

| Key Issue   | How it will work   | How we need you to help   | Risk Assessment   |
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| <b>School Drop Off in the morning</b>   | <p>You will be given clear instructions about where to enter the premises and will be staffed accordingly.</p> <p>Families will be heading to different locations to enter and pupils will go straight into the building on arrival – no gathering to wait for the bell. Entry will begin from 8:50am and we will ask all to ensure they have dropped off by 8:55am</p>  | <p>We ask that only 1 adult brings their child/children to school and wherever possible siblings remain at home if it is safe – although we recognise this may not be possible for all families.</p> <p>As adults please operate social distancing when entering school premises. We will not be marking 2 metre distances. Please do not gather outside school following drop off.</p>   | <p>Parents to be courteous and avoid gathering to avoid congestion</p> <p>Varied doors for entry</p> <p>No gathering on the playground.</p> |
| <b>Teaching in classrooms</b>   | <p>Maximum group of 30 children in a class ‘bubble’.</p> <p>Tables will be spread out and where possible, children will use the same table space each lesson.</p> <p>Where children sit together on the carpet they will be side by side not face to face and this will be minimal and for short periods of time.</p> <p>Teachers will not plan activities which require children to touch (hand holding circle games etc) Physical contact will be discouraged.</p> | <p>Please explain to your children although they will be excited to see each other cuddling our friends is not how we should greet each other when we say hello.</p> <p>We ask that when your children come into school it is <b>vital you continue to follow the social distancing expected when they are not in school</b>. If your children has been mixing with lots of friends and family throughout the Summer and beyond, they need to be reminded about safety measures.</p> <p>The more groups your children mix with outside of their class bubble, the more risk of them carrying the virus into school will be increased.</p> | <p>Under lockdown and through wider school opening, all staff and children remained healthy following these procedures.</p>                 |
| <b>Whole School Worship – (assemblies)</b> <b>Whole school gatherings will not take place for the foreseeable future.</b> |  |   |   |
| <b>Outdoor play</b>   | <p>Children will undertake outdoor learning, break times and play at lunchtime in designated areas and will only mix with the children within their group of 30.</p> <p>Each group of 30 will have their own equipment allocated just for their group.</p>   | <p>You can help us prepare the children by explaining they will not be able to play with children from other classes.</p>   | <p>Under lockdown all staff and children remained healthy following these procedures.</p>   |
| <b>Lunch</b>  | <p>Lunches will be staggered in the hall.</p> <p>Children will be sat with their group and food will either be delivered to the table by allocated lunch staff (younger pupils) and as a self-serve from the hatch (older pupils)</p>  | <p>You can help us by your child taking a school dinner so we minimise the number of things needing to be brought into school (including packed lunch boxes)</p>  | <p>Limited child movement around the hall.</p>  |

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| <b>School Collection</b> | <p>You will be given clear instructions about where to go to collect your child/ren and what time.</p> <p>Teachers will have all children ready for collection with all belongings to ensure they can leave immediately and no children can play in the school grounds when collected – children must leave premises immediately.</p> | <p>We ask that only 1 adult collects their child/children from school and wherever possible siblings remain at home if it is safe.</p> <p>As adults please operate social distancing when on school premises. We will not be marking 2 metre distances. Please do not allow your child to play in the premises once collected and do not gather outside school following collection.</p> | No gathering on the playground after school. |
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### Further Important Information

| Key Issue                           | How it will work   | How we need you to help   | Risk Assessment  |
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| <b>Toilets</b>                      | Each group of 30 will share their own allocated toilet space – not shared with other groups.   | Please send spare clothes to stay at school so your child can be dressed in their own clothes in the event of them having a toilet accident.  | No more than 30 children sharing a toilet facility.  |
| <b>Handwashing</b>                  | <p>As a routine children will be washing their hands at least 5 times during the school day</p> <ol style="list-style-type: none"> <li>1. On entry to school.</li> <li>2. Before snack.</li> <li>3. On returning to the classroom from outdoor play/break time.</li> <li>4. Before lunch.</li> <li>5. On returning to the classroom from outdoor play/break time</li> </ol> <p>Foam hand sanitiser dispensers have been installed for each class to also aid hand hygiene.</p> | <p>Please show your children how to wash their hands properly and reinforce at home the importance.</p> <p>Please send a labelled hand cream to stay in school if your child suffers from dry skin or you are concerned the excess washing may make their hands sore.</p> | Regular / monitored hand washing.  |
| <b>Cleaning</b>                     | <p>Tables / equipment will be wiped down between sessions or in the event of a child coughing or sneezing on a surface.</p> <p>Door handles / taps / soap dispensers and regularly accessed areas will be wiped down through the day (not just at the end of the day).</p>   |   | Each group have safe, appropriate cleaning products and staff have a regular cleaning schedule in place.                                     |
| <b>Respiratory and hand hygiene</b> | <p>A supply of tissues is readily available in the classrooms and children will be encouraged to carry a tissue.</p> <p>Catch it – Bin it – Kill it strategy will be reinforced and used with children.</p> <p>Where coughs and sneezes are not ‘caught’ in tissues surfaces will be wiped.</p> <p>Sanitiser foam will be used following handwashing.</p>  | Please reinforce the Catch it - Bin it - Kill it strategy: Catch a cough or sneeze in a tissue / put the tissue in a waste bin / wash hands.  | Strategy taught. Tissues available. Handwashing/surface cleaning and sanitisers utilised.  |
| <b>Uniform</b>                      | <p>Children should return in normal uniform.</p> <p>Children <b>will</b> need PE kits in school.</p>   | <p>Please ensure uniform is cleaned regularly.</p> <p>Please ensure your child’s name is on <b>all</b> their uniform.</p>   | <p>Parents aware of making sure uniform is clean and changed regularly.</p> <p>Parents know all children need a full P.E. kit in school.</p> |

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| <b>Snack / Milk / water bottle</b> | Snack and milk will be reordered and available in school from September (deliveries permitting).<br>All children must have their own <b>labelled</b> water bottle – so there will be no sharing of cups. | Please ensure your child brings their water bottle to school each day.  | Sterilised cups will be used if bottles are forgotten. |
| <b>Reading Books</b>               | Parents will be directed to return reading books to a labelled box so they can be quarantined before recirculating to other homes.   | Please do not spray or wipe any books your child brings home with liquids.<br>If you do not want to take books from school home you will be able to access online levelled reading books. | Books quarantined as advised.                          |