**COVID-19: Stoneydelph Primary School Plan Stage 4**

**September 2021**

*KEY CONSIDERATIONS:*

*Staff need to be aware that these guidelines are from the DfE guidance (updated 17.8.21) and that they reflect the way school will need to operate in the long term with half termly reviews. They are also in line with Union and Health and Safety guidelines. In the case of a Covid 19 outbreak within school (several confirmed cases within a 14 day period), the school will revert to the Outbreak Management Plan in line with any further guidance from PHE.*

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|  | **Considerations and actions** |
| A.Key COVID-19 considerations | * Draft operation plan for Stage 4 risk assessment shared with Staff on Monday 23rd August. Additions and amendments made in the light of consultation. Finalised and sent to ED May for signing off on Friday 27th August and will be in place from 1st September.
* Minimise contact with individuals (staff or pupils) who are unwell by ensuring those who have COVID-19 symptoms or a positive Covid test result, do not attend school.
* Ensure everyone understands the importance of cleaning hands thoroughly, more often than usual for staff and pupils. Reteach and remind pupils how to wash hands, frequent opportunities to wash hands, frequent use of sanitiser.
* Ensure everyone understands the importance of good respiratory hygiene by promoting ‘catch it, bin it, kill it’ – availability of tissues and teach / frequently remind pupils.
* Enhanced cleaning, including frequently touched surfaces. Cleaning materials readily available.
* PPE – disposed of in lidded bin.
* Staff to have gate keys to support arrival and exit – unlock / lock after use.
* Engagement with Test and Trace – tests can be booked online through ‘NHS testing for Coronavirus’, by phone NHS 119, or through a kit issued to school. All staff must engage with the service and supply contacts if they become unwell with symptoms.
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| B.Breakfast & after-school arrangements | **Breakfast Club:*** Breakfast club in Mobile Classroom
* Pupils collected by Breakfast Club staff at set arrival times 7.40am (breakfast provided) and 8.15am at Crowden Road pedestrian gate– allow 5 minute collection window. *Staff*to unlock and lock gate after use.
* School mobile phone number available to parents for emergency late drop-off.
* Use of hand sanitiser by pupils as they enter the building.
* Staff to wipe over activities with disinfectant after use.
* Breakfast prepared in the classroom and staff/children to wash hands and sanitise before preparation.
* Children use toilets in mobile – staff to ensure pupil handwashing and use of sanitiser after use.
* Staff to ensure all areas left clean and tidy and anti-bacterial cleaning products used to clean thoroughly after each session.
* Pupils tidy up tables, staff support wiping over activities where appropriate, put activities into the storage areas.
* Children to wash hands and use sanitiser before leave Breakfast Club to join class on playground/classroom at start of school day.

**After-school Club:*** After-school club will be based in Breakfast Club Mobile
* TAs to bring children from their classrooms to the mobile – wash hands and use sanitiser before coming.
* After-school club staff to wipe over equipment with disinfectant as they set up tables and put away at end of the session.
* Pupils have snack – no meals – prepared, served to the individual child at the table and plate / cup collected and washed up by staff afterwards. Staff to wash/sanitise hands before and after food preparation
* Pupils can use the Upper KS2 playground for outdoor play. Wipe over any shared equipment with disinfectant before and after use.
* Pupils use the toilets in the mobile classroom– staff to ensure pupils wash their hands and use sanitiser.
* Pedestrian gate to be left open for parents to collect from after school club at flexible times.
* Parents to enter through pedestrian gate to collect children from mobile classroom. Parents not to enter building. Follow path around the outside of nursery
* Outdoor after school clubs can resume from 1st September (Progressive Sport to follow our RA)
* After school music lessons/choir to resume from 1st September (Steve M to follow RA)
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| C.Pupil entry to and exit from school | * Staff time management crucial.
* Parents encouraged to arrive at the correct time window – not early or late – gates remain locked until appropriate time.
* Staff to lock gate as soon as their pupils have left. Next class to unlock for their pupils and relock gate as all pupils have left.
* Families with multiple gates / start and end times have individual arrival plan created for them.
* KS2 pupils to enter site without parent
* KS1 pedestrian gate to be opened for KS1 parents to bring children to gate at edge of KS1 playground
* Timetabled staggered arrival and leaving times using all four gates as follows –TAs/teachers stationed at gates to monitor entry and support exit:

**Reception**: Arrival time: 8.45am Fossdale Road KS1 gate. Gate locked at: 8.50am.**Year 1 and Year 2**:  Arrival time:  8.40amFossdale Road KS1 gate or Crowden Road Pedestrian Gate(If using Crowden Road pedestrian gate parents can make their way across the car park using the pedestrian crossing to the black gate at the entrance to the Key Stage 1 building (at the top of the steps). A member of staff will greet Year 1 and 2 children at this gate at 8:40am and pupils will make their way onto the Key Stage 1 playground. Parents/Carers will NOT be allowed to enter the playground but should then make their way immediately off the school site.Gate locked at 8.45am **Year 3 and Year 4**:  Arrival time: 8.40am. Fossdale Road KS2 gate or Crowden Road Gate by the vehicle gate.Gate locked at 8.45am  **Year 5 and Year 6:**Arrival time: 8.45am. Fossdale Road KS2 gate or Crowden Road Gate next to vehicle gate.Gate locked at 8.50am**End of the school day****Reception**: Children will be brought to the Fossdale KS1 gate for dismissal to parents at 3.00pm**Year 1 and Year 2:**  Children will be brought to the gate they entered through in the morning at 3.05pm**Year 3 and Year 4:**  Children will be brought to the gate they entered through in the morning at 3.15pm**Year 5 and Year 6:**  Children will be brought to the gate they entered through in the morning at 3.20pm* Pupil and staff hand sanitising on entry and exit to buildings – sensor pumps situated around outside of the buildings by doors.
* Parents / pupils that are late for arrival at school to go to Crowden Road Pedestrian Gate (next to vehicle gate), phone the school office (or use intercom), wait for member of staff to open the gates and child is to be taken to office
* Parents that are late for collecting their child to go to Crowden Road Pedestrian Gate (next to vehicle gate), phone the school office, wait to be buzzed in to collect child from office
* If a child is not collected, staff will need to take wait at the gate with the pupil for 5 minutes, then take the pupil back to their office and wait for a message from the office that the parent is there. If the child is not collected by 3.40, the child is placed in afterschool club.
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| D.Additional considerations for entry and exit from school  | * **Staff time management crucial**.
* Handwashing and sanitiser when entering/leaving the building.
* Large sibling groups with limited time for parents to access gates at opposite sides of the school (eg: siblings arriving and departing from Fossdale and Crowden Road gates, specific arrangements to be made for staff to collect and deliver children to one agreed gate/time).
* Parents encouraged not to arrive early / late and not to remain at the gate when they have delivered / collected their child.
* Letter emailed to parents at end of summer term and start of autumn term, notice on the website plus regular text messages to parents before start and end of school to remind social distancing.
* Children going home alone (Y5/6) still escorted to the gate.
* Staff to open gate as their class groups arrive / leave and lock the gate after them.
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| E.Staff entry and exit from school/car park | * All staff should hand wash and sanitise on entry and exit from the school, also frequently during the school day.
* Pedestrian gates to remain locked at all times – all staff to have a gate-key to use for collection and delivery of pupils.
* Staff and peripatetic staff to ensure they are on site before 8.40pm to ensure no vehicle movement when children are arriving at school. Staff should take care and pay attention to Breakfast Club children if arriving at the same time (7.40am / 8.15am)
* Vehicles should not be moving around in the car park (between 2.55 and 3.30) when children are leaving. If staff need to leave during this period, they should park their car outside the school.
* During the staggered start and finish times for Daycare and Nursery, staff should be mindful to keep children safe if they are using their car in the carpark when the children are moving to and from the Crowden Pedestrian gate.
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| F.Classrooms  | * Tables can be arranged in groups or rows – no requirement for social distancing in school
* Site staff to ensure ample soap, sanitiser, blue roll, tissues available in classroom every evening – check by staff first thing in the morning and alert Site Supervisor if more is required.
* Tissues are easily available to pupils in the classrooms and teach / remind / poster reminders re ‘Catch it, Bin it, Kill it! Wash hands and sanitise’ to support good respiratory hygiene.
* Clear surfaces to continue – need to be strict on this to support effective cleaning.
* Use of other live marking techniques, verbal learning share and supported self-marking continue to be utilised wherever possible. DfE guidance does allow for the collection of books in to be marked.
* Classrooms to be ventilated with a small open window in communal area or spare classroom. External doors can be opened during breaktime and 15 minutes of lunchtime to refresh the air which limits the spread of the airborne virus. Doors are to be closed during lessons during colder weather. Staff must ensure a comfortable working temperature for pupils.
* No PE bags in school – pupils come to school wearing PE kit on PE days. Good communication with parents is essential if PE days change.
* Lunchbox (if required) stored on trolley in cloakroom.
* Photocopiers to be cleaned using anti-bacterial wipes before and after use by all staff.
* Pupils use toilets in their phase area only and all staff to remind pupils about good hand hygiene after toilet use.
* Use of ICT – equipment (including Now-Press-Play earphones) must be cleaned thoroughly with disinfectant wipes before and after use.
* Music lessons in music room – timetables have been created. If instruments are used, they must be disinfected before and after use.
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| G.Staff and staffing | * Responsibility of staff members to follow hygiene (frequent washing and sanitising; good respiratory hygiene (catch it, bin it, kill it and hand-wash / sanitise)and **act as appropriate role models for pupils/parents/community by following the government or DFE guidance**.
* Staff members may use the main staffroom at break / lunchtime– additional breakout areas also for staff to use include: Cookery room, spare classrooms in KS2 building and meeting room***.*** Staff to clean surfaces before and after use.
* Mugs / travel cups should be washed up and put away by the member of staff using them – not left in classes or communal areas
* Wipes and cleaning materials will be available for personal cleaning of potential transmission points eg: hot water leaver / taps/ microwave buttons & handle / fridge door handles.
* Posters to remind staff of precautions and expectations in staff room / staff toilets / shared areas – including procedures about what to do if they show symptoms, anyone within their household shows symptoms, track and trace, if anyone in their classroom shows symptoms.
* Promote staff use of ‘Track and Trace’ with details of accessing testing – Gov / NHS details but switch off during school day and on school website.
* Well-being of staff: Staff invited to share their worries and concerns by email or have 1:1 meetings (socially distanced or using Teams/Zoom / messenger) with the Headteacher so that problems can be overcome.
* Headteacher (well-being leader) and SLT to monitor staff well-being and workload to ensure it is achievable. Review half termly.
* Use of CAT ready reckoner to support management of staff attendance / absence.
* Staff who live with those who are ‘extremely vulnerable’ or ‘clinically vulnerable’ can attend the workplace (DFE guidance 4.11.20). Staff who live with someone at increased risk from COVID-19 can attend work (DfE guidance). Staff who are at increased risk from COVID-19 should have a discussion regarding their concerns and the measures in place at school with the Headteacher and discuss if any additional measures where appropriate but shielding is not currently in place.
* Site staff to ensure stocks of soap, sanitiser, blue roll, toilet paper, tissues are topped up before the end of the morning shift (11am) and at the end of each day in all rooms around school.
* Peripatetic staff (Steve Mansfield – Music; Connor Millington – IT Technician; Dean Withers – Sports Coach), supply staff and visiting professionals (Teacher of the Deaf, Social Workers, Malachi Family Support, SEND Advisor, Educational Psychologist) to ensure fully understand and comply with school risk assessments and operational guidance.
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| H.Office | * Y6 pupils bringing mobile phones into school must be bought to office/ returned by TA.
* Class teachers to use SIMS to register pupils and email dinner register to TC in the office – these must be completed by 9.15 at the very latest. Nursery / Daycare register to be emailed to the office AM and PM.
* Absence messages should be through the office in the first instance.
* All visitors to school to be directed by office staff to guidance and expectations of hand washing, sanitising, good respiratory hygiene and when entering, during visit and leaving.
* Contractors on site must report to the office first and sign in. They will need to arrive after 8am – if before, the Site Supervisor will need to be available at the school office to let them in as gates will be closed. They must register with the office the areas they are working in and have minimal contact. They must adhere to the school expectations of hand washing / sanitising, good respiratory hygiene and 2m social distancing.
* Office will maintain readily available contact details of all visitors in school (Inventry system)
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| I.In the event of a pupil / member of staff demonstrating symptoms | * Parents to be reminded of current NHS symptoms of COVID-19, how to book a test and how to use / respond to ‘Track and Trace’ (guidance reminders in every fortnightly newsletter and on school website).
* If a parent calls in with a pupil showing symptoms – advise pupil should not attend school, but should get a test and school should be informed of the outcome as quickly as possible. Attention should be drawn to Government advice and a link emailed / text to them ([https://www.gov.uk/publications/covid-19-stay-at-home-guidance)](https://www.gov.uk/publications/covid-19-stay-at-home-guidance%29).

A work pack can be sent home to the pupil and class teacher alerted so that learning can directed on Dojo (MyMaths / TT Rockstars / EPIC). * If a member of staff calls in to the Headteacher and has symptoms they should self-isolate and get a test immediately, informing school of the outcome. (see ready reckoner)
* In either instance above, if the test of the pupil / member of staff is positive, they should self-isolate for 10 days.
* If a pupil becomes unwell during the school day, displaying potential symptoms, a member of staff, wearing PPE should accompany the child to the medical room by the school office, ensuring the window is open and the door is kept closed. Office staff should call the parents immediately. When the pupil is collected, office staff to remind parent the details of guidance and testing. Remind parent to keep school informed. Supplies of PPE to remain easily accessible, available in the wet areas between pairs of classrooms.
* Table where child was working and medical room to be cleaned thoroughly using disinfectant by member of staff wearing PPE. Anyone that has been in contact with the pupil must wash their hands thoroughly for 20 seconds with soap and running water and use hand sanitiser.

**In the event of a confirmed case in school:*** School must contact the Staffordshire Outbreak Team or Local Public Health Protection Team, work with them through their risk assessments and follow their guidance.
* PHE will provide the template letter to issue to parents and staff.
* Learning packs and online learning via Dojo will be issued to pupils in isolation.

PHE West Midlands North Health Protection Team, Stonefield House, St Georges Hospital Corporation Street, Stafford, ST16 3SRPhone: 0344 225 3560 option 2DFE Covid helpline0800 0468687 option 1 or 2URN number 145834 |
| J.Cleaning | * All surfaces in the classroom areas to be kept clear for cleaning every evening (Chartwells).
* If you are working in the classroom when cleaners are cleaning, please be mindful to allow then to clean all surfaces.
* Re-teach all children to wash their hands and reinforce regularly. Handwashing and sanitising for children and staff regularly: on entry / whenever go to the toilet / mid-morning / before lunch / after lunch / mid-afternoon / before go outside / when return in from outside / before going home / whenever cough or sneeze following putting tissue in the bin.
* If the medical / isolation room has been used (see medical needs below) the room should be washed down with hot soapy water and disinfectant by staff / cleaners (Chartwell) wearing PPE. (Additional furniture remains removed from the room to ease cleaning).
* Regular cleaning in classrooms of tables/equipment by staff (especially when shared with other classes)
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| K.Medical needs | * General first aid will be administered as needed by relevant staff and recorded in accident book. Parents to be informed via Class Dojo
* Stocks of masks, gloves and aprons to be available in each wet area per pair of classrooms.
* Tissues available in every classroom – if a child sneezes / coughs insist on the ‘Catch it, bin it, kill it’ in the tissue followed by hand wash.
* Signs in each wet area to remind staff what to do in the event of a pupil showing symptoms and PPE easily available for use.
* Paediatric First Aiders are on site.
* All staff to have completed the Educare First Aid at Work online course.
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| L.Uniform  | * Uniform is expected.
* Full PE kit is expected on PE days and children to arrive in school wearing PE kit (following school uniform policy)
* Pupils should bring a water bottle in with them – these can be refilled at drinking water tap in the wet area sinks – **not** water coolers.
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| M.Break and Lunchtimes | * Breaktime as normal with staff rota – Year R on own playground; Year 1 / 2 on own playground; Year 3 / 4 on own playground and Year 5/6 on own playground.
* Pupils may bring their own healthy snack, free fruit to resume for KS1 and KS2 breaktime sales to resume from 6th September (in hall)
* Remind children to wash hands and sanitise as going out and sanitise when returning to the classroom.
* Early years to have a set snack time rather than free-flow – ensure all children wash hands before and after.
* Lunchtime supervisor rota – to be devised by Mary Stevens
* Hall layout with tables for Year R far side and other years to enter hall in rotation – lunchtime supervisors to collect pupils when space available.
* All tables to be cleaned in between Year groups
* Lunchtime supervisors to check tables have been cleaned before packing away at the end of the lunchtime – if not do so.
* EYFS to hall at 11:50am
* 12.15 start of lunchtime Y1-6 Pupils to wash and sanitise their hands before eating.
* Y1-6 pupils to play on designated playgrounds until collected by lunchtime supervisor to enter the hall.
* Pupils to be given instructions for waiting or returning to playground by the lunchtime staff in the hall
* Lunchtime ends at 1pm

**Staff break out spaces.** The following lunch/break spaces will be available from 1st September for staff to use as preferred.* Staff room
* Cooking room
* Meeting room
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| N.Pupil attendance | * Expectation is for all pupils to return to school.
* Normal routines and procedures apply.
* Registers close at 9.15am
* DfE guidance to be followed for pupil absent if parents refusing to allow their children to attend.
* Claire Bevan and where necessary Head Teacher to work with families anxious about school attendance to discuss their concern and reassure around measures in place to reduce the risk in school.
* Paper pack of learning to be copied and sent home if a child tests positive with further home learning materials to be sent via Class Dojo
* Use of Class Dojo (across the school) to set further home learning during any periods of isolation and / or local lockdown.
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| O.Behaviour and wellbeing | * Clear expectations with pupils, and parents, about behaviour to be regularly reminded and reinforced.
* DfE guidance followed regarding expectations of the Behaviour Policy during this period. (behaviour appendix to be updated for September 2021
* Use of emotion coaching techniques is essential to support pupil mental health.
* For the many:

 Visual timetables Reinforcing good behaviour habits and classroom expectations / rules (children will be out of practice / new expectations), Rewards – careful consideration and shared agreement of use of Dojo for all staff to ensure consistency * In specific instances, individual calming activities box may be helpful for an individual and should be available for each year group.
* Individual risk assessments and behaviour plans to be used if and where necessary.
* CB to support pupils identified as demonstrating anxiety or in need emotional support on a socially distanced 1:1 basis and small lunchtime group (by class or phase with CB minimum 2m distanced).
* Wednesday PM Nurture groups (led by CB) to be considered when needs of pupils have been assessed and management of groups risk assessed during Autumn 1.
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| P.Safeguarding | * Normal procedures (using My Concern – refresher training 1st September 2021).
* CB to support designated children as a priority – liaise with Social / Malachi Worker. Offer outside safe environment for children to talk about experiences with trusted adults if they wish.
* Re-cap for all staff re: safeguarding training - how to respond to disclosures in refresher training on 1st September.
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| Q.SEN | * There are 2 children with 1:1 provision. KD to liaise with new teaching teams regarding their needs and review their transition after first few days/weeks in school(SGA from October half term)
* TAs timetabled to support predominantly within phases but some movement of TAs is now possible for PPA cover or absence cover
* Differentiation as normal to allow access to curriculum and resources from within the classroom which is then kept for individual use by the child or cleaned before and after use if used centrally.
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| R.Catch-up provision and targeted intervention(EP and SLT directed) | * Initial identification list of pupils made, identifying vulnerable pupils, FSM/PP, SEND, from pupil progress meeting in July
* Pupil baseline diagnostic assessment during Summer term 2 to be used as baseline RWI phonics / AR Star reading assessment; PUMA maths assessment; Cornerstones grammar assessment; independent piece of writing.
* Assess : plan : do : review and measure impact model.
* Make use of Numicon / Maths Mastery intervention materials; RWI / Phonics Tracker / Quick Read / Fresh start intervention materials; Word Shark & Number Shark. (see KD for further information re: available intervention programmes
* Identify existing staff (TAs and teachers) to run small group (up to 6) and 1:1 interventions in and out of contracted hours (breakfast clubs / after school clubs) for targeted pupils. (as discussed at Pupil Progress meeting July 2021)
* Focus on pre and post learning linked to current learning in the classroom.
* FSM / PP pupils also to be targeted for 1:1 National Tuition Programme.
* Provision mapping software to be used to track and monitor impact of catch-up provision (KD to monitor)
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| S.Curriculum | * The curriculum remains ambitious, broad and balanced, covering all subject areas as planned. Prioritisation of key learning within subjects rather than removal of subjects. All subjects to contribute to filling in gaps within core learning.
* Priority areas to be focused on this half term from assessments and information passed on from previous classteacher
* Diagnostic assessments each half term are used to identify gaps in knowledge and starting points to support planning.
* Homework to be set via Dojo, using MyMaths / TT Rockstars / EPIC and remote tasks that do not need to come back into school as far as possible. Reading books can be sent home – collect in using a box and then leave for an appropriate time before putting back onto the shelves for another pupil to choose.
* Specialist music teaching will resume with class lessons in the music room: well ventilated with a window open and external door open during warmer weather
* Full PE curriculum to continue with indoor and outdoor PE lessons taking place. Equipment to be cleaned after use
* Staff to be aware that statutory assessments will return in Summer 2021 (EYFS Profile / Phonics screening / KS1 tests and teacher assessments / Y4 multiplication tables check / KS2 tests and teacher assessments).
* In the event of a child needing to isolate or a local outbreak lockdown results in a school closure, paper packs of learning to be sent home in the first instance, followed by remote learning via Dojo (including making use of MyMaths, TTRockstars and EPIC).
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| T.Early Years | * **All of the above guidance applies to Early Years Foundation Stage: Daycare, Nursery and Reception classes.**
* Focus on the prime areas of learning: communication and language; personal, social & emotional development; physical development.
* Reception to baseline assess and plan to address gaps in language, early reading and early maths, with a particular focus on extending phonic knowledge and vocabulary.
* Teach and constantly reinforce good hand hygiene and good respiratory hygiene.
* Parents need to be encouraged to allow their children to attend (as above)
* Infection control measures as above for main school.
* Use toys and activities that can be easily cleaned – disinfectant wiped frequently during sessions and sterilise at end of session. Regular washing of soft toys
* Snack time should be at a set time rather than free-flow – children need to wash their hands thoroughly before and after snacktime.
* Cleaning measures: as above for main school. Staff to support setting with regular disinfectant cleaning of frequently touched surfaces, eg: tables, activities, handles in setting.
* Supervised / supported frequent hand-washing and use of hand sanitiser – will need to be taught and reminded regularly.
* Respiratory hygiene will need to be taught – use of tissues – ‘catch it, bin it, kill it’ – use of lidded bin – to be taught and reminded regularly.
* PPE for nappy changing and all other intimate / close care and if a child showing symptoms – to take to medical room by Office. Procedures as above.
* Member of staff at Crowden Road pedestrian gate to let parents in and out at start / end times
* Response to infection and management of confirmed cases – as whole school. If child with symptoms – PPE and take to the medical room. Wash hands, use sanitiser and disinfect all surfaces.
* Safeguarding and Child Protection Policy same arrangements.
* If staff shortage due to illness or isolation, keep staff arrangements as consistent as possible – can be flexible with staffing ratios in exceptional circumstances as long as care, safety and security of children is maintained.
* If extended absence can use staff from within school or supply
* Paediatric first aid trained staff available at all times. Requalification as soon as possible (November 2021).
* Government funding to continue for 2, 3 and 4 year olds. Some parents may have missed application for funding dates – should be supported and encouraged to apply / re-apply for funding including 30 hour funding as soon as possible.
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| Miscellaneous:* All assemblies will now be in KS1 hall– KS1 Mondays at 2:20pm and KS2 Mondays at 9am. Fridays whole school at 2:20pm
* Staff meetings –in KS1 hall or a designated classroom
* Choir/Music lessons to resume (Tuesdays after school) Most recent DFE guidance for teaching of music/singing to be followed.
* After school sports clubs with Dean to resume from September following the RA
* In the event of changes in guidance, this plan and Risk Assessment will be amended
* In the event of an outbreak, the school will follow advice from PHE and may revert to the Outbreak Management Plan
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