

Godinton Primary School Reopening Risk Assessment – September 2020



First Review 23rd October 2020

Second Review 1st January 2021 (due to Government Directive on 30.12.21, that Primary Schools in the Ashford area are to close for the first 2 weeks of Term 3 to all pupils except children of key workers and vulnerable children). This addendum to the risk assessment is attached as at the end of this risk assessment document as appendix 1. This is also reflective of the Government's further directive announced on 04.01.21 that all schools will close to all pupils except children of key workers and vulnerable children until February half term.

This document records the risk control measures Godinton Primary School will have in place ahead of opening to all pupils in autumn term 2020.

This document takes into account current government guidance:

- > [Guidance for schools](#)
- > [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans for mainstream schools as well)
- > [Restricting Attendance during the National Lockdown](#)
- > [Actions for early years and childcare providers during the coronavirus outbreak](#)
- > [Safe working in education settings](#)
- > [Face coverings in education](#)

RAG rate of control measures

Each control measure is recorded in the appropriate colour, to highlight how prepared the school is for each measure being in place for the autumn term.

- > Red: this measure cannot be put in place in our school
- > Amber: this measure isn't in place yet, but can be in place for the autumn term
- > Green: this measure is already in place

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Contact with someone suffering from Covid-19	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this to staff and parents. A sign will be displayed on the front door of school.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The Willow Room has been assigned for this purpose. A document has been circulated to all staff outlining the procedures to be taken in the event that someone displays symptoms or feels unwell in school – this includes details on the PPE to be worn and measures taken to support the unwell individual. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <p>If a distance of 2m can't be maintained, supervising staff will wear a face mask.</p>	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to adhere to these arrangements.</p>	1st September 2020	<p>Reminders are added to the staff Weekly Round Up each week and have been included in the staff reopening handbook.</p> <p>Parents have been advised as to the expectations regarding keeping children at home if they are unwell with symptoms of Covid-19.</p> <p>REVIEW OCT 2020</p> <p>Regular reminders to continue to be sent out to parents and to be put in staff weekly round up.</p> <p>Office staff pro active in ascertaining reasons for pupil</p>

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		<ul style="list-style-type: none"> • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up. If the unwell person needs to use the toilet, they will use the disabled toilet next to the medical room.</p> <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>Children will be advised by their teachers on what to do if they are unwell.</p> <p>Home testing kits are available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p>			<p>absence and offering correct advice to be followed in different circumstances.</p> <p>Isolation period for those tested positive is now 10 days.</p> <p>Revised guidance on what to do if someone is unwell at school is followed.</p> <p>Covid data base for self-isolation is kept up to date.</p> <p>Additional home testing kits have been ordered. All SMT have been given a kit to keep at home. JT attended training for distribution of testing kits. Protocol in place for distribution of kits</p>

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		<p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the DfE Coronavirus Reporting Service (*NEW* SEPTEMBER 2020). The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ◦ 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 person 			<p>(revised October 2020).</p> <p>DfE have new helpline for reporting positive cases in school.</p> <p>REVIEW January 2021 All measures still in place.</p> <p>Self-isolation periods have now changed to 10 days.</p>

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		<ul style="list-style-type: none"> Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>			
Contact with Covid-19 when getting to and from school		<p>Everyone will be encouraged to walk into school, and asked to take appropriate safety measures if using public transport during peak times if possible. Anyone who needs to take public transport will be referred to government guidance.</p> <p>The school does not have dedicated school transport used on a daily basis to take children to or from school.</p> <p>Parents/carers who need to drop off and pick up children will be told through ParentMail, school letters and onsite signage:</p> <ul style="list-style-type: none"> Their allocated drop off and collection times, with different groups being given different times 	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to adhere to these arrangements.</p>	1st September 2020	<p>To ease congestion the use of bikes will be reviewed later in term 1 to see if storage can be accommodated without compromising entry and exit points.</p> <p>REVIEW OCT 2020</p>

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		<p>to stagger the times that children enter the site and are collected at the end of the day.</p> <ul style="list-style-type: none"> • The routes that parents and children should use at drop off and pick up, with one way systems in place. • The protocols for minimising adult to adult contact. This includes separate entrances and reminders about social distancing. • That only one parent/carer should attend • Not to gather at entrance gates or doors, • Not to enter the site unless they have a pre-arranged appointment • Vehicular access to the site will be limited to disabled access only at key times at the start and end of the school day. <p>Parents who use the nursery will also be made aware of these arrangements.</p> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin. Children may remove face coverings</p>			<p>New one way systems are working well with parents cooperating with the measures in place.</p> <p>Some increased car congestion has seen the need for involvement from the local PCSO who has moved vehicles on who are parking dangerously at the top of Lockholt Close and Springwood Drive.</p> <p>Regular reminders sent out to parents.</p> <p>Review of cycling to school to take place at start of term 2 now that Year 5 and 6 cycling has taken place.</p>

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		<p>when they are dropped off by parents and parents should take these home with them. These arrangements have been shared.</p> <p>Any staff wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom or office.</p> <p>Everyone will be made aware that they mustn't touch the front of the covering during use or removal.</p>			<p>REVIEW January 2021</p> <p>Drop off and pick up arrangements will continue during the partial closure period.</p> <p>Parents have been asked to wear face coverings at drop off and pick up since National lockdown in November. Staff have also been wearing coverings outside at drop off and pick up.</p> <p>Revised measures in place for face coverings in school in place since January 2021 (see appendix).</p>

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					Year 6 children are able to cycle to school. Arrangements in place for cycle storage for them.
Spreading infection due to touch, sneezes and coughs		<p>Handwashing facilities will be provided. Staff and visitors will be required to sanitise their hands at the hand sanitiser station in the school foyer on arrival at school and to then wash their hands. Hand sanitiser is available in all rooms in the school and is kept out of reach of children.</p> <p>Sanitiser is taken out at breaktimes and lunchtimes by supervising staff and whenever outdoor learning activities take place to use until hands can be washed at a sink.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands 	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to adhere to these arrangements.</p>	1st September 2020	<p>REVIEW OCT 2020</p> <p>Hand dryers disabled and additional supplies of disposable hand towel purchased.</p> <p>Sensitive skin hand wash available for those who need it in all classrooms.</p> <p>Additional lidded bins purchased for all offices.</p> <p>Automatic hand sanitisers at entrance</p>

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		<ul style="list-style-type: none"> • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing. • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste <p>Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently, including some pupils with medical needs or SEND. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Lidded bins for tissues, will be emptied throughout the day.</p>			<p>to school and staff room.</p> <p>Reminder put in every weekly update to staff.</p> <p>REVIEW January 2021</p> <p>All measures still in place. Reminders issued to children on first of partial opening.</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
Spreading infection through contact with Covid-19 on surfaces		<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach / detergent •NEW• GUIDANCE October 2020 specifies that this does not have to be bleach) in line with the guidance provided by the Government, in all rooms including:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Toilet facilities (including taps and flush buttons) • Door handles • Other furniture • Light switches • Office desks and equipment e.g. telephones <p>Cleaning takes place before and after school and additional cleaning of high risk areas is also in place at lunchtime (e.g. tables, desks, handles, toilets and lights). The school hall is cleaned each day.</p> <p>In addition to this, school staff will also clean on a regular basis:</p> <ul style="list-style-type: none"> • Teaching and learning aids 	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to adhere to these arrangements.</p>	1st September 2020	<p>The large playground equipment will initially be out of use. This will be reviewed later in term 1.</p> <p>REVIEW OCT 2020</p> <p>Large play equipment to remain out of use.</p> <p>New cleaning regimes are working well. A full deep clean is booked for October half term.</p> <p>Limited equipment from home means that cloakrooms are not overcrowded.</p> <p>Stationary packs are working well from Year 3 upwards. New popper wallets may need to be purchased</p>

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		<ul style="list-style-type: none"> • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Photocopier • Outdoor play equipment <p>Children and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats and reading books. In order to limit items in the cloakroom, children will come into school on PE days dressed in their PE kit.</p> <p>Unnecessary soft furnishings will be removed from rooms and other soft items e.g. tea towels, laundered on a regular basis.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or 			<p>as some are starting to split. Some modifications needed to be made to stationary resources in Year 2 to make life easier for the children whilst maintaining safety.</p> <p>REVIEW January 2021 Measures still in place. Additional lunchtime cleaning in place during partial opening period. See appendix 1.</p> <p>Full deep clean took place during Christmas holiday. We are currently looking at monthly</p>

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		<ul style="list-style-type: none"> Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, and in most cases resources will be assigned to a year group for a block of time.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared by children in Years 2 to 6. Children will be given their own stationary pack to use. Equipment for children in year R and 1 will be frequently cleaned.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p>			'fogging' as an additional option.

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		Teachers will wash their hands and surfaces before and after handling pupils' books. Staff have been advised to mark books in either their class or the intervention room assigned to each class rather than in the staff room.			
Spreading infection due to excessive contact and mixing between pupils and staff in lessons		<p>Children will stay in class bubbles however there will be times when they will need to mix in year group bubbles such as at playtime.</p> <p>Timetables have been put in place to ensure that the paths of different year groups do not cross.</p> <p>The children will not be expected to socially distance within their bubbles. Where pupils are old enough and capable enough, they will be taught and reminded to not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-</p>	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to adhere to these arrangements.</p>	1st September 2020	<p>REVIEW OCT 2020</p> <p>Bubbles are working well. Timetables are effective in maintaining distances between groups.</p> <p>All other control measures are working well.</p> <p>QR code in place for visitors to scan to assist track and trace.</p> <p>REVIEW January 2021</p>

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		<p>to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and</p>			<p>Revised groupings during partial opening with children spaced out in classrooms.</p> <p>Staff kept to just one year group during partial opening.</p> <p>See appendix 1.</p>

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		<p>maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>			
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school		<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups outside their year group.</p> <p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe. The school does not currently have any pupils who fall into this category.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time.</p>	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to adhere to these arrangements.</p>	1st September 2020	<p>REVIEW OCT 2020</p> <p>All control measures are working well.</p> <p>QR code in place for visitors to scan to assist track and trace.</p> <p>Staff have been asked for feedback about lunch arrangements so that any measures can be reviewed for the start of term 2.</p>

HAZARD	WHO MIGHT BE HARMED	CONTROLS TO BE PUT IN PLACE	WHO WILL BE RESPONSIBLE	WHEN THE CONTROLS NEED TO BE IN PLACE BY	ADDITIONAL NOTES
		<p>Only one year group per day will use the IT suite and the hall.</p> <p>Only Year R and Year 2 will be able to eat in the hall. Tables will be cleaned in between sittings. All other year groups will eat in classrooms.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p> <p>Toilet use will be managed to avoid crowding. Toilets will be shared by different year groups in some parts of the school. Only one child at a time will be allowed to leave the classroom to use the toilet. If more than 2 children are already in the toilet block, then they should wait outside until a space becomes free. These routines will be explained to the children.</p>			<p>Numbers in staff room have been further reduced to 6 to support social distancing. Some seats have been put out of action. Reminders about social distancing measures have been circulated to staff.</p> <p>REVIEW January 2021</p> <p>Additional review of staff room arrangements, lunchtimes, Breakfast Club and playground duty cover. See appendix 1.</p>

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		<p>Staff use of staff rooms and offices will be staggered to limit occupancy. Staff have been assigned a toilet to use.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. A visitor information leaflet will be provided. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Breakfast Club will resume in the school hall. Children will be kept in small consistent groups within the hall and the number of children attending will be limited. A member of staff will be assigned to each group. Children from different year groups will be kept apart. The children will remain at their tables to eat breakfast. Each group will have their own resources to use and their own food items. Tables and benches will be rigorously cleaned after use. Breakfast Club attendees have been advised of the drop off arrangements and the need to socially distance.</p>			

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Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures have all been reviewed to make sure they can still be followed with changes to how the school space is being used. (*NEW* Fire evacuation procedures updated October 2020 to include 2 fire assembly points – evacuation using new measures has been completed). First aid qualifications are up to date.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised.(*NEW* – updated guidance on ventilation included in DfE guidance October 2020)</p> <p>Each class bubble will be allocated to a classroom space and an intervention space allocated to each year group bubble.</p> <p>Lidded bins are provided in classrooms and other key locations to dispose of tissues and any other waste.</p>	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school community and visitors have a responsibility to adhere to these arrangements.</p>	1st September 2020	<p>REVIEW OCT 2020</p> <p>All control measures are working well.</p> <p>Fire evacuation procedures updated October 2020 to include 2 fire assembly points – evacuation using new measures has been completed.</p> <p>Staff to be advised of new ventilation directives after half term.</p> <p>Lettings have resumed. Risk assessments have been approved and agreements put in place between the school and those hiring the facilities. A few lettings have</p>

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		<p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>After school lettings in the school hall will resume in term 1. Individual risk assessments will be completed to ensure that all guidelines are being met by the organiser. The school will supply information about the measures being taken in school to all those with letting arrangements. Cleaning will take place after use of the space before it is used by the school.</p>			<p>been lost as the clubs couldn't meet our requirements.</p> <p>REVIEW January 2021</p> <p>Lettings cancelled whilst partial opening in place.</p> <p>Indoor thermometers ordered for each classroom so temperatures can be monitored.</p>
Spreading infection due to excessive contact and mixing in meetings		<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing.</p>	Headteacher has overall responsibility for all measures outlined in this section.	1st September 2020	<p>REVIEW OCT 2020</p> <p>Meetings in school have predominantly taken place via Teams e.g. staff meetings and pupil progress meetings.</p>

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		No one will be allowed to enter the school site without prior arrangement. Signage on the school site will advise to this.	All members of the school community and visitors have a responsibility to adhere to these arrangements.		No meetings of more than 2 people to be held face to face. No meetings to take place in rooms without natural ventilation e.g. SBM and AHT offices. Revised measures circulated to staff. Parent consultations will take place face to face in the school hall. No more than 4 meetings to be held at once, spread out within hall. Additional measures in place to support social distancing. New Intake tours to take place in November – measures put in place

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					<p>to support social distancing and to protect staff.</p> <p>REVIEW January 2021</p> <p>All but essential meetings on site cancelled since National lockdown in November.</p> <p>See appendix 1.</p>
Individuals vulnerable to serious infection coming into school		<p>The school will continue to follow any shielding guidance in place to decide who should come into school.</p> <p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff).</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be</p>	<p>Headteacher has overall responsibility for all measures outlined in this section.</p> <p>All members of the school</p>	<p>1st September 2020</p>	<p>REVIEW OCT 2020</p> <p>All control measures are working well.</p> <p>REVIEW January 2021</p> <p>All measures to continue.</p>

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		placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual risk assessments of vulnerable staff and pupils have been completed and reviewed throughout the lockdown and school closure period.	community and visitors have a responsibility to adhere to these arrangements.		

Appendix 1

Due to Government Directive on 30.12.20, that Primary Schools in the Ashford area are to close for the first 2 weeks of Term 3, to all pupils with the exception of key worker children and vulnerable pupils, additional measures are being taken as outlined below. This information is also relevant following the further announcement on 04.01.21 that all schools in England will close to all pupils with the exception of key worker children and vulnerable pupils until February Half Term.

Additional / revised measures:

1. Face Coverings

Face coverings must now be worn at all times in communal areas of the school – this isn't a DfE directive but is a sensible step providing greater reassurance for staff and parents. This includes when staff come into the building in the morning and when they leave after work and whenever they leave their own classroom base. Staff should wear a face covering in the staff room when they are not eating or drinking.

This can be a visor or face mask. Any visitors entering the school building must wear a face covering.

There is no official requirement for primary school staff to wear face coverings within their classrooms or when working on a one to one basis but we have given staff the option to do this should they wish. The children will not be wearing face coverings.

2. Cleaning

Additional cleaning of high use areas and common touch points will take place at lunchtime during the closure period.

3. Revised Groupings

Children attending school from both classes within the year group will be put into a year group bubble for the duration of the school closure period. They will be taught by a teacher from the year group, with support from a TA. The other teacher in the year group will put in place the arrangements for remote learning for the year group. The children will be spread out at individual tables where possible within the classroom. If numbers exceed 22, we will review the number of children in the classroom and would look at spreading these over 2 classroom spaces.

4. Staffing Arrangements

Also see point 3.

Lunchtime and playtime cover will be arranged within the year group, minimising any staff that would work across year groups.

We will minimise staff in attendance on site, ensuring that those who are able to work from home do so.

TAs will cover groups for short periods of time to enable teaching staff to have PPA.

5. Staff Room

With only one classroom being used per year group, it means that we can use some of the other classrooms by staff at lunchtime. The staff room can be used by Year 1 and Year R staff to eat their lunch. Year 2, 3, 4 and 5, should use either the other year group classroom or your intervention space at lunch. Tables must be wiped after use.

No more than 6 members of staff in the staff room at any one time.

6. Breakfast Club

We will endeavour to accommodate any additional children of key workers where possible. Numbers will not exceed 30.

7. Movement Around Site

The same timings and arrangements are in place for drop off and pick up in order to minimise contact between different bubbles. Each year group has an allocated hall day. Timetables for other communal areas are in place to ensure groups do not cross over. Assemblies will now all be virtual with no face to face year group assemblies.