

Leechpool Primary NEW Staff Guidance – September 2020

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.

Maintain and continue:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene - including when they arrive at school, when they return from breaks, when they change rooms and before and after eating
- enhanced cleaning arrangements
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- staggered starts and ends of day - Year 1 go straight in the classroom playground door in the mornings, Year 2 to go in the Infant double doors, Yr 6 to go in by lockers, Year 5 to go round the back of the classroom, Year 3 and 4 to go through the silver gates
- One-way system in place

To reduce contact:

- grouping children together – year group bubbles across the school
- avoiding contact between groups – staggered playtimes and lunchtimes, teacher led after school clubs will be year group specific
- arranging classrooms with forward facing desks – pupils sitting next to each other
- staff maintaining distance from pupils and other staff as much as possible
- classrooms to improve ventilation – opening windows

Isolation room

Rainbow room or outside classroom.

Separate bathroom in case of isolation – toilet by FS.

Staffrooms/rest areas

FS – red room

Yrs. 1/2 – staffroom

Yrs. 3/4 and EP – Yellow room

Yrs. 5/6 – Blue room

Enrichment staff and RC – staff room

Admin staff and ND – medical room

Lunchtimes and playtimes – a year group in the hall at one time, to start at 11.30 and finish at 1.30.

Year 5/6 lunchtimes – 12.45 – 1.30.

Year 5/6 to use their own toilets at play and lunchtimes to keep single sex toilets in these year groups.

11.30 – FS

11.55 – Yr. 1

12.15 – Yr. 2

12.30 – Yr. 3

12.45 – Yr. 4

1.00 – Yr. 5

1.15 – Yr. 6

Playtimes

KS1 to stagger at 10.15 and 10.30.

Yrs. 3/4 at 10.30 - to rotate junior playground and back playground for each year group.

Yrs. 5/6 at 10.45 – to rotate junior playground and area up by pond for each year group

Dan Barden's lunchtime clubs – Monday, Thursday and Friday – 1 infant (play leader training) and 2 junior clubs.

KS2 Trim trail can be used by one year group at a time and children to wash hands after use.

Equipment in classes

For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared.

Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.

Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Adults can mark pupil books. Please use your own pen and sanitise regularly.

Pupils to bring in daily:

- water bottle
- packed lunch if needed
- snack

No bags needed to come into school.

Reading book to stay in school. Reading on Bug club to be done at home or children to read their own books. Homework to be done online in the same way as during the home learning period of lockdown.

Pencil cases for Yr. 5/6 to come in at beginning of term and stay in school. Containers have been purchased for Yr. 3 and 4 to keep equipment in.

PE

Children to come into school dressed for PE, (school sports kit) no changing in school. Sports after school clubs that are outside can be mixed year groups. In the event of bad weather, and the club is not able to be run, pupils to come back to their separate classrooms and staff in school to monitor until home time.

No assemblies – zoom assemblies on Mondays and Fridays. In class assemblies on other days.

Maths Hub to go ahead for Yrs. 4, 5 and 6 and tables and chairs to be wiped down after each session by the children.

Enrichment in KS2 – children to wipe down tables before they move classes.

PPA time for teachers – 2 teachers in the PPA room, 2 teachers in the relevant staffroom or all working in the hall if needed.