

Board-approved arrangements for Paradigm Trust schools from September 2020

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 takes careful account of a wide range of DfE and gov.uk guidance, and particularly:

- [Guidance for full opening: schools - GOV.UK](#)
- [Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)
- [Guidance for full opening: special schools and other specialist settings](#)

It also takes careful account of the Health and Safety Executive's advice on risk assessment: [Managing risks and risk assessment at work](#)

Principles and overarching rationale

Paradigm is a values-led organisation. When we are faced with difficult situations and decisions, and the current global health crisis definitely fits that description, we need to fall back on our vision statement...

To develop and sustain great schools where we can make the biggest difference to pupils.

...and our values:

- integrity - doing the right thing even when no one is watching.
- community - working together; learning from, and supporting, others.
- excellence - enabling everyone to achieve more through education.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.

The risk to children themselves of becoming severely ill from coronavirus is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

Lower academic achievement also translates into long-term economic costs due to having a less well-qualified workforce. This affects the standard of living that today's pupils will have over the course of their entire life. For many households, school closures have also affected their ability to work. As the economy begins to recover, we need to remove this barrier so parents and carers can return to work.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on [coronavirus \(COVID-19\) related deaths linked to occupations](#) suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Given this, the balance of risk is overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far

outweigh the very low risk from coronavirus, and this document explains the arrangements that Paradigm Trust schools will take to minimise those risks as far as is reasonably practicable (as required by the Health and Safety Executive). In terms of process, this document:

- was developed initially by Exco (senior managers within Paradigm including principals of each school and heads of operational services, including the CEO)
- is now being shared with all staff, and local/regional union representatives, with comments and suggestions invited. The document will then be revised based on that feedback
- will be shared with the Trust Board for review.

The finalised document will then be reshared with staff and shared with 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 website. 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 before schools are permitted to open in September. 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 open, 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 Government's [Working safely during](#)

[coronavirus \(COVID-19\)](#) guidance. We are already able to display the Covid-19 secure poster in all of our schools:

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

All of our schools have been open during the summer term - so full estates recommissioning checks are not required. We are confident that all requirements in terms of estates health and safety legislation and good practice have been met.

Continuation of remote learning offer

For the foreseeable future, there are likely to be a very small number of pupils who are not able to return, or who may be absent for a period of time. For those pupils, we will continue to provide a programme of distance learning, in line with our current models, including a blend of elearning and paper resources. This will be achieved through the delivery - via IT - of materials which are being used in our schools, supplemented with high quality elearning resources produced by third party organisations.

Summary of Trust-wide operational arrangements

Area of operations	Approach
<p>Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school</p>	<p>We will tell pupils, staff, parents/carers and any visitors not to enter our schools if they are displaying any symptoms of coronavirus or have tested positive in the last seven days, and we will ensure that anyone who develops those symptoms during the school day is sent home. As medical understanding of coronavirus continues to advance, we will have regard to any new/different symptoms which are identified by reputable medical authorities.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature (NB in line with NHS guidance there is no expectation/need for temperature to be directly measured), or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least seven days and should arrange to have a test to see if they have coronavirus. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, s/he will be moved, if possible, to a room where s/he can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window will be opened</p>

	<p>for ventilation. If it is not possible to isolate him/her, we will move him/her to an area which is at least 2 metres away from other people.</p> <p>If s/he needs to go to the bathroom while waiting to be collected, s/he will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by staff caring for the child while s/he awaits 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, including the use of personal protective equipment (PPE) guidance.</p> <p>As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone will 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 will be cleaned with normal household bleach after s/he has left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>In line with Public Health England advice, we will not routinely take the temperature of pupils as this is an unreliable method for identifying coronavirus.</p>
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<p>Cleaning hands thoroughly more often than usual</p>	<p>Coronavirus is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. We will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. 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 complex needs understand the need to follow them. <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>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>Ensuring good respiratory hygiene 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>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>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>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>Public Health England does not recommend the use of face coverings in schools and misuse may inadvertently increase the risk of transmission.</p> <p>Given that DfE does not recommend staff wear a face covering or mask, other than in very specific situations, it would be inappropriate for the Trust to either require staff to wear such coverings/masks, or to provide them.</p> <p>However, some staff may feel more comfortable if they were permitted to wear them. Given this, and given that we are committed to working closely with staff, we will permit those staff who wish to wear a face covering to do so.</p> <p>A plentiful supply of disposable gloves will be provided by the Trust. Again, Government advice is that these do not need to be worn as a matter of course but if staff do wish to do so they can, as long as they change their gloves as regularly as they would otherwise wash their hands.</p> <p>These arrangements are subject to review by the Board at any time. There is likely to come a time that e.g. community transmission of coronavirus is at such a low level, that it would be a reasonable instruction for staff not to wear face coverings. At that time, staff will be expected to comply with that reasonable instruction.</p> <p>Given that is our position re staff, we need to consider pupils.</p>
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	<p>The DfE recommendation is clear - that wearing a face covering or face mask in schools or other education settings is not recommended. We will communicate that to parents/carers clearly. However, if a parent/carer is clear on the recommendation and the risks, and still wishes his/her child/ren to wear a face covering or disposable gloves (supplied by the parents/carers) we will allow pupils, for the time being, to do so - with the same provisos as for staff - and the Trust will take no responsibility for supervising the donning or wearing of such face coverings/disposable gloves.</p> <p>Staff and pupils are welcome to wear face coverings as part of travel to and from school and e.g. face coverings are required at all times on public transport (for children over the age of 11). If pupils were to leave school (e.g. to go on a supervised local walk), we would allow pupils to wear a face covering, if that is their normal practice.</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>Introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>We will continue with our enhanced cleaning regime, which has been successfully implemented throughout June and July.</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, 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>Minimising contact between individuals and maintain social distancing wherever possible</p>	<p>Minimising contacts and mixing between people reduces transmission of coronavirus. Paradigm schools will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This will be achieved through both:</p> <ul style="list-style-type: none"> ● keeping groups separate, as far as possible, and ● through maintaining distance between individuals. <p>The balance between these measures will change depending on:</p> <ul style="list-style-type: none"> ● children's ability to distance ● the lay out of the school ● the feasibility of keeping distinct groups separate while offering a broad curriculum. <p>With younger children the emphasis will be on separating groups, and for older children it will be on distancing. Older children will be supported to maintain distance and not touch staff where possible.</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>Specific local arrangements, as relevant to each school, are described below.</p>

<p>Grouping children appropriately</p>	<p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, dining halls, and toilets, and the provision of specialist teaching.</p> <p>Each school will assess its circumstances and will implement 'bubbles' which are as small as possible, in the context of the need to offer a full and broad curriculum, given each site's logistical challenges and set up. Groups will be kept apart from other groups where possible and older children will be expected to keep their distance within groups. Sharing of rooms and social spaces and general interaction between groups will be reduced as much as possible. Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>We note the DfE guidance that both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</p> <p>Specific local arrangements, as relevant to each school, are described below.</p>
<p>Allocating staff appropriately</p>	<p>All staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally two metres from other adults. We recognise</p>

	<p>this is not likely to be possible with younger children and teachers can still work across groups if that is needed to enable a full educational offer.</p>
<p>Taking appropriate measures in the classroom</p>	<p>Maintaining a distance between people while inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Paradigm Trust will follow that advice.</p> <p>Adults will maintain 2 metre distance from each other, and from children, where possible. This is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. Adults will avoid close face to face contact and minimise time spent within one metre of anyone. This will not be possible when working with some pupils who have complex needs or who need close contact care. These pupils' educational and care support will be provided as normal, based on individual risk assessments which are developed with the relevant staff.</p> <p>Children old enough will be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk will be reduced by keeping pupils in the smaller, class-sized groups described above.</p> <p>We will seat pupils side by side and facing forwards, rather than face to face or side on, and will move unnecessary furniture out of classrooms 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).</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>
Taking appropriate measures elsewhere	<p>Groups will be kept apart as far as possible. Assemblies and similar gatherings will be delivered via Google hangouts.</p> <p>Groups will be kept apart and movement around the school site kept to a minimum. We note that passing briefly in the corridor or playground is low risk. Schools will avoid creating busy corridors, entrances and exits. Schools will consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Schools will plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms will be minimised.</p>
Arriving at and leaving school	<p>Schools will consider staggered starts and adjusting start and finish times to keep groups apart as they arrive and leave school. However, staggered start and finish times will not reduce the amount of overall teaching time. We will communicate arrangements to parents/carers and remind them that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <p>Schools will have a process for removing face coverings when</p>

	<p>pupils and staff who use them arrive at school and communicate it clearly to them. Pupils will be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.</p> <p>As previously stated, we will, notwithstanding the above, permit those staff and pupils who wish to wear a face covering to do so.</p>
Arrangements to support pupils with additional needs	<p>We will work closely with parents/carers and their children to agree an individualised approach for each child, in advance of that child returning. 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 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>
Arrangements for staff who move between schools	<p>Supply teachers, peripatetic teachers (including sports coaches), those engaged to deliver before and after school clubs and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p>
Pupils who attend more than one setting	<p>Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or</p>

	<p>special school, we will work through the system of controls collaboratively, enabling both settings to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</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>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, especially</p>

	<p>where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</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 ● 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-Apx-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 guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</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

	<p>for 72 hours</p> <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 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>
Engaging with the NHS Test and Trace process	<p>We have a clear understanding of the NHS Test and Trace process and how to contact our local Public Health England health protection team. We will explain to staff and parents/carers that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and they will be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus.

	<p>We note that essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>We understand that, by the autumn term, schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>We will ask parents and staff to inform us immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they must follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least seven days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The seven-day period starts from the day when they first became ill. If they still have a high temperature, they must keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
<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 . We will contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are</p>

	<p>asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> ● direct close contacts - face to face contact with an infected individual for any length of time, within one metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ● proximity contacts - extended close contact (within one to two metres for more than 15 minutes) with an infected individual ● travelling in a small vehicle, like a car, with an infected person. <p>The health protection team will provide definitive advice on 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 children and staff in different groups. This will be a proportionate recording process. We will not ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>If the need arises, we will send the template letter, provided by the health protection team, to parents/carers and staff. We will not share the names or details of people with coronavirus unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p>
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	<ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' <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>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>
<p>Containing any outbreak by following local health protection team advice</p>	<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, they may have an outbreak, and we will continue to work with our local health protection team who will be able to advise if additional action is required.</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 – perhaps the whole site or year group. We note that, given we will be implementing appropriate controls, addressing the risks identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary. We will not consider these except on the advice of health protection teams.</p> <p>We note that, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>

<p>Transport to school for pupils</p>	<p>The vast majority of Paradigm Trust pupils come to school on foot, or by bicycle or private car.</p> <p>We will draw safer travel guidance for passengers to the attention of families who use public transport.</p> <p>A very few pupils access transport which is arranged by the relevant local authority. Where this is the case, we will adopt a partnership approach with the relevant local authority's local transport providers to ensure sufficient bus service provision.</p> <p>We note that pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document. Where relevant, we will consider:</p> <ul style="list-style-type: none"> ● how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school ● use of hand sanitiser upon boarding and/or disembarking ● additional cleaning of vehicles ● organised queuing and boarding where possible ● distancing within vehicles wherever possible ● the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.
<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 seek to agree alternative or flexible working hours to enable staff to travel e.g. at off peak times.</p>

Support with pupil mental health	We will plan for an appropriate blend of PSHE/pastoral support/'check in' when pupils first return to school.
Educational visits	<p>For the moment, overnight visits and overseas visits are suspended.</p> <p>Non-overnight domestic educational visits are able to resume. These visits will include any visits for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. We will make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will consider what control measures need to be used and will ensure we are aware of wider advice on visiting indoor and outdoor venues.</p>
School uniform and staff dress code	<p>We will return to our usual uniform policies in the autumn term although a transition period may be agreed at a local level.</p> <p>We note that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>We will return to our usual expectations re staff dress code.</p>
Extra-curricular provision	<p>We will, where possible, resume any breakfast and after-school provision, from the start of the autumn term.</p> <p>We recognise that there will be logistical challenges, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where childminders are picking up/dropping off pupils. We will carefully consider how we can make such provision work alongside our wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then we will use small, consistent groups.</p>
Teaching of music	We note that there may be an additional risk of infection in environments where staff or pupils are singing, chanting, playing

	<p>wind or brass instruments or shouting. This applies even if individuals are at a distance. We will work with our music staff to reduce risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>Singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or in assemblies. We will follow DfE guidance as this is published.</p>
Physical activity, including teaching of PE and drama	<p>Pupils will be kept in consistent groups. Sports equipment will be thoroughly cleaned between each use by different individual groups. Contact sports will be avoided.</p> <p>Outdoor sports will be prioritised where possible, and large indoor spaces will be used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>We will also refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>We note that we are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so. We will consider carefully how such arrangements can operate within their wider protective measures.</p> <p>We will not teach swimming until Government guidance advises that it is safe to do so.</p>
Behaviour management approaches and expectations	<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</p>

	<p>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 as part of their re-induction into school. 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 proverbial 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>Arrangements to ensure contractors operate safely</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 gaining access. Other than in exceptional circumstances, contractors will not be permitted</p>

	<p>access without an appointment. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.</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.</p> <p>We are confident that sufficient catering staff and supervision staff will be available 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>
Provision of safety equipment and signage, including re parent/carer gatherings	<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.
How we will induct staff into these arrangements	<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>Time will be allocated at the start of the autumn term (on training days) to induct staff.</p>
Ways for parents/carers to contact school	<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</p>

	<p>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>
Arrangements for visitors (who are not parents/carers)	For contractors, see above. We will keep to an absolute 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.
Arrangements for use of communal/shared areas (staff)	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.
Safe staffing levels	<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>

Curriculum expectations

In line with DfE advice, we will adopt the following principles:

- education is not optional: all pupils will receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- the curriculum will remain broad and ambitious: all pupils will continue to be taught a wide range of subjects, maintaining their choices for further study and employment.
- remote education, where needed, will be high quality and align as closely as possible with in-school provision.

We will prioritise coverage within subjects of the most important components for progression rather than removing subjects,

The vast majority of pupils in year 10 and 11 are expected to (continue to) study their examination subjects. This will support them towards their preferred route to further study.

In exceptional circumstances, it may be in the best interests of a year 11 pupil to discontinue an examined subject because the school judges that, for example, they would achieve significantly better in their remaining subjects as a result, especially in GCSE English and mathematics.

We will make such decisions in discussion with pupils and parents and informed by ongoing assessment of a pupil's progress and wellbeing, using the existing discretion that schools already apply on these matters.

Availability of staff

Following the reduction in the prevalence of coronavirus and relaxation of shielding measures from 1 August, we expect that most staff will attend school.

It remains the case that wider government policy advises those who can work from home to do so. This will not be applicable to most of our staff, but where a role may be conducive to home working, for example some administrative roles, we will consider what is feasible and appropriate.

Area of operations	Approach
Staff who are clinically vulnerable or extremely clinically vulnerable	<p>Given the arrangements described in this document, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to school, although we will continue to carry out individual risk assessments with those staff in the most at risk categories while community transmission rates continue to fall.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>We will be flexible in how those members of staff (those who have been shielding on medical advice) are deployed to enable them to work remotely where</p>

	<p>possible or in roles in school where it is possible to maintain social distancing.</p> <p>We note that people who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>
Staff who are pregnant	<p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</p>
Staff who may otherwise be at increased risk from coronavirus	<p>Some people with particular characteristics may be at comparatively increased risk from coronavirus, as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we will discuss concerns on an individual basis and explain the measures we are putting in place to reduce risks. We will try as far as practically possible to accommodate additional measures where appropriate.</p> <p>Staff, including BAME staff, who have pre-existing medical conditions which may make them more vulnerable to coronavirus, are requested to identify themselves to their manager, to enable appropriate, respectful, proportionate and supportive deployment decisions to be made.</p> <p>We recognise that we have a legal obligation to protect our employees, and others, from harm and we will continue to assess health and safety risks and consider how to meet equalities duties in the usual way.</p>

	<p>People who live with those who have comparatively increased risk from coronavirus can attend the workplace.</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 local operational arrangements - Culloden Primary Academy

Area of operations	Approach
Safe entry of staff	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 sanitizer is available at the main entrance, and at the sign in 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 15 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. Pupils will have staggered arrival times as per below: *YR, Y1, Y2, Y3, Y4, Y5 & Y6 0855, YN 0900
Process for removing face coverings when pupils and staff who use them arrive at school (and how this will be communicated)	Pupils who wear face coverings to come to school will need to give them to their parents at the gate to take home with them. Parents can bring them to school at pick up time for their children to wear on their journey home, if they want to. This will be communicated in a letter, along with other guidance about pupils returning to school in September. Staff members who wear face coverings to school are responsible for keeping them about their person until they need to put them on again. As previously stated, we will, notwithstanding the above, permit those staff and pupils who wish to wear a face covering to do so.
Safe departure of staff	Staff will leave via the admin door next to the office whilst maintaining social distance. Staff will sign out and leave without loitering in any area of the school

	once they have left their work area.
Safe departure of pupils	<p>Pupils will leave from the same points they entered the building and will be collected by their parents/carers. Pupils will have staggered exit times as per below: *YN 1500, Y1, Y2 Y3, Y4, Y5 & Y6 1530</p> <p>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>
Reducing contact between groups of children (including one way systems)	<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 so social distancing can be maintained.</p>
Keeping pupils 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 L&L and mathematics in KS2 where pupils will mix across their bubble.)</p> <p>Each class within the bubble will have an allocated teacher, with some having a named teaching assistant and a MDMS.</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 social distancing with pupils from bubbles they are not assigned to.</p> <p>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>
Maintaining distance	Desks will be set out in classrooms with as much

between individuals, as far as possible	<p>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>Specialist SEND/TOD teachers and RW tutors will maintain social distancing with the pupils within the class, teaching from the front of the classroom.</p> <p>Assemblies will be virtual and displayed on the interactive board in the classrooms.</p>										
Any local changes to behaviour protocols/ expectations	Expectations of the pupils will be made clear from the opening day in September and repeated weekly for the first half-term. Consequences for not following expectations otherwise usual school rules apply.										
Hand washing and access to toilets	<p>Pupils will be reminded to wash hands at least 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.</p> <p>Handwashing soap and sanitiser will be available in all classrooms and replenished throughout the day.</p> <p>Automatic sanitiser stations will be installed outside and inside classrooms.</p>										
Managing break times	<p>Class bubbles will have a designated outdoor space for break and an allotted time.</p> <table border="1" data-bbox="576 1279 1362 1715"> <tr> <td data-bbox="576 1279 970 1379">YN</td> <td data-bbox="970 1279 1362 1379">YN outside of the YR allocated times below.</td> </tr> <tr> <td data-bbox="576 1379 970 1480">YR</td> <td data-bbox="970 1379 1362 1480">9:55 - 10:10 11:00 - 11:15</td> </tr> <tr> <td data-bbox="576 1480 970 1547">KS1-KS2 Class A</td> <td data-bbox="970 1480 1362 1547">10.00 -10.15</td> </tr> <tr> <td data-bbox="576 1547 970 1615">KS1-KS2 Class B</td> <td data-bbox="970 1547 1362 1615">10.15 -10.30</td> </tr> <tr> <td data-bbox="576 1615 970 1715">KS1-KS2 Class C</td> <td data-bbox="970 1615 1362 1715">10.30 -10.45</td> </tr> </table> <p>A decision for 'wet play' will be made by the LT operational lead on the day. If there is a wet play for a class or year group bubble the wet break will take</p>	YN	YN outside of the YR allocated times below.	YR	9:55 - 10:10 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
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KS1-KS2 Class C	10.30 -10.45										

	place in the relevant classroom.																		
Managing lunch times	<p>Pupils will have a staggered lunch, with each bubble receiving lunch in class for 30mins and having 30mins on the playground in their designated space at the allocated times below:</p> <table border="1"> <thead> <tr> <th>Class/year group</th> <th>Lunch in class</th> <th>Playground</th> </tr> </thead> <tbody> <tr> <td>YN</td> <td>1115 - 1145</td> <td>1145 - 12.15</td> </tr> <tr> <td>YR</td> <td>1145-1215</td> <td>1215 - 12:45</td> </tr> <tr> <td>KS1-KS2 Class A</td> <td>1145 - 1215</td> <td>1215-1245</td> </tr> <tr> <td>KS1-KS2 Class B</td> <td>1215 - 1245</td> <td>1245-1315</td> </tr> <tr> <td>KS1-KS2 Class C</td> <td>1245 -1315</td> <td>1315 -1345</td> </tr> </tbody> </table> <p>A decision for 'wet play' will be made by the LT operational lead on the day. If there is a wet play for a class or year group bubble the wet break will take place in the relevant classroom.</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
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Location of medical isolation room	Any pupil who is suspected of having COVID symptoms will be placed in the conference room next to the SEND office to await collection. The skylight windows will be opened and two fans placed in the room.																		
Safe storage of, and access to, PPE	This is stored securely in the first aid room and access is made through the admin staff and the LT member operationally in charge on the day.																		
Use of communal/shared areas (staff)	In addition to the staffroom, a designated room in EYFS and the food technology room in the Y4-Y6 building will operate as additional staff rooms. Staff breaks will be staggered. Additional kettles & microwaves have been purchased for tea/coffee making etc.																		

Use of communal/shared areas (pupils)	Outdoor space will be allocated to bubbles on a rota with bubbles having a defined area at a defined time. The school hall will be used for PE if needed. All doors to be opened during the time the hall is occupied (but NB fire doors must not be propped open).
Initial plans for curriculum - what will be taught and how?	<p>The curriculum will be delivered as planned across the Trust as quickly as possible to a 'normal' curriculum. There will be varying degrees of catch up and intervention to support pupils back into school and to fill gaps in their previous year's teaching. As bubbles are constructed from year groups pupils can be set for individual subjects and can move between classes within their bubble.</p> <p>For the teaching of RW and 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 for KS2 pupils,) and a dedicated area within the RW and DSB/SEND classrooms.</p> <p>Adults must ensure that pupils move quickly and maintain social distancing if/when travelling between classrooms.</p> <p>Music, PE and swimming (when permitted by Government) will be taught by subject specialists. These adults will maintain social distancing protocols when teaching.</p> <p>Hands must also be washed/sanitised whenever a person enters a new teaching space.</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	Existing arrangements will stand. Pupils and staff will be reminded about these upon resumption of school in September. Scheduled fire drills will continue as normal.
Parents/carers entering the building (only when absolutely necessary)	Parents/carers will be encouraged not to enter the school building. There are markings outside the main entrance and in the office lobby area for parents/carers to queue if absolutely necessary and only x 1 parent/carer will be allowed to sit in the parent/carer waiting room at any time.

How we will induct staff into these arrangements	Staff will receive an induction presentation led by the Principal 130720 and subsequently in the September INSET days as well as follow up meetings within teams led by the LT.
How we will induct pupils into these arrangements	Pupils will receive an induction presentation in class on day one that explains the importance and reasoning behind the new arrangements. Pupils will also take a staggered tour of their areas of the school and be reminded of the arrangements and expectations weekly in class assemblies.
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.
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. A school nurse from Thornbury Nursing services is also being booked to work on site full-time from 020920 to support above.

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.</p> <p>Staff to wash their hands using the staff toilet.</p> <p>Staff will sign in at the desk with their own pen.</p> <p>Hand sanitiser will be available on the desk if staff feel they need this.</p> <p>Staff should then go to their teaching room.</p> <p>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.</p> <p>There will be a staggered start and entry to school.</p> <p>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.</p> <p>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 Support Centre door at the front of school.</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>
Process for removing face coverings when pupils and staff who use them arrive at school (and how this will be communicated)	<p>Pupils who wear face coverings to come to school will need to put them into their bags or blazers prior to entry to school. This will be communicated in a letter, along with other guidance about pupils returning to school in September. Staff members who wear face coverings to school are responsible for keeping them about their person until they choose to put them on again.</p> <p>As previously stated, we will, notwithstanding the above, permit those staff and pupils who wish to wear a face covering to do so.</p>
Safe departure of staff	<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>
Safe departure of pupils	<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>Designated members of SLT, leadership and learning mentor team will dismiss pupils.</p>

	Pupils will not be able to congregate outside school.
Reducing contact between groups of children (including one way systems)	<p>Each year group will have a designated area within school where the majority of their lessons will take place.</p> <p>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>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>Once the timetable is complete there will be a further plan put into place to manage potential crossover when student bubbles move into art/music.</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 area into the SYSZ</p> <p>Please refer to adjusted school map</p>
Keeping pupils and adults in constant	Each year group will be considered as one bubble. The timetable has been designed so that teaching

groups (as far as possible)	<p>across bubbles is kept to a minimum. Teaching assistants will be assigned to one bubble.</p> <p>The exception will be within the Support Centre, this 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>
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 will be teaching 'from the 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.</p> <p>Assemblies will be virtual and displayed on board in the classroom.</p>
Any local changes to behaviour protocols/ expectations	Please see revised behaviour protocols.
Hand washing and access to toilets	<p>Each year group will have an allocated area within school for washing hands/toileting.</p> <p>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.</p>
Managing break times	<p>Students will have a 15 minute break which will be staggered.</p> <p>Students will be in the following areas: Year 11- SYSZ and grass area directly outside the SYSZ.</p>

	<p>Year 10- grass area directly outside grey Year 9- grass and pavement area where SLT stand/bike shelters are Year 8- 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>
Managing lunch times	<p>Students will have a 40 minute lunch break which will be staggered.</p> <p>Each year group will have a designated area to eat their lunch and go outside. The following areas will be used: Year 11- collect hot meal from the SYSZ Year 10- grey canteen and then outside Year 9- blue canteen and then outside to grass and pavement area where SLT stand/bike shelters are Year 8- main hall and then outside onto 3G Year 7- red canteen and then red grass area</p> <p>Tables and chairs will be cleaned down thoroughly following a lunch sitting.</p> <p>Please refer to the adjusted school map for locations.</p>
Location of medical isolation room	<p>Pupils who are unwell or presenting with covid symptoms will be seen by a First Aider. The First Aider will assess risk and apply by social distancing measures. Students will be kept in separate room:</p> <ul style="list-style-type: none"> - DT room - IER room <p>Students will use the toilets upstairs in drama/music.</p>

	<p>Upon the student going home, adequate cleaning will take place covering where the student has been.</p> <p>If deemed safe to leave alone (not serious injury) the staff member will observe the student from a distance.</p>
Safe storage of, and access to, PPE	<p>Each teaching area will have a limited amount of PPE held within it.</p> <p>Additional PPE will be housed in the medical room with admin staff and SLT having access to the main supply.</p>
Use of communal/shared areas (staff)	<p>There will be two designated areas for staff to make tea/coffee and use the fridge. The rooms will be the current staffroom and training room. No cutlery will be provided. Staff must bring their own lidded cup for hot drinks. Each can accommodate six adults at any one time. Doors to be kept open when staff are in each room to promote ventilation (but NB fire doors must not be propped open).</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) 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>
Use of communal/shared areas (pupils)	<p>Outdoor space will be allocated to bubbles on a rota with bubbles having a defined area at a defined time. The sports hall will be used for PE if needed. All doors to be opened during the time the hall is occupied (but NB fire doors must not be propped open).</p>
Initial plans for curriculum - what will	<p>Year 7 curriculum: Maths, English, science, PSHE, geography, history,</p>

<p>be taught and how?</p>	<p>French, PE, PRE. Year 8 curriculum: Maths, English, science, PSHE, geography, history, French, PE, PRE, music. Year 9 curriculum: Maths, English, science, PSHE, geography, history, French, PE, PRE, computer science, art, music.</p> <p>KS4 curriculum Maths, English, science, PSHE and all option subjects.</p> <p>Curriculum for KS3 will be reviewed with the possibility of expanding early October. Curriculum content will be determined by the relevant subject leads. Conversations with departments are already taking place.</p> <p>As bubbles are constructed from year groups pupils can be set for individual subjects and can move between classes within their bubble.</p> <p>The school day is as follows:</p> <table border="1" data-bbox="582 1122 1361 1563"> <thead> <tr> <th>Year 11 and 10</th> <th>Year 7, 8 and 9</th> </tr> </thead> <tbody> <tr> <td>8.45-9.05- registration</td> <td>9.00-9.20- registration</td> </tr> <tr> <td>9.05-10.05- lesson 1</td> <td>9.20-10.20- lesson 1</td> </tr> <tr> <td>10.05-11.05- lesson 2</td> <td>10.20-11.20- lesson 2</td> </tr> <tr> <td>11.05-11.20- break</td> <td>11.20-11.35- break</td> </tr> <tr> <td>11.20-12.20- lesson 3</td> <td>11.35-12.35- lesson 3</td> </tr> <tr> <td>12.20-13.00- lunch</td> <td>12.35-13.15- lunch</td> </tr> <tr> <td>13.00-14.00- lesson 4</td> <td>13.15-14.15- lesson 4</td> </tr> <tr> <td>14.00-15.00- lesson 5</td> <td>14.15-15.15- lesson 5</td> </tr> </tbody> </table>	Year 11 and 10	Year 7, 8 and 9	8.45-9.05- registration	9.00-9.20- registration	9.05-10.05- lesson 1	9.20-10.20- lesson 1	10.05-11.05- lesson 2	10.20-11.20- lesson 2	11.05-11.20- break	11.20-11.35- break	11.20-12.20- lesson 3	11.35-12.35- lesson 3	12.20-13.00- lunch	12.35-13.15- lunch	13.00-14.00- lesson 4	13.15-14.15- lesson 4	14.00-15.00- lesson 5	14.15-15.15- lesson 5
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<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</p>	<p>The muster point for fire will still be on the school field but students will line up in their pods. 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>																		

revised	
Parents/carers entering the building (only when absolutely necessary)	<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>
How we will induct staff into these arrangements	<p>Staff will be informed of draft arrangements through virtual staff meeting on Monday 13th July.</p> <p>Once the arrangements are board approved, staff will be made aware.</p> <p>There will be further inductions taking place on the board approved version during the PD days 1st and 2nd September.</p>
How we will induct pupils into these arrangements	<p>A letter will go out to parents/carers explaining the arrangements with a simplified version for pupils.</p> <p>A virtual assembly will be held for all students prior to starting 3rd September.</p> <p>Pupils will be taught on day one the new 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 7am until 8.25am 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>All parents/carers and pupils will enter the school site using the gate to Murrayside Park 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>Pupils in years 1 to 6 will be greeted by available staff (following social distancing protocols) at the opening next to the outside teaching block and will enter the building directly. Any pupils required to line up will do so outside the swimming pool following the 2m distancing guidelines (dots on playground).</p> <p>Pupils in nursery and reception will be greeted by available staff at the KS1 doors. Nursery children will enter their classroom through the nursery quad door and reception children will enter through the door to nursery and then into the reception classes.</p> <p>EYFS pupils school day will start at 8:45.</p> <p>Pupils in years 1, 2, 3 and 5 will start at 8:30.</p> <p>Pupils in years 4 and 6 will start at 8:45.</p> <p>SEU pupils will enter through the SEU entry gate starting at 9:00.</p> <p>Pupils will wash hands (or use sanitiser station) on entry</p>

	to the school.
Process for removing face coverings when pupils and staff who use them arrive at school (and how this will be communicated)	<p>Pupils who wear face coverings to come to school will need to give them to their parents when they are welcomed at the fence next to the outdoor teaching block or KS1 doors to take home with them. Parents can bring them to school at pick up time for their children to wear on their journey home, if they want to. This will be communicated in a letter, along with other guidance about pupils returning to school in September. Staff members who wear face coverings to school are responsible for keeping them about their person until they need to put them on again but must be removed when entering the building.</p> <p>As previously stated, we will, notwithstanding the above, permit those staff and pupils who wish to wear a face covering to do so.</p>
Safe departure of staff	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.
Safe departure of pupils	<p>Parents/carers will collect pupils from indicated areas: SEU pupils will exit through the SEU entry gate onto Nacton Road.</p> <p>Nursery - collected from the EYFS gate on Nacton Road at 11.50am. All other EYFS pupils will be inside the building in their pod classrooms during this time. All other parents/carers will enter the school site using the gate to Murrayside Park 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. Area will be marked where parents should wait.</p> <p>Reception - collected from the fenced area in KS1 playground at 3:15.</p> <p>Year 1 - collected from KS1 playground in the area behind parents' waiting area, LHS facing away from school at 3:00.</p> <p>Year 2 - collected from KS1 playground in the area behind parents' waiting area, RHS facing away from</p>

	<p>school at 3:00.</p> <p>Cones will be used to indicate a walkway between the fenced area in KS1 playground to year 1 and year 2 holding area as they will need to walk through parental walkway - staff will stop parents at that point.</p> <p>Year 3 - collected from KS2 playground in area between teaching block and hall at 3:00.</p> <p>Year 4 - collection from KS2 playground in area between teaching block and hall at 3:15.</p> <p>Year 5 - collection from KS2 playground in area between hall and swimming pool at 3:00.</p> <p>Year 6 - collection from KS2 playground in area between hall and swimming pool at 3:15.</p> <p>Parents picking up pupils from more than one year group will collect all siblings from the area of the youngest sibling at the earlier dismissal time if timings are different. Siblings will be collected and taken to the correct area. The last 15 minutes of teaching time will be a reading session to reduce the impact of siblings having to potentially leave lessons early.</p> <p>Changes to start and finish times of school day are to facilitate staggered start and finish without reducing the allocation of teaching time.</p>
Reducing contact between groups of children (including one way systems)	<p>One way system around school with direction of flow clearly signed.</p> <p>Year 5 corridor only to be used for access to year 5 classrooms and the toilet block (and additional toilets). Exit from toilets is through the external door feeding back into the one way system.</p> <p>Movement around school kept to an absolute minimum. Staggered break and lunchtime for each year group.</p>
Keeping pupils and adults in constant groups (as far as possible)	<p>Year groups will be considered as 'bubbles'. Each bubble will be configured from 2 classes with a maximum of 60 pupils across the two classes. 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 be socially distant when working with the bubble. Pupils can not be interchanged with another bubble nor mix</p>

	<p>together. Members of a bubble are 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 outside space.</p>
Maintaining distance between individuals, as far as possible	<p>Desks set out in classrooms with as much distance as possible between them, all facing the front of the classroom.</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 to remain socially distant 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>
Any local changes to behaviour protocols/ expectations	<p>Pupils will need to be regularly reminded about expectations needing to understand that if they can not behave in a safe way then they will need to be removed from school as the safety of all is of paramount importance.</p>
Hand washing and access to toilets	<p>Access to toilets will be via the on way system with the year 5 corridor being used to access the KS2 toilets. A member of staff will supervise the number of pupils accessing the toilet block at any one time.</p> <p>EYFS are to use the toilets based within the nursery area.</p> <p>KS1 will use the toilets near the swimming pool area.</p> <p>KS2 will use the main toilets off the year 5 corridor.</p> <p>It will not be possible to maintain bubbles within the toilet areas although staff will ensure that interactions are kept within guidelines of minimising time of pupils being less than one metre apart.</p> <p>All classrooms have handwashing facilities with soap, paper towels and covered waste bins.</p> <p>Every hour a member of leadership will ensure that handwashing has taken place.</p>
Managing break	<p>Bubbles will have a designated outdoor space for</p>

times	<p>break and an allotted time.</p> <p>10:00 Year 1 in KS1 playground, Year 6 in 'caged' area of KS2 playground, Year 5 in KS2 playground.</p> <p>10:20 Year 2 in KS1 playground, Year 4 in 'caged' area of KS2 playground, Year 3 in KS2 playground.</p> <p>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 between bubbles. Staff on duty will monitor this.</p>																					
Managing lunch times	<p>Ordering of lunch will take place during registration time in the morning. This information will form a list which will be sent to the kitchen. Pupils will have a staggered lunch to prevent congestion with each bubble receiving lunch at an individual time.</p> <table border="1" data-bbox="576 898 1353 1693"> <tr> <td data-bbox="576 898 836 1010">Reception</td> <td data-bbox="836 898 1091 1010">EAT Dining hall 12:15 - 12:50</td> <td data-bbox="1091 898 1353 1010">PLAY KS1 playground 12:50 - 1:15</td> </tr> <tr> <td data-bbox="576 1010 836 1122">Year 1</td> <td data-bbox="836 1010 1091 1122">PLAY KS1 FR playground 12:15 - 12:40</td> <td data-bbox="1091 1010 1353 1122">EAT School hall 12:45 - 1:15</td> </tr> <tr> <td data-bbox="576 1122 836 1234">Year 2</td> <td data-bbox="836 1122 1091 1234">PLAY KS1 BK playground 12:15 - 12:40</td> <td data-bbox="1091 1122 1353 1234">EAT School hall 12:45 - 1:15</td> </tr> <tr> <td data-bbox="576 1234 836 1346">Year 3</td> <td data-bbox="836 1234 1091 1346">PLAY KS2 playground 12:30 - 12:50</td> <td data-bbox="1091 1234 1353 1346">EAT KS2 playground 12:50 - 1:15</td> </tr> <tr> <td data-bbox="576 1346 836 1458">Year 4</td> <td data-bbox="836 1346 1091 1458">PLAY KS2 caged area 12:30 - 12:50</td> <td data-bbox="1091 1346 1353 1458">EAT KS2 caged area 12:50 - 1:15</td> </tr> <tr> <td data-bbox="576 1458 836 1570">Year 5</td> <td data-bbox="836 1458 1091 1570">EAT Classroom 12:30 - 12:55</td> <td data-bbox="1091 1458 1353 1570">PLAY KS2 playground 12:55 - 1:15</td> </tr> <tr> <td data-bbox="576 1570 836 1693">Year 6</td> <td data-bbox="836 1570 1091 1693">EAT Classroom 12:30 - 12:55</td> <td data-bbox="1091 1570 1353 1693">PLAY KS2 caged area 12:55 - 1:15</td> </tr> </table> <p>Bubbles will be taken outside to their designated area to play either before or after eating. Social distancing guidance will be adhered to. During wet breaks, pupils</p>	Reception	EAT Dining hall 12:15 - 12:50	PLAY KS1 playground 12:50 - 1:15	Year 1	PLAY KS1 FR playground 12:15 - 12:40	EAT School hall 12:45 - 1:15	Year 2	PLAY KS1 BK playground 12:15 - 12:40	EAT School hall 12:45 - 1:15	Year 3	PLAY KS2 playground 12:30 - 12:50	EAT KS2 playground 12:50 - 1:15	Year 4	PLAY KS2 caged area 12:30 - 12:50	EAT KS2 caged area 12:50 - 1:15	Year 5	EAT Classroom 12:30 - 12:55	PLAY KS2 playground 12:55 - 1:15	Year 6	EAT Classroom 12:30 - 12:55	PLAY KS2 caged area 12:55 - 1:15
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	will remain in their classroom when they have eaten.
Location of medical isolation room	<p>Medical room only to be used for injuries not relating to feeling unwell.</p> <p>If a member of the school becomes unwell and is awaiting treatment or collecting they will wait in the Principal's office with the windows open. Supervision will be from outside of the room with the adult wearing the appropriate PPE. If during this time they require the toilet, the disabled toilet at the front of the school will be used. This toilet will be cleaned and disinfected before it is used by another person.</p>
Safe storage of, and access to, PPE	<p>Each teaching area will have a limited amount of PPE held within it.</p> <p>Additional PPE will be housed in the medical room with admin staff having access to the main supply.</p>
Use of communal/shared areas (staff)	<p>The staffroom can accommodate four adults at any one time. Both doors to be kept open at all times (but NB fire doors must not be propped open). Two members of staff can use the PPA room at any one time.</p>
Use of communal/shared areas (pupils)	<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 be used for PE if needed. All doors to be opened during the time the hall is occupied.</p>
Initial plans for curriculum - what will be taught and how?	<p>Curriculum will be delivered as planned across the trust. Amendments will need to be in place to accommodate the delivery of phonics.</p> <p>As bubbles are constructed from year groups pupils can be set for individual subjects and can move between classes WITHIN their bubble. Adults must ensure that pupils move quickly and maintain social distancing if/when travelling between classrooms - PUPILS MUST BE SUPERVISED.</p> <p>Music, PE and swimming (when permitted by Government) will be taught by subject specialists. These adults must maintain social distancing protocols when teaching.</p> <p>Hands must be washed/sanitised whenever a person enters a new teaching space.</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>Each class will leave the building using the marked fire evacuation routes. Classes will line up in designated areas, following distancing guidance between bubbles, where registers will be taken. Procedures will be shared with staff and pupils during their first day.</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. If parents/carers need to enter the building: Use main entrance from Nacton Road Wait outside until lobby is empty - only one person in the lobby at any one time If at all possible, parents/carers should ring the school to inform us that they are planning to come in. Pupils who arrive late will be received from the lobby entrance of the school, welcomed into the school and then follow washing hands etc. procedures.</p>
<p>How we will induct staff into these arrangements</p>	<p>Staff will be informed of arrangements through virtual staff meetings, emails and hard copy of instructions and protocols.</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. Pupils will be taught on day one the new arrangements by the adults in their bubble. These will be reinforced throughout. 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.</p>
Safe entry of pupils	<p>All three entrances to the school will be used and year groups will have designated entrances:</p> <ul style="list-style-type: none"> ● YN/Y3/Y4 - Main front gate (YN to enter at 9.15am) ● YR-Roman Road gate - COLLECTION AT 3.20pm ● Y1-Roman Road gate - COLLECTION AT 3.30pm ● Y2/Y5/Y6 - Church side gate gates <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>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>Pupils will line up in designated playgrounds, following 2m distancing guidance.</p>
Process for removing face coverings when pupils and staff who use them arrive at school (and how this will be	<p>Pupils who wear face coverings to come to school will need to give them to their parents when they enter school. Parents can bring face masks to school at pick up time for their children to wear on their journey home, if they want to. This will be communicated in a letter, along with other guidance about pupils</p>

communicated)	<p>returning to school in September. Staff members who wear face coverings to school are responsible for keeping them about their person until they need to put them on again but must be removed when entering the building.</p> <p>Red bins will be situated at all entrances for disposable face masks to be deposited in.</p> <p>As previously stated, we will, notwithstanding the above, permit those staff and pupils who wish to wear a face covering to do so.</p>
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 points they entered. Parents/carers to wait in playgrounds for pupils. YR pupils to leave at 3.20pm, all other pupils at 3.30pm
Reducing 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 transportation via lift, they will enter the lift first, followed by a staff member who is in their class bubble so distance can be maintained.</p>
Keeping pupils 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</p>

	<p>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>P.E. will be taught outside by default.</p>								
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>								
Any local changes to behaviour protocols/ expectations	<p>Expectations of pupils made clear from day one. Consequences for not following expectations otherwise usual school rules apply.</p>								
Hand washing and access to toilets	<p>Pupils will be reminded to wash hands <i>at least</i> 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.</p> <p>Handwashing soap and sanitiser will be available in all classrooms and replenished throughout the day.</p> <p>Automatic sanitiser stations outside classrooms.</p>								
Managing break times	<p>Playgrounds are divided in half during break times. 2 classes at a time use the playgrounds.</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>10.15am -</td> <td>11/21</td> <td>31 / 41</td> <td>61 / 51</td> </tr> </tbody> </table>		Y1/2 playground	Y3/4 playground	Y5/6 playground	10.15am -	11/21	31 / 41	61 / 51
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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> <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>11.45am - 12.45pm</td> <td>1E / 1C / 1E</td> <td>3I / 3C / 3E</td> <td>5I / 5C / 5E</td> </tr> <tr> <td>12.45pm - 1.45pm</td> <td>2I / 2C / 2E</td> <td>4I / 4C / 4E</td> <td>6I / 6C / 6E</td> </tr> </tbody> </table> <p>Pupils will continue eating lunch in classrooms or outside on benches if weather permits.</p>		Y1/2 playground	Y3/4 playground	Y5/6 playground	11.45am - 12.45pm	1E / 1C / 1E	3I / 3C / 3E	5I / 5C / 5E	12.45pm - 1.45pm	2I / 2C / 2E	4I / 4C / 4E	6I / 6C / 6E
	Y1/2 playground	Y3/4 playground	Y5/6 playground										
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12.45pm - 1.45pm	2I / 2C / 2E	4I / 4C / 4E	6I / 6C / 6E										
Location of medical isolation room	Any pupil who is suspected of having COVID symptoms will be placed in the area between the principal's office and administration office to await collection.												
Safe storage of, and access to, PPE	This is available for staff to use in the cupboard in the first aid room, next to the Principal's office. Staff will be advised how to access safely and appropriately.												
Use of communal/shared areas (staff)	In addition to the staffroom, the old waiting room on the ground floor will operate as an additional staff room. Staff breaks will be staggered. Additional kettles have been purchased for tea/coffee making. An outdoor seating area has also been created opposite the staff room for staff to use in break times.												
Use of communal/shared areas (pupils)	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.												

	ICT suites/ Chromebooks can be used by pupils once an appropriate cleaning regime is in place.
Initial plans for curriculum - what will be taught and how?	<p>The curriculum will be delivered as planned across the Trust. Our plan is to move as quickly as possible to a 'normal' curriculum. We acknowledge that varying degrees of catch up will be needed to support pupils back into school and to fill gaps in their previous year's teaching. Amendments will need to be in place to accommodate the delivery of phonics.</p> <p>As bubbles are constructed from year groups pupils can be set for individual subjects and can move between classes. Adults must ensure that pupils move quickly and maintain social distancing if/when travelling between classrooms.</p> <p>Music PE and swimming (when permitted by Government) will be taught by subject specialists. These adults must maintain social distancing protocols when teaching.</p> <p>Hands must be washed/sanitised whenever a person enters a new teaching space.</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	Existing arrangements will stand. Pupils and staff will be reminded about these upon resumption of school in September. Scheduled fire drills will continue as normal.
Parents/carers entering the building (only when absolutely necessary)	Parents/carers will be discouraged from entering the school. There will be markings outside the main gate and in the office corridor for parents/carers to queue if absolutely necessary. We encourage parents/carers to email any queries or to telephone.
How we will induct staff into these arrangements	The principal will hold an online meeting on 13/07/20 to go over arrangements with all staff. Staff will then have the opportunity to view this document and put any questions relating to local arrangements on an OFPA shared Google Document which will be answered by the principal. Any other questions applicable across the Trust can be added to this

	<p>document.</p> <p>A portion of the September inset will be devoted to reviewing these arrangements and updating on any new government guidance.</p>
<p>How we will induct pupils into these arrangements</p>	<p>Parents/carers will be informed in various stages via letter. Pupils will be spoken to on the first day in September and shown a presentation by the Principal via Hangout 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.
Safe entry of pupils	<p>Parents/carers will not be permitted to enter the playground. Strips of yellow spray paint will be sprayed onto 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>The children in the SEND unit will come in past the main entrance, via the nursery entrance. EYFS will come in the reception gate (the gate on Raeburn Road), Y5 and Y6 children via the gate on Raeburn Road (by the field), Y2 will enter the site via the football pitch gate (Perkins Way) and through the doors to their pods. Y3 pupils will come in the gate to the 'pen' (Perkins Way). Y4 via the football pitch gate.</p> <p>Y5 and Y6 will enter the school through the door near the end staircase. Y1 will enter their pods from the outside doors which lead onto the playground. Y3 and Y4 will enter the school via the door near the middle staircase.</p> <p>Y6 children will wash their hands in the Y6 activity area, EYFS children will wash their hands in the 'activity' area and the toilets. Y1 children will wash their hands in the toilets in 1D and the sink in that class by the door. Nursery children wash their hands in the nursery. Y3 and Y4 wash their hands in their activity areas and the</p>

	<p>toilets at that end of the upper floor. Yr2 wash hands in the activity area.</p> <p>The gate for YN pupils will be open from 8:30 - 08:40. They will enter via the EYFS gate, on Raeburn Road. Gates will open at 08:40 and close at 08:50 for all other year groups on the ground floor (YR, Y1 & Y2). The gates for the year groups on the 1st floor (Y3, Y4, Y5, Y6) will be open from 08:55- 09:05.</p> <p>Pupils will be directed to allocated lines on the playground which have social distance markers on them and they will be led into class by a dedicated member of staff.</p>
Process for removing face coverings when pupils and staff who use them arrive at school (and how this will be communicated)	<p>Pupils who wear face coverings to come to school will need to give them to their parents at the gate to take home with them. Parents can bring them to school at pick up time for their children to wear on their journey home, if they want to. This will be communicated in a letter, along with other guidance about pupils returning to school in September. Staff members who wear face coverings to school are responsible for keeping them about their person until they need to put them on again.</p> <p>As previously stated, we will, notwithstanding the above, permit those staff and pupils who wish to wear a face covering to do so.</p>
Safe departure of staff	Staff will leave via the door near the front office whilst maintaining social distance.
Safe departure of pupils	<p>Pupils will leave via the same entrances as they come into school in the mornings. Pupils will be socially distanced and there will be strips spray painted outside of the school, to enable parents / carers to be socially distanced whilst waiting to collect their children. The classes on the ground floor (YR, Y1, Y2) will leave school between 14:50 - 15:00. The classes on the 1st floor (Y3, Y4, Y5, Y6) will leave school between 15:05 - 15:15.</p>

<p>Reducing contact between groups of children (including one way systems)</p>	<p>Certain year groups will enter and exit the school site and school building through designated entrances and exits. There are social distance markers in the corridors and arrows to show the direction of travel on particular sides of the corridors on both the ground and first floor. Start times / finish times / break times and lunch times are all staggered with a gap in between to reduce contact between pods. PVPA has been open to all year groups for the final 3 weeks of the summer term so we have a system in place which works well. We just need to implement it for a higher volume of pupils.</p>
<p>Keeping pupils and adults in constant groups (as far as possible)</p>	<p>Each class or 'pod' will have their own teacher and, in most cases, a teaching assistant between two pods. The two pods of a year group make up a year group 'bubble' - this bubble would have a maximum of 60 pupils in it; this will enable a TA to move between pods but to remain in the same bubble. It will also allow pupils to be streamed; whilst still remaining in the same 'bubble'. The pupils will stay in their own pod all day, except when they will play in their own 'zone' outside or do PE or music with their own pod, either in the hall or outside in their 'zone'. When, for example, SLT are being covered then Mark Souter (a part time teacher) will cover their pods - as the guidance does allow this.</p>
<p>Maintaining distance between individuals, as far as possible</p>	<p>When lining up to come into school, social distance markers will be sprayed on the playground so the pupils can socially distance. In classrooms, all pupils must face forwards so tables will have to be in rows, but two pupils will need to sit at one desk as there is not enough room for each child to have a desk each if there are 25 - 30 pupils in one 'pod'. The pegs that coats are hung on will be removed from classrooms to create more space and pupils will hang their coats on the back of their chair and they will not need to bring in a bag as they will wear their PE kit to school on the days they have PE.</p>
<p>Any local changes to behaviour protocols/ expectations</p>	<p>Pupils will need to be regularly reminded about expectations / rules - certainly during the first week or two and they need to understand that if they can not behave in a safe way then they will need to be</p>

	removed from school as the safety of all is of paramount importance.
Hand washing and access to toilets	All pupils will wash their hands upon arrival at school (please see the separate document , which needs amending for September, highlighting where different pods wash their hands) Pupils will wash their hands before and after play and lunch and before they go home.
Managing break times	The pupils on the ground floor (YR, Y1, Y2) will have their break from 10:00 - 10:15. The pupils on the first floor (Y3, Y4, Y5, Y6) will have their break between 10:20 - 10:35. They will not use the box of equipment during morning break. If it is raining then breaks will be taken in the pods and a suitable film can be shown in the classroom. If the field is wet, but it is not raining, then it will need to be an inside break as there is not enough room on the playground for pupils to play safely (due to a lack of social distancing)
Managing lunch times	<p>Pupils who bring a packed lunch will keep them at their tables in their pods. Pupils who have a hot school lunch will eat them at their tables in their 'pod'. Lunches will be delivered to the downstairs pods by MDSAs and SLT. The pupils on the ground floor (YR, Y1, Y2) will eat their lunch from 12:00 - 12:30. The pupils on the first floor (Y3, Y4, Y5, Y6) will eat their lunch between 12:35 - 13:05. The 1st floor will play outside from 12:00 - 12:30 and the ground floor will play outside from 12:35 - 13:05. Pupils from the first floor will collect their lunches, one bubble at a time, from the canteen and take them to their classroom with a set of cutlery.</p> <p>Each pod will have their own demarcated 'zone' on the field / playground and their own box of equipment to play with. The box of equipment will be thoroughly cleaned after each lunchtime so it is ready to use the next day. Zones will be monitored by MDSAs, TAs and SLT. If it is raining then lunch breaks will be taken in the pods and a suitable film can be shown in the classroom. If the field is wet, but it is not raining, then it will need to be an inside break as there is not enough room on the playground for pupils to play safely (due</p>

	to a lack of social distancing)
Location of medical isolation room	The room next to the SEND coordinator's office will be the medical isolation room. If a child is unwell, or is showing symptoms of COVID (high temperature, continuous cough, loss of their sense of taste or smell) they are to be taken to the isolation room and the parents called immediately. A window should be left open and, depending on the age of the child, an adult should stay with that child.
Safe storage of, and access to, PPE	Office staff have access to the PPE and they should be asked for it if you need any PPE in the first instance.
Use of communal/shared areas (staff)	There are two staff rooms: one is the original staff room situated on the 1st floor and the other one is situated in what was the Community room. Chairs will be 2m apart to allow for social distancing.
Use of communal/shared areas (pupils)	Assemblies are going to be done virtually via Google hangouts, or delivered to a bubble in the hall. Lunches are going to be delivered to classrooms to be eaten there (ground floor bubbles) or collected from the canteen and taken to their classrooms (upper floor). PE to be taught outside (weather permitting) or in the hall. Music is to be taught in the music room or in the classroom.
Initial plans for curriculum - what will be taught and how?	We will be teaching a full, broad and balanced curriculum. We will provide pupils with a series of low stakes testing to reheat prior knowledge, we will re-cap units which have been covered during lockdown and will use support staff to offer pre-teaching. Each bubble will have weekly PE and music lessons, The logistics of music lessons are TBC as it is not yet clear which member of the music team will be delivering the lessons here yet.
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	Fire evacuation plan to be reviewed and shared with staff once completed - fire drill within the first week of the Autumn term. 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.

Parents/carers entering the building (only when absolutely necessary)	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.
How we will induct staff into these arrangements	Staff will be fully informed of all the protocols, plans, timetables and procedures through meetings, email and hard copies to refer to in their pods. There will be an induction on the training day in July and this will be repeated on the first September training day.
How we will induct pupils into these arrangements	On the first day back, the principal will live stream the arrangements to pupils, again before break, before lunch and at the end of the day. This will be repeated daily for the first week and reviewed after the first week.

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. All staff to bring own pen to sign in on the sign in sheet. Wash hands immediately upon entry to school and go immediately to their classroom or work area.
Safe entry of pupils	Staggered start times from the park to minimise mixing of classes and adults at the beginning of the day. Y6/Y5/Y4 arrive at 8.45 - walk along Solebay Street and enter in the side entrance using the 'up' staircase. Y3, Y2 and Y1 arrive at 9.00 (same as above) Y Reception and nursery arrive at 9.15 (as as above)
Process for removing face coverings when pupils and staff who use them arrive at school (and how this will be communicated)	All teachers and pupils wearing a face covering will be asked - in an email to staff and a letter to families - to bring in a clean plastic bag each day for the face covering to be placed in as they arrive at the entrance. This must be removed and placed in the bag before they enter the building. As previously stated, we will, notwithstanding the above, permit those staff and pupils who wish to wear a face covering to do so.
Safe departure of staff	Adults will leave at staggered times - sign out and leave immediately without loitering in any area of the school. If they are not in their work area they must leave the school. KS2 support staff leave at 3.50 KS1 support staff leave at 3.55 EYFS support staff leave at 4.00 Teachers leave after 4.00 - and sign out
Safe departure of pupils	Staggered departure times.

	<p>The times below are the times the classes will leave the school building - the table below indicates the time your children can be collected from the park.</p> <p>Y6, Y5, Y4 will leave for the park at 3.10 Y3 Y2, Y1 will leave for the park at 3.25 YR, YN will leave for the park at 3.35</p> <p>All parents and carers will be encouraged to leave immediately after they have collected their child/ren.</p> <table border="1" data-bbox="576 651 1361 1675"> <thead> <tr> <th data-bbox="576 651 853 864">Year</th> <th data-bbox="853 651 1115 864">Arrival time In the park</th> <th data-bbox="1115 651 1361 864">Collection time In the park</th> </tr> </thead> <tbody> <tr> <td data-bbox="576 864 853 965">Y6</td> <td data-bbox="853 864 1115 965">8.45</td> <td data-bbox="1115 864 1361 965">3.15</td> </tr> <tr> <td data-bbox="576 965 853 1066">Y5</td> <td data-bbox="853 965 1115 1066">8.45</td> <td data-bbox="1115 965 1361 1066">3.15</td> </tr> <tr> <td data-bbox="576 1066 853 1167">Y4</td> <td data-bbox="853 1066 1115 1167">8.45</td> <td data-bbox="1115 1066 1361 1167">3.15</td> </tr> <tr> <td data-bbox="576 1167 853 1267">Y3</td> <td data-bbox="853 1167 1115 1267">9.00</td> <td data-bbox="1115 1167 1361 1267">3.30</td> </tr> <tr> <td data-bbox="576 1267 853 1368">Y2</td> <td data-bbox="853 1267 1115 1368">9.00</td> <td data-bbox="1115 1267 1361 1368">3.30</td> </tr> <tr> <td data-bbox="576 1368 853 1469">Y1</td> <td data-bbox="853 1368 1115 1469">9.00</td> <td data-bbox="1115 1368 1361 1469">3.30</td> </tr> <tr> <td data-bbox="576 1469 853 1570">Reception</td> <td data-bbox="853 1469 1115 1570">9.15</td> <td data-bbox="1115 1469 1361 1570">3.40</td> </tr> <tr> <td data-bbox="576 1570 853 1675">Nursery</td> <td data-bbox="853 1570 1115 1675">9.15</td> <td data-bbox="1115 1570 1361 1675">3.40</td> </tr> </tbody> </table> <p data-bbox="576 1693 1361 1771">Parents/carers are asked to wait at the back of the class line.</p>	Year	Arrival time In the park	Collection time In the park	Y6	8.45	3.15	Y5	8.45	3.15	Y4	8.45	3.15	Y3	9.00	3.30	Y2	9.00	3.30	Y1	9.00	3.30	Reception	9.15	3.40	Nursery	9.15	3.40
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Y3	9.00	3.30																										
Y2	9.00	3.30																										
Y1	9.00	3.30																										
Reception	9.15	3.40																										
Nursery	9.15	3.40																										
Reducing contact	The lift will remain out of use unless it is agreed with the																											

between groups of children (including one way systems)	principal (agreed 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 distance as far as possible.
Keeping pupils and adults in constant groups (as far as possible)	As far as possible it will be the same teacher and TA with the same class. Where there is a job share that person will continue to share the class. PPA will be planned with the least amount of mixing of adults to that class as possible.
Maintaining distance between individuals, as far as possible	The plan in place will continue - all staff will maintain a distance between individuals as much as possible, at least 1 m.
Any local changes to behaviour protocols/ expectations	All normal behaviour expectations are in place. Where pupils are physical this is taken seriously - as well as it being unacceptable they are showing no regard to distancing. Parents will be notified and a warning given.
Hand washing and access to toilets	This will continue as much as possible. At least four times per day with soap and running water or with hand sanitizer
Managing break times	Breaks will be managed in class by the teacher and the TA. Or on the playdeck if in EYFS, Y1 and Y2 (who will have a timetabled slot)
Managing lunch times	Lunch will continue as we have been doing - consumed by each class in their own classroom. 1 day per week a year group will take lunch outside with their teacher, TA and x 1 MMS to have lunch in the park and play time (weather permitting) Y6 Monday x 2 classes Y5 Tuesday x 1 class Y4 Wednesday x 2 classes Y3 Thursday x 1 class Y2 and Y1 Friday x 2 classes EYFS Friday at 2pm (with all EYFS staff)
Location of medical isolation room	The meeting room - on the ground floor

Safe storage of, and access to, PPE	The meeting room - on the ground floor
Use of communal/shared areas (staff)	Staff room and one classroom converted to a temporary staff room to allow for at least six members of staff to have their break with a social distance between them.
Use of communal/shared areas (pupils)	The large hall will be used for pods to do PE - using the screen to access the live or pre recorded lessons.
Initial plans for curriculum - what will be taught and how?	<p>The curriculum will be delivered as planned across the Trust. Our plan is to move as quickly as possible to a 'normal' curriculum. We acknowledge that varying degrees of catch up will be needed to support pupils back into school and to fill gaps in their previous year's teaching. Amendments will need to be in place to accommodate the delivery of phonics.</p> <p>As pods are constructed from year groups pupils can be set for individual subjects and can move between classes. Adults must ensure that pupils move quickly and maintain social distancing if/when travelling between classrooms.</p> <p>Music, PE and Spanish will be taught by pre recorded or live lessons streamed into the hall. This will be reviewed weekly.</p> <p>These lessons will be taught by subject specialists.</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>Each class will leave together and gather and gather at our assembly point.</p> <p>All staircases will be used for leaving the building in an emergency.</p> <p>Classes will remain together and apart from other classes while registers are completed.</p>
Parents/carers entering the building (only when absolutely necessary)	<p>By appointment only - if necessary</p> <p>All other communication will be via email and telephone until further notice.</p>
How we will induct staff into these	Via hangout and in person briefings - both before end of term and as part of INSET days in September.

arrangements	
How we will induct pupils into these arrangements	All pupils will have a planned talk from their class teacher so that they are familiar with the rules and expectations - particularly for the pupils who have not returned since the lockdown