

		<ul style="list-style-type: none"> Teachers to consider how the pupils line up, when coming into class from breaktimes, perhaps in order of rows to ease movement into classrooms and avoid children having to pass each other once seated. Pupils are kept in consistent groups to limit the number of pupils and staff they are in contact with. Pupils use the same classroom during the day, with a thorough cleaning of the rooms at the end of the day. Pupils are seated at the same desk and chair each day. Classroom and office window(s) are kept open enough to maintain good general ventilation where possible. Staff and pupils will be informed so they can dress appropriately. Pupils have individual stationery and are encouraged not to share pens or other stationery items. No hot-desking for staff takes place. Sanitising wipes and disinfectant sprays are provided for each class. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
3	Social distancing -Travelling to and from school	<ul style="list-style-type: none"> If travelling on public transport, pupils and staff will be required to wear face coverings. Parents are discouraged from gathering at the school gates and reminded of the social distancing rule. Parents/carers are encouraged to wear masks at drop off and collection Drop off and collection times are staggered to avoid larger groups gathering, for example different class groups at different times. Clear messages are provided to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. Pupils are reminded about not socialising with each other in groups outside school. Regular reminders are also included in school newsletter, including the rule of 6. NHS letters emailed to families to remind of the necessary actions 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
4	Social distancing -Lunchtimes	<ul style="list-style-type: none"> Playtimes are staggered to reduce the total numbers of people on the playgrounds at any one time. Lunchtimes will be organised in 'floor bubbles' to minimise contact. Consistent groups of children are kept together in the playgrounds and around school. Exit doors/windows open to provide good general ventilation in all rooms. Staff to make their own drinks and not to share, foodstuffs, cutlery and cups, etc. Staff to bring in lunch from home to minimize visits to local supermarket where footfall is high. Caterers to prepare their own risk assessment that includes social distancing, cross contamination, hygiene, etc. Pupils are not allowed to swap/share food from their lunch boxes. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
5	Social distancing -Staff facilities	<ul style="list-style-type: none"> Protocol set for the use of kitchen and toilet areas- teachers of floor bubbles use distinct areas. Staff room and offices are staggered to limit occupancy. Staff are encouraged to use anti-bac spray after flushing. Staff make their own drinks and handle their own food. Meeting room has some chairs removed to ensure only a minimal number permitted to ensure social distance can be enabled. Window(s) opened where possible. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
6	Social distancing -Movement around school buildings	<ul style="list-style-type: none"> Breaktimes and the movement of pupils around the school are staggered to reduce large groups of children gathering. Classes to use external classroom doors to limit numbers of children using main corridors. 	<p>Y</p> <p>Y</p>
7	Social distancing -Singing Music including playing of wind and brass instruments	<ul style="list-style-type: none"> Singing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Singing can continue to take place, provided that it is organised in small groups of no more than 15 pupils, with social distancing in place, done in well ventilated areas, positioning pupils back-to-back or side-to-side. Playing of wind and brass instruments is carefully organised as follows: 	<p>Y</p> <p>Y</p>

		<ul style="list-style-type: none"> ○ in small groups of no more than 15 pupils (bubbles maintained); ○ with social distancing in place; ○ outside wherever possible; ○ in well ventilated areas, with the pupils standing/sitting back to back or side to side; ○ pupils do not share instruments and only use their allocated instrument. <ul style="list-style-type: none"> ● Wind and brass playing does not take place in larger groups such as school choirs and ensembles, or school assemblies 	Y
8	Provision of first aid and medication	<ul style="list-style-type: none"> ● First aiders have access to handwashing facilities including soap and paper towels / hand sanitiser. ● Each bubble has a medical kit and a first aider in the room. ● Disposable gloves are provided for first aiders. ● First aiders should wear a fluid-resistant (Type IIR) surgical mask when carrying out direct patient care for those suspected or confirmed as COVID-19 cases. ● Where possible windows are kept open to help ensure good ventilation. ● Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. 	Y Y Y Y
9	Administering medication	<ul style="list-style-type: none"> ● Staff dispensing medication to pupils will minimise contact. ● Staff wash hands before and after dispensing the medication ● If required, gloves will be worn by staff when giving medication. 	Y Y Y
10	Someone develops COVID-19 symptoms whilst at school	<ul style="list-style-type: none"> ● If anyone is experiencing symptoms - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature they are sent home / their parents are contacted to collect them and they should arrange to be tested. ● If a pupil is awaiting collection, they are moved to the Richmond room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. ● Where possible, a window is opened for ventilation. ● If the pupil needs direct personal care before they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. ● If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. ● If they need to go to the bathroom while waiting to be collected, it should be cleaned and disinfected using standard cleaning products before being used by anyone else. ● The school will call 999 if they are seriously ill or injured or their life is at risk. ● If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. ● Staff wash their hands thoroughly for at least 20 seconds after any contact with someone who is unwell. ● Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. ● Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste. ● SLT will inform our SIP 	Y Y Y Y Y Y Y Y Y Y Y Y
11	General hygiene practice	<ul style="list-style-type: none"> ● Sufficient handwashing facilities are available. Where a sink is not nearby, there are hand sanitisers available. ● Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal. 	Y Y

15	Parental Engagement	<ul style="list-style-type: none"> ● Parents are told that if their child needs to be accompanied to the school then only one parent should attend. ● Parents are informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). ● Parents will not be able to gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment). 	<p>Y</p> <p>Y</p> <p>Y</p>
16	School closure	<ul style="list-style-type: none"> ● The school communicates with parents via letter / email regarding any updates to school procedures which are affected by the COVID-19 pandemic. <p>Process in the event of local outbreaks</p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (inc' the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>The school will follow the advice provided by Public Health in these situations.</p> <p>In the event of a possible contagion at the school, the school will work closely with Public Health England and the Local Authority.</p> <ul style="list-style-type: none"> ● Link: Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance) the Guidance includes educational aspects including the provision of remote learning if children are required to stay at home during these situations. ● Pupils working from home are immediately assigned work to complete set by their teacher on the Google Classroom platform. ● Teachers will plan and provide work equivalent to the core teaching pupils would receive in school. ● Work assigned will be meaningful and ambitious in a number of different subjects. ● The headteacher maintains the plan for pupils' continued education during a school closure to ensure there is minimal disruption to pupils' learning. ● The Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
17	Visitors	<ul style="list-style-type: none"> ● The school wishes to minimise the number of visitors to the school. ● Visits from parents/carers /peripatetic teachers and other services that work closely with the school, such as AfC advisors, EWO, Social Services etc can make visits by appointment to ensure they are kept safe and in a COVID-secure environment. 	<p>Y</p> <p>Y</p>