

## **STAFF GUIDANCE FROM 1<sup>ST</sup> JUNE 2020**

**Two staff members to meet the children at the start of the day and with one guiding the children to their classroom. ALL CHILDREN wash hands on arrival in space either in toilets or class sink.**

**This process will then be repeated at home time. Children led out keeping 2 metre social distancing then released one at a time to one adult (using social distancing).**

**Any child not arriving on time will be asked to wait away from school until 9.15 am. These children will then be allowed on site by admin and enter their class through the designated outside class/group door.**

### **Key Points**

- Staff to wear active wear (sportswear/knee length shorts) or smart-casual clothing. Remember clothing must be suitable for regular outdoor learning and regular washing. Please do not wear open toe shoes or jeans.
- Padlocks to be removed from all gates and left open, then replaced at the end of every day as front gate will be locked at all times.
- All class outside doors to be left open so can be accessed from the outside.
- Children in Year 1/Year 6 keep all belongings including lunch at own space (coat, bag lunchbox).
- Toilets – children to use only designated toilets and a maximum of 2 pupils at a time.
- Hand washing – maximum of 2 person at a time using toilet sinks and/or classroom sinks (wipe after use). All other children wait at tables until it's their turn.
- Junior Corridor to be monitored between Year 1 and Year 6. Specific times for Year 6 to use toilets/water cooler.
- Year 1 & 6 Tables – children sit at desks each child to have own resources such as pens, pencil, scissors, rubber etc. If using carpet spaces please tape marked out zones for social distancing. EYFS to use a numbers system. NO SHARING OF RESOURCES UNLESS CLEANED BETWEEN USES. EYFS to follow set guidance as agreed.
- Break time – children to have been to the toilet one at a time before or after play – no toilets available during play time. Please enter or exit to the playground by the door the children arrived in the morning.
- 2 members of staff on duty with their designated class. (NO MORE THAN 2 GROUPS OUT AT A TIME)
- All classrooms to have own first aid boxes and books. Staff in class to administer first aid.
- First aid at playtime to be administered outside by own child's responsible adult – box to be taken outside and returned to designated class.
- Lunch time – all children in designated spaces with designated Lunchtime Supervisor to eat lunch (approx. 30 min) then each bubble will play outdoors as a whole group for 30 min. The playground/field will be split into 3 sections – one section left free and one for each group.
- Shelf units maybe turned around or covered and extra tables and chairs removed and stored in empty classrooms.
- Additional resources that are not needed should be removed and stored in empty classrooms and ICT Suite. No soft furnishings in any spaces.
- Cleaning stations with antibacterial spray, cloths and hand gel to be available in resource room, staffroom, office and each classroom.

- Maximum of four members of staff in the staffroom at one time. The kitchen can also be used as another staff room. There will be amenities in each room to make drinks etc.
- Use the cleaning station when entering staffroom. Second staffroom also to be in kitchen with kettle and drink making facilities to reduce crowding of staffroom
- Dinner staff will be signed in by Chrissie, UIFSM will be brought by designated Dinner staff to children's classes or eating space at 12.00 o'clock. Children will go outside to their designated class – staff need to wash hands
- No signing in needed-Chrissie or David to record staff attendance
- **ONLY ADULTS ASSIGNED TO EACH GROUP TO GO INTO THAT BUBBLE. NO GOING BETWEEN GROUPS STATED**
- At break times and lunchtimes please do not move into a space until it has been checked that it is free.
- Mr Green will be present in school on a Wednesday. He will work between bubbles (Y1, Keyworkers and Y6), outdoors but will follow all staff guidance and adhere to social distancing.
- **ONLY ADMIN TO BE IN OFFICE NO ONE TO ENTER THE OFFICE AT ANYTIME.** Communication to the office will be via hatch, email or mobile phone. Any calls made to pupils (by teachers) should be done in Y5 classroom using corridor phone (please sanitise after use).
- Staff to have own mobile phones in the class for emergency communication – these need to be wiped and placed away from children.
- One way waiting system for parents to collect and drop off children marked at social distancing markers.