

Model For Reopening Primaries

In order to facilitate the safe wider reopening of our Primaries, the following will be put in place:

Social distancing measures will be fully explained to the children and put in place as far as is reasonably possible with young children.

A detailed letter will be sent to parents/carers the week informing them of our reopening plans in order to reassure them how their child will be kept safe in school.

Dropping Off and Collection of Children

The letter to parents/carers will inform them of the one-way entrance and exit routes for entering and leaving the site; these will be detailed in a risk assessment specific to each school's site. Where necessary, barriers will be used to demarcate the routes.

Signage will be displayed reminding parents of the one-way system as well as the need to queue with regards to social distancing.

Parents will be informed in the letter, that only under exceptional circumstances should they enter the school building and that this should be on an appointment basis. Wherever possible, parents should use other forms of communication including email to admin, texting admin and phoning the office. Parents will also be informed not to congregate on the playground, on the school paths or by the school gates.

Children will be instructed to wash their hands for 20 seconds upon entry into school and before leaving school.

Timings of the Day

Timings of the day will replicate a normal school day for each setting as far as possible, while staggering dropping off and collection times to facilitate social distancing. The 4 primaries have slightly different timings of the day, so the staggered times reflect this to replicate as close to a normal day as possible for each school. Individual sites were also taken into account when considering the timings:

Blenheim

Reception 9:00am-3:00pm, Year 1 8:50am-3:10pm, Year 6 8:45am-3:20pm

Mead Road

Reception 9:00am-2:45pm, Year 1 9:15am-3:00pm

Mottingham

Reception 9:00am-2:50pm, Year 1 8:50am-3:00pm, Year 6 8:35am-3:10pm

Scotts Park

Reception 9:05-3:00pm, Year 1 8:55am-3:10pm, Year 6 8:45-3:20pm

If there are siblings coming to school, eg. a Reception and Year 6 family, they will be asked to come together with the younger year group to avoid the younger children feeling any sort of intimidation from entering a larger group of older children.

Bubble Groups

Children in their year group will be carefully arranged into bubble groups to avoid unnecessary mixing with others. Reception and Year 1 in bubbles of up to 15 children; Year 6 in bubbles maximum 12 depending on the size of the classroom. The difference in numbers is in recognition of the fact that Reception and Year 1 will not be expected to socially distance but rather stay within their bubble. Children will not be able to swap bubble groups.

Twins in the same year group but not currently in the same class will be placed in the same bubble group to avoid unnecessary mixing.

Each bubble group will be overseen by an adult, this being a teacher or teaching assistant. The bubble group will stay as a group throughout every day, including at playtime and lunchtime.

Children of key workers in Years 2, 3, 4 and 5 will form their own bubble group. Children of key workers in Reception, Years 1 and 6 will join their own year group bubble.

Children will be explicitly trained in social distancing, using own resources, hand washing and hygiene procedures including avoiding touching their mouth, nose and eyes, etc. Staff will be informed that they are the children's role models and must follow these measures.

Staffing Levels

Staff are informing Heads where they need to be shielding and therefore cannot return to work; these responses are being collated. Staff are also informing Heads if they believe they have reasons why they should not be working in school; these are being looked at on an individual basis.

If staff need to adhere to strict social distancing in school because of health concerns, they should not work in Reception or Year 1.

Staffing levels in all schools will be stretched; each school is preparing backup staffing plans should members of staff not be allowed into school due to testing positive for Covid-19 or develop another illness. Staff who are shielding or who are otherwise unable to work in school will continue to work remotely.

If staffing is stretched to cover the Reception, Year 1 and Year 6 bubble groups, then staff from Years 2, 3, 4 and 5 will be asked to support by teaching a bubble group. However, it will be imperative that at least one member of staff from each of the year groups 2-5 works solely on the remote learning and communications with their own year group.

Staff will be issued with a set of protocols, as advised by DfE guidance; see Appendix A

Classrooms

Resource units and trays will be turned to face the walls so that resources can't be accessed. All unnecessary resources will be removed from classrooms enabling for efficient and effective cleaning to take place at the end of every day, and during the day as necessary. See more information about specific cleaning in the site staff and cleaning section. Rugs, cushions and all soft furnishings will be removed. Unnecessary furniture and book corners will be sectioned off.

Low level displays and washing lines will be removed from classrooms so they cannot be touched.

No shared resources will be on offer to the children. Reading books will not be sent home as they are shared resources. The school will provide stationery for each child to use their own in a sealed zip wallet. How reading will be taught is illustrated in the Curriculum and Learning section.

Furniture within the classrooms will be arranged enabling social distancing between each child to take place.

Seating plans will be designed by staff to ensure children sit at the same desk and chair in their classroom throughout the Summer Term.

Children will hang their jumpers and coats on the back of their classroom chairs to avoid mixing with other children and their clothing in the corridor cloakrooms. If it's impractical to use backs of chairs and coat pegs need to be used, this will be washed daily.

Doors will be left open where possible so that infection on door handles is reduced to a minimum. Windows will be opened wherever possible to allow for good ventilation.

When children line up in the classroom to exit for play times, etc. they will line up adhering to the social distancing rule.

Tissues, hand sanitiser and a waste bin with a closed lid will be available in every classroom.

Every classroom, toilet, staffroom, and the front office will display a 'catch it, kill it, bin it' poster to promote good hygiene.

These procedures will be followed in all rooms that are used for learning. Due to the smaller groups of children, all available rooms in the school will be used, including libraries, halls, etc.

Curriculum and Learning

A period of assessment will need to take place when the children return to school. This needs to be addressed sensitively according to the mental wellbeing of the children.

Staff have been working on bridging units and catch up learning in order to address gaps that will have arisen due to lockdown. There will be a clear focus on reading, writing and maths, and phonics for Reception and Year 1, in order to address the catch up, particularly for the disadvantaged children.

However, great emphasis will also be placed on outdoor learning with as much teaching as possible taking place outdoors, eg science and design technology, in addition to creatively teaching reading, writing and maths using the outdoor environment. This extra teaching of the core subjects outdoors will be in addition to the more traditional forms of teaching delivery inside the classroom for the catch-up programmes.

Reading will be taught in a variety of ways that don't involve children sharing books or taking books home. Children will already be used to many of these techniques that were previously used as normal classroom practice. Whole class shared reading, guided reading and the class novel can be shared on the classroom's Interactive Whiteboard and/or through extracts being photocopied for each child's individual use. The classroom's visualiser will also be used for such sessions. Phonics will continue to be taught as per prior to the lockdown.

Physical Education lessons will take place but with specific guidelines in place. During gymnastics, large equipment won't be used as it can't be cleaned between each child. Mats may be used, one for each child but washed down before and afterwards.

No team games to be played during PE. Throwing and catching, bat and ball games can be played within the bubble group, but there must be no tackling in any games and all equipment cleaned before and after use. If running in lanes, every other lane will be used to maintain social distancing.

It's important that we recognise and celebrate the remote learning that children have been working hard on during lockdown. This will be emphasised in the first few days back to school.

These unprecedented times will undoubtedly have been stressful and confusing for young children. We will therefore be implementing comprehensive wellbeing lessons throughout the children's return in order for the children to try and make sense of this situation and support their mental wellbeing going forward.

The need for teachers to mark will be kept to a minimum for hygiene reasons. Where teachers do need to mark, they will be reminded to wash their hands for 20 seconds after touching books. Children's books will not be taken home by staff. We do however recognise the importance of feedback and therefore wherever possible, feedback will be given verbally which research shows can be more effective as it is accessible for all age groups and immediate. Every opportunity for children to self-assess will be taken. This is in order to minimise teacher workload and reduce the spread of infection.

Reception teachers have been working together to find ways to normalise the curriculum as much as possible for the youngest children. For example, Reception children will be asked to make their own playdough at home and bring it in a sealed and named bag ready for use in school. Equipment such as bikes and scooters will still be used for outdoor learning but will be cleaned thoroughly after each use.

Learning in Year 6 will focus on transition into and readiness for Secondary School as well as usual end of year creative reading, writing and Maths activities to celebrate the children's time in Primary School. During these creative activities, there will be a strong focus on providing catch up learning in reading, writing and Maths.

In the set of protocols being sent to all staff, they will be advised against calling children to the front of the class or going to children's desk to check on their work if not necessary. See Appendix A for staff protocols.

There will be no collective worship for the whole school; assemblies will take place in class. There will be no large gatherings of children or staff in school.

For children in Reception, Year 1 and Year 6 who do not choose to attend school, teachers will provide remote learning, for example signposting to pre-prepared online resources such as Oak National Academy and BBC Bitesize. Teachers in Years 2 - 5 will endeavour to continue with the comprehensive remote learning that is currently being provided.

An appendix has been added to the Behaviour Policy detailing changes that have been made according to social distancing and hygiene rules. This will follow the DfE guidance for amended behaviour policies. The appendix will be placed on the schools' websites as per the safeguarding policy. The amended behaviour strategies will be fully explained to staff to ensure consistency. Behaviour posters that the children have created to explain these new protocols will be displayed around the classrooms and school.

Parents/carers will be informed of the amendments to the behaviour policy in the letter being sent home. The letter will also direct parents to the school website to read the entire behaviour policy.

Playtimes

Playtimes will be taken in bubble groups and placed on a rota to avoid large numbers of children on the playground at once. Adventure playgrounds and large equipment will be cordoned off in accordance with DfE guidance.

Where appropriate, equipment has been bought for bubble groups that is easy to wipe down after use, eg. plastic hockey sticks, hula hoops and basketballs. This equipment will be clearly labelled and only be used by that bubble group of children minimising the risk of spreading infection.

Children will be instructed to use the external classroom doors wherever possible to exit for play times. Where this is not possible, children will maintain social distancing while walking through corridors. Movement within corridors will be kept to a minimum.

Children will be instructed to wash their hands for 20 seconds before going out to play time and before returning to their classroom after playtime.

Lunchtimes

Children can still choose to bring in a packed lunch or have a school dinner as normal. Those choosing a school dinner will be provided with a cold lunch, that will be different each day within a week. This will minimise preparation in the kitchen and help considerably with serving arrangements and the sharing of cutlery and crockery.

Children will be asked to select from a menu every morning and the list sent to the kitchen. Packed lunches from the kitchen will be delivered to each classroom and left on a table outside each room by the kitchen staff. Each packed lunch will be named according to their request that morning. This will avoid the need for children to walk through the corridor and queue in the dining hall. Trolleys used to deliver the packed lunches will be wiped down after usage as will the tables.

Parents will be asked via letter that should their child bring in a packed lunch, it should ideally be provided in a disposable bag that is thrown away at the end of each lunchtime instead of a usual lunch box.

If the weather is nice, the children will sit outdoors in their bubble group, keeping two metre social distancing and eat their lunch together as a group. Where appropriate, children will use the outdoor space just outside their external classroom door. If the weather prevents this, the bubble group will eat their lunch in their own classroom.

Children will be instructed to wash their hands for 20 seconds before going to lunch and before returning to their classroom after lunch.

In order to provide staff of bubble groups a break, Midday Supervisors will supervise a whole class of children, while they are still in their three bubble groups. If the children are inside for lunchtime, the Midday Supervisor will supervise the three rooms from the corridor as per pre-lockdown arrangements for wet play and lunch. If the children are outside for lunchtime, the children will stay in their three bubble groups and will be supervised by one Midday Supervisor.

Safeguarding

It is reasonable to assume that schools may well face an increase in safeguarding concerns upon children's return to school. There may well be an increase in the number of mental health concerns, including bereavements.

For children who are returning to school, normal safeguarding practices prior to lockdown will resume.

For children not in school, the revised safeguarding procedures that are currently in place in Appendix 7 will be used. All staff will be reminded of these procedures and the importance of staying alert to children’s safeguarding and child protection needs.

Induction Week

In order to facilitate the smooth running of the reopening and in order to train children and staff in the new procedures, an induction week will take place. On 1st and 2nd June no children will be in school; staff in Reception, Years 1 and 6, and other relevant staff, will be in school for training on how reopening procedures will take place and to prepare for the week. This will include explaining new fire exit procedures, dropping off and collection arrangements, bubble groups, behaviour procedures, playtime rotas, etc.

On Wednesday, 3rd June only Year 6 children will be invited in for 3 hours, not including lunchtime. On Thursday, 4th June only Year 1 children will be invited in in for 3 hours. On Friday, 5th June only Reception children will be invited in for 3 hours.

For Mead Road, Reception children will be invited in for 3 hours on Wednesday 3rd, Thursday 4th and Friday 5th June.

Parents/cares in relevant year groups will ideally be texted the day before to remind them that their children can attend school the next morning and the timings of the day.

Key worker children in Reception, Years 1 and 6 will join their year group bubble when they are in and their key worker bubble at other times in that first week.

The induction week will look as follows for each school:

Blenheim		
Date	Timings	Year Groups In School NB. Children of key workers and vulnerables will be invited into school throughout the week as normal.
Monday, 1 st June	8:30am-3:30pm	No children Staff training and preparation time in school for staff who will be teaching bubble groups
Tuesday, 2 nd June	8:30am-3:30pm	No children Staff training and preparation time in school for staff who will be teaching bubble groups
Wednesday, 3 rd June	8.45am -12:00noon	Only Year 6 children for 3 hours
Thursday, 4 th June	8:50am-12noon	Only Year 1 children for 3 hours
Friday, 5 th June	9am-12 noon	Only Reception children for 3 hours

Mead Road		
Date	Timings	Year Groups In School NB. Children of key workers and vulnerables will be invited into school throughout the week as normal.
Monday, 1 st June	8:30am-3:30pm	No children

		Staff training and preparation time in school for staff who will be teaching bubble groups
Tuesday, 2 nd June	8:30am-3:30pm	No children Staff training and preparation time in school for staff who will be teaching bubble groups
Wednesday, 3 rd June	9:15am-12:15am	Only Reception children for 3 hours
Thursday, 4 th June	Reception 9am-2:45pm Year 1 9:15am-3pm	Only Reception children for 3 hours
Friday, 5 th June	Reception 9am-2:45pm Year 1 9:15am-3pm	Only Reception children for 3 hours

Mottingham		
Date	Timings	Year Groups In School NB. Children of key workers and vulnerables will be invited into school throughout the week as normal.
Monday, 1 st June	8:30am-3:30pm	No children Staff training and preparation time in school for staff who will be teaching bubble groups
Tuesday, 2 nd June	8:35am-11:35am	No children Staff training and preparation time in school for staff who will be teaching bubble groups
Wednesday, 3 rd June	8:50am-11:50am	Only Year 6 children for 3 hours
Thursday, 4 th June	9am-12 noon	Only Year 1 children for 3 hours
Friday, 5 th June	Reception 9am-2:50pm Year 1 8:50am-3pm Year 6 8:35am-3:10pm	Only Reception children for 3 hours

Scotts Park		
Date	Timings	Year Groups In School NB. Children of key workers and vulnerables will be invited into school throughout the week as normal.
Monday, 1 st June	8:30am-3:30pm	No children Staff training and preparation time in school for staff who will be teaching bubble groups
Tuesday, 2 nd June	8:45am-11:45am	No children Staff training and preparation time in school for staff who will be teaching bubble groups
Wednesday, 3 rd June	8:55am-11:55am	Only Year 6 children for 3 hours
Thursday, 4 th June	9:05am-12:05pm	Only Year 1 children for 3 hours
Friday, 5 th June	Reception 9:05-3pm Year 1 8:55am-3:10pm, Year 6 8:45-3:20pm	Only Reception children for 3 hours

Uniform

Although every effort will be made to keep the children socially distanced, it has been recognised that this may not be possible for young children.

Therefore, parents will be informed via letter that their child should not wear their school uniform when we reopen. It is far more feasible for children's own clothes to be washed regularly and new clothing put on each day than a school uniform.

Staff will be expected to wear their usual workplace attire. Male staff should not wear ties.

Extended Day

We will not be able to offer an extended day, ie. breakfast club and after school club due to staffing levels. For the three schools that currently offer breakfast and after school club, the situation will be constantly reviewed with a view to opening *should* staffing levels make possible.

Such provision will only run though if we are able to keep children within the bubble groups they are in during the day or safely distanced.

Site Staff and Cleaning

During the half-term week prior to the schools opening, a deep clean will take place in each school.

Extra cleaning hours will be sourced, using internal cleaners at Mottingham and using the external cleaning companies at Blenheim, Mead Road and Scotts Park. This is in addition to the normal cleaning teams that work after school every day. Extra cleaning resources have been purchased by each school.

On-site cleaners in each school will ensure the toilets, door handles and stair bannisters are cleaned every hour throughout the school. Children's tables will be cleaned during playtime, lunchtime and at the end of each day.

Resources that the children use will be cleaned daily, including resources that are assigned to each child, eg. a bag of cuisenaire rod Maths resources for each child. In addition to normal cleaning routines at the end of every day, door handles and bannisters will be additionally cleaned.

Should children need to go to the toilet during lesson time, staff will only allow one child to go at a time from their bubble group in order to limit the number of children across the school using the toilet at any one time.

Before playtime and lunchtime, staff will take their whole bubble group to the toilet and ensure only one child enters at any one time while the rest queue outside socially distancing. If appropriate, more than one year group's toilets could be used.

Cleaners will be instructed to knock on the door before entering the toilets to ensure no child is inside. When cleaning, cleaners will put a cleaning sign outside the toilet showing children they should not enter. Should a young child continue to enter the toilet while the cleaner is cleaning, the cleaner will immediately leave.

Staff will be asked to familiarise themselves with fire evacuation exits according to the room their bubble group is in and explain these to the children.

Staff Rooms

Staff rooms will be adapted and mini staff rooms accommodated as appropriate around the school, away from children. Staff must bring in their own mugs for tea and coffee, water bottle, plates and cutlery. These must not be stored centrally. Staff will be asked to bring in from home their own hot drinks, eg. in a thermos flask, to avoid the need to visit the mini staff room as much as possible.

Staff will be encouraged to eat outside where at all possible; if weather is not appropriate to eat outside then staff will be encouraged to eat in their bubble classrooms.

Wipes will be placed near the fridge and staff will be encouraged to wipe the fridge handle before and after placing their lunch in it.

Staff room microwaves and cooking facilities, eg. ovens, toasters etc. will not be in use.

First Aid

A paediatric trained first aider will be on site at all times.

A dedicated area of the school will be assigned for any child or member of staff to go to should they feel unwell. This area will be thoroughly cleaned after each use.

If a member of staff develops coronavirus symptoms when at school, they must go home and access a test as soon as possible. They must inform their line manager if they need to go home.

If the member of staff does not feel well enough to go home straightaway, they should go to the school's designated area and make contact with the school's first aider, eg. through the internal telephone. This area will be thoroughly cleaned after each use.

If first aid needs to be administered to a child or member of staff, first aiders will wear PPE which will include a water-resistant face mask, goggles, apron and gloves. Where at all possible, children and staff will be asked to self-administer first aid, eg. using a wipe on a grazed knee. Where a school has a medical room, it will not be used as it will not enable the child and first aider to adhere to 2 metre social distancing.

Should a child show symptoms of Covid-19, their parents will be immediately called to collect them. Should that child test positive for Covid-19, the rest of their bubble group, including staff will be informed to self-isolate for 14 days.

Only staff carrying out first aid, including caring for a child showing Covid-19 symptoms until their parent arrives, will be required to wear PPE.

Timeline for Reopening

Monday, 18 th -29 th May	Teachers finalise curriculum plans for children returning, including bridging units, catch up learning and wellbeing lessons.
Wednesday, 20 th May	Detailed risk assessments written for key areas of reopening, specific to each school.
Thursday, 21 st May onwards	Staff representative(s) are offered a tour of the site and shown risk assessments.
Monday, 1 st June	Staff training and preparation time in school for staff who will be teaching bubble groups. Only children of key workers and vulnerables in school as normal.
Tuesday, 2 nd June	Staff training and preparation time in school for staff who will be teaching bubble groups. Only children of key workers and vulnerables in school as normal. Text message sent to Year 6 parents inviting children in tomorrow and reminding times.
Wednesday, 3 rd June	Only Year 6 children in for 3 hours plus children of key workers and vulnerables in all year groups as normal.

	Text message sent to Year 1 parents inviting children in tomorrow and reminding times. (Mead Road – only Reception in for 3 hours)
Thursday, 4 th June	Only Year 1 children in for 3 hours plus children of key workers and vulnerables in all year groups as normal. Text message sent to Reception parents inviting children in tomorrow and reminding of timings (Mead Road – only Reception in for 3 hours)
Friday, 5 th June	Only Reception children in for 3 hours plus children of key workers and vulnerables in all year groups as normal. (Mead Road – only Reception in for 3 hours)
Monday, 8 th June onwards	All Reception, Year 1 and Year 6 children for the full day plus children of key workers and vulnerables in all year groups as normal until the Government announces changes. (Mead Road – only Reception in full time plus key workers and vulnerables)

Appendix A

Staff Protocols

Role Models

- It's important to remember that we are role models for the children and children will look to us for guidance on new ways of managing the new ways of working in school.

Feeling Ill

- Do not come to work if you have coronavirus symptoms.
- Go home as soon as any coronavirus symptoms develop and access a test as soon as possible. Inform your line manager if you need to go home and keep the, updated on the situation.
- If you feel unwell when at school but do not feel well enough to go home straightaway, go to the school's designated area and make contact with the school's first aider, eg. through the internal telephone. This area will be thoroughly cleaned after each use.
- If a child feels ill, take them to the school's designated area and make contact with the school's first aider. This area will be thoroughly cleaned after each use.

Hygiene

- Role model the hygiene procedures we are training children in.
- Clean your hands more often than usual, for 20 seconds with running water and soap, and dry them thoroughly. Alternatively use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Instruct children to wash their hands at least on entry to school in the morning, before and after playtime and lunchtime, and before leaving for home time.
- Role model the 'catch it, bin it, kill it' approach and teach this to children.
- Display the official 'catch it, kill it, bin it' poster in your classroom to promote good hygiene. See your line manager should there not be a poster in your classroom. This is in addition to posters that the children may design.
- Avoid touching your mouth, nose and eyes. Remind children to do the same.
- Clean frequently touched surfaces using standard products.
- Ensure you have tissues, hand sanitiser and a waste bin with a closed lid in your classroom. If you don't have any of these, speak to your line manager.
- Only staff carrying out first aid will be required to wear PPE.
- Ensure children from Year 2 upwards sit socially distanced when at their tables in your classroom.
- Explicitly train the children in what social distancing looks like in the classroom, playground, lining up, walking through the corridor, home time, etc.
- Design a seating plan for your bubble group to ensure children sit at the same desk and chair in your classroom.

- Prevent your bubble group from sharing equipment and resources. Explain exactly what this means to children, eg. not going to the book corner to share books, not taking books home, not using the same pencil, etc.
- Where resources need to be used, ensure they are cleaned before and after use and used by only one child.
- Should children need to go to the toilet during lesson time, only allow one child to go at a time in order to limit the number of children across the school using the toilet at any one time. See the safeguarding section for additional information.
- Before playtime and lunchtime, take your whole bubble group to the toilet and ensure only one child enters at any one time while the rest queue outside socially distancing. If appropriate, more than one year group's toilets could be used.

Site

- A one way system is in place for families entering and leaving the site. Ensure you role model this to children and families when walking on and off site.
- Ensure you are familiar with the fire evacuation procedures and fire exits in the room you will be working in. Explicitly teach these to the children.

Bubble Groups

- Staff should stay within their assigned bubble group.
- Children may not change to a different bubble group.
- Children should stay within their bubble group at playtimes and lunchtimes.

Classrooms

- Place unnecessary resources away in cupboards and trays.
- Ensure resource units and trays cannot be accessed by turning them to face the walls.
- Remove rugs, cushions and all soft furnishings.
- Section off book corners so they cannot be accessed.
- Remove or cover low level displays and washing lines so they cannot be touched.
- These measures will ensure effective and efficient cleaning can take place at the end of every day, and during the day as necessary.
- Keep your classroom door and windows open if possible, for air flow and to avoid door handles being touched unnecessarily.
- Use external classroom doors wherever possible to exit for play times. Movement within corridors must be kept to a minimum.
- Ensure children hang their jumpers and coats on the back of their classroom chairs. If they must use the coat pegs, these will be washed at the end of every day by cleaning staff.

Curriculum and Learning

- Avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary. This may be achieved for example by promoting self-assessment

and encouraging children to go through a check list, like normal, when stuck on their learning or when they have finished.

- Keep marking to a minimum; where possible promote self-assessment and verbal feedback. After marking books, wash your hands and do not take the books home.
- Do not send reading books home. Promote further reading in class through the use of the interactive whiteboard and visualiser to share texts. Individual photocopied extracts of texts should also be used rather than books.
- If teaching gymnastics, do not use large equipment as it can't be cleaned between each child. Mats may be used, one for each child but washed down before and afterwards.
- Do not play team games during PE. Throwing and catching, bat and ball games can be played within the bubble group, but there must be no tackling in any games and all equipment cleaned before and after use.
- If running in lanes during PE, every other lane must be used to maintain social distancing.

Safeguarding

- Normal safeguarding procedures apply when children are in school. Report any concerns in the normal way.
- Be mindful in particular of children's mental health and wellbeing and when in doubt, report concerns in the normal way to your Designated Safeguarding Lead.
- Be aware that children may have lost a family member or close friend. If you, the child or the family need support, contact your Designated Safeguarding Lead.
- For children not attending school, continue with the adapted safeguarding procedures as outlined in Appendix 7 of the safeguarding policy.
- Ensure you are familiar with both school and adapted Covid-10 safeguarding procedures and if necessary, contact your Designated Safeguarding Lead if you need clarification.
- Should you need support, speak to your Head or Designated Safeguarding Lead.
- Toilets in the school will be cleaned every hour; cleaners will place a hazard sign outside the toilet when they are cleaning. Inform your children that when they see the hazard sign, it means an adult is cleaning the toilet and they should not enter.

Playtimes

- Line your children up, socially distanced and take onto the playground for playtimes using the external classroom doors where available to avoid walking through the corridors.
- At the end of play, line your children up, socially distanced and return to the classroom using the external classroom door where available.

Staff Room

- Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.

- Bring in your own mug for tea and coffee, water bottle, plates and cutlery. These must not be stored centrally.
- Where possible, bring in hot drinks from home, eg. in a thermos flask, to avoid the need to visit the staff room as much as possible.
- Eat outside where at all possible; if weather is not appropriate to eat outside then ideally eat in your classroom to avoid staff congregating in groups.
- Before placing or removing your lunch from the fridge, use the wipes available by the fridge to wipe the handle.
- Microwaves and cooking facilities, eg. ovens, toasters etc. will not be available for use in the staff room.

Behaviour

- Ensure you've read and understood the school's behaviour policy appendix and know what role in it you're being asked to take.
- Explicitly teach children any new rules and ask them to design posters showing the rules to display around the room and school.

Uniform

- Staff will be expected to wear their usual workplace attire. Male staff should not wear ties as these are not routinely washed.
- Children will be asked not to wear their uniform to better ensure clean clothes each day for hygiene reasons.