-arranged appointment.</li> </ul>	2

	<ul style="list-style-type: none"> <li>The gates will be closed at 9am so if you arrive after that time, your child will need to enter via the school office.</li> </ul>	
<b>Ventilation</b>	<p>Classrooms to be kept well ventilated whilst maintaining a comfortable teaching/learning environment and increasing the ventilation while spaces are unoccupied (ie. between classes, during break and lunch, when a room is unused) through use of natural ventilation:</p> <ul style="list-style-type: none"> <li>Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening high level windows in preference to low level to reduce draughts.</li> <li>Opening internal doors can also assist with creating a throughput of air. External opening doors in corridors is not required.</li> <li>Heating should be used as necessary to ensure comfort levels are maintained, particularly in occupied spaces. Classroom doors and windows will be open to allow airflow so even on hot days we recommend children have a school jumper with them.</li> </ul> <p>Classroom CO2 monitors should be monitored to ensure a balance of air flow verses classroom heat.</p>	<p>3</p>
<b>Break times</b>	<ul style="list-style-type: none"> <li>Diamond Class – Lower playground – 10.15am &amp; 11.15am / 2pm (if needed)</li> <li>Emerald / Ruby / Topaz Classes – Upper playground – 10.45am</li> <li>Emerald Class – Lower playground – 2.15pm (if needed)</li> <li>Children to be reminded about keeping sensible distance between each other.</li> <li>Children to have own snack / provided fruit – fruit to be given out, children are not to help themselves.</li> <li>Children to wash / sanitise hands before they go out and when they come back in.</li> <li>Children should line up in their class groups as normal.</li> </ul>	<p>3</p>
<b>Lunch time</b>	<ul style="list-style-type: none"> <li>Hot meals and packed lunches will continue to be provided by Piskula catering with a server following appropriate Covid 19 safer serving practices setting up and serving each day.</li> <li>One lunchtime supervisor will be allocated across the week to assist with serving lunches (serving assistant).</li> <li>Emerald to Topaz children will eat in the hall (Diamond pupils in their class / shelter) with their class, supervised by their allocated lunchtime supervisors (in good weather packed lunch pupils can eat in the outdoor shelter area).</li> <li>All children must wash their hands before they eat – Diamond, Emerald and Ruby classes to do this in their class’s toilet area / classroom sink, Topaz class to do this in Sapphire toilet area and then make their way into the hall.</li> <li>The serving assistant will spray and wipe down the tables in between classes eating at them.</li> <li>Play time / eating times to be staggered: <ul style="list-style-type: none"> <li>Diamond - Eat 12pm (Diamond classroom / shelter) / Play 12.30pm (Lower School playground) / End 1.00pm</li> <li>Emerald - Eat 12pm (Hall) / Play 12.25pm (Field/Upper School playground) / End 1.00pm</li> <li>Ruby – Play 12pm / Eat 12.25pm (Hall) / Play 12.50pm / End 1.00pm (Play – Field/Upper School playground)</li> <li>Topaz - Play 12pm / Eat 12.30pm / Play 12.55pm / End 1.00pm (Play – Field/Upper School playground)</li> </ul> </li> <li>At least 1 lunchtime supervisor is allocated to each class – Senior Leader to be contacted if there is an issue.</li> <li>Children can play in any area ‘open’ and can mix with other classes.</li> </ul>	<p>3</p>

	<ul style="list-style-type: none"> <li>• Lunchtime staff to ensure that each 'open' area is supervised by a member of staff – if a member of staff is not available then an area, e.g. fixed play equipment, should not be used.</li> <li>• Pupils should only use their allocated toilet, no other class's. Staff to toilet the children before they go out to reduce the need for pupils to come in unsupervised.</li> <li>• Children to be reminded about keeping a distance between each other – minimal touching.</li> <li>• Children to wash hands before they go out and when they come back.</li> <li>• Children to have access to shared play equipment.</li> <li>• Children should line up in their class groups as normal in order to move inside.</li> <li>• A Senior Leader will be available to support lunchtime staff.</li> <li>• If first aid is required, injured children should be treated by lunchtime first aid staff, wherever possible. Injuries needing further assistance/children with medical protocols, report to MG/SLT using walkie talkie system.</li> <li>• See MDSA Staff Duties timetable for deployment and MDSA Duties List for daily job allocation.</li> </ul>	
<b>Wet Play</b>	<ul style="list-style-type: none"> <li>• Children to do activities in their classroom e.g. drawing, colouring, individual games. IWB could be used to show programmes.</li> <li>• Same staffing supervision as normal break/lunch.</li> <li>• Same eating timings as normal lunchtimes.</li> </ul>	2
<b>Classrooms/lesson time</b>	<ul style="list-style-type: none"> <li>• Class walkie talkie should be switched on every morning.</li> <li>• Wherever possible staff should avoid close face to face contact and minimise time spent within 2 metres of anyone. Body contact is also to be avoided apart from when it is absolutely necessary.</li> <li>• Hard areas should be cleared of unused equipment / resources and stored away, e.g. pen pots, scissor blocks, paint brushes, electrical equipment, general bits, etc. between use.</li> <li>• Water bottles should be named, not stored in collective boxes and taken home to be washed properly every day. The water fountain will not be in use so filling will need to be from the cold taps in classrooms.</li> <li>• Pupils are to be discouraged from bringing in equipment/resources/toys etc. into school.</li> <li>• When marking books staff should sanitise their hands at the beginning and end of the marking session.</li> <li>• Parents should be informed what days children will need to wear PE kit to school - pupils should wear this to and from school and not bring in a change of clothes.</li> <li>• Pupils can have shared resources, such as pencils/pens/whiteboards/books/scissors/pencil sharpeners/etc.</li> <li>• Exiting – follow usual routes out of the building – emergency and non-emergency – prevent as much travel through the inside of school as possible.</li> <li>• Coats and bags are to be placed on pegs but children encouraged to bring in a minimum amount of things from home, such as sun screen, water bottles, coat and sun hat.</li> </ul>	2
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>• Curriculum offering needs to be full and balanced.</li> <li>• Teachers to follow class year group's objectives but be mindful of pupils' starting points and ensure 'back filling' is put in place to ensure pupils are suitably secure with previous objectives before moving forward.</li> </ul>	1

	<ul style="list-style-type: none"> <li>• A focus should be put on reading opportunities across the curriculum.</li> <li>• Additional nurture / pastoral / wellbeing support needs to be accommodated at whole class, small group and 1to1 levels.</li> <li>• PSHE is compulsory.</li> <li>• Online Learning resources should be maintained – ensuring that pupils can have access to these resources in the case of a local lockdown / self-isolation situation. Class staff will maintain these in the event of one of these circumstances. Online learning resources are also used for homework in Key Stage 2.</li> </ul>	
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• All pupils are expected to attend full time.</li> <li>• ‘Normal’ school attendance rules are back in force.</li> </ul>	4
<b>Library</b>	<ul style="list-style-type: none"> <li>• Quarantine systems for books are no longer required.</li> <li>• If a child / adult displays symptoms of Covid 19 they will be kept in this area whilst they await collection, if outside is not viable.</li> </ul>	4
<b>Office equipment</b>	<ul style="list-style-type: none"> <li>• Staff should use their own stationery equipment from their rooms not shared equipment, e.g. stapler.</li> <li>• If you are using a shared piece of equipment in a shared area, e.g. photocopy room, then we recommend staff should wipe this down with the provided cloth and cleaning spray before and after use.</li> </ul>	3
<b>Green Room</b>	<ul style="list-style-type: none"> <li>• The Green room can be used as an additional workspace / teaching area.</li> </ul>	3
<b>Photocopy room</b>	<ul style="list-style-type: none"> <li>• Only 2 people to use this at a time.</li> <li>• Please wipe down the photocopy buttons after each use.</li> <li>• Staff to keep contents of their trays to a minimum.</li> </ul>	3
<b>SENCO/Finance Office</b>	<ul style="list-style-type: none"> <li>• This room is mostly used by Mrs Mewett and Mrs Brannan (on separate days as agreed). If you do use this space please leave it clean and tidy.</li> </ul>	2
<b>Hall</b>	<ul style="list-style-type: none"> <li>• Predominantly used for Collective Worship, Before/After School Clubs, lunchtimes and PE.</li> </ul>	2
<b>Resource room</b>	<ul style="list-style-type: none"> <li>• Staff only and only two at a time.</li> </ul>	1
<b>Laptops</b>	<ul style="list-style-type: none"> <li>• Laptops / Chromebooks / Chrometables / Learnpads / headphones are not to be shared between classes – pupils to use their allocated machines.</li> </ul>	1
<b>Playground / field</b>	<ul style="list-style-type: none"> <li>• Tree House to remain shut (awaiting repair).</li> </ul>	3
<b>Forest School / Environmental Area</b>	<ul style="list-style-type: none"> <li>• Children to wash their hands before and after using the area / follow catch it – bin it – wash you procedure.</li> <li>• There is shared equipment / resources / structures in these spaces which cannot be adequately cleaned, therefore handwashing and not touching their faces is vital to prevent potential spread.</li> </ul>	3
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Limit numbers of children in the toilet at a time.</li> <li>• General handwashing in class – toileting handwashing in the toilet area.</li> <li>• Toilets: <ul style="list-style-type: none"> <li>• Diamond class – Diamond toilets (Boys and Girls)</li> <li>• Emerald class – Sapphire toilets (Unisex)</li> </ul> </li> </ul>	4

	<ul style="list-style-type: none"> <li>• Ruby class – Ruby toilets (Boys and Girls)</li> <li>• Topaz class – Topaz toilet (Unisex)</li> <li>• Yr5 (AM) – Sapphire toilets (Unisex)</li> </ul>	
<b>Kitchen</b>	<ul style="list-style-type: none"> <li>• Staff to use one mug and keep this in your own room – not left on a side.</li> <li>• If staff are concerned about shared tea / coffee they should bring their own supplies in and keep them in their room.</li> <li>• Only 4 people in the kitchen at any one time.</li> <li>• All washing up / drying up must be completed by the people using the items immediately after use and not left in the shared area / for others.</li> </ul>	3
<b>Office</b>	<ul style="list-style-type: none"> <li>• If sharing a computer keyboard/mouse, desk or telephone then they should be cleaned after each use.</li> <li>• No children to enter offices (wait at door). Stairgate is in place as a reminder not to enter unless invited to do so.</li> <li>• Staff to check before entering and only to enter offices if necessary, one at a time, keeping a reasonable distance.</li> </ul>	3
<b>Cloakrooms</b>	<ul style="list-style-type: none"> <li>• Children should be sent to get coats / bags in small groups.</li> <li>• Coats and bags are to be placed on pegs but children encouraged to bring in a minimum amount of things from home, such as, sun screen, water bottles, coat and sun hat.</li> </ul>	2
<b>PE</b>	<ul style="list-style-type: none"> <li>• Hall and outside areas may be used for PE. The field / playground should always be the preferred option when the weather is dry.</li> <li>• Children to wash their hands before and after the session.</li> <li>• Parents should be informed when PE days will be and pupils come to school in appropriate clothing for PE sessions – pupils should not bring a separate PE kit to school/changes of clothes.</li> </ul>	2
<b>Visitors to school</b>	<ul style="list-style-type: none"> <li>• A poster detailing arrangements for all visitors to school is on the outside door to the office lobby.</li> <li>• Reading volunteers on site to be kept to a minimum.</li> <li>• Where possible, limit visitors to essential services contractors, education support staff, supply teachers and peripatetic teachers – these visitors can have visited other schools prior to attending our school.</li> <li>• All visitors to use hand sanitising gel in lobby before entry and to be briefed on safety guidelines.</li> <li>• Parent meetings only when necessary must be organised in advance and take place in a room where social distancing is possible/outside. Virtual meetings via Teams remain the preferred option, especially for SEND meetings, but parents evenings will go ahead with enhanced measures for safety.</li> <li>• Appointment interviews can take place face to face.</li> </ul>	3
<b>SEND / Medical protocol pupils</b>	<ul style="list-style-type: none"> <li>• SEND children who normally receive support with their behaviour in school will be risk assessed separately and parents contacted to consult over appropriate measures / provision if required.</li> <li>• Children with medical protocols will have their support risk assessed separately to ensure that their needs can be met and parents contacted to consult over appropriate measures / provision if required.</li> </ul>	4
<b>Interventions</b>	<ul style="list-style-type: none"> <li>• Wherever possible interventions should carry on (EWaN, L2M, ILI, S&amp;L, Social Skills, etc.).</li> <li>• Visiting support staff, e.g. Play Therapist, must not ‘cut through’ classrooms – visitor fob to be issued.</li> </ul>	

<p><b>First Aid</b></p>	<ul style="list-style-type: none"> <li>• The TA working with the group is responsible for first aid.</li> <li>• MG can support but it is for the TA, whenever possible, to treat the child unless it is an emergency.</li> <li>• Each class has an infra-red thermometer, a set of PPE and emergency first aid kit – first aid forms are to be completed as usual and given to MG to email home to parents.</li> <li>• If a child is suspected of having Covid 19: <ul style="list-style-type: none"> <li>• Child to be isolated outside (on a chair with the supervising staff member over 2 meters away – no need for staff full PPE) or in the library if the weather is inclement maintaining a 2 meter distance.</li> <li>• If the child requires the toilet then they should use the female staff toilet which will then need to be shut until it has been fully cleaned.</li> <li>• Parent should be contacted to collect immediately.</li> </ul> </li> <li>• If an adult is suspected of having Covid 19: <ul style="list-style-type: none"> <li>• If the adult is well enough to drive home they should leave the site immediately and drive straight home.</li> <li>• If the adult is not well enough they are to be isolated outside (on a chair) or in the library if the weather is inclement.</li> <li>• They should keep their mobile phone on them to maintain contact but they should not be supervised by another member of staff unless it is an emergency.</li> <li>• An appropriate person / emergency services should be called and asked to collect immediately if they can't drive themselves.</li> <li>• If the adult requires the toilet then they should use the female staff toilet which will then need to be shut until it has been fully cleaned.</li> </ul> </li> <li>• When a child or staff member develops symptoms indicative of Covid 19, they should be sent home and advised to self-isolate immediately and get a PCR test, even if the symptoms are mild.</li> </ul> <p>Lateral Flow tests</p> <ul style="list-style-type: none"> <li>• Pupils and staff are no longer advised to take LFTs.</li> </ul> <p>Testing positive</p> <ul style="list-style-type: none"> <li>• If a child or member of staff tests positive then they should self-isolate for 5 days, LFT testing on day 5 and Day 6 (leaving a full 24 hours between tests). If both are negative and they do not have a temperature, return to school on day 6.</li> <li>• If either are positive, continue to isolate until they get two negative test results from two LFT tests on consecutive days <b>OR</b> they have completed 10 full days of self-isolation, whichever is earliest.</li> </ul> <p>No pupils, staff, parents or visitors are permitted to enter school grounds or buildings having tested positive for Covid 19 or whilst exhibiting symptoms. This decision is in line with Government Guidance for schools in order to protect other children and adults from potential infection.</p>	<p style="text-align: center;">4</p>
<p><b>Close Contacts</b></p>	<ul style="list-style-type: none"> <li>• Close contacts will be identified via NHS Test and Trace and education settings are not expected to undertake contact tracing.</li> </ul>	<p style="text-align: center;">4</p>

	<ul style="list-style-type: none"> <li>Individuals are not required to self-isolate if they are identified as a close contact.</li> </ul>	
<b>H&amp;S servicing</b>	<ul style="list-style-type: none"> <li>All usual checks, e.g. water temperatures / fire alarm systems to continue taking place.</li> <li>Pre-arranged servicing to take place.</li> <li>Visitors will be briefed and the usual safeguarding measures taken.</li> </ul>	3
<b>Cleaning</b>	<p>Cleaner:</p> <ul style="list-style-type: none"> <li>AG/AV to use chemical cleaning to wipe down desks and frequently touched surfaces, e.g. door handles, daily. They cannot clean surfaces if they are cluttered.</li> <li>Chairs will be sprayed on a regular basis (monthly).</li> <li>All toilets to be cleaned daily.</li> <li>AG/AV to follow published guidance on effective chemicals, areas of most need and PPE.</li> <li>AG/AV to ensure that classroom bins have a bin bag in them and are emptied daily.</li> </ul> <p>Staff:</p> <ul style="list-style-type: none"> <li>Pupil resources – children can once again share resources but ensure pupil hand hygiene is kept a high priority.</li> <li>Each teaching space to have a cloth and a premixed cleaning solution so staff can wipe any surfaces / equipment as required.</li> <li>Classroom floors to be hoovered to give AG/AV maximum time for chemical cleaning.</li> <li>If using a shared computer, staff should wipe the power buttons and keyboard before use.</li> <li>The interactive board buttons should be wiped down with a cloth and cleaning spray (on the cloth) before use – there is no way of cleaning the screens on our interactive boards without ruining them so hand hygiene is key. Do not allow children to use the boards.</li> <li>No staff should bring in their own cleaning products, etc. Please remember that AG/AV are using strong cleaning substances that will interact negatively with other cleaning products.</li> <li>Use provided cloths for cleaning/mopping up spills as they are more effective than paper towels.</li> <li>Microfibre cloths: <ul style="list-style-type: none"> <li>Because these are covered in anti-viral and anti-bacterial spray they can be used multiple times.</li> <li>At the end of each day any used cloths will be collected by AG/AV and washed.</li> </ul> </li> <li>Cleaning spray: <ul style="list-style-type: none"> <li>AG will mix batches of cleaning solution into spray bottles which will be in each classroom (this uses LA recommended anti-viral and anti-bacterial elements).</li> <li>These <b>must</b> be stored out of reach of children.</li> <li>Ensure that others are not in the immediate vicinity when spraying and the solution has dried / been wiped before children touch a cleaned surface.</li> </ul> </li> </ul>	3
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>Whole school Collective Worship will take place in the hall / outside.</li> <li>Collective Worship: <ul style="list-style-type: none"> <li>Monday – Whole School (JW)</li> </ul> </li> </ul>	1

	<ul style="list-style-type: none"> <li>• Tuesday – Key Stage</li> <li>• Wednesday – Class</li> <li>• Thursday – Sung Whole School (JW)</li> <li>• Friday – Whole School (JW)</li> </ul>	
<b>Singing / wind or brass instruments</b>	<ul style="list-style-type: none"> <li>• Singing and playing wind / brass instruments can take place in well ventilated areas.</li> <li>• Use a room with as much space as possible, e.g. larger rooms with high ceilings are expected to enable dilution of aerosol transmission.</li> <li>• Ensure children all face in the same direction.</li> <li>• Allow pupils to take up the maximum space possible.</li> <li>• The music leader should be at least 2m (further if possible) from the nearest pupil.</li> <li>• Singing limited to 30 minutes in one go and then exit the room to allow ventilation to clear any aerosols.</li> <li>• Discourage loud singing in favour of quality of sound as quiet singing generates fewer aerosols.</li> <li>• Mainly teach by ear, words / music should be projected. If pupils can retain their own copy of any music / song words, then this too is acceptable – copies should not be shared.</li> </ul>	2
<b>Clubs</b>	<ul style="list-style-type: none"> <li>• We will be offering Breakfast and After Fun clubs to assist parents with work commitments, alongside sports clubs to encourage active pupils.</li> <li>• Breakfast club 8am to 8.45am: <ul style="list-style-type: none"> <li>• Maximum of 20 places.</li> <li>• Club to use the Hall – drop off is the outside hall fire escape door</li> <li>• Staffed by SW / MT / EJ.</li> <li>• Places will be offered on a first come first offered basis.</li> <li>• Pupils should use their class toilets where possible.</li> <li>• Breakfast will be served in individual bowls/plates - staff to ensure hands are washed before preparing food.</li> </ul> </li> <li>• After Fun club 3.30pm to 4.30pm. <ul style="list-style-type: none"> <li>• Maximum of 15 places a day.</li> <li>• Club to use the hall / outdoor space – collection is from the outside hall fire escape door.</li> <li>• Staffed by MF.</li> <li>• Places will be offered on a first come, first offered basis.</li> <li>• Pupils should use their class toilets where possible.</li> <li>• Snacks will be served in individual bowls – staff to ensure hands are washed before preparing the snacks.</li> </ul> </li> </ul>	1
<b>General</b>	<ul style="list-style-type: none"> <li>• A member of SLT will be on-site at all times, in the unlikely event that this is not possible a senior teacher will be identified as 'leading the school'.</li> <li>• Ensure that pupils clean their hands regularly, using a mixture of washing and sanitiser, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating as a minimum.</li> </ul>	3

	<ul style="list-style-type: none"> <li>• Please ensure all doors and windows are closed by class staff and that walkie talkies are switched off and returned to their class recharging base before leaving at the end of the day.</li> <li>• Do not pass groups in the corridor, 1 group / person should wait for the other at a suitable distance.</li> <li>• Staff are welcome to wear masks in communal areas where social distancing is not possible.</li> <li>• If someone sneezes/coughs, they should be sent to wash their hands straight away - please reinforce the Catch it, Bin it, Kill it message.</li> <li>• Children will need sessions focusing on their wellbeing and understanding the reasons behind our school changes so they do not become upset, too anxious or worried.</li> <li>• Staff to follow the whole school reward system – physical tokens are permitted again.</li> <li>• Pupil bikes or scooters can be brought on site by children – they should be stored in the bike rack area.</li> </ul>	
<b>Health Issues</b>	<ul style="list-style-type: none"> <li>• If a member of staff has a pre-existing medical condition that makes them more vulnerable or a person in their household is categorised as vulnerable, then they should notify SLT to discuss safer working practises.</li> <li>• Staff should liaise with SLT over mental health concerns as well as physical – they will support wherever possible.</li> <li>• Staff workload will be monitored closely due to the demands of new ways of working.</li> </ul>	4
<b>Fire / Critical Incident</b>	<ul style="list-style-type: none"> <li>• In the event of a fire / critical incident the 'Fire and Emergency Evacuation Policy and Procedure' should be followed.</li> <li>• Fire drills to be held as normal.</li> </ul>	4
<b>Educational visits / residential</b>	<ul style="list-style-type: none"> <li>• School visits offsite are allowed under latest guidance, but must be thoroughly risk assessed to ensure Covid 19 measures can be put in place.</li> </ul>	3