



Covid-19 Risk Assessment – GRAISELEY PRIMARY SCHOOL 1.09.20 updated 13.11.20

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal.

The Government has announced that from the 1st September, 2020 primary schools should welcome back all children. Our school principles are that safety is more important than numbers of children in at any one time. ECHP children will receive an individual phased return to suit their specific needs. Each year group will be assessed on an on-going basis as will the individual needs of staff, and vulnerable groups in particular – in our whole school community.

Government Guidance: Updated and regularly available.

The school is committed to safeguarding the school community and is dedicated to receiving the regular communications from regulatory and statutory bodies to ensure that this risk assessment is using the best possible current advice.

- Elimination – Completely eliminating exposure to the hazard. The most effective control, e.g. stay home, work remotely, avoid public areas.
- Substitution – Replacing the hazard with a non-hazardous object, device or substance (none currently identified).
- Engineering Controls – Isolating the person from the hazard through physical or mechanical means e.g. barriers, partitions, ropes, hands free equipment etc.
- Administrative Controls – Changes made to the way that people work e.g. social distancing procedure, floor markings, cough / sneeze etiquette procedure, hand hygiene, cleaning and disinfection etc.
- Personal Protective Equipment – Equipment worn by the person to protect themselves from real or potential hazards, e.g. gloves, aprons, safety glasses, masks, etc.
- Community Protective equipment – Equipment worn by a person to prevent community spread from an asymptomatic carrier of COVID-19. This is the last line of defense and its effectiveness depends on community use and their ability to adopt disinfection, distancing, and hygiene practices (not considered in school risk assessment as beyond the control of a school).

The cross-infection control measures considered in the risk assessment below is based upon the following hierarchy of control- **bearing in mind that the current government directive is to keep children in school. As a Local Authority Maintained school Graiseley governors must follow this advice and will act in the best interest of the school if a case is confirmed or risks are high to the safe running of the whole school.**

Title: Covid-19 Risk Assessment



Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff	<p><u>Barriers / screens</u></p> <ul style="list-style-type: none"> Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors <p><u>Promotion of good personal hygiene</u></p> <ul style="list-style-type: none"> Hand washing facilities with soap and water (ideally warm water) in place. Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here). Stringent hand washing taking place. (in accordance with this guidance). Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. Classes to teach children hand washing techniques. Drying of hands with disposable paper towels. Children to wash hands before and after eating a snack and before and after eating dinner. Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily 	M	-Toilet rooms are small – so only 2 children in at one time – take a long time to allow for this.	Staff	asap	Y
	Pupils		L	-staff on duty throughout day in corridor to monitor numbers in toilets and where children are, and monitoring whilst hand washing is happening.	SC		Y
	Cleaners		L	-this person to change bin bag if they are full and put out of way in black bags for cleaners to collect.	Y		Y
Contractors	Visitors to your premises			-SC paper towel dispensers to be put up in all toilets			
Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions	Anyone else who physically comes in contact			-SC to buy lidded pedal bins to replace all bins in classrooms and toilets			

with you in relation to your operations	<p>available (Note; hand gel is no substitute for thorough and effective handwashing)</p> <ul style="list-style-type: none"> • Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and wash hands and to avoid touching face, eyes, nose or mouth with unclean hands. • Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. • Appropriate receptacles for disposal of tissues which are emptied throughout the day. • Pupils discouraged from sharing cutlery, cups or food. • Parents informed of hygiene expectations and to advise its discussed with their children. • Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. • Areas are kept well ventilated using natural ventilation where possible. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Pupils sit at same desk each day which is thoroughly cleaned at the end of each day – Where children eat lunch either in hall or classroom; these are cleaned down both before and after each sitting. • Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. • Meet with cleaning contractors to review cleaning arrangement and make any necessary changes. • Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, 	<p>M</p> <p>L</p>	<p>-Use elbow to press the hand sanitiser</p> <p>- JM to buy extra hand sanitiser bottles to place if wall units run out.</p> <p>- JM to ensure all classes have tissue supplies</p> <p>-Provide disposable cups to prevent accidental sharing of cups –</p> <p>-Letter to parents re hygiene</p> <p>-Door stops to be kept in place,SC and staff</p> <p>No staff other than JM and AMe to go into the Office – due to confined space.</p> <p>Airconditioning unit to be used in office as appropriate - JM</p> <p>-Regular contact with cleaning agency, and additional cleaning contracted at lunch time</p> <p>-spot cleaning if needed by teaching staff. Gloves, aprons – JM to order. AM to distribute.</p> <p>LA PPE pack to be kept in office and one per classroom, to be used as appropriate if a child/adult is sick and PPE is needed.</p>	<p>JM</p> <p>JM</p> <p>JM</p> <p>SN</p> <p>All staff</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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		<p>reception area / sign in tablets using appropriate cleaning products and methods.</p> <ul style="list-style-type: none"> • Photocopier – staff wipe over after use with wipes. • Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). • Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with the 1-metre gap recommended by Government indoors (aspire to 2m whenever possible). • Class sizes are based around groups of no more than 33 pupils and 1 teacher and 1 TA /HLTA in one Year group bubble • Cohorts are kept together and different groups are not mixed. • The same teacher / staff members are assigned to each group and stay the same during the day. • Social distancing of ALL who may meet other bubbles around school – e.g on entry • Desks should be spaced as far apart as possible and forward facing. • Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day. • Individual equipment packs given to children so that sharing resources is minimised where possible. • Year 6 use large hall – due to pastoral profile of pupils 			SLT		Y
					classteachers		Y
					See Appendix		Y
				-Letters and social media			Y
				-SC- markings on ground in corridors and as specified outdoors.			Y
				Posters around school-GK			Y
				Create rotas- break / staff – GK/KK			Y
				Create groups on arrival – Phase leaders			Y

		<ul style="list-style-type: none"> • School will cease hand shaking of children and visitors. • Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down. • Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of smell and taste and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. • If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time. • If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take 		<p>Office to say we DO NOT allow parents to use the toilet facility currently</p> <p>Sign to indicate use of ASW room – for cleaners needs to be made ready.</p> <p>Letter to parents and website- SN . Updates to web and social media</p> <p>Follow up details for parents re monies, pupils belongings, contact details, entry to school office by parents</p> <p>Music school and tutors etc to be notified.- A Mehta</p> <ul style="list-style-type: none"> • See attached Risk Assessments • PPE pack to be kept in Office, and one per classroom 29.06.20 	<p>New guidance given to all staff and annotated to personalise for our school – 09.09.20</p> <p>SN</p> <p>AM</p> <p>SN SLA staff</p>		<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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		<p>advice on any actions or precautions that should be taken.</p> <p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> • The school will contact every user and inform them of usage expectations: • Compulsory handwashing / use of gel before entering school. • Restrictions or suspensions of building usage – strictly by appointment only and following school protocols for covid outlined here. • All support SLA staff complete full RA before work in school <p><u>Emergency procedures</u></p> <ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. <p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing</p>		<p>Staff First Aid to be administered within Bubbles. Low level First Aid to be administered in Bubble. Staff to direct serious First Aid to office where parents, or emergency service will be called.</p> <p>All staff</p> <p>SN to monitor and staff see parents when appropriate</p>	<p>Jay to book training where it has expired / new TA staff and Nursery teacher</p>		<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
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	<p>measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <p>Governors agreed that WHO advice regarding use of Face Masks will be followed. Staff can choose to wear a mask when in enclosed spaces and when with adults in confined spaces.</p> <p>Pupils wearing masks due to parental anxiety will be monitored and supported to use correctly. If pupil is unable to manage safe use staff will have a supportive chat with parent to explain why it is safer NOT to wear.</p> <p>PPE required if;</p> <ul style="list-style-type: none"> • a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask, gloves and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). • Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely. 		All staff			Y
Teacher / staff shortage	<ul style="list-style-type: none"> • School monitors daily any staff absence. <ul style="list-style-type: none"> • If there are any shortages of teachers, then teaching assistants can be allocated to lead their bubble learning. 	M	Office - HT/SLT All staff			Y

	<ul style="list-style-type: none"> Teaching staff will be required to plan for the week and have planning files available Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Daily report to the HT on number of absences and symptoms. Weekly summary data for each class to HT. Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Supply staff for known absences to be sought and deployed, but will not be sought for ad-hoc absence. Agency will be asked to ONLY send staff who do not work elsewhere. 		J Mistry JM AM			Y
Impact on physical and mental health	<ul style="list-style-type: none"> Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. <p>Run staff well being events regularly on Teams.</p> <p>Staff meeting in large hall – to promote team well being and good communication with regular opportunities to share new risks spotted and consistent approach to managing the risks</p>	M	<p>Training needed for Line managers in regards to this situation.</p> <p>Information re mental health and support agencies shared – SN</p> <p>Advise staff to take breaks</p> <p>DSE advice needs to be disseminated –</p> <p>SLT</p> <p>INSET day 1st Sept – to ensure good mental health and preparation to new year.</p> <p>SN - Teams</p>	JM to disseminate. 23.09.20		

Outdoor play equipment		<p>Staff readiness meeting – last one of year – Barry Carpenter lecture re prep for pupils return after lock-down.</p> <ul style="list-style-type: none"> • playground equipment is used solely for school children rather than community use • It is outside open to the elements the risk is greatly reduced and for this reason normal routine cleaning is appropriate • Not used for over 90 days • clean any visibly dirty surfaces with a detergent (i.e. hot soapy water) which will remove dirt and impurities. • Staff ensure children wash their hands after their break / playing on the equipment before returning back to the classroom and reminded not to touch their face/ mouth/nose. • Play on equipment takes place with SUPERVISION and regular reminders to keep a safe distance , with limited children using equipment at one time 		<p>All staff supervising at the time</p> <p>Staff to make a judgement on the number of children on equipment at the same time</p> <p>e.g Nursery tower – 3 pupils</p> <p>KS1 Climbing frame- 5 if spread across- not more than 2 for the fireman’s pole</p> <p>Reception play area – 10 pupils</p> <p>Tyre park – 5 pupils</p> <p>KS2 – stepping stone / wooden area – 2 pupils</p>			
Swimming	Year 5 class and staff	<p>Thursday afternoon class bubble will travel to Kings C of E High School to have swimming lesson.</p> <p>All staff given Food Hygiene online course.</p>		<p>See RA from Splashschool attached.</p> <p>Coach RA – Hills Coaches point 14 on RA</p>			

Food in school	All staff	<p>Food not to be shared from one container.</p> <p>Food/ fruit to be given out by staff after sanitising hands, equipment and area used.</p> <p>Food stored in a sealed wipe able container, or fridge/ freezer/ a cupboard away from children</p>		All staff – dinner supervisors, teachers, support staff			
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	Name	Position	Signature	Date	Review Date
Risk Assessor	SLT/whole school staff	SLT	S Nasa K Kanda G Denner	1.09.20	On going – daily Weekly SLT meeting
Line Manager	SNasa	HT	S Nasa	1.09.20	Weekly SLT and staff meeting

Considerations for additional control measures:

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible.
- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors.
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms.

- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time.
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).

Use outside space:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.
- although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](#).

For shared rooms:

- use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#).
- stagger the use of staff rooms and offices to limit occupancy.

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff.
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)).

Staff to child ratios:

- Guidance on staff to child ratios from the Government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)) Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. ([Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#))

Additional considerations:

Effective communication is key and cannot be under estimated. Please ensure;

- Everyone is reminded of public health advice and any updates in this fast-changing situation.

Morning Nursery	Early Years / SLT	Reception	Y1	Y2	Y3	Y4	Y5	Y6
Vicky Cartwright EY/RWI Lead AHT Assessment K Bickley TA	G Denner	L Preene P.E Lead MR (mat cover MK) TA YE RWI HLTA Lead	M Sandhu Wed, Thurs, Fri am R.E Lead KKanda SENCO/LAC KS2 Leader Mon, Tues, Fri pm BL TA	G Kaur (Subj Lead tbc) C Drew TA	C Hutchinson (Art/DT lead) S Shea EAL HLTA lead GN (1-1) for DD	A Mcleod (Subj lead tbc) MF HLTA SEN Lead	D Squire (Maths and Computing Lead) DC TA	R Rai (Science Lead) K Randhawa TA Stacey Usher KS2 English lead- AHT Curriculum
Stay as they are		Stay as they are	Stay as they are /with forward facing rows	With forward facing rows	With forward facing rows	With forward facing rows	With forward facing rows	In new hall together with forward facing rows

RWInc groups according to staffing in class

Later, begin to use other Y6 rooms if needed for "safe space" or 1-1 /small group work

CURRICULUM TO BUILD RELATIONSHIPS AND ATTACHMENTS TO THEIR TEACHER AND THEIR CLASSMATES, TEACH CHILDREN **HOW** WE LEARN (**BUILDING LEARNING POWER**)

Begin with **SEAL NEW BEGINNINGS- led by classteacher**. A MUCH GREATER EMPHASIS ON NURTURE CURRICULUM, ZUMOS, PSHE, RELATIONSHIPS AND CREATIVE CURRICULUM.

LESSONS OF 15-30 MINUTE SLOTS OF ENGLISH AND MATHS,**AND** ALL OTHER SUBJECTS ACROSS THE DAY FOLLOWED BY BRAIN BREAKS, CIRCLE TIME, ART TO MUSIC, PHYSICAL ED AND PSHE. The idea is to give a broad and balanced curriculum with short breaks which are **planned** and have **deliberate** objectives for **mental health** and **Social/ Emotional aspects** of learning. Groups may be split with support staff within your setting.

5mins daily health and hygiene lesson

Reception FS curriculum type activities kept interspersed with MMS style seating as/when appropriate

Regular monitoring from SLT to inform our reviews – 1. Are we providing a safe and healthy environment with a “positive and happy” service from all staff? 2. Are we giving pupils a good quality, broad and balanced start back to address the break and loss of education? 3. Are we giving the BEST value experience to the pupils in the time we have? 4. How can we be even better?

CONTINUE TO USE ALL EXERCISE BOOKS FROM THIS YEAR – PASS ONTO NEW CLASS TO REMAIN IN NEW CLASS OVER SUMMER

Reference to page 1 – high standards/Presentation/Expectations Policy

Wash hands OFTEN, before and after marking books, before and after handling equipment.

Remove all “extra” furniture and store safely elsewhere to make enough room for the pupils’ tables in the classroom.

Friday afternoon school closes at 12.30-1pm for PPA. PPA in year teams in school. TAs will remain on duty to supervise any children who cannot be collected and to complete TA duties in the classrooms. Classes for pupils left on site will be organized as feedback from parents is received. Teachers will be asked to support TAs in how to run these sessions initially.

See work placed by Teachers and HLTAs in TA Fri pm duties folder on T drive

KS2 HLTAs to plan, deliver and mark the equivalent of 2 afternoon subjects work for their year group, Teacher acts as in-class support (NOT time for staff to use as PPA time/ not time to be out of class). YE RWI assessments/ admin in Reception class.

Classteachers plan ALL Maths and English differentiated for their class. Please indicate how support will be used for maximum impact.

Planning files – NO Plastic pockets – please punch a hole directly into the page and put in meeting room Monday morning - **Teachers /HLTAs**

ARRIVAL PROCEDURES

Staff on duty in classrooms from 8.30a.m and pupils arrive and come straight into classroom from **queue on playground KS1 as normal queues supervised by Year group TAs (Beth Lloyd ad Y Eyo – to ensure distancing on playground and send in children a minute apart. M Kaur on duty in KS1 corridor to supervise coat hanging and handwashing as children arrive and send safely into classrooms.**

KS2 SS to supervise KS2 queue on playground – sending children in a minute or so apart.

MF to supervise Y3/4 as they enter school and put away coats and wash hands. Direct pupils to class and encourage distancing in corridors.

KR to supervise Y5/6 as they enter school and put away coats and wash hands. Direct pupils to class and encourage distancing in corridors.

SN on gate duty to let in pupils and take messages in book for office from parents KS2 and SU (GD support on first day) same on KS1 gate from Graiseley Hill. ASW and KK (when not class based) on same duty for KS1 at Pool Street Gate – by tyre park. ASW to request a chair for this post. These staff will circulate their positions weekly.

ALL Gates closed and staff leave morning duties at 9.10am.

Arrival and leaving times as normal		Leave 3	Leave 3.05	Leave 3.10	Leave 3.05	Leave 3.10	Leave 3.15	Leave 3
		Rec Half 1 of KS1 Playground	Y1 Half 2 of KS1 Playground	Y2 Half 1 of KS1 Playground	Y3 Half 1 of KS2 Playground	Y4 Half 2 of KS2 Playground	Y5 Half 1 of KS2 Playground	Y6 Half 2 of KS2 Playground
Staff release each other for break time as appropriate		Breaktimes Own playground	Breaktimes 10.30-10.45	Breaktimes 10.30-10.45	Breaktimes 10.30-10.45	Breaktimes 10.30-10.45	Breaktimes 10.45-11	Breaktimes 10.45-11

<p>88 seats in dining hall. All long tables to be grouped together for ONE year and all circular tables grouped together for second year group. 2 classes at a time in for half an hour. Sit in allocated year group spaces.</p>	<p>Lunch trolley – Y6 NO trolley Y6 -Keep lunch boxes in classroom- Sandwich children in classroom for lunch – SU 12-12.30</p>	<p>Rec Lunchtime 11.30-12 IN 12-12.30 OUT – SUPERVISED BY WendyB ??-will collect class and take to playground at 12</p>	<p>Y1 Lunchtime 11.30-12 IN 12-12.30 OUT- SUPERVISED BY Jagdeep (supply) SN-will collect class and take to playground at 12</p>	<p>Y2 Lunchtime 11.30-12 OUT 12-12.30 IN SUPERVISED BY BevP SU-will collect class and take to playground at 12.30</p>	<p>Y3 Lunchtime 11.30-12 OUT 12-12.30 IN SUPERVISED BY LouiseT SN-will collect class and take to playground at 12.30</p>	<p>Y4 Lunchtime 12.30-1 IN 12-12.30 OUT- SUPERVISED BY MayaM SU-will collect class and take to playground at 1</p>	<p>Y5 Lunchtime 12.30-1 IN 12-12.30 OUT- SUPERVISED BY RajinderP SN-will collect class and take to playground at 1 Thursday 11.30-12 IN</p>	<p>Y6 Lunchtime 12.00-12.30 IN 12.30-1 OUT KS1 playground SUPERVISED BY Wendy B AND KiranR –Own lunch at 1-1.30 (KR t/t)</p>
<p>Lunch supervisor will clean tables between year groups whilst SLT take the group to the playground until Lunch supervisor joins her group. SLT will be on duty over lunchtime.</p> <p>Children will need to wash hands and have lunch boxes ready in their hands at 11.30, or 12 in class time and wash hands again in class time on return from lunch.</p> <p>Y2 – lunchbox trolley to be put outside Y2 lining up area by CD for 12.</p> <p>2 long tables and one round = 32 4 round tables = 32 seats 2 long and 1 round = 32 seats</p>								

		<p>Office preparations – SLT and all classteachers and Support staff will need hard copies of class lists ready for first day back.</p> <p>SLT and Support staff will take these outside on duty to check the right children are sent to the right class.</p> <p>DO NOT let anyone into school from OFFICE before 9.10a.m Direct them to the correct gate so the child knows the procedures ready for the next day.</p>

- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.

Appendix 1.

INSET Day TUESDAY 1st SEPTEMBER,2020

Breakfast/ After school Clubs will

be open as normal – with room according to group size with distancing between Year groups

PLAN B – Same model with TA/HLTA teaching part of class in another space in school to increase social distancing

Letter with Measures Sent physically as well as by Website, Twitter and Facebook-

Dear Parent/Guardian

We have spent a long time looking at the safety measures we need to have in place to be ready for your children. It has been a great first day back with most of the children returning happily after the long break.

Some of the things we have in place to keep everyone safe are:

1. **Long arrival time** and teachers on duty to receive children as they arrive between 8.30 and 9.10a.m to allow social distancing at gates.
2. **3 gates at hometime-**

Gate	Class	Time
Graiseley Hill	Reception class	3pm
Graiseley Hill	Year 2	3.10pm
Tyre park	Year 1	3.05pm
Junior playground	Year 3	3.05pm
Junior playground	Year 4	3.10pm
Junior playground	Year 5	3.15pm
Junior playground	Year 6	3pm

3. **All year groups are in a “Bubble” with their teachers all day.** This means that children or staff from different classes do not mix at any time. Social distancing takes place at all times outside the bubble.
4. **One way walking systems are in place in corridors.** Closer supervision is taking place and children are not leaving their classroom for lessons or extra learning in another room with different teachers.
5. **Hand washing and sanitising times are built into the timetable.** This is very important and good hygiene is taught by the teachers.
6. **Children are not sharing any books or equipment with any other classes.** We won't be sending reading books home or homework home at the moment. Please continue to practise the times tables and spellings with your children. There is homework ready for your child on the school website – please visit the website if you want any more information.
7. **Lunchtime “bubble” groups and social distancing**
8. **Staggered break times, lunchtimes, home time.**
9. **Dedicated playground zones and dining room zones – no mixing of bubbles**
10. **Limited visitors** – to prevent any cross contamination from outside.
11. **P.E kits to be worn to school on P.E day – your child will wear their P.E kit to school on the day of their P.E lessons (with jogging bottoms/leggings)**
12. **Water bottles to be brought in daily and taken home at the end of the day for washing.** Only put **water** in the bottle.
13. **Only lunch boxes allowed in school – NO Bags**
14. **Virtual assemblies** – no large gatherings in halls.
15. **Reading books to be quarantined after use for 3 days.**
16. **Fruit will be provided for free. No Toast will be sold.**
17. **If anyone develops a fever, new continuous cough, loss of taste/ smell they will be sent to a special room and parents will be informed straight away. Please update emergency telephone numbers.**
18. **Please contact office to speak with staff – do not come into school.**
19. **ParentPay for money sent to school – do not send any cash unless it is in an envelope marked with child's name and class.**
20. All teachers will have their statutory planning time on Friday afternoon from 1pm.

School will be closed at 1pm every Friday for ALL children.

Pupils will be ready to be collected at the same gate as usual (see above) :-

Class	Time	Gate
Reception	12.40pm	Graiseley Hill Gate
Year 1	12.45pm	Tyre park (Pool Street)
Year 2	12.50pm	Graiseley Hill Gate
Year 3	12.40pm	Junior Gate
Year 4	12.45pm	Junior gate
Year 5	12.50pm	Junior gate
Year 6	12.55pm	Junior gate

PLEASE CONTACT THE SCHOOL OFFICE IF YOU HAVE ANY CONCERNS ABOUT THIS.

Thank you. Mrs Nasa.