

Arrangements for full on-site operation of Paradigm schools from 8 Mar 21

If you have feedback or questions/suggestions on this document, and you are a member of staff, please share it initially with your line manager/principal. If you are a parent/carer, or a member of staff/other stakeholder who wishes to make a broader response, please send this to:

consultation@paradigmtrust.org

This document outlines the Trust's identification of risks associated with the full onsite operation of our schools, together with our intended ways of working to minimise those risks as far as is reasonably practicable (as required by the Health and Safety Executive).

Once finalised, the document will be shared with staff and parents/carers. We will continue to invite feedback and will update and reissue the document, as required, to take account of that feedback and to reflect evolving Government guidance. It will be published on our web site. There will be a formal review by Exco, including the CEO, on a weekly basis - with issues escalated as appropriate to Paradigm's Board.

The CEO will require confirmation from each principal and service head that all protective measures specified are in place. Where, exceptionally, measures are not fully in place, the CEO will carry out a dynamic review of the risk assessment before determining whether a school can operate, seeking advice from the Board as required.

A separate working practices document has been developed to address specifically those staff working in administrative and office-based roles across Paradigm. This closely reflects the prevailing government guidance.

This document takes full account of, and is intended to be fully aligned with, the DfE's current guidance, and specifically the document [Schools coronavirus \(COVID-19\) operational guidance](#). We will also be guided by [Special schools and other specialist settings: coronavirus \(COVID-19\)](#).

Availability of staff

Paradigm Trust follows the prevailing UK Government and DfE advice re clinically vulnerable and clinically extremely vulnerable adults.

Area of operations	Approach
<p>Staff who are clinically extremely vulnerable (CEV)</p>	<p>CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required).</p> <p>We will talk to CEV staff about how they will be supported, including to work from home. CEV staff will continue to be paid on their usual terms.</p> <p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>The Trust will follow the current Government advice that CEV individuals should continue to shield even after they have been vaccinated. When the Government's position on this issue changes, we will reflect that change in our working practices.</p> <p>The Trust's arrangements will reflect any changes made to Government shielding guidance.</p>

<p>Staff who are clinically vulnerable (CV)</p>	<p>CV staff are expected to work in school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</p> <p>Individual risk assessments will be conducted/updated for all staff who advise us that they are CV.</p> <p>It may be appropriate to ask the employee for evidence in support of the fact that they are clinically vulnerable (e.g. prescription for drugs to treat their condition).</p>
<p>Staff who are pregnant</p>	<p>The Trust will follow the Government's specific guidance for pregnant employees (pregnant women are considered CV). This includes having a workplace risk assessment in place for all pregnant staff, to identify whether there are any risks that should be removed or managed; and ensuring they are able to adhere to active national guidance on social distancing.</p> <p>In some cases pregnant women may also have other health conditions that mean they are considered CEV, in which case the advice for clinically extremely vulnerable staff will apply. The Trust recognises that pregnant women from 28 weeks' gestation, or with underlying health conditions at any stage of gestation, may be at greater risk of severe illness from COVID-19 and of pre-term birth.</p> <p>Individual risk assessments will be conducted (and updated as required) for all pregnant staff (and pupils).</p> <p>For any pregnant employee, where the individual risk assessment (and any adjustments, such as changing</p>

	<p>duties, that may follow) are not able to remove or manage identified risks, consideration will be given to home working. In the unlikely event that home working is not possible, as a last resort suspension on full pay will take place.</p>
<p>Staff who may otherwise be at increased risk from coronavirus</p>	<p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this.</p> <p>For others who feel they may be at increased risk, those staff should attend school as long as the system of controls set out in Government guidance are in place.</p> <p>We will continue with an equitable approach to risk management for our workforce, recognising that staff may have a variety of baseline risks.</p> <p>If an employee is either or both:</p> <ul style="list-style-type: none"> ● over 60 ● from a black, asian or minority ethnic background (BAME) <p>...they will be offered an individual risk assessment. If they fall into either or both of these categories and are considered clinically vulnerable they will be subject to an individual risk assessment. Staff members who fall into these categories may also request an individual risk assessment.</p> <p>People who live with those who have comparatively increased risk from coronavirus can attend the workplace. An individual risk assessment can be conducted/updated, if requested.</p>

<p>Supporting staff mental health</p>	<p>Paradigm recognises its duties under health and safety law to protect the mental as well as physical health of staff. A range of mental health support is available to Paradigm staff, including an offer of 1:1 telephone or video counselling. Staff have been informed as to how to access this provision.</p> <p>We are clear that it is important to ensure that staff workload is reasonable. This point will be made clearly to managers and staff are encouraged to let their manager (or principal if needed) know if they have workload concerns. Paradigm Trust is very focused on ensuring efficiency of operations and has a strong track record of tackling workload issues appropriately.</p>
---------------------------------------	---

Summary of Trust-wide operational arrangements

Area of operations	Approach
<p>Minimising contact with individuals who are required to self-isolate by ensuring they do not attend school</p>	<p>We will tell pupils, staff and other adults not to enter our schools if:</p> <ul style="list-style-type: none"> ● they have one or more coronavirus (COVID-19) symptoms ● a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms ● they are required to quarantine having recently visited countries outside the Common Travel Area ● they have had a positive test. <p>They must immediately cease to attend and not attend for at least ten days from the day after:</p> <ul style="list-style-type: none"> ● the start of their symptoms ● the test date if they did not have any symptoms but have had a positive test (whether this was a

	<p>Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test).</p> <p>If anyone in our schools develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we will:</p> <ul style="list-style-type: none"> • send them home to begin isolation - the isolation period includes the day the symptoms started and the next ten full days • advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19). <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next ten full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the ten day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the ten day isolation period from the day they developed symptoms.</p> <p>If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at school they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so, the child should walk, cycle or scoot home following a positive test</p>
--	---

	<p>result. If this is not possible, alternative arrangements will be organised by the school.</p> <p>If a pupil is awaiting collection:</p> <ul style="list-style-type: none"> • they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required • a window will be opened for fresh air ventilation if it is safe to do so • if it is not possible to isolate them, we will move them to an area which is at least two metres away from other people • if they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible - the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else • personal protective equipment (PPE) will be worn by staff caring for the pupil while they await collection if a distance of two metres cannot be maintained (such as for a very young child or a child with complex needs) - more information on PPE use can be found in the safe working in education, childcare and children's social care settings guidance <p>In an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk.</p> <p>We will not take the temperature of pupils as a matter of routine as this is an unreliable method for identifying coronavirus (COVID-19).</p>
<p>When an individual has had close contact with someone with coronavirus (COVID-19) symptoms</p>	<p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests

	<p>positive</p> <ul style="list-style-type: none"> ● they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) ● they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) ● they have tested positive from an LFD test as part of a community or worker programme <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people.</p>
<p>Ensure face coverings are used in recommended circumstances</p>	<p>For pupils in year 7 and above, face coverings must be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings must also be worn by pupils when outdoors on the premises (except when participating in strenuous activity in PE or eating/drinking).</p> <p>In addition, in Ipswich Academy face coverings must be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>For the avoidance of doubt, where Ipswich Academy staff (and Trust central team staff/other Trust staff) are able to maintain 2m social distance with others then they do not need to wear a face covering. So, depending on the layout of the classroom, a teacher at the front of a class may not need to wear a face covering. However, if staff wish to wear a face covering regardless, that is entirely acceptable.</p>

	<p>In our primary schools, face coverings must be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in our primary schools do not need to wear a face covering.</p> <p>We understand that the Government will review the guidance relating to face coverings in school around Easter. We will adopt any revised guidance issued by the Government at that time (and beyond).</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Where such face coverings would clearly be advantageous, the Trust will procure these and/or reimburse reasonable expenses incurred in their purchase.</p> <p>Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Exemptions</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> ● cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties ● speak to or provide help to someone who relies on lip reading, clear sound or facial expression
--	--

	to communicate
Access to face coverings	<p>Due to the increasing use of face coverings in wider society, staff and pupils are already likely to have access to face coverings.</p> <p>We however also have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> ● are struggling to access a face covering ● are unable to use their face covering as it has become damp, soiled or unsafe ● have forgotten their face covering <p>No pupil will be denied education on the grounds that they are not wearing a face covering.</p> <p>Local processes for removal of face coverings will be communicated to staff and pupils, after appropriate consultation with staff.</p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> ● cleaning of hands before and after touching – including to remove or put them on ● safe storage of them in individual, sealable plastic bags between use <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>We will instruct pupils to:</p> <ul style="list-style-type: none"> ● not touch the front of their face covering during use or when removing it ● dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) ● place reusable face coverings in a plastic bag they can take home with them ● wash their hands again before heading to their classroom

<p>Ensure everyone is advised to clean their hands thoroughly and more often than usual</p>	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. We will must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> ● when they arrive at the school ● when they return from breaks ● when they change rooms ● before and after eating. <p>Adults will model regular hand washing (at least 20 seconds) and pupils will be directed to wash their hands - under close supervision as appropriate depending on level of maturity - on a regular basis.</p> <p>Local expectations will be communicated around frequency of handwashing and time will be allowed for this.</p> <p>We will continue to help pupils with complex needs to clean their hands properly.</p> <p>All pupils and adults will be required to wash their hands on arrival (ideally with soap and water but, where this is not practical, using a handwash dispenser/sanitiser station).</p> <p>We will:</p> <ul style="list-style-type: none"> ● ensure that each school has enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly ● supervise the use of hand sanitiser by younger/vulnerable pupils given risks around ingestion. Small children and pupils with complex needs will be helped to clean their hands properly. Where appropriate, we will use skin friendly skin cleaning wipes ● build these routines into school culture, supported by behaviour expectations and help ensure younger children and those with

	<p>complex needs understand the need to follow them.</p> <p>We will arrange for children and staff to safely queue up, if needed, on arrival in order to access a handwashing sink or sanitiser.</p> <p>Children will be required to wash their hands after using wheeled bikes, trikes and other large, movable toys. Children will be encouraged not to touch their faces or to put objects in their mouths.</p> <p>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This will be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.</p> <p>A plentiful supply of disposable gloves will be provided by the Trust.</p> <p>Every classroom in regular use will be provided with handwash (or soap, if there is a sink in the classroom); an ample supply of tissues and a lidded bin (although there is a recognition that supply chain issues may on rare occasions make this difficult to achieve. Where that is the case, local management will conduct a dynamic risk assessment and put in place an appropriate response).</p> <p>Unicef guidance is clear that, 'Cold water and warm water are equally effective at killing germs and viruses – as long as you use soap!' Unicef also states that hand sanitiser, when used, should contain at least 60% alcohol. The sanitiser that Paradigm has purchased contains 70% alcohol. This will not be used in science labs as it is flammable - advice will be sought from specialist science staff as to the sanitiser to be used in science labs.</p> <p>Hand dryers will not be used. Paper towel dispensers and covered bins will be provided instead.</p>
--	---

<p>Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach</p>	<p>The 'catch it, bin it, kill it' approach continues to be very important, so each school will ensure that it has enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.</p>
<p>Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents</p>	<p>We will continue with our enhanced cleaning regime, which has been successfully implemented since June.</p> <p>All frequently touched surfaces, equipment (including the lids of bins and e.g. printers), door handles and toilets used during the day will be cleaned thoroughly at least once each day using standard products, such as detergents and bleach (again, in line with Government guidance).</p> <p>Waste from bins will be double bagged.</p> <p>'DIY' cleaning kits will be provided for use in classrooms (e.g. disinfectant sprays) by (non cleaning) staff as required e.g. to wipe down a table.</p> <p>Different groups do not need to be allocated their own toilet blocks (although we will do so where our sites allow), but toilets will be cleaned regularly and pupils will be expected to clean their hands thoroughly after using the toilet.</p> <p>We are confident that sufficient cleaners will be made available by our cleaning contractors to enable safe operations to be achieved. If this were not to be the case, and it could not be rectified very swiftly, we would consider closing or partially closing the school until the problem was resolved.</p>

<p>Consider how to minimise contact across the site and maintain social distancing wherever possible</p>	<p>We will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. We will make timetabling and grouping decisions which reduce the number of contacts between pupils and staff. This will be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on the:</p> <ul style="list-style-type: none"> ● pupil's ability to distance ● layout of the building ● feasibility of keeping distinct groups separate while offering a broad curriculum <p>Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>NB The protective measures we are being asked to put in place are not the same as the social distancing we have been asked to do in the community. Younger children cannot be expected to remain apart from each other and staff on a consistent basis.</p> <p>We will encourage pupils to keep their distance within groups. We will limit interaction, sharing of rooms and social spaces between groups as much as possible.</p> <p>Although we will keep pupils in their class groups for most of the classroom time, it is permissible to allow mixing in wider groups for:</p> <ul style="list-style-type: none"> ● specialist teaching ● wraparound care ● transport <p>Siblings may also be in different groups. All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they</p>
--	--

	<p>can, ideally two metres from other adults. We will minimise the number of interactions or changes wherever possible.</p> <p>Specific local arrangements, as relevant to each school, are described below.</p>
<p>Measures within the classroom</p>	<p>Staff in Ipswich Academy will, as far as possible, maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</p> <p>As far as possible, adults should maintain two metre distance from each other and from children. This is not always possible, particularly when working with younger, pupils with complex needs, or those who need close contact care. We will provide educational and care support for these pupils as normal, with other increased hygiene protocols in place to minimise the risk of transmission.</p> <p>Where possible, for example with older pupils with less complex needs who can self regulate their behaviours without distress, they will be supported to maintain distance and not touch staff and their peers. This will not be possible for the youngest children, and some children and young people with complex needs. It may also not be feasible where space does not allow.</p> <p>When staff and pupils cannot maintain distancing, risk will be reduced by keeping pupils in smaller, class-sized groups.</p> <p>We will continue to make adaptations to the classroom to support distancing where possible. That will include seating pupils side by side and facing forwards as appropriate, rather than face-to-face or side on. It will also include moving unnecessary furniture out of the classroom to make more space.</p> <p>Windows and doors will be kept open as far as possible (but NB fire doors must not be propped open although</p>

	<p>where Dorguards are fitted these can be used to keep fire doors open).</p> <p>In terms of the use of laboratories for non-science activities, helpful guidance is provided by CLEAPSS:</p> <p>http://science.cleapss.org.uk/resource/ps082-using-laboratories-for-non-science-activities.pdf</p> <p>CLEAPSS' fundamental advice is that non-science related activities should not take place in science laboratories (and similarly D&T and IT rooms). However, it is not always possible to achieve this, especially in schools where space is at a premium and, under certain circumstances (e.g. in bad weather), these practical rooms may need to be used. In these situations it is important that steps are taken to minimise the risk of harm.</p> <p>Pupils should be allowed in laboratories only if supervised by a teacher who is aware of the hazards and how they can be avoided. This restriction should appear in the science safety policy under both pupil and staff rules. Laboratories should not be used by pupils during recreation periods.</p> <p>There MUST be no eating or drinking in the laboratory. This is COSHH regulation (law) rather than guidance.</p>
<p>Measures elsewhere</p>	<p>We will avoid large gatherings such as assemblies or collective worship with more than one group (these will be delivered via video conferencing).</p> <p>Groups will be kept apart and movement around the school kept to a minimum. We recognise that passing briefly in the corridor or playground is low risk but will nevertheless avoid creating busy corridors, entrances and exits.</p> <p>Staggered break times and lunch times will be arranged, with time allowed for cleaning surfaces in the dining hall between groups.</p>

	<p>We will plan how shared staff spaces are set up and used to help staff to distance from each other. We will minimise the use of staff rooms, although staff will still have a break of a reasonable length during the day.</p>
<p>Measures for arriving at, and leaving the setting</p>	<p>We will make local arrangements in relation to staggered starts to keep groups apart as they arrive and leave. This is covered in the local arrangements section of this document.</p> <p>Changes will be communicated to parents/carers in advance via each school's normal communication methods. Parents/carers will be reminded about the process that has been agreed for drop off and collection, including not to:</p> <ul style="list-style-type: none"> • gather at the gates • come onto the site without an appointment.
<p>Travelling to the setting</p>	<p>Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so.</p> <p>Where pupils and staff need to use public transport, they must follow the safer travel guidance for passengers.</p>
<p>Pupils with SEND</p>	<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. They, as well as supply teachers, peripatetic teachers or other temporary staff, can move between settings. They must ensure they minimise contact and maintain as much distance as possible from other staff. Such specialists will be aware of the PPE most appropriate for their role.</p>
<p>Visitors to the site</p>	<p>All contractor firms will be briefed by a Trust officer. A briefing sheet will be provided to all visiting contractors and they will be required to read and sign before</p>

	<p>gaining access. Other than in exceptional circumstances, contractors will not be permitted access without an appointment. Where visits can happen outside of school hours, they will. A record will be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</p> <p>As normal, we will engage with our local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures.</p> <p>Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, we will work through the system of controls collaboratively with the partner setting, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil. Pupils will be able to continue attending both settings.</p> <p>Catering contractors have been involved in discussions about how meals will be served. We are confident that there will be sufficient catering and lunchtime supervision staff to ensure that children can safely eat their lunch. If this were not to be the case, and it could not be rectified very swiftly, we would consider closing or partially closing the school until the problem was resolved.</p>
<p>Operation of rapid test facility at Ipswich Academy</p>	<p>The operation of the rapid test facility at Ipswich Academy is covered by a separate operational risk assessment (which has been shared with all staff who are involved in the operation of the test facility).</p> <p>Ipswich Academy will offer pupils testing from 4 March. Testing will continue throughout wc 8 and 15 March. The return of pupils will be phased during the first week to manage the number of pupils passing through the test site at any one time. We will offer three tests, three to five days apart.</p>

	<p>We will prioritise vulnerable children and children of critical workers, and year groups 10 and 11.</p> <p>Pupils will return to face-to-face education following their first negative test result. Pupils not undergoing testing will attend school in line with our phased return arrangements.</p> <p>Testing is voluntary. If consent is provided, pupils will be asked to self-swab and after 30 minutes will be informed of their results.</p> <p>Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection. Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact). They must continue to apply the measures in the system of controls to themselves and the wider school setting.</p> <p>Ipswich Academy will retain a small on-site test centre so it can offer testing to pupils who are unable or unwilling to test themselves at home.</p> <p>For Ipswich Academy staff and pupils we are moving to a home testing model (for pupils, following the first three onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use. Home test kits will be available for all staff on return. Once pupils have been tested three times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.</p>
<p>Home testing - Ipswich Academy</p>	<p>Both pupils and staff will be supplied with LFD test kits to self swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result,</p>

	<p>whether void, positive or negative, with the school to help with contact tracing.</p> <p>Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 attending a secondary school should be tested by an adult.</p> <p>Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.</p>
<p>Home testing - primary schools</p>	<p>Staff in Paradigm's primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</p> <p>Primary age pupils will not be tested with LFDs. Public Health England has advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab.</p>
<p>Symptomatic testing</p>	<p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.</p> <p>Those with symptoms are also expected to order a test online or visit a test site to take a lab-based polymerase chain reaction (PCR) test to check if they have the virus.</p>

<p>Arrangements to support pupils with additional needs</p>	<p>We will work closely with parents/carers and their children to agree an individualised approach for each child. Where there is a reliance on external support to meet pupil needs, careful consideration will be given as to whether that external support is available and, if not, whether the needs of the pupil can be met safely and adequately. If not, it may be necessary for a pupil to remain at home, for as short a period as possible, while a solution is found.</p> <p>Risk assessments relating to individual pupils will be developed/updated (as required) in conjunction with the relevant staff.</p> <p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators will plan to meet these needs, for example using social stories.</p>
<p>Safe use of equipment</p>	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared.</p> <p>Classroom-based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will 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.</p> <p>We will assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. We will determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not</p>

	<p>possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> ● restricted to one user ● left unused for a period of 48 hours (72 hours for plastics) between use by different individuals <p>Computers can be used by pupils once an appropriate cleaning or allocation regime is in place. Fingerprint recognition systems e.g. for cashless catering or library borrowing will not be used for the time being.</p> <p>We will ask parents/carers to ensure that children bring in a water bottle each day. We will arrange for this to be taken home every day, with families asked to arrange for it to be washed and returned, full, the following day. Water fountains will not be used.</p> <p>Where relevant, staff should only use 'their' own e.g. desk telephone (unless robust wipe down arrangements are in place between users). More information is available in the admin team checklist document.</p> <p>Outdoor playground equipment will be more frequently cleaned. This also applies to resources used inside and outside by wraparound care providers. Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</p>
<p>Providing feedback to pupils</p>	<p>The provision of good quality feedback is essential to the teaching and learning process. In line with Paradigm's normal approach, this includes verbal feedback and does not necessarily mean staff physically writing feedback in pupil workbooks or</p>

	<p>equivalent.</p> <p>Where written feedback is judged to be appropriate, staff should minimise the potential for close contact and follow normal hygiene procedures (e.g. use of hand sanitiser before and after touching a pupil's work and/or use of gloves).</p>
<p>Keep occupied spaces well ventilated</p>	<p>We will ensure that our schools are well ventilated when they are in operation while also doing our best to ensure that a comfortable teaching environment is maintained.</p> <p>This will be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> ● mechanical ventilation systems – these will be adjusted to increase the ventilation rate wherever possible and operated so that only fresh outside air is circulated. ● natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air ● natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors without Dorguards and where safe to do so) <p>To balance the need for increased ventilation while maintaining a comfortable temperature, we will:</p> <ul style="list-style-type: none"> ● open high level windows in colder weather in preference to low level to reduce draughts ● increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) ● provide flexibility to allow additional, suitable indoor clothing ● rearrange furniture where possible to avoid

	<p>direct draughts</p> <p>Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>
<p>Wearing appropriate personal protective equipment (PPE), where necessary</p>	<p>The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus symptoms while at schools, and only then if a distance of two metres cannot be maintained • performing aerosol generating procedures (AGPs) • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. <p>Further information is available in the guidance on safe working in education, childcare and children's social care about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <p>Guidance on how to use PPE can be viewed via these links:</p> <p>https://www.rdash.nhs.uk/wp-content/uploads/2017/08/IPC-Appx-5-How-to-put-on-and-remove-PPE.pdf</p> <p>https://hpspubsrepo.blob.core.windows.net/hps-website/nss/3027/documents/1_nipcm-appendix-6.pdf</p> <p>https://www.youtube.com/watch?v=OGNVX2mrwus</p> <p>Staff who may be required to use PPE are required to view these guides. If you need time to do so, please request that of your line manager.</p> <p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following</p>

	<p>guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</p> <p>Face coverings are not classified as PPE. PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.</p> <p>When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.</p> <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE, we will:</p> <ul style="list-style-type: none"> ● put it in a plastic rubbish bag and tie it when full ● place the plastic bag in a second bin bag and tie it ● put it in a suitable and secure place marked for storage for 72 hours <p>Waste should be stored safely and securely kept away from children. We will not put waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.</p> <p>PPE Kits to be provided for each laboratory, as per CLEAPSS guidelines GL343 - http://science.cleapss.org.uk/Resource-Info/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.aspx</p> <p>Disposable gloves, a fluid-resistant face mask (FRSM Type IIR), disposable plastic apron and disposable eye protection (face shield, safety specs or goggles), paper towels, plastic bags for the disposal of used equipment and for any contaminated clothing. The</p>
--	---

	<p>used PPE should be removed and stored in a bag, labeled as 'potentially contaminated' and then this should be either laundered or disposed of appropriately (store for 72 hrs and then placed in normal non-recycling waste). These items should be stored in a clear sealed bag, marked for emergency use only. A set should be located in every lab.</p>
<p>Engaging with the NHS Test and Trace process</p>	<p>Staff members, parents and carers will need to:</p> <ul style="list-style-type: none"> ● book a test if they or their child has symptoms - the main symptoms are: <ul style="list-style-type: none"> ○ a high temperature ○ a new continuous cough ○ a loss or change to your sense of smell or taste ● self-isolate immediately and not come to school if: <ul style="list-style-type: none"> ○ they develop symptoms ○ they have been in close contact with someone who tests positive for coronavirus (COVID-19) ○ anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) ○ they are required to do so having recently travelled from certain other countries ○ they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation ● provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
<p>Polymerase Chain Reactions (PCR) tests for symptomatic testing</p>	<p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet.</p>

	<p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing. All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.</p> <p>We hold PCR test kits which we are able to provide in the exceptional circumstance that an individual becomes symptomatic and we believe they may have barriers to accessing testing elsewhere.</p> <p>We will ask parents and staff to inform us as soon as they get their results.</p>
<p>Managing confirmed cases of coronavirus amongst the school community</p>	<p>We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.</p> <p>If we need support on the action we should take, we will contact the PHE advice service by calling the DfE Helpline on 0800 046 8687 and selecting option one.</p> <p>Based on advice received, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next ten full days counting from the day after contact with the individual who tested positive.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> ● anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) ● anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> ○ face-to-face contact including being

	<p>coughed on or having a face-to-face conversation within one metre</p> <ul style="list-style-type: none"> ○ been within one metre for one minute or longer without face-to-face contact ○ sexual contacts ○ been within two metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane <p>We will act on the advice received as to who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups. This will be a proportionate recording process and is not intended to be overly burdensome.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the ten days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> ● if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. ● if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following
--	---

	<p>guidance for households with possible or confirmed coronavirus (COVID-19) infection</p> <p>We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>
<p>Containing any outbreak by following local health protection team advice</p>	<p>If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak.</p> <p>We will call the advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required. We can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option one for advice on the action to take in response to a positive case.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</p> <p>Given that we will be implementing the system of controls, addressing any issues we have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. We will not close except on the advice of health protection teams.</p>
<p>Admitting children and staff back to the school</p>	<p>The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after ten days or are otherwise unwell, we will advise them to stay at home and seek medical advice.</p>

	<p>We will not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation.</p> <p>In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending your school, we will take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect our pupils and staff from possible infection with coronavirus (COVID-19). Our decision would be carefully considered in the light of all the circumstances and current public health advice.</p>
<p>Travel to work for staff</p>	<p>Government advice on safe travel is available here: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>There are no easy answers to the transport challenges which we face as a country at present. Paradigm Trust recommends that staff familiarise themselves thoroughly with the Government guidance. Where possible, and on request, we will consider requests for alternative or flexible working hours to enable staff to travel e.g. at off peak times.</p>
<p>Support with pupil and adult mental health</p>	<p>A range of support channels are available to both pupils and staff, including individual counselling.</p>
<p>Self-isolation and shielding (pupils)</p>	<p>A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:</p>

	<ul style="list-style-type: none"> • have symptoms or have had a positive test result • live with someone who has symptoms or has tested positive and are a household contact • are a close contact of someone who has coronavirus (COVID-19) <p>We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate, following review with a clinician. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.</p>
Educational visits	We will follow current Government guidance in terms of educational visits. At the time of writing, no educational visits will be organised.
School uniform and staff dress code	<p>Other than in exceptional circumstances, or in line with changes to Government guidance, we will continue to follow our standard uniform policies and staff dress code, although reasonable modifications may be agreed at a local level.</p> <p>Uniforms do not need to be cleaned:</p> <ul style="list-style-type: none"> • more often than usual • using different methods
Wrap-around provision	<p>We will, where possible, continue to offer 'wrap around' provision. The same risk management arrangements that apply to 'core' school operations will apply to 'wrap around' provision and any bubble structures which exist during the core day will be maintained, as far as possible.</p> <p>We will advise parents/carers that where they are accessing this provision for their children, that they must only be using this, where:</p>

	<ul style="list-style-type: none"> ● the provision is being offered as part of the school's educational activities (including catch-up provision) ● the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution ● the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group <p>Where parents/carers are using external childcare providers or out of school extra-curricular activities for their children, we will also:</p> <ul style="list-style-type: none"> ● advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. ● encourage them to check providers have put in place their own protective measures ● send them the link to the guidance for parents and carers <p>If we hire out our premises for use by external wraparound childcare providers, such as after-school or holiday clubs, we will make sure these organisations have:</p> <ul style="list-style-type: none"> ● considered the relevant government guidance for their sector ● put in place protective measures.
Teaching of music	<p>We note that there may be an additional risk of infection in environments where staff or pupils are singing, chanting, playing wind or brass instruments or shouting.</p> <p>Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at</p>

[working safely during coronavirus \(COVID-19\): performing arts.](#)

We can continue to engage peripatetic teachers during this period.

If staff need to move between classes and year groups, they must try and keep their distance from pupils and other staff as much as they can, ideally two metres from other adults.

We will take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.

We will keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly. Where possible, we will use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. Where possible, we will not share microphones. If they are shared, we will follow the DfE guidance on handling equipment and instruments (available within [this document](#)).

We will not host any performances with an audience.

Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained.

When planning music provision, we will consider additional specific safety measures. There is some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration,

	<p>singing, wind and brass teaching can still take place. We will follow Government advice on safer singing.</p> <p>Playing instruments and singing in groups will take place outdoors wherever possible. If indoors, we will limit the numbers in relation to the space.</p> <p>If indoors, we will use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. If playing indoors, we will limit the numbers to account for ventilation of the space and the ability to social distance. We note that it is important to ensure good ventilation.</p> <p>In the smaller groups where these activities can take place, we will observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, two metres is appropriate. Pupils should use seating where practical to help maintain social distancing.</p> <p>Pupils will be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Wind and brass players will be positioned so that the air from their instrument does not blow into another player.</p> <p>Microphones will be used where possible (or pupils will be encouraged to sing quietly).</p>
<p>Individual lessons</p>	<p>Individual lessons in music, dance and drama can continue in schools and organisations providing out of school childcare. This may mean teachers interacting with pupils from multiple groups, so we will take particular care, in line with the measures on peripatetic teachers.</p> <p>In individual lessons for music, dance and drama, social distancing should be maintained wherever</p>

	<p>possible, meaning teachers should not provide physical correction.</p>
<p>Physical activity, including teaching of PE and drama</p>	<p>Pupils will be kept in consistent groups and sports equipment will be thoroughly cleaned between each use by different individual groups.</p> <p>We are able to hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within our own system of controls.</p> <p>We will prioritise outdoor sports where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene.</p> <p>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>In terms of team sports we will only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. Competition between different schools will not take place until wider grassroots sport for under 18s is permitted.</p> <p>We will refer to:</p> <ul style="list-style-type: none"> ● guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England ● advice from organisations such as the Association for Physical Education and the Youth Sport Trust ● guidance from Swim England on school

	<p>swimming and water safety lessons available at returning to pools guidance documents</p> <ul style="list-style-type: none"> • using changing rooms safely <p>We are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities, as long as we are satisfied that it is safe to do.</p>
<p>Staff who teach at more than one Paradigm site</p>	<p>In keeping with the guidance relating to peripatetic teachers, sports coaches, agency staff and other specialists (e.g. speech and language therapists), it is acceptable for staff who would typically move between sites in order to deliver lessons (and other services) to continue to do so.</p> <p>Where staff are moving between sites, they must try and keep their distance from pupils and other staff as much as they can, ideally two metres from other adults.</p>
<p>Behaviour management approaches and expectations</p>	<p>Specific behaviour management approaches and expectations are set locally in Paradigm schools. Changes to local arrangements are summarised in the relevant school section (below). Where new rules and routines are required we will:</p> <ul style="list-style-type: none"> • proactively teach new rules to staff, pupils and parents • regularly and rigorously reinforce behaviour throughout every day • consistently impose sanctions when rules are broken, as well as positively reinforcing well-executed rules through encouragement and rewards. <p>Intentional coughing or spitting at or towards any other person will not be tolerated and will be regarded as a serious disciplinary matter, with appropriate action taken in line with the Trust's behaviour policy and local arrangements. Pupils will be made very aware of this stance. This is a key measure to support staff in feeling confident to work in our schools.</p>

	<p>If there is a developing need to restrain a pupil, staff should make every attempt to de-escalate. There will clearly be some occasions when restraint has to be done e.g. the child about to run in front of a car situation. If there is time for staff to put on appropriate PPE, they should do that (along the same lines as when carrying out first aid or supervising someone with suspected coronavirus symptoms). If there is not time - or even if PPE has been put on - the restraint should be carried out for as short a period of time as possible (and if that means removing other pupils from the scene even quicker than normal, so be it); the member/s of staff restraining should do their best to keep their face facing away from the child's face, and as soon as the restraint is concluded the member of staff should wash any exposed skin.</p> <p>Where there are pupils who are at relatively higher risk of needing restraint, individual risk assessments will be reviewed and consideration will be given to staff who are working with those pupils wearing PPE on a consistent basis. Such situations will be dealt with on a case by case basis.</p> <p>We will follow the DfE's advice on working with pupils who spit.</p>
<p>Provision of safety equipment and signage, including re parent/carer gatherings</p>	<p>All schools have ordered a range of equipment/resources:</p> <ul style="list-style-type: none"> ● hand sanitiser and dispensers (bulk orders) ● protective screens for e.g. reception areas and serveries ● floor markings ● awareness posters ● disposable towel roll and cloths ● face shields/masks/gloves/aprons (for use in line with DfE guidance re PPE in schools) ● soap (bulk order) ● anti bacterial spray (bulk order) ● emergency cones and tapes ● lidded bins.

<p>How we will induct staff into these arrangements</p>	<p>All staff will be invited to contribute to the development of these arrangements. Once finalised - by Trust senior leaders and by the Board - the arrangements will be shared with all staff. Managers will be required to brief staff on these arrangements and to answer any questions. Staff have a responsibility to ask questions if they are not clear on any points.</p>
<p>Ways for parents/carers to contact school</p>	<p>Parents/carers may contact the school via email or telephone. If parents/carers need to speak to a member of school staff in person, they should approach the school office - following good social distancing practice and displayed signage - and a member of staff will speak to the parent/carer as soon as possible. Contact via email or telephone is likely to be most efficient, at this time.</p> <p>In line with DfE guidance, at the present time parents/carers may not gather in the playground or at/near the school gates to talk to other parents/carers. We ask for parent/carer support with this.</p>
<p>Arrangements for visitors (who are not parents/carers)</p>	<p>For contractors, see above. We will keep to a minimum any additional visitors. No visitor will be admitted without a prior appointment, other than in exceptional circumstances. The same process will then apply as described (above) re contractors.</p>
<p>Arrangements for use of communal/shared areas (staff)</p>	<p>Staff will be expected to practise good social distancing in shared spaces e.g. staff rooms. Arrangements will be made in each school to create additional, temporary staff room spaces to reduce congestion. Staff are encouraged to bring their own cups/plates/cutlery in and to wash these up at home. Cleaning wipes will be provided for use to wipe down e.g. kettle and urn and water chiller controls.</p>

<p>Safe staffing levels</p>	<p>Principals are confident that they will be able to operate our schools in a safe manner, including ensuring availability of roles such as: principal; assistant principal; designated safeguarding lead; first aider; special needs co-ordinator; caretaker/premises manager; cleaning staff. If post holders of those roles were absent, and could not be covered adequately by recourse to staff drawn from elsewhere in the Trust, consideration would be given to closing or partially closing the school in question on a temporary basis. If needed, and available, supply teachers and other staff will be brought in. Senior leaders will be available to cover classes, if needed. It is anticipated that sufficient staffing will be available to monitor the safe arrival and departure of children at varying times.</p> <p>If staff report symptoms during the school day they will be sent home and principals will put arrangements in place to provide cover as necessary.</p> <p>If staff are required to teach outside their usual year group/key stage responsibility, they will be supported by the relevant manager and, as far as possible, we will put in place team teaching (or similar) arrangements.</p>
<p>Arrangements for first aid</p>	<p>We will ensure that, where required, we always have one person with paediatric first aid training available for work in school. We have procured enhanced PPE for staff to use either when dealing with non coronavirus-related first aid situations, or in situations where coronavirus is suspected. We recognise that (in line with DfE guidance) if, exceptionally, a paediatric first aider is not available to work with EYFS pupils, it is acceptable to carry out a written risk assessment and ensure that someone with a current first aid at work or emergency paediatric first aid certificate is on site at all times.</p> <p>If first aid is provided, the adult in question should liaise with admin staff to arrange for a notification to be sent to parents/carers, and for them to acknowledge receipt of this.</p>

<p>It is everyone's responsibility to be vigilant</p>	<p>These arrangements will only work if everybody - staff; pupils; parents/carers; other stakeholders - is vigilant and proactive in identifying possible issues/potential improvements and communicating those to relevant senior staff members in a timely and constructive manner. Health and safety and child protection are always everybody's responsibility and, in the current exceptional situation, never more so than now. We need to work together.</p> <p>Principals, or their delegate, will monitor that the systems described in this document are being complied with.</p> <p>Senior staff will be visibly present around school during the day. Principals will request feedback on these arrangements from staff on a regular basis (initially daily, and then weekly) and all staff will also be able to share feedback and suggestions via: consultation@paradigmtrust.org</p>

Summary of local operational arrangements - Culloden Primary Academy

Area of operations	Approach
Safe entry of staff	All staff to enter through the main gates. Staff to bring their own pen to sign in on signing in sheets. Sanitise/wash hands immediately upon entry to school and go immediately to their classroom/work area.
Safe entry of pupils	The main entrance to the school will be used as normal - with the EYFS and Y5 gate open for parents/carers to exit the premises via a one way system. The main gates will be opened 20 mins earlier to prevent queuing outside the school. 2m distancing signs will be used at the entrance and exit points and outside each relevant classroom. Pupils will line up outside their designated classroom maintaining social distancing. The school day will start as normal at 0855 for all pupils. We have considered and tried staggered start times in the past, however this has resulted in parents/carers with multiple children congregating while waiting to drop off their children.
Safe departure of staff	Staff to sanitise/wash hands before leaving the school after the pupils have left the site. Staff to use their own pen to sign out.
Safe departure of pupils	Pupils will leave from the same points they entered the building and will be collected by their parents/carers. The school day will end at 1530 for YR-Y6 pupils and 1500 for YN pupils. We have considered and tried staggered end times in the past, however this has resulted in parents/carers with multiple children congregating while waiting to collect their children. The main entrance to the school will be used as normal - with the EYFS and Y5 gate open for parents/carers to exit the premises via a one way system.

<p>Arrangements to reduce contact between groups of children (including one way systems)</p>	<p>Movement around the school will be minimised as pupils will largely remain in designated areas for their class, year group or key stage. Arrow signs along each corridor will also remind pupils to walk on the left hand side in the event of them using a corridor.</p> <p>The Y4-6 lift will only be used in extreme cases. If a pupil needs to use the lift they will enter the lift first, followed by a staff member who is in their class bubble.</p>
<p>Arrangements to keep children and adults in constant groups (as far as possible)</p>	<p>Year groups will be considered as 'bubbles' containing 3 classes. (For the majority of the day, pupils will remain in their own classes with a teacher and TA.) Each class within the bubble will have an allocated teacher, with some having a named teaching assistant and a MDMS, Each class within the bubble will have a separate play and lunchtime on the playground.</p> <p>In the event of a positive COVID 19 case, a risk assessment will be carried out with Public Health England and the relevant staff, to assess whether the entire bubble is to self-isolate. NB the entire bubble will be told to self-isolate based on the outcome of the risk assessment advice from Public Health England.</p> <p>For the teaching of RW and in the DSB and SEND classes, if pupils are working across bubbles then they will have allocated TAs from their original bubble supporting them (as far as possible in KS2) and a dedicated area within the RW and DSB/SEND classrooms. The teachers/tutors will also maintain full (2m) social distancing with pupils from bubbles they are not assigned to, through the rooms/areas allocated and an enhanced cleaning regime for the rooms used will be in place. RW tutors are also not expected to have close contact with pupils not from their bubble and the normal expectations of a RW tutor will be adjusted accordingly by line managers. The adults attached to a bubble must not mix with another bubble but maintain social distancing. Each bubble will have designated classrooms and outside space and P.E. will be taught outside by default or the main hall with doors open.</p>
<p>Maintaining distance</p>	<p>Desks will be set out in classrooms with as much</p>

<p>between individuals, as far as possible</p>	<p>distance as possible between them, all facing the front of the classroom. Teachers within bubbles are expected to teach 'from the front' keeping their face above the level of children's faces. Specialist SEND/TOD teachers and RW tutors will maintain social distancing with the pupils within the class, teaching from the front of the classroom. Assemblies will be virtual and displayed on the interactive board in the classrooms.</p>										
<p>Arrangements for hand washing and access to toilets</p>	<p>Handwashing soap and sanitiser will be available in all classrooms. After each teaching session and break the pupils will be directed to wash their hands.</p>										
<p>Managing break times</p>	<p>Pupils will be spoken to regularly about the importance of maintaining 2m distance at all times. Staff on duty will monitor this.</p> <table border="1" data-bbox="576 958 1362 1397"> <tr> <td data-bbox="576 958 970 1061">YN</td> <td data-bbox="970 958 1362 1061">YN outside of the YR allocated times below.</td> </tr> <tr> <td data-bbox="576 1061 970 1164">YR</td> <td data-bbox="970 1061 1362 1164">10.00 - 10:15 11:00 - 11:15</td> </tr> <tr> <td data-bbox="576 1164 970 1227">KS1-KS2 Class A</td> <td data-bbox="970 1164 1362 1227">10.00 -10.15</td> </tr> <tr> <td data-bbox="576 1227 970 1290">KS1-KS2 Class B</td> <td data-bbox="970 1227 1362 1290">10.15 -10.30</td> </tr> <tr> <td data-bbox="576 1290 970 1397">KS1-KS2 Class C</td> <td data-bbox="970 1290 1362 1397">10.30 -10.45</td> </tr> </table> <p>In the event of a wet lunch/break time, pupils will be managed by the midday meals supervisor in their class. Wherever possible, pupils will go outside as usual. If this is not possible due to lack of space under shelters, they will stay in classes under the guidance of the midday meals supervisors</p>	YN	YN outside of the YR allocated times below.	YR	10.00 - 10:15 11:00 - 11:15	KS1-KS2 Class A	10.00 -10.15	KS1-KS2 Class B	10.15 -10.30	KS1-KS2 Class C	10.30 -10.45
YN	YN outside of the YR allocated times below.										
YR	10.00 - 10:15 11:00 - 11:15										
KS1-KS2 Class A	10.00 -10.15										
KS1-KS2 Class B	10.15 -10.30										
KS1-KS2 Class C	10.30 -10.45										
<p>Managing lunch times</p>	<p>Pupils will eat their lunch in their classes. If it is dry the pupils will take lunch and eat outside with their class, managed by the midday meals supervisors assigned to the class.</p>										

	Class/year group	Lunch in class	Playground
	YN	1115 - 1145	1145 - 12.15
	YR	1145-1215	1215 - 12:45
	KS1-KS2 Class A	1145 - 1215	1215-1245
	KS1-KS2 Class B	1215 - 1245	1245-1315
	KS1-KS2 Class C	1245 -1315	1315 -1345
	<p>In the event of a wet lunch/break time, pupils will be managed by the midday meals supervisor in their class. Wherever possible, pupils will go outside as usual. If this is not possible due to lack of space under shelters, they will stay in classes under the guidance of the midday meals supervisors</p>		
Arrangements for use of communal/shared areas (staff)	<p>2m distancing signs will be placed in both the PPA and staff room and placed on the floor by the hot water dispenser. Staff will be reminded of the 2m social distancing guidance by the leadership team member who is operationally in charge on the day. All group/team meetings will be virtual for the time being. Relaxation of this approach will only occur following consultation with staff.</p>		
Arrangements for use of communal/shared areas (pupils)	<p>All assemblies will be conducted in classes via video link. Use of shared areas will be kept to a minimum. PE will be taken outside. ICT suites will not be used.</p>		
Arrangements for building evacuation e.g. in event of a fire and how you we will induct staff/pupils into	<p>All pupils will be spoken to about fire evacuation arrangements in their classes at the commencement of each day. In the event of a fire the pupils will line up on a designated class line outside the Y4-Y6 block.</p>		

any arrangements if these have been revised	
Arrangements for parents/carers to enter the building (only when absolutely necessary)	Parents/carers will be encouraged not to enter the school building. There will be markings outside the main entrance and in the office lobby for parents/carers to queue if absolutely necessary and only x1 parent/carers will be allowed to sit in the parent/carer waiting room at any time.
How we will induct pupils into these arrangements	Pupils will be spoken to on day one and shown a presentation that explains the importance and reasoning behind the new arrangements. Pupils will be reminded of the new arrangements as and when is needed.
DSB transport	LBTH DSB transport will have completed risk assessments which will be available to the school. We are currently engaging proactively with LBTH to ensure we are clear of the procedures in place to support our pupils and staff. Distancing will be maximised and mixing of groups minimised where possible and practical. Pupils aged 11 and over must wear a face covering although those who are exempt do not need to wear a face covering.
DSB Audiology	Staff will have access to PPE if requested, when completing audiology checks and for hearing aid maintenance.
Pupils with severe medical needs	Individual risk assessments will be revised and appropriate staff training put into place based on pupil need.

Summary of local operational arrangements - Ipswich Academy

Area of operations	Approach
Safe entry of staff	<p>Staff will enter through main reception doors from 7.00am. Staff to wash their hands using the staff toilet. Staff will sign in at the desk with their own pen. Hand sanitiser will be available on the desk if staff feel they need this. Staff should then go to their teaching room. Staff briefing will be shared via Google docs daily.</p>
Safe entry of pupils	<p>Pupils will be greeted at the front of school by designated SLT, leadership and learning mentors. There will be a staggered start and entry to school. Gates/doors will open 5 minutes before the allotted time for each year group, students will then go straight to registration.</p> <p>Year 11 and 10- 8.45am: year 11 will enter from the grey side gate and into grey canteen. Year 11 pupils will have access to the SYSZ for breakfast and additional learning and will enter through reception. Year 10 will enter from the blue side of the school and walk through the school and re-enter by the grey doors near the 3G.</p> <p>Year 7, 8 and 9- 9.00am: Year 7 students will enter through the blue doors and walk straight to the red area. Year 8 students will enter through the grey side gate and into the SYSZ*. Year 9 will enter through the blue gates by the garden and into blue lower.</p> <p>*for the start and end of the day only, year 8 students will use the staircase in the SYSZ and walk over the bridge to the upper red/blue area.</p>

	<p>KS3 Support Centre students- 9.00am: enter through the reception area.</p> <p>Pupils who bike to school will lock their bikes in designated areas: 7, 9 and 10- one side of the triangle of bike stands at the front of school. Each year group area will be labelled. 8 and 11- through grey gates.</p> <p>Pupils will wash hands (or use sanitiser station) on entry to the school.</p>
<p>Safe departure of staff</p>	<p>Staff will exit through the main reception doors and sign out using their own pen. Staff to wash/sanitise their hands prior to leaving the school site.</p>
<p>Safe departure of pupils</p>	<p>There will be a staggered end to the day, pupils will be dismissed and exit school through the door/gate they entered school. Year 11 and 10- 15.00 Year 7, 8 and 9- 15.15 KS3 Support Centre students- 15.15</p> <p>Pupils will not be able to congregate outside school.</p>
<p>Reducing contact between groups of children (including one way systems)</p>	<p>Each year group will have a designated area within school where the majority of their lessons will take place. Year 7- red lower classrooms and dance studio Year 8- red and blue upper classrooms Year 9- blue lower classrooms Year 10- grey lower classrooms Year 11- grey upper classrooms Support Centre- Support Centre 1 and Support Centre 2</p> <p>Exceptions for KS4: Art and music classes will take place in the art/music rooms</p>

	<p>Computer science and Imedia will take place in the computer rooms</p> <p>Exceptions for KS3: PE- for year 7-9 will take place in the PE area. Using outside spaces will be the priority. Students in year 9 will move classroom for their music, art and computer science lessons.</p> <p>For breaktime/lunchtimes year 8 students will walk upstairs and downstairs using the red staircase. Year 7 will not be allowed in staircase areas, adjacent doors will be shut and a one-way system in place. Year 7 students will go outside via the red canteen doors. Year 9 students will go outside via the door running off the central corridor, running adjacent to the red area. Year 10 students will go outside via the staircase in grey by the library/science prep room. Year 11 students will walk from the grey upper area into the SYSZ</p>
<p>Keeping pupils and adults in constant groups (as far as possible)</p>	<p>Each year group will be considered as one bubble. The timetable has been designed so that teaching across bubbles is kept to a minimum (including for teaching assistants).</p> <p>The exception will be within the Support Centre, which will be split into a KS3 and KS4 group. These students will practise social distancing and attend some of their mainstream lessons.</p> <p>The adults working across more than one bubble must maintain social distancing measures. Each bubble will have a designated area within school and outside space.</p>
<p>Maintaining distance between individuals, as far as possible</p>	<p>Desks will be set out in classrooms with as much distance as possible between them, all facing the front of the classroom. Teachers within bubbles will be teaching 'from the</p>

	<p>front' keeping their face above the level of pupil faces. There will be a 1m box marked out in each classroom which will indicate 1m from the nearest pupil desk. Assemblies will be virtual and displayed on board in the classroom.</p>
<p>Hand washing and access to toilets</p>	<p>Each year group will have an allocated area within school for washing hands/toileting. Year 7- red lower toilets Year 8- red and blue upper toilets Year 9- blue lower toilets Year 10- grey lower toilets Year 11- grey upper toilets Support Centre- SYSZ toilets</p> <p>There will be a hand sanitiser dispenser in each classroom and also in dining areas.</p>
<p>Managing break times</p>	<p>Students will have a 15 minute break which will be staggered. Students will be in the following areas: Year 11- SYSZ and grass area directly outside the SYSZ. Year 10- grass area directly outside grey Year 9- middle of the quad and ½ of the 3G. 3G pitch will only be for playing football for year 9 students. Year 8- ½ 3G pitch Year 7- grass area outside red</p> <p>In case of wet weather: Year 11- SYSZ Year 10- grey canteen Year 9- blue canteen Year 8- main hall Year 7- red canteen</p> <p>There will be a staff duty rota so that students are supervised during break and lunchtime.</p> <p>There will be a 'corridor' marked out for year 8 students to walk to the 3G from the red lower door which is between RLR5 and RLR4.</p>

<p>Managing lunch times</p>	<p>Students will have a 40 minute lunch break which will be staggered. Each year group will have a designated area to eat their lunch and go outside.</p> <p>The following areas will be used: Year 11- collect hot meal from the SYSZ and grass outside SYSZ * Year 10- grey canteen and then outside grey * Year 9- blue canteen and outside quad Year 8- main hall and then outside onto 1/2 3G pitch Year 7- red canteen and then red grass area</p> <p>*We now have an additional gate of entry on the 3G, at lunchtimes year 10 and 11 will rotate (week 1 and 2) using ½ of the 3G pitch. The 3G pitch will only be for playing football for these year groups.</p> <p>Tables and chairs will be cleaned down thoroughly following a lunch sitting.</p>
<p>Use of communal/shared areas (staff)</p>	<p>There is one designated area for staff to make tea/coffee and use the fridge. No cutlery will be provided. Staff must bring their own lidded cup for hot drinks. The area can accommodate six adults at any one time. Doors to be kept open when staff are in each room to promote ventilation.</p> <p>The following workrooms can be used around the school during PPA time. Doors must be kept open to support ventilation (but NB fire doors must not be propped open unless a Dorgard is in place) and staff must social distance.</p> <p>Grey lower workroom: maximum of 5 staff Red lower workroom: maximum of 5 staff Red upper by RUR4: maximum of 2 staff Blue lower by BLR4: maximum of 2 staff Blue upper by BUR4: maximum of 2 staff Detention room in grey: maximum of 8 staff Library area: staff on separate tables Blue, red and grey canteen areas- staff to work on separate tables</p>

<p>Use of communal/shared areas (pupils)</p>	<p>Outdoor space will be allocated to bubbles on a rota with bubbles having a defined area at a defined time.</p> <p>The sports hall will be used for PE if needed (except for the first 2 weeks due to mass testing). All doors to be opened during the time the hall is occupied (but NB fire doors must not be propped open unless a Dorgard is used).</p>
<p>Building evacuation e.g. in event of a fire and how you we will induct staff/pupils into any arrangements if these have been revised</p>	<p>The muster point for fire will still be on the school field but students will line up in their bubbles. Evacuation routes will remain the same. In the case of a planned fire drill, staff and students will be given notice so that social distancing is observed during the drill. This practice will form part of the induction.</p>
<p>Parents/carers entering the building (only when absolutely necessary)</p>	<p>Telephone and email contact will remain parent and carers' first line of contact.</p> <p>Parents/carers will be informed that social distancing rules apply when visiting the school but that only absolutely essential visits should take place. If a meeting does take place it will be in a meeting room with a window.</p> <p>Visitors will be asked to wash their hands on entry. Only one visitor at the reception desk at once. Once they have been seen, one further visitor will be allowed to sit in reception at any one time. Remaining visitors will need to wait outside.</p>
<p>How we will induct staff into these arrangements</p>	<p>Emailed to all staff and briefing via hangout to be provided.</p>
<p>How we will induct pupils into these arrangements</p>	<p>Parent/carers will be communicated with once the arrangements have been agreed.</p> <p>Pupils will be taught on day one the arrangements, these will be reinforced throughout.</p> <p>Included in information will be acceptable behaviour.</p>

Summary of local operational arrangements - Murrayfield Primary Academy

Area of operations	Approach
Safe entry of staff	<p>From 6.30am until 8.30am all staff will enter through the gate from the carpark. This gate will be locked at 8.25am. Between 8.25am and 3.30pm all staff will enter and exit the school through the main school entrance. Staff to bring their own pen to sign in on signing in sheets.</p> <p>Wash hands immediately upon entry to school and after using signing in sheet (located at the swimming pool door entrance) and then go immediately to their classroom or work area. Daily staff briefing will take place via Google Docs to be read by staff before the start of the school day (or start of work if part time).</p>
Safe entry of pupils	<p>Pupils can enter the site from the opening of the gates at 08:25 until closure at 08:40. The timings of the day are from 08:30-15:00 and registration will begin at 08:45. This time frame will allow for a staggered start without parents waiting on site for different drop off times.</p> <p>All parents/carers and pupils will enter the school site using the Murrayside park gate and walk through the site leaving through the gate on Nacton Road (one way system). Two metre markings will be on the ground in appropriate areas. The gates will open at 08:25 for an 08:30 start and close at 08:40</p> <p>Pupils in year 2-4 will be greeted by staff (following social distancing protocols) at the opening next to the year 4 classrooms and walk straight into school via the swimming pool entrance following the 2m distancing guidelines and the one way system.</p> <p>Pupils in year 5-6 will be greeted by staff (following social distancing protocols) at the opening between the main hall and swimming pool and walk straight into school via the swimming pool entrance following</p>

	<p>the 2m distancing guidelines and the one way system. EYFS (including Nursery) and year 1 pupils will walk around to the KS1 playground and enter the building through the KS1 door following 2 m social distancing and the one way system. Pupils will wash hands (or use sanitiser station) on entry to school.</p>
Safe departure of staff	<p>At 3.30pm the gate from the carpark will be opened again for staff exit. Staff use their own pen to sign out, again sanitising/washing hands once signed out. Staff will adhere to the one way system.</p>
Safe departure of pupils	<p>All parents/carers will enter the school site using the Murrayside park gate and walk through the site leaving through the gate on Nacton Road (one way system). Two metre markings will be on the ground in appropriate areas.</p> <p>Parents/carers will collect pupils in year 2, 3 and 4 from opening next to the Y4 classrooms at 3pm. Pupils will line up following 2m distancing guidance. Pupils will leave through the exit door by the female staff toilets. A member of the leadership team will facilitate entrance into the corridors and department from classrooms.</p> <p>Parents/carers will collect pupils in year 5 and 6 from the playground between the main hall and swimming pool at 3pm. Pupils will line up following 2m distancing guidance. Pupils will leave through the exit from the KS2 toilets. A member of the leadership team will facilitate entrance into the corridors and department from classrooms.</p> <p>Parents/carers will collect pupils in Reception and year 1 from the KS1 playground at 3pm. Pupils will line up following 2m distancing guidance. Pupils will leave through the KS1 door via the reception corridor.</p> <p>Nursery pupils will be collected from the EYFS gate on Nacton Road at 11:30. All other EYFS pupils will be inside the building in their bubble classrooms during this time. Pupils will leave through the Nursery outdoor area door.</p>
Arrangements to reduce contact between groups of	<p>One way system around school with direction of flow clearly signed. Y5 corridor only to be used for access to the toilet</p>

<p>children (including one way systems)</p>	<p>block and exit back into the one way system via external door. The canteen will be divided into two (using a one way system either side) for ease of access to the kitchen, classroom 5B and music room. Movement around school kept to a minimum. Staggered break and lunchtime for each bubble. Pupils will go straight to the classrooms on arrival and remove coats once the school is in, at staggered times during registration. Registration has been extended between 08:30 and 08:45 to support this. This will be the same at the end of the day in order to reduce congestion in the corridor.</p>
<p>Arrangements to keep children and adults in constant groups (as far as possible)</p>	<p>Members of one bubble (year group) can not be interchanged with another nor mix together. Each bubble will have a designated classroom and outside space. At the end of the day siblings will be dismissed with their own class and designated area to prevent mixing of bubbles at the end of the day.</p>
<p>Maintaining distance between individuals, as far as possible</p>	<p>Desks will be set out in classrooms with as much distance as possible between them, all facing the front of the classroom. Teachers within bubbles are expected to teach 'from the front' keeping their face above the level of children's faces. Assemblies will be virtual and displayed on the interactive board in the classrooms.</p>
<p>Arrangements for hand washing and access to toilets</p>	<p>Access to KS2 toilets will be via the Y5 corridor using the one way system. Access to KS1 toilets will be via the swimming pool entrance using the one way system. All classrooms have handwashing facilities with soap, paper towels and covered waste bins. Every hour a member of leadership will ensure that handwashing has taken place.</p>
<p>Managing break times</p>	<p>Bubbles will have designated outdoor space for break and an allotted time. All areas of outdoor space will be used in dry weather. Pupils will be reminded before and during (when necessary) about the importance of distancing. Staff on duty will monitor this (this will be</p>

	<p>one of the adults from the bubble). During wet breaks, pupils will remain in their bubble in their classroom.</p>																								
<p>Managing lunch times</p>	<p>Ordering of lunch will take place during registration time in the morning. This information will form a list which will be given to bubble teachers and the kitchen informing of choice and free school meals etc. Pupils will have staggered lunch to prevent congestion with each bubble receiving lunch at an individual time.</p> <p>Pupils will eat lunch in their classrooms except EYFS who will eat in the canteen. Once all have finished, the bubble will be taken outside to their designated area to play, again following distancing guidance and at their designated time.</p> <p>During wet breaks, pupils will remain in their bubble in their classroom once they have eaten.</p> <table border="1" data-bbox="715 965 1361 1630"> <thead> <tr> <th>Bubble</th> <th>Lunch (food)</th> <th>Break (outside)</th> </tr> </thead> <tbody> <tr> <td>R</td> <td>12:00-12:30 Canteen</td> <td>12:35-13:05 Outdoor area</td> </tr> <tr> <td>1</td> <td>12:30-13:00 Room 1A/1B</td> <td>12:00-12:30 KS1 playground</td> </tr> <tr> <td>2</td> <td>12:00-12:30 Room 2A/2B</td> <td>12:35-13:05 KS1 playground</td> </tr> <tr> <td>3</td> <td>12:00-12:30 Room 3A/3B</td> <td>12:35-13:05 KS2 hall-pool</td> </tr> <tr> <td>4</td> <td>12:30-13:00 Room 4A/4B</td> <td>12:00-12:30 KS2 hall-pool</td> </tr> <tr> <td>5</td> <td>12:30-13:00 Room 5A/5B</td> <td>12:00-12:30 Football pitch</td> </tr> <tr> <td>6</td> <td>12:00-12:30 6A/6B</td> <td>12:35-13:05 Football pitch</td> </tr> </tbody> </table>	Bubble	Lunch (food)	Break (outside)	R	12:00-12:30 Canteen	12:35-13:05 Outdoor area	1	12:30-13:00 Room 1A/1B	12:00-12:30 KS1 playground	2	12:00-12:30 Room 2A/2B	12:35-13:05 KS1 playground	3	12:00-12:30 Room 3A/3B	12:35-13:05 KS2 hall-pool	4	12:30-13:00 Room 4A/4B	12:00-12:30 KS2 hall-pool	5	12:30-13:00 Room 5A/5B	12:00-12:30 Football pitch	6	12:00-12:30 6A/6B	12:35-13:05 Football pitch
Bubble	Lunch (food)	Break (outside)																							
R	12:00-12:30 Canteen	12:35-13:05 Outdoor area																							
1	12:30-13:00 Room 1A/1B	12:00-12:30 KS1 playground																							
2	12:00-12:30 Room 2A/2B	12:35-13:05 KS1 playground																							
3	12:00-12:30 Room 3A/3B	12:35-13:05 KS2 hall-pool																							
4	12:30-13:00 Room 4A/4B	12:00-12:30 KS2 hall-pool																							
5	12:30-13:00 Room 5A/5B	12:00-12:30 Football pitch																							
6	12:00-12:30 6A/6B	12:35-13:05 Football pitch																							
<p>Arrangements for use of communal/shared areas (staff)</p>	<p>The staffroom can accommodate four adults at any one time. Both doors to be kept open at all times. Two members of staff can use the PPA room at any one time.</p>																								

	<p>Three members of staff can be accommodated in the Main Office at any one time.</p> <p>Additional space will be available for working in group rooms.</p> <p>Staff breaks will be staggered.</p>
<p>Arrangements for use of communal/shared areas (pupils)</p>	<p>Outdoor space will be allocated to bubbles on a rota, with bubbles having a defined area at a defined time. The school hall will only be used for PE if weather does not permit lessons to take place outside. All doors to be opened during the time hall is occupied.</p>
<p>Arrangements for building evacuation e.g. in event of a fire and how you we will induct staff/pupils into any arrangements if these have been revised</p>	<p>Each bubble will leave the building using the marked fire evacuation routes. Bubbles will line up in designated areas, following distancing guidance, where registers will be taken.</p> <p>Procedures will be shared with staff and pupils during day one.</p>
<p>Arrangements for parents/carers to enter the building (only when absolutely necessary)</p>	<p>Telephone and email contact will remain parent and carers' first line of contact. If parents/carers need to enter the building:</p> <p>Use main entrance from Nacton Road</p> <p>Wait outside until the lobby is empty - only one person in the lobby at any one time.</p> <p>If at all possible, parents/carers should ring the school to inform us that they are planning to come in.</p> <p>Pupils who arrive late will be received from the lobby entrance of the school, welcomed into the school and then follow washing hands etc procedure.</p>
<p>How we will induct pupils into these arrangements</p>	<p>A letter will go out to parents/carers explaining the arrangements with a simplified version for pupils. Pictures/video to be posted on Google Classroom showing pupils what school will look like and how it will operate.</p> <p>Pupils will be taught on day one the new arrangements by the adults in their bubble. These will be reinforced throughout.</p> <p>Included in information will be acceptable behaviour.</p>

Summary of local operational arrangements - Old Ford Primary Academy

Area of operations	Approach
Safe entry of staff	<p>All staff to enter through the main gates. Bring own pen to sign in on signing in sheets. Wash hands immediately upon entry to school and go immediately to classroom/work area. Hand sanitiser is available at the main entrance, and at the sign in area as well as throughout the school.</p>
Safe entry of pupils	<p>All three entrances to the school will be used and year groups will have designated entrances:</p> <p>YN/Y3/Y4 - Main front gate YR-Roman Road gate Y1-Roman Road gate Y2/Y5/Y6 - Church side gate gates</p> <p>Large fire gates in Y5/6 playground will be opened by premises managers earlier than usual to prevent queuing. We also have the option of using vehicular access gates in Y3/4 playground if needed.</p> <p>All pupils will enter at the normal time of 8.55am. We have considered and tried staggered start times in the past, however this has resulted in parents/carers with multiple children congregating waiting to drop off additional children.</p> <p>2m distancing markings will be used on the ground in appropriate areas. Signs will be placed at all entrances reminding pupils/parents about safe distancing.</p> <p>Parents/carers will be permitted on site, wearing facemasks to drop off and collect their children. (It is easier for parents to distance safely in the playgrounds rather than outside the entrances).</p>

	Pupils will line up in designated playgrounds, following 2m distancing guidance.
Safe departure of staff	Staff will leave after pupils have left the site. Staff to use own pen to sign out
Safe departure of pupils	Pupils will leave from the same point they entered. Parents/carers will be permitted on site, wearing facemasks to drop off and collect their children. This will be reviewed on an ongoing basis and if we admit more pupils to school, arrangements will change.
Arrangements to reduce contact between groups of children (including one way systems)	<p>One way systems are in place on corridors with clear direction arrows on floor. Staircases are marked with directional arrows</p> <p>Movement around school will be minimised. Lift will only be used in extreme cases. If a pupil needs essential transporting via lift, they will enter the lift first, followed by staff member who is in their bubble.</p>
Arrangements to keep children and adults in constant groups (as far as possible)	<p>Year groups will be considered as 'bubbles' containing 3 classes. (For the majority of the day, pupils will remain in their own classes with a teacher and TA and it will only be during mathematics and at playtimes when they will mix with pupils in the other 2 classes in their year group.)</p> <p>Each class within the bubble will have an allocated teacher, with some having a named teaching assistant. All other adults working with a bubble will need to socially distance when working with the bubble. Pupils can not be interchanged with another bubble nor mix together. Members of a bubble not required to socially distance (although it is expected with older pupils where possible). The adults attached to a bubble must not mix with another bubble but maintain social distancing measures.</p> <p>Each bubble will have designated classrooms and times to use outside spaces.</p>

	P.E. will be taught outside by default.															
Maintaining distance between individuals, as far as possible	<p>Desks laid out all facing front distanced from each other as far as practically possible.</p> <p>Teachers within bubbles expected to teach 'from the front' keeping their face above the level of children's faces.</p> <p>Specialist teachers (PE, music, art) to remain at a distance from pupils within the class, teaching from the front of the classroom.</p> <p>Assemblies will be virtual and displayed on board in the classroom.</p>															
Arrangements for hand washing and access to toilets	Pupils will be reminded to wash hands upon entry to school, after break time, before lunchtime and once in the afternoon. Pupils will be monitored to ensure handwashing is being done correctly. Handwashing soap and sanitiser will be available in all classrooms															
Managing break times	<p>Playtimes are staggered</p> <table border="1"> <thead> <tr> <th></th> <th>Y1/2 playground</th> <th>Y3/4 playground</th> <th>Y5/6 playground</th> </tr> </thead> <tbody> <tr> <td>10.35am - 10.50am</td> <td>Year 1</td> <td>Year 3</td> <td>Year 5</td> </tr> <tr> <td>10.50am - 11.05am</td> <td>Year 2</td> <td>Year 4</td> <td>Year 6</td> </tr> </tbody> </table>					Y1/2 playground	Y3/4 playground	Y5/6 playground	10.35am - 10.50am	Year 1	Year 3	Year 5	10.50am - 11.05am	Year 2	Year 4	Year 6
	Y1/2 playground	Y3/4 playground	Y5/6 playground													
10.35am - 10.50am	Year 1	Year 3	Year 5													
10.50am - 11.05am	Year 2	Year 4	Year 6													
Managing lunch times	<p>Lunch will be served in 2 'shifts' with each year group having the playground to itself at the allocated times. This will ease congestion in toilets and playground.</p> <p>Nursery to have lunch in own building</p> <table border="1"> <thead> <tr> <th></th> <th>Y1/2 playground</th> <th>Y3/4 playground</th> <th>Y5/6 playground</th> </tr> </thead> <tbody> <tr> <td>12.00pm - 1.00pm</td> <td>1E / 1C / 1E</td> <td>3I / 3C / 3E</td> <td>5I / 5C / 5E</td> </tr> </tbody> </table>					Y1/2 playground	Y3/4 playground	Y5/6 playground	12.00pm - 1.00pm	1E / 1C / 1E	3I / 3C / 3E	5I / 5C / 5E				
	Y1/2 playground	Y3/4 playground	Y5/6 playground													
12.00pm - 1.00pm	1E / 1C / 1E	3I / 3C / 3E	5I / 5C / 5E													

	<table border="1" data-bbox="576 293 1355 378"> <tr> <td data-bbox="576 293 767 378">1.00pm - 2.00pm</td> <td data-bbox="767 293 967 378">2I / 2C / 2E</td> <td data-bbox="967 293 1158 378">4I / 4C / 4E</td> <td data-bbox="1158 293 1355 378">6I / 6C / 6E</td> </tr> </table> <p data-bbox="576 416 1355 488">Dinner hall rota as follows, with x2 year groups at a time using the hall, separated by central barrier</p> <table border="1" data-bbox="576 524 1355 931"> <tr> <td data-bbox="576 524 836 624">12.00pm - 12.30pm</td> <td data-bbox="836 524 1096 624">YR</td> <td data-bbox="1096 524 1355 624">Y1</td> </tr> <tr> <td data-bbox="576 624 836 725">12.30pm - 1.00pm</td> <td data-bbox="836 624 1096 725">Y3</td> <td data-bbox="1096 624 1355 725">Y5</td> </tr> <tr> <td data-bbox="576 725 836 826">1.00pm - 1.30pm</td> <td data-bbox="836 725 1096 826">Y4</td> <td data-bbox="1096 725 1355 826">Y2</td> </tr> <tr> <td data-bbox="576 826 836 931">1.30pm - 2.00pm</td> <td data-bbox="836 826 1096 931">Y6</td> <td data-bbox="1096 826 1355 931">-</td> </tr> </table> <p data-bbox="576 969 1355 1072">Pupils will be served at tables from bento style boxes by staff. Staff will clean tables and chairs thoroughly between sittings.</p>	1.00pm - 2.00pm	2I / 2C / 2E	4I / 4C / 4E	6I / 6C / 6E	12.00pm - 12.30pm	YR	Y1	12.30pm - 1.00pm	Y3	Y5	1.00pm - 1.30pm	Y4	Y2	1.30pm - 2.00pm	Y6	-
1.00pm - 2.00pm	2I / 2C / 2E	4I / 4C / 4E	6I / 6C / 6E														
12.00pm - 12.30pm	YR	Y1															
12.30pm - 1.00pm	Y3	Y5															
1.00pm - 1.30pm	Y4	Y2															
1.30pm - 2.00pm	Y6	-															
<p>Arrangements for use of communal/shared areas (staff)</p>	<p>In addition to the staffroom, the Y5/6 teaching room on the 2nd floor, the hub on the first floor and the old waiting room on the ground floor will operate as additional staff rooms. Staff breaks will be staggered. Additional kettles have been purchased for tea/coffee making and microwave ovens, water coolers and fridges have been placed in each area. An outdoor seated area outside staffroom has also been created.</p>																
<p>Arrangements for use of communal/shared areas (pupils)</p>	<p>All assemblies will be conducted in classes via video link. Use of shared areas will be kept to a minimum. All PE will be taken outside.</p>																
<p>Arrangements for building evacuation e.g. in event of a fire and how you we will induct staff/pupils into any arrangements if these have been revised</p>	<p>All pupils will be spoken to about fire evacuation arrangements in their new classes at the commencement of each day. Fire evacuation procedures are displayed near the entrances of all rooms.</p>																

<p>Arrangements for parents/carers to enter the building (only when absolutely necessary)</p>	<p>Parents/carers will be encouraged not to enter the school. There will be markings outside the main gate and in the office corridor for parents/carers to queue if absolutely necessary.</p>
<p>How we will induct staff into these arrangements</p>	<p>Staff will have the opportunity to view this document and put any questions relating to local arrangements on an OFPA shared Google Document. The principal will hold an online meeting in the normal briefing time on Tuesday 2nd or Friday 5th March (pending changes to this document) to go over arrangements with all staff.</p>
<p>How we will induct pupils into these arrangements</p>	<p>Pupils will be spoken to on day 1 and shown a presentation that explains the importance and reasoning behind the new arrangements.</p>

Summary of local operational arrangements - Piper's Vale Primary Academy

Area of operations	Approach
Safe entry of staff	Staff will enter via the main entrance. They will be asked to bring their own pen to sign the signing in sheet. There will be social distancing markers. Staff wash their hands upon arrival and go to the classroom of their assigned 'pod' via a specified route. If an adult is not assigned to a pod, they are to work in their normal base classroom (unless it is occupied). Staff members can request use of a Chromebook to allow them to work in classrooms that only have one computer.
Safe entry of pupils	<p>Parents/carers will not be permitted to enter the playground. Strips of tape will be stuck to the pavement outside of the gate 2 metres apart so that when parents/carers are waiting to send their children in they can socially distance.</p> <p>There are staggered start and finishing times and different year groups assigned to different gates.</p> <p>EYFS (Raeburn road), Y1 (Perkins Way, basketball court), Y2 (Perkins Way). Start: 08:40-08:50 , End: 15:00-15:10</p> <p>Y3 (Raeburn Road), Y4 (Perkins Way), Y5/6 (Perkins Way, basketball court). Start: 08:55-09:05 , End: 15:15-15:25</p>
Safe departure of staff	Staff will leave via the door near the front office whilst maintaining social distancing. All staff must use the hand sanitiser at the door before touching the door release button or the door handles.
Safe departure of pupils	Pupils will leave via the same entrances as they come into school in the mornings at their allocated times,

	<p>socially distanced and there will be strips of tape outside of the school, to enable parents/carers to be socially distanced whilst waiting to collect their children.</p> <p>Parents/carers will not be permitted to enter the playground.</p>
<p>Arrangements to reduce contact between groups of children (including one way systems)</p>	<p>Children all to walk on the left hand side, there are allocated toilets for each pod.</p> <p>Only one child per pod is allowed to use the toilet at any given time, unless they are desperate.</p> <p>Staggered break and lunch times, in their year group (bubble).</p> <p>One way system around school.</p>
<p>Arrangements to keep children and adults in constant groups (as far as possible)</p>	<p>Adults and children are assigned to year group pods and as much as possible, adults will stay within their pods. Children will be in RWI groups, but they will be clustered with their year group, sitting apart from other year groups if applicable.</p>
<p>Maintaining distance between individuals, as far as possible</p>	<p>Desks will be set out in classrooms with as much distance as possible between them, all facing the front of the classroom.</p> <p>Teachers within bubbles are expected to teach 'from the front' keeping their face above the level of children's faces.</p> <p>Assemblies will be virtual and displayed on the interactive board in the classrooms.</p>
<p>Arrangements for hand washing and access to toilets</p>	<p>Each bubble has access to their own sinks. Y5/6 share toilets, as do Y3/4. SEU, nursery, eys, Y1 and Y1 have access to their own toilets.</p>
<p>Managing break times</p>	<p>Break times are staggered and each bubble has a zone of the playground/field to use (depending upon the weather).</p> <p>EYFS, Y1, Y2 10:00</p>

	<p>Y3, Y4 10:20</p> <p>Y5, Y6 10:40</p>
<p>Managing lunch times</p>	<p>Pupils who bring their own lunch keep it under their desks until lunchtime.</p> <p>Reception and Yr 1 & 2 pod eat lunch 12:00-12:30 Y3 & Y4 eat lunch 12:30-13:00 Y5 & Y6 eat lunch 13:00-13:30</p> <p>Children will wash their hands and then be taken to the hall to eat their lunch. The bubbles will be socially distanced in the hall and the hall will be well ventilated.</p> <p>After each bubble has eaten, the tables will be cleaned by a member of staff. The children will then go to their designated zone in the playground. If it is a wet break the children will go back to their classrooms and remain in their pods.</p> <p>One member of staff will oversee the free school meal collection and support with the distribution/collection of meals and plates.</p>
<p>Arrangements for use of communal/shared areas (staff)</p>	<p>Each bubble (year group) has a designated area to use as a staffroom. Staff rooms are not being used at this time- this will be reviewed in consultation with local staff.</p>
<p>Arrangements for use of communal/shared areas (pupils)</p>	<p>The music room and hall will be used for music/PE lessons. Equipment will be cleaned in between bubbles.</p>
<p>Arrangements for building evacuation e.g. in event of a fire and how you we will induct staff/pupils into any arrangements if these have been revised</p>	<p>In the event of evacuation, Y5 & Y6 pod will leave the building via their external doors to the main playground.</p> <p>The Y1 & 2 pod will leave via their external doors to the playground.</p>

	<p>The EYFS will leave the building via the entrance to the playground next to the RWI room under the middle staircase.</p> <p>Nursery will leave the building via the door opposite the Y1 toilets.</p> <p>The SEU will leave the building via the doors opposite the Y1 toilets.</p> <p>Admin staff/principal/senior leaders will conduct a search of the building as fire marshals and leave the building once they are satisfied that the building is empty. There will be markers on the lines outside for the children.</p>
<p>Arrangements for parents/carers to enter the building (only when absolutely necessary)</p>	<p>There will be social distance markers outside of the school. Parents will be able to buzz the intercom and communicate with the admin team. Should they need to come into school, the front door can be opened and they can come up to the front desk. There is a screen and a microphone to enable staff to talk to parents/carers safely and parents/carers returning anything etc can leave it things in a box on the ledge. Only one parent/carer to be in the building at one time. All visitors that are coming onto the school site are asked to wear a facemask.</p> <p>Meetings with parents/carers/professionals will be held outside/via telephone/virtually where possible.</p>
<p>How we will induct pupils into these arrangements</p>	<p>Staff have been briefed about arrangements. The principal will remind staff of these in a weekly briefing. Pupils will be told about the arrangements on 08/03/2021 and will be reminded regularly.</p>

Summary of local operational arrangements - Solebay Primary Academy

Area of operations	Approach
Safe entry of staff	All staff to enter through the main entrance door. Bring own pen to sign in on signing in sheet. Wash hands immediately upon entry to school and go immediately to classroom (if you are in a pod/work area)
Safe entry of pupils	Parents/carers will be asked not to enter the building when dropping off pupils. Staggered drop off times in the park. Year group times to be shared with parents/carers via school website and social media. Social distancing when waiting to enter the building is encouraged.
Safe departure of staff	Staff sign out and leave without loitering in any area (when they are not in their work area they must leave the building).
Safe departure of pupils	Staggered collection times in the park. Year group times to be shared with parents/carers via school website and social media. Social distancing when waiting to enter the building is encouraged.
Arrangements to reduce contact between groups of children (including one way systems)	The lift will not be used unless it is agreed with the principal (any staff member with an appropriate reason will agree that in advance). If a child needs the lift in the case of a medical reason one teacher can take one pupil in the lift while maintaining social distancing as far as possible.
Arrangements to keep children and adults in constant groups (as far as possible)	As far as possible it will be the same teacher and TA with the same pod (this will be reviewed by the leadership team fortnightly - or when government guidelines change).

	<p>The ground floor will be used for KS1 pupils (based in the music room) KS2 pupils in the large hall in year group tables.</p> <p>Nursery and Reception pupils will be in the nursery setting.</p> <p>One way up to move around the building and one way down so that pods do not pass each other on the staircase.</p>
Maintaining distance between individuals, as far as possible	<p>Desks will be set out in classrooms with as much distance as possible between them, all facing the front of the classroom.</p> <p>Teachers within bubbles are expected to teach 'from the front' keeping their face above the level of children's faces.</p> <p>Assemblies will be virtual and displayed on the interactive board in the classrooms.</p>
Arrangements for hand washing and access to toilets	<p>Every hour a member of staff will manage handwashing and/or hand sanitiser.</p>
Managing break times	<p>Initially breaks will be taken on the playdeck. There will be slots for each pod during the day.</p>
Managing lunch times	<p>Lunches will be consumed by each pod in their designated areas. This will be reviewed weekly by the SLT.</p> <p>The midday meals supervisors will deliver lunch to each group. A hot lunch will be served daily to all pupils attending school.</p> <p>The kitchen staff have been working throughout with our critical worker and vulnerable pupils so they will continue to follow the strict hygiene measures they have in place.</p>
Arrangements for use of communal/shared	<p>The staffroom can only have 2 members of staff in at any one time. The classroom opposite the staff room</p>

areas (staff)	will be set up with a kettle for break times for adults. Adults must adhere to 2m distancing - only four adults in the additional room at any one time.
Arrangements for use of communal/shared areas (pupils)	The playdeck will have a rota for pods to take their break/s throughout the day.
Arrangements for building evacuation e.g. in event of a fire and how you we will induct staff/pupils into any arrangements if these have been revised	Each pod will leave together and gather together at our assembly point. All staircases will be used for leaving the building in an emergency. Pods will remain together and apart from other pods while registers are completed.
Arrangements for parents/carers to enter the building (only when absolutely necessary)	Parents and carers will be asked not to enter the building unless their issue cannot be addressed over the telephone or email. Only 2 parents/carers will be allowed in the lobby at any one time. Any later comers will be taken from the parent/carer at the front door and will be signed in by the admin team.
How we will induct pupils into these arrangements	A letter will go out to all families with lots of detail. They will be asked to talk through the arrangements with their child/ren. Pupils will be taught on day 1 the new arrangements by their teacher and TA. This will then continue to be promoted. Included in this induction to the pupils will be that our high expectations of them will be shared and that they must follow the new rules in place and the consequences of poor or inappropriate behaviour.