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| Arrival & Departure | **A full risk assessment can be found on our school website** <https://stockham.eschools.co.uk/web/risk_assessment/484033>  **Parents and children are asked to follow the 2m social distancing rule on their way to school, on the school paths and in the playgrounds.**  Information for arrival and departure   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Group | Arrival time | Entrance/Exit | Finish time | Staff | | Key workers/vulnerable children  (Mon-Friday)  Group A (older group + siblings)  Group B (younger group) | 8.00am-8.40am | Year 6 outside door (through KS2 playground gates)  Year 4 door | 3.05pm | Mrs Burson, Caroline and Sylvia, (2 staff members each day)  Annie, Mrs McNaught, Lynda and Imogen (2 members of staff each day) | | Foundation Group A 7 children  (Mon and Tues) | 9.00am | Foundation outside door | 12.50pm | Wendy and Daisy | | Foundation Group B  7 children  (Wed and Thurs) | 9.00am | Foundation outside door | 12.50pm | Mrs Mascord and Sharon | | Year 1 11 children  (Mon, Tues, Wed, Thurs) | 8.50am | Year 1 ramp | 1.00pm | Mrs Kerman, Mrs Anderson and Justine | | Year 6 Group A (12 children) | 9.00am | Year 3 classroom (using the hall and Year 3) | 2.45pm | Mrs Cargill, Jenny or Ben | | Year 6 Group B (9 children) | 9.00am | Year 5 classroom | 2.45pm | Mr Burbank/Miss Lovegrove and Jenny or Ben |   **Pick up**  Please can parents only arrive 2 minutes before the required pick up time and wait away from the classroom doors, keeping 2m away from other parents.  Children will be sent straight to parents by their teacher or TA.  Parents are asked to leave the premises promptly.  Children will wash hands before departure.  Handwashing will be enforced frequently throughout the day whilst observing safe distancing rules. |
| Uniform/clothing | Children are not expected to wear uniform. Instead, we are asking for children to come to school in sensible, weather appropriate casual/sports clothing. This clothing will need to be washed at the end of every day (hence no uniform!).  Children will not be changing their shoes on arrival, so safe footwear, that children can do up independently should be worn to school. These shoes should be suitable for sport’s and games activities.  Children should not bring in anything from home with the exception of a water bottle, packed lunch sun hat and sun cream (see below).  They will not change for PE at school and **should not** bring any PE kit or changes of clothes.  Children **should not** bring in book bags.  Children will be given their own writing materials and **should not** bring in their own pencil cases to school.  The School meals kitchen is not open yet, but we do have plans to provide brunch bags soon. Children **should** bring a packed lunch (plastic wipeable box, or throw away carrier), a water bottle, a sun hat and any sun cream (that they will need to apply themselves). **Staff can not apply suncream, please apply this to your child before the school day.**  It is recommended that children should change out of school clothes when they arrive home, and that clothes worn are washed as soon as possible.  Staff will keep own clothing frequently laundered. |
| Classrooms | **Numbers in a class group will vary but, at present there will be a maximum of 11, with the exception of the Year 6 Group A (these 12 children are based in the hall and Year 3)**  **Seating**  In classrooms, we will place desks and seats approx. 2m apart.  We will endeavour to keep children 2m apart and teach them to socially distance, however children in Foundation and Year 1 will find this more difficult to maintain all day as this is not the natural way in which they learn in a classroom. Therefore, groups will remain in their class ‘bubbles’ and only mix with children in that bubble, when playing inside and outside. Children will not move around the school.  **Resources**  Children will have their own stationery equipment, small whiteboards and pens. They will have their own work book. Teachers will be giving regular verbal feedback. Older children will self-mark work. Each group will have their own PE bag of resources for non-contact sport/play, such as cricket bats, tennis rackets, hoops, skipping ropes, balls. These will be cleaned at the end of the day by staff. Bikes and scooters for young children will be wiped after use.  Soft toys such as teddies and dressing up clothes, cushions will be removed from classrooms. Plastic toys such as lego, duplo, cars, numicon building blocks will be soaked in disinfectant solution and cleaned before the next day and time they are used.  Surfaces, door handles, toilet flushes will be cleaned regularly throughout the day by staff in each group. All exterior and interior doors will be kept open to avoid touch and for ventilation. |
| Lunches | Children will eat lunch in their classrooms at their own table. Handwashing before and after lunch. Tables will be wiped down before and after eating. When the weather is fine, children may eat lunch outside in designated group areas. |
| Playtime | Children will play in set zones on the field and playground and only with the children in their bubble. Children will access the field and playground via their outside door. Children in Year 6 will be split into 2 groups for playtimes**. Safe distancing cannot be guaranteed at this time as naturally children will want to talk/sit/play together in their small bubble.**  Playtimes will be staggered. |
| Visiting the toilets | Children will use the toilets one at a time. Handwashing will be monitored closely.    Key worker A children will use Year 6 toilet in the classroom  Key worker B children will use the Year 5 toilets outside in the corridor  Year 6 Group A will use the Year 3 classroom toilet and sinks  Year 6 Group B will use the corridor Year 6 cloakroom toilets  Foundation and Year 1 will use their normal toilets, one child at a time. |
| Writing Equipment | All children will be supplied with their own pot of writing equipment to keep on their table – not to be shared with others. This will be wiped daily. Children can continue to use their class exercise books. |
| Staff | Staff will be encouraged to stay in their designated rooms unless to visit the toilet, give a message to the offices, get a drink or lunch. They will return to their area and not stay in the staffroom. Only 4/5 staff in the staffroom at any one time (if socially distant)  Staff who are teaching all day should eat lunch in their classroom and have their lunchbreak when children are outside with the lunch supervisors, so that they get a break. It will be difficult for staff to have their full entitlement to breaks where they are separate from children.  There will 1-3 members of staff in the classroom at any one time, depending on age and needs of the children.  Teachers will take their PPA time at home to avoid any working in the workroom and to reduce staff in school unnecessarily.  Only one member of staff will use the ladies/mens’ toilets at a time. An engaged sign will be shown if the toilet is in use, this will help staff to avoid unnecessary touching of door handles.  The school will be closed to most children (with the exception of keyworker group) on a Friday. Teaching staff will use this time for planning, telephone calls to children remaining at home, additional cleaning requirements, setting home learning, liaising with other staff, transition for next year, safeguarding issues, responding to distance learning emails and all the other jobs they need to do! |
| Other | Please can parents be aware of any changes to their child’s temperature, loss of smell and taste and general wellness. Do not send your child to school if their temperature is raised, displaying any of the government advised symptoms of coronavirus or feeling unwell please. If your child has any sickness of diarrhoea, the usual requirements of remaining out of school for 72 hours remains in place.  Do not send your child to school if someone in the household has any potential symptoms of coronavirus, including but limited to a raised temperature, a new cough, or a loss of taste and smell. Please consult medical advice for symptoms. **Families should continue to follow the advice of isolating at home for 14 days should one person become unwell and until they have had test results for Coronavirus.**  If a child becomes ill at school, a member of staff will attend to the child wearing a mask, gloves and plastic apron. Staff will treat child as needed and will wait with children in our ‘Amber’ area (Year 2 classroom). Children should be collected from the front entrance. Parent/carers will be called immediately to collect. Parents must ensure that they can collect their child within a maximum time limit of 1 hour. Prompt collection of poorly children will allow staff to return to their bubble of children without leaving the group inappropriately supervised.  Health & Safety personnel will be permitted as necessary.  No other visitors will be permitted unless a very good reason e.g. safeguarding purposes.  We are not showing any parents around the school.  Markers on the floor will be placed on the floor in the classrooms so that children can follow a safe route around the classroom and to go to the toilet, line up etc at a safe distance.  ***It should be noted that staff will not always or easily be able to keep a 2m distance from children. This is especially the case with young children or children with SEN.*** |
| Parents | Please maintain a 2m distance from staff, other children and each other when near school premises. If you need to drive up to school during the day for any reason, please speak to Sue, Penny or Nay through the office window. Please keep visits up to school to a bare minimum.  Please continue to contact teachers via their email although they will only read emails after children have left school, so for any immediate questions or worries, please telephone the school. |