

St Gregory CEVC Primary School

COVID-19 Guidance and Risk Assessment For Returning To School In March 2021

This document has been produced in line with published government guidance and will be reviewed regularly throughout the school year and in response to any new guidance published.

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Displaying COVID-19 Symptoms And Being Tested

Displaying Symptoms

- It will be made clear to all parents and carers through letters home and on the school's social media channels that their child should not come in to school if they are displaying symptoms and that they should book a test. They should also not come to school if they have tested positive in at least the last 10 days. If a child is displaying symptoms but the parents/carers still want them to attend school then the headteacher has the right to refuse to admit them.
- Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- If a pupil at school displays symptoms then they must be collected immediately and sent home to self-isolate for 10 days or until they have a negative test result returned. They should wait in Mr Kittle's office with windows open and the door ajar. The member of staff supervising them may wear PPE equipment if they wish and must clean the room thoroughly once the pupil has been collected. The member of staff supervising should not enter the school office to get a phone number or make a phone call – this can either be done by the office staff or from one of the phones near each classroom. If the pupil needs the toilet while they are waiting they should use the left hand Oak class toilet and this should be cleaned thoroughly afterwards.
- If a member of staff displays symptoms, then they should go home immediately. The headteacher or deputy headteacher will cover in the event that a teacher goes home and children will not be split and sent to other bubbles as they may have done in the past.
- If someone in a member of staff's household displays symptoms then that member of staff must isolate along with the whole of their household.
- If someone in a member of staff's household is displaying symptoms then the Headteacher must be informed straight away.
- Children who are ill with non-COVID 19 related symptoms should wait to be collected by the main display area outside the office.
- If a pupil or member of staff attends a club or out of school activity where there is a positive case and are asked to self-isolate for a period of time then they should follow the instructions that the club / activity leader sends them and send a copy of them to the school office.

Getting A Test

- All staff have been given Lateral Flow Tests. These must be taken twice a week for full time staff and the results submitted online using the DfE portal.
- Parents and staff will be advised that tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

- The school has testing kits to give to parents if necessary. These will be kept in the headteacher's office and handed out to members of staff who have symptoms or who have someone in their household displaying symptoms.
- School will not notify the rest of a class when one pupil has been displaying symptoms and will instead wait for the test result.
- School must be informed of the outcome of a test result as soon as possible.
- All children displaying symptoms must be tested before returning to school even if a medical professional subsequently advises that this is not necessary.

In The Event Of A Negative Test

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

In The Event Of A Positive Test

- Parents, carers or staff will be asked to provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19). To help with this, staff must keep a seating plan of where children sit in their class.
- Parents, pupils or staff must self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
- If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
- School will contact the local health protection team in the event of a positive test result. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
- The contact information for the local health protection team is:

PHE East of England Health Protection Team,
 Council Offices, College Heath Road,
 Mildenhall,
 IP28 7EY
EastofEnglandHPT@phe.gov.uk; phe.EoEHPT@nhs.net
 Phone: 0300 303 8537 option 1

Out of hours for health professionals only: phone 01603 481 221

- Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)

proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual

travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. School will use the template letter provided to send to parents and staff if needed. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.
- School will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

In The Event Of A Local Outbreak

- The school will remain open for vulnerable children and the children of key workers in the event of a local outbreak where the Local Authority or health protection team advises the school to close and considers it safe for vulnerable children to attend.
- Remote education will be provided for all children not in school. Key worker and vulnerable children will complete the same work in school if they attend to ensure consistency.
- Staffing for the key worker and vulnerable children would take place on a rota basis.

Cleaning, PPE, Handwashing And Toilets

Cleaning

- School will be cleaned at the end of each day and staff are encouraged to go home as soon as they can to allow for a full and thorough clean to take place.
- High contact areas, such as door handles, light switches and hand rails on stairs should be cleaned by staff throughout the day
- The hand rails on the Willow / Beech staircase should be cleaned after each class has used them.
- MDSAs have responsibility for cleaning classrooms once they have been used for lunch
- Cleaning supplies will be monitored regularly and orders made in good time.
- Cleaning equipment in classes will be stored safely and securely so that children are unable to access it

PPE

- The school will endeavour to have one set of PPE for each classroom. In March 2021 there will be one set of PPE in each area of the school e.g. EYFS / Year 1, Willow / Beech.
- Government guidance states that face masks are not mandatory in schools but staff and pupils may choose to wear them if they wish.

Handwashing

- The children will wash or sanitise their hands frequently throughout the day, including when they arrive at school and at the end of break and lunch times.
- The children should not bring a hand towel in to dry their hands.
- The children should bring in their own hand sanitiser to use wherever possible.
- The school will promote the 'Catch It, Bin It, Kill It' approach to support good respiratory hygiene

Toilets

- Only one pupil can go to the toilet at a time
- Toilets will be allocated by class rather than gender
- The third toilet in the cabins will be used for all pupils for breaktimes and lunchtimes
- Classes who are using a girls' toilet with no urinals should allocate cubicles for boys and girls.

Staggering The School Day

Timetables

We will be using staggered start and finish times for classes who share school entrances to help them keep in their own bubbles and maintain social distancing.

We have also timetabled the two school playgrounds and the school field so that only one class is on them at a time.

Teaching time includes a daily act of Collective Worship and a weekly Golden Time on a Friday.

Key Stage, EYFS and SEU

	Start	Teaching Time	Break	Teaching Time	Lunch In Class	Lunch Break On Playground	Teaching Time	Afternoon Break	Teaching Time	End Of Day
Cherry	8:30	60 mins	9:45	90 mins	11:30	12:00	60 mins	1:30	75 mins	3:00
Maple	8:45	60 mins	10:00	75 mins	12:00	11:30	75 mins	1:45	75 mins	3:15
Oak	8:45	90 mins	10:30	105 mins	12:30	1:00	60 mins	2:30	30 mins	3:15
Apple	8:45	75 mins	10:15	90 mins	12:00	12:30	75 mins	2:15	45 mins	3:15

Playground in use from 9:45 – 10:45 and 11:30 – 2:45

KS2

	Start	Teaching Time	Break	Teaching Time	Lunch In Class	Lunch Break On Playground	Teaching Time	Afternoon Break	Teaching Time	End Of Day
Willow	8:30	75 mins	10:00	75 mins	11:30	12:00	60 mins	1:30	75 mins	3:00
Beech	8:45	75 mins	10:15	60 mins	12:00	11:30	75 mins	1:45	75 mins	3:15
Ash	8:30	90 mins	10:30	90 mins	12:00	12:30	75 mins	2:15	30 mins	3:00
Redwood	8:45	105 mins	10:45	90 mins	12:30	1:00	60 mins	2:30	30 mins	3:15

PE will need to be first lesson of the day if it is on the playground. Playground in use from 10:00 – 11:00 and 11:30 – 2:45

Teaching time includes Collective Worship

Drop Off And Collection

- Cherry, Willow and Ash classes will be starting school at 8:30 a.m. and finishing school at 3:00 p.m. They will be let into class from 8:20 a.m. onwards.
- Apple, Maple, Oak, Beech and Redwood classes will be starting school at 8:45 a.m. and finishing at 3:15 p.m. They will be let into class from 8:30 onwards.
- Oak class will enter and exit their classroom via the door onto their outdoor area. This will be clearly signposted.
- There will be a one-way system around the whole school. All parents and cars must enter via the path by the main entrance gate and exit via the gate at the rear by

Nursery, using the public footpath next to the tennis courts to make their way back to the front of the school.

- We will be operating a one-way system on the main school playground, with the entrance by Cherry Class and the exit on the opposite side of the playground behind the school hall.
- Where possible only one parent or carer should bring the children to school or collect them. If you have siblings with different drop off or collection times then they can queue up together while the first sibling is dropped off and then either join a different queue with you or stay with the member of staff on duty until it is time for them to enter their classroom. The same applies if your child is dropped off by the parents of another child at the school.
- All parents must wear a mask on the school grounds unless they are exempt and can prove this.
- Footsteps will be marked on the ground to show where to line up to facilitate social distancing.
- At the end of the day the children should be dismissed in the order that their parents or carers are in line for them
- Children in Willow Class who have siblings in Beech Class will be taken to After School Club to be collected from there.
- Staff will need to wait with a pupil if their parents / carers are late and should not send them to the office.
- Children who come to Apple Class by taxi will be travelling in their school bubbles, as recommended by government guidance. They will wash their hands on arrival at school and immediately before they leave. They will not be expected to wear face masks.
- Registers and dinner money should be left outside classrooms and will be collected and returned each day.
- The school gates will be open between 8:15 a.m. and 8:50 a.m. and 2:45 p.m. and 3:30 p.m.
- To aid with the quick dispersal of queues of parents, Beech Class and Willow Class will be down on the playground one or two minutes earlier than their official end of the school day.

Staffing

PPA

- Staff are able to take PPA at home as long as work or resources needed for the next day's teacher are prepared where necessary and any parents who need to be contacted about an incident at school have been.
- PPA staff will only work with one class each morning and one class each afternoon.

End Of The Day

- Staff are encouraged to leave school as early as they would like to, once their class have all been safely dismissed.

Staff Meetings

- Staff meetings will still take place on a Monday after school from 3:45 p.m. – 5:00 p.m. They will be conducted via Zoom and will usually follow the format of procedural information, input and discussion and then a task to complete.
- There will be no physical Staff Briefings but notes will be emailed out each Thursday.
- SLT meetings will take place over Zoom or in the ICT Suite half-termly.

Mrs Poole

- Mrs Poole will work with a different class for a two or three week period, starting with Year 4. She will support groups in the morning during their Maths and English lessons and take groups / pairs / individuals for catch-ups and interventions in the afternoon. She will do this for four days a week and have a fifth day for planning, organising folders etc. These four days can be agreed with each teacher individually.
- The groups that Mrs Poole work with do not have to Pupil Premium children in them.
- All teachers must send their planning and any resources such as Classroom Secrets PowerPoints to Mrs Poole by the end of the week immediately before she is in with them to help her prepare.
- Mrs Poole will work with her groups in the Pupil Premium Intervention Room. She will come and collect each group and then escort them back at the end of their session. They will need to bring their stationary with them.
- Mrs Poole will not be in the classroom for teacher input for the morning lessons. We will explore using Zoom to allow her to join in with the lesson online so that she is familiar with what the children have been shown and any issues that the children have had.
- Mrs Poole can work with any ability group in the morning.

Using The Staff Room

- Where possible, staff should use their own areas instead of the staffroom e.g. Cherry staff in the Reading Room, Apple Class in their area.
- The staggering of breaks means that the staffroom should never be too crowded but staff should still wipe down any surfaces they use, sanitise their hands when they use the photocopier and use the same mugs at all times.

Clinically Vulnerable and Pregnant Staff

- Clinically vulnerable staff, and those staff who live with clinically vulnerable people, should return to school in September and follow the guidance laid out in this document. This also applies to pregnant staff.

Performance Management

- Performance management for all staff will take place as normal, although meetings be online.

Role of MDSAs

MDSA Rota

Class	Time In Class	Time On Playground	MDSA
Cherry	11:30 – 12:00	12:00 – 12:30	
Maple	12:00 – 12:30	11:30 – 12:00	
Oak	12:30 – 1:00	1:00 – 1:30	
Willow	11:30 – 12:00	12:00 – 12:30	
Beech	12:00 – 12:30	11:30 – 12:00	
Ash	12:00 – 12:30	12:30 – 1:00	
Redwood	12:30 – 1:00	1:00 – 1:30	
Apple	12:00 – 12:30	12:30 – 1:00	

What will MDSAs do?

- Wash their hands in Mr Kittle's office before entering the main school building.
- Keep any coats or bags with them at all times.
- Collect children's meals from the hall and take them to their class, using the service trolley and trays. It may be necessary for two trips to be made or for a colleague to help. The lift will be available for MDSAs with Apple, Beech and Willow classes. MDSAs must arrive at school in time to collect lunches to be with their designated class in time. If the class has time on the playground first then the MDSA should leave just before the children come in to collect lunches in time for their return to the class.
- Stay with the class for 30 minutes while they eat their lunch, maintaining social distancing at all times. The children will not need drinks to be poured for them as they will all have brought in a water bottle from home. Music or a film may be put on while the children are eating as they should not leave their table when they have finished.
- Clean the classroom with anti-bac spray when the children have been taken out to the playground by the teaching staff and then join them when the cleaning is done. If the children have already been outside before they have their lunch then clean tables as they become available, possibly when the children are washing their hands.

- Take any rubbish back to the hall to be disposed of.
- The Headteacher and Deputy Headteacher will supervise on the playgrounds for an hour each day.

The School Curriculum

Subjects Being Taught

- The children will still be taught a full curriculum across the year and no subjects will be dropped. Subjects that have not been covered either in school or at home will be given the appropriate amount of time in class.
- Classes will have Maths and English in the morning followed by a foundation subject and class story in the afternoon. Where timetabling does not make this possible then discrete spelling, SPAG or Times Table Rock Stars sessions will be taught in the afternoon.
- The afternoon subjects to be taught vary from class to class based on what has been covered already.
- Classes should not carry on with work from the morning if they feel that they did not get enough done – the timetable must be adhered to.

PE

- Each class will have two outdoor sessions a week as the hall is not a teaching space. The field will be timetabled as the playgrounds are too busy to allow for two sessions due to staggered break and lunch times and the introduction of an afternoon break for Key Stage 2 children. If it is on the playground, PE will need to be the first lesson of the day in KS2 and there will be no space for the Daily Mile each day.
- All staff will collect the equipment that they need from the PE Cupboard and then keep it in their classroom throughout the half term to ensure that no other classes use it.

RE

- The children will continue to record their RE work in their whole-class RE book.

Science

- Investigations may be carried out in Science. Teachers will ensure that equipment is not used by more than two children where at all possible.

Art

- Art resources for the term or half term will be kept in classes so that other children do not use them. Teachers will need to ensure that equipment is not used by more than two children where at all possible.

History / Geography

- The school has been working on a new knowledge based curriculum for some subjects, including History and Geography. To support the children's learning they will be given two copies of key facts and information for their topics – one to stay in school and one to be sent home.
- Each history or geography topic will last for half a term and work will be recorded in the children's topic books.

Class Story

- This lesson will be in addition to the morning's English lessons. If the class is using a class reader in the morning then they will need a separate book for class story time, which should last for around 15 minutes.

Music

- Music will be taught by Mr Cogan as a PPA Subject. It will be taught in the hall to a whole class, who will be spaced out to ensure social distancing and will be facing away from each other where possible. The windows and doors will be open to allow the hall to be well-aired. PPA will therefore not need to be split.

Classes will be able to sing counting songs and other songs to help children learn.

Pastoral Care

- Each class has a full time LSA who can provide support for groups or individuals who are finding the return to school difficult.
- One Collective Worship a week will be allocated for teachers to use to address any issues that present themselves in class.
- A bank of online resources will be prepared for staff to use when needed
- Staff will be trained on using the DfE's Wellbeing For Education Return materials and resources. A school lead will be identified who will then be trained by the Local Authority on delivering the materials.
- Staff will continue to check on their classes' wellbeing and monitor them closely as not all children will show their anxieties immediately.
- Each class from Year 2 upwards will be offered the chance to stay behind after school one day a week to play with their friends on the school field in an unstructured but supervised session.

Homework

- To limit what is coming in and out of school, the children will not be set homework that needs to be handed in and there will be no Takeaway Homework this year.
- The children will be expected to read daily and they will also have weekly spellings and Times Table Rock Stars work to complete. They will also be asked to learn some of the key facts from their History or Geography topic.
- In addition to this, children in Key Stage 2 will all either be given a workbook or online work to complete. This will be based on work done in class or any gaps in their learning.

Identifying Gaps In The Children's Learning

- Staff will be able to identify gaps in the children's learning through assessment in their day to day teaching. The children complete an assessment at the start of each unit in maths and they also complete spelling tests and STAR reading tests as initial assessments

- Staff will also complete an analysis of which key objectives were not taught last year to help inform their planning.
- Classes will not submit their children to blanket testing in the first weeks back to identify gaps as this would be counterproductive
- When gaps have been identified they will be filled by differentiation in class teaching, support groups led by LSAs and homework activities.
- These approaches will also be used by staff to identify children who have received additional support during lockdown and are now working at an advanced level.
- The school is in receipt of Catch Up Funding from the government. This will be used to provide bespoke 1:1 tuition and support for those children who need it most. The sessions will take place after school and will be led by school staff where at all possible.

Spellings

- The children will still receive weekly spelling lists but these will be sent home a half term at a time.

Reading Books And Reading Records

- The school will have a designated day each week when the children can hand in reading books they have read at home. These books will then be put aside until the following week.
- The children will be given a reading log to record their reading at home in. This should stay at home and staff will ask for it to be brought in on a monthly basis to monitor how much is being read at home.

Feedback

- There is no expectation that there will be any written feedback in any books. This will help staff limit their contact with children and/or their equipment.

Break Time

- Staff will cover their class's morning and afternoon breaks and should arrange time out of class in lieu of this between them
- Each class will have its own set of play equipment which will be kept in their classroom

Lunch Time

- Each class will spend half an hour in class with an MDSA and half an hour on the playground with an MDSA and member of teaching staff
- Each class will have its own set of play equipment, to be kept in the classroom
- MDSAs can play music quietly and put cartoons on for the indoor play. Children can draw, read or chat but should not leave their desks.
- Each class will need its own First Aid packs.
- Parents should be notified of any grazes or injuries via email. Phone calls home still need to be made for head injuries.

IPads

- Each class will have its own iPads and chargers for use for Accelerated Reader, research etc. (Four for KS2, 3 for KS1). The Pupil Premium iPads will stay with Mrs Poole.

Forest School

- Forest School will take place in Kone Vale for Maple, Cherry and Oak Classes when we return.

Classroom Equipment

- As long as they are only used within the class bubble, materials such as sand, water and playdoh are allowed and 'soft' resources such as cushions or costumes can be used.
- Classroom equipment should be cleaned at the end of each day.

Educational Visits

- The school will not organise any educational visits for the Spring. Local walks for Apple and Pips classes are allowed as long as no parents or volunteers are needed to support them.

Work Being Sent Home

- Work may be sent home from the school Nursery.

Remote Education

- The school will provide remote education to children who are self-isolating for 10 days and children who are on the shielded patient list.
- The school will not provide remote education for children who opt not to attend school or are absent from school with non-COVID related illness.
- In the event that a class has to isolate, the remote learning offer will be the same as it was in lockdown, with two class meetings and three lessons a day from Oak Academy / White Rose and some 1:1 or small group input as appropriate.

Collective Worship

- The school will continue to have a daily act of Collective Worship in class.
- Collective Worship may take place in the afternoon to allow sufficient time for Maths and English in the morning.
- It will be videoed by the person leading it so that it can be watched at any time. The rota will be:
 - Monday – Mr Woodrow (introduction of theme and big question)
 - Tuesday – Mr Woodrow
 - Wednesday – Class Teachers (Bible story)
 - Thursday – Class Teachers (certificates, team points, class-specific PSHE/wellbeing)
 - Friday – Mr Woodrow (music appreciation)
- All classes will need their own fake candles and children to do the blessing
- We cannot sing hymns but we may still listen to them and follow along with the words
- There will be no class assemblies to parents next term
- The headteacher will plan Collective Worship for each half term and may prepare some resources. Open The Book and Reverend Collins have also offered resources that can be used.
- All classes will need a Collective Worship display to record their responses to the Big Question. These will be photographed and photos as well as examples of work will be curated in a whole-school Collective Worship book by the headteacher or Faith Council
- The Friday music appreciation assemblies will be a combination of staff sharing their favourite pieces of music and explaining why they like them and year group specific music appreciation from the Charanga website.
- Reverend Cheryl and Open The Book will provide resources that can be used to support Collective Worship.

Behaviour

The school's Behaviour Policy still applies and each class should have a set of traffic lights and the school rules on display

Traffic Lights

- There will still be Golden Time on a Friday and children will still miss 5 minutes of Golden Time each time they are moved to red.
- If a child is moved to red twice in a week then Mr Woodrow will come and speak to them outside their classroom rather than have them sent to his office.
- If a child is moved to red three times in a week then Mr Woodrow will phone home but the child does not have to be present when this happens

Green All Week

- Stickers should still be awarded to children who stay on the green traffic light all week.
- Teachers should still keep a record of how many times a pupil has got a Green All Week sticker as there will still be a raffle at the end of the Autumn Term.
- There are currently no plans for a Green All Term reward for those children who achieve it but this will be reviewed during the term.

Missing Break Or Lunchtime

- Children should not be asked to finish work during break or lunchtime.

Lunchtime Notes

- Lunchtime behaviour rules still apply. In the first instance children should be sent to for a 5 minute time out. If their behaviour merits a lunchtime note then they will miss the following day's lunchtime and will be supervised by Mr Woodrow or Mr Kittle. They will not miss the following day's morning or afternoon break.
- If a child's behaviour at break time or lunchtime merits being spoken to by a member of SLT then this will take place outside of their classroom.

Sitting Outside The Headteacher's Office

- This will not be used as a sanction in the Autumn Term.

Headteacher Reward Stickers

- Each class will be given a set of Headteacher Award stickers to distribute as they wish. Children should not be sent with work to the Headteacher's Office but he can be invited to see a child's work outside of their classroom.

Team Points

- Team points should still be awarded and a total announced to the class each Thursday.

Communication With Parents And Carers

Letters

- The school will not send paper copies of letters home. They will be send via ParentMail and added to the school website.

Electronic Communication

- All parents and carers must sign up to Parentmail (and Tapestry if appropriate) – the school newsletter will outline our increased expectations of parental engagement and follow up phone calls will be made to parents and carers who do not register or who are not engaging.

Contacting Staff

- There will be no face to face meetings between parents and carers and staff at the end of the day. The member of SLT on gate duty each morning will pass on any messages and the relevant school staff will phone or email later. Staff will need to check their class email addresses more consistently as this will become the main mechanism for communicating to parents and carers.

Parents' Evening

- Parents' Evening will take place early in the Summer Term over the phone or on Zoom for those parents who would like it, with the exact format still to be determined.

Visitors To School

All visitors to the school must wear face masks in the school reception area and wash their hands in Mr Kittle's office.

Governors

- Governors will not visit school. All governors' meetings and governor visits will take place via Zoom. This includes the Headteacher's Performance Management.

Contractors And Site Maintenance

- All contractors will visit school before the children arrive or after they have gone wherever possible.

Speech and Language Therapist

- The Speech and Language therapist will still visit school to provide support and fulfil the legal obligations of children's EHCPs

Music Therapist

- Music Therapy will resume in the Summer Term for Apple Class.

Warner Active

- There will be no clubs run by Paul Warner, or indeed by anyone else, after school in the Spring Term.

i-Achieve

- The school will not be using i-Achieve this year.

School Tours

- School tours will only take place between 3:30 p.m. and 5:00 p.m.

Volunteers

- The school will not have any volunteers to help in class e.g. to help with reading during the Spring Term.

Workshops

- There will be no workshops such as History Off The Page in school in the Spring Term.

Inside The School Building

Classrooms

- All desks should be front-facing in rows
- The children should keep their own equipment in trays or plastic wallets where they have them
- Equipment and surfaces should be cleaned regularly
- Windows and doors should be left open where possible to help air the room

Hall

- The hall is not a teaching space and will only be used by Breakfast Club and After School Club and Mr Cogan teaching Music on a Friday morning.

Lunchbox Room

- This will not be used during the Spring Term.

ICT Suite

- The ICT Suite will be used by Mrs Moroney to deliver support to Year 6 intervention groups and will be accessed via the external door. It should not be used at any other time unless it is needed as a meeting space.

Room Between Beech and Willow Class

- This room will be separated using screens so that each class has a break out area. Beech Class's section will include the door from the toilets to the room as well as the door to their classroom. Willow Class should enter and exit their classroom via the door by their pegs.

The Office

- All photocopying must be done before 8:30 a.m.
- Staff must be mindful of the fact that the office is a hub and not linger in the doorway
- Only three people should be in the office at any one time
- Phone calls should not be made from the office by staff. If a number is needed then ask the office who will provide it for you and you can then call from one of the outlying phones. In the event that privacy is needed, the hand-held phone should be used and cleaned thoroughly before it is returned.

The Library

- The library is not to be used by classes. Teachers should take books from the library for their class and keep a record of which ones they take home.

Corridors

- Doors can be wedged open to avoid too much contact with door handles but must be closed in the event of a fire or fire drill.

The School Grounds

Main School Playground

- The main school playground is for Cherry, Maple, Oak and Apple Classes and is timetabled from 9:45 – 10:45 and 11:30 – 2:45

Tennis Courts Playground

- The tennis courts playground is for Key Stage 2 classes and is timetabled from 10:00 – 11:00 and 11:30 – 2:45

The Field

- The field will be in regular use for PE in the Spring and Summer terms.

Outdoor Reflection Area

- The outdoor Reflection Area can be used during the day and can also be used at lunchtime. Any equipment used must be thoroughly cleaned at the end of the session.

Outdoor Classroom

- The Outdoor Classroom is available to be booked for morning or afternoon sessions but can only be used by one class each day

Outdoor Play Equipment

- The outdoor play equipment is available to be booked for morning or afternoon sessions but can only be used by one class each day