

Staff procedures for return to school on 8th September

Building - core control measures											
Control measure	Procedure	Who	Review								
Reducing contact points in school	<ul style="list-style-type: none"> Children remain in 'bubbles' at all times <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Nursery and Reception</td> <td style="width: 25%; text-align: center;">Y1 and Y2</td> <td style="width: 25%; text-align: center;">Y3 and Y4</td> <td style="width: 25%; text-align: center;">Y5 and Y6</td> </tr> <tr> <td style="text-align: center;">Class 1</td> <td>Y1 - Class 2 am Y2 - Class 3 am Hall pm</td> <td style="text-align: center;">Class 4</td> <td>Y5 - Class 5 Y6 - Hall am Class 5 pm</td> </tr> </table>	Nursery and Reception	Y1 and Y2	Y3 and Y4	Y5 and Y6	Class 1	Y1 - Class 2 am Y2 - Class 3 am Hall pm	Class 4	Y5 - Class 5 Y6 - Hall am Class 5 pm	Staff	
	Nursery and Reception	Y1 and Y2	Y3 and Y4	Y5 and Y6							
Class 1	Y1 - Class 2 am Y2 - Class 3 am Hall pm	Class 4	Y5 - Class 5 Y6 - Hall am Class 5 pm								
<ul style="list-style-type: none"> Staggered pick up/drop/off/break/lunchtimes 'Bubbles' will not mix Children will use assigned toilets First Aid pack in each classroom Designated drop-off/pick up point with one-way system for parents with 2m markers 2m markers in staff areas Posters for social distancing/hygiene rules - staff refer to regularly 											
Maintaining hygiene in classrooms	<ul style="list-style-type: none"> Touchpoint checklist (see staff - core control measures) to be actioned and signed by teacher/TA Tissues, soap, hand gel, paper towels in every classroom Bins checked and emptied when required Rooms will be well-ventilated with open windows and doors where possible (ensure all closed at end of the day) All necessary equipment in classrooms cleaned when required throughout day (for example, toys in nurse's room and reception classes) 	Staff Children									
Maintaining hygiene in toilets	<ul style="list-style-type: none"> Touchpoint checklist (see staff - core control measures) to be actioned and signed by teacher/TA Children will use assigned toilets 	Staff									
Maintaining hygiene in staff areas	<ul style="list-style-type: none"> Touchpoint checklist (see staff - core control measures) to be actioned and signed by teacher/TA Limited entry to office 2m markers in staffroom No more than 2 people in the staffroom at one time maintaining social distancing at all 	Staff									

	times		
School visitors	<ul style="list-style-type: none"> • No parents/carers in school. Contact by phone/email only • Deliveries to be received at the school gate/door 	Staff	
Review of cleaning	<ul style="list-style-type: none"> • Meet with cleaning contractors to review cleaning arrangement and make necessary changes • Daily cleaning of classrooms at the end of the day • Preparations for deep cleans if necessary 	HT Cleaning contractor	