

“Continued School Attendance”

Guidance for Staff

From 23rd March 2020 to 2nd April 2020 (initially)

EVERYBODY NEEDS TO READ THIS CAREFULLY

All staff who can be, are still asked to attend school on Monday 23rd March and may bring their own children with them
- we must get cleared up and the school cleaned ready for when we re-opens.

After speaking to numerous parents who work in the NHS yesterday, it is obvious that their services are already feeling the strain, as more people are being admitted with respiratory conditions than normal.

We were brutal with parents regarding which children we would take into school - they both had to be in key worker roles (or if a truly “single” parent - that person had to be a key worker). We stressed that the safest place for their child to be was at home, so as to protect their family, the school community and the wider community.

This means that we have an estimated 38 children coming to school on Monday 23rd March - this is 6% of the school population. There is a link at the bottom of this document which indicates our current expected pupil numbers. **Read the whole of this document first before going to the link.**

With this in mind and our growing knowledge of the local picture, we have revised our plan for next week - these changes of plan may be frustrating for you if you have already planned things, but I can assure you we are making these decisions to **protect** you, your families and the wider community too.

So as of Monday (Monday activities will need to go ahead, vaguely as planned - but we have reduced staffing numbers - link to rota at the bottom of this document - **read the whole of this document first before going to the link**):

- We will **minimise contact** - ‘pupil to pupil’, ‘staff to pupil’, ‘staff to staff’ and ‘staff/pupil to own family’ - using the following control measures:
 - We’re only asking staff without young children (below KS3) and/or vulnerable adults to work in school with children.
 - Children will be split into groups of approx 10.
 - 1 key member of staff will work with 1 group throughout the day
 - 1 member of staff will be an assistant to the two groups - this person will try to have minimal close contact with children - they will be someone to help with prep and tidying up of resources, lunch cover, cleaning, keeping an eye on children if they need to go to the loo, etc.
 - The “emergency standby person” will be utilised to CLEAN as much as possible, unless they are needed to cover and, if this is the case, everybody will have to take responsibility for cleaning.
 - There will be 1 member of SLT and 1 member of office staff in school during the day - they will limit their contact with children as much as possible.
 - Staff will be rota’d for 2 consecutive days over the next 2 weeks and that is it.
 - All other staff (except site staff) will work from home on tasks that we set for you - bear with us but see “staff not in school - working from home” section below.
 - Parents will be asked to keep 2m away from school staff and only interact if they have to.

- MF will do more days in school than WJ & TT (due to the vulnerable adults they have at home) - however, they will be on call all day every day, unless they are unwell. If Matthew is unwell or isolating, then WJ will isolate from her family in her caravan!
- **Restrict access** to the school to reduce the cleaning load:
 - The 4 groups of pupils will be based in the EYFS classrooms - this is where they will leave their belongings.
 - They will be able to use the classrooms, EYFS toilets, toilets near the hall and the hall. If it is wet outside we may need to extend this to cover the gym but this will only be used in the event of bad weather.
 - From Tuesday staff will be able to access the Staff Room and the Accessible toilet in the KS1 corridor (no other toilets)
- **Reduce contamination risk:**
 - Unless severe weather conditions dictate, all lessons will take place outside - UV light and the breeze will reduce risk of cross-contamination.
 - Groups will NOT be combined for any activity and must use different spaces
 - Children will be discouraged from getting too close to each other:
 - No games/activities that involve close contact, especially holding hands
 - Sit/stand apart
 - Be taught and continually reminded what a 2m distance is - using 2m lengths of string
 - Equipment should not be shared between groups during the day - keep your own equipment for your group. Wherever possible, equipment should be wiped down with a Milton solution or immersed in a Milton solution at the end of the day.
 - Equipment that is not cleanable (e.g. tennis balls) should be "quarantined" between groups for at least 72 hours - it will be placed in the Jubilee Room and clearly be labelled with the date it can be next used:

Monday 23rd	Tues 24th & Weds 25th	Thur 26th & Fri 27th	Mon 30th & Tue 31st	Wed 1st & Thu 2nd
Not used again until Mon 30th	Not used again until Mon 30th	Not used again until Wed 1st	Not used again until 20th April	Not used again until 22nd April

- YR/1/2 pupils will eat lunch in the hall - each group will sit at their own tables - zig-zagged maximum of 6 to a 12-seat table - supervised by their key member of staff.
- One pupil at a time will collect their food from the servery. They should be seated first and then each child called up from their group one at a time to maintain safe separation between pupils.
- KS2 hot dinners will eat in the hall as above, KS2 packed lunches will eat outside - supervised by the "assistant" - again they should be sat at a safe distance from each other.
- CLEAN WHERE YOU'VE BEEN - staff accessing other areas of the school will be provided with cleaning resources and should clean areas they have used - e.g. tables in the staffroom.
- Corridor doors will be propped open to reduce need to touch surfaces unnecessarily - gates will be locked as normal once children are in school.
- A Milton tank will be set up in the EYFS outdoor area for resources to be sterilised at the end of each day.
- The Gym Trail, Picnic Tables and any other outdoor surfaces MUST be wiped down at the end of the day with Milton - UV light will aid with killing the virus too.

- Chromebooks should be cleaned **before** and **after** use with a **damp**, Milton soaked cloth - the wipes we have been using are too wet and have potentially damaged some keyboards. They must be dried immediately with a paper towel.

- **Personal Hygiene applies to all adults and children**

- Wash hands on arrival at school
- Wash hands before eating
- Wash hands between activities
- Wash hands before going home
- Try not to touch hard surfaces unnecessarily - use your elbow or cuff over your hand
- Stay 2m apart from others if possible
- CLEAN WHERE YOU'VE BEEN
- Shower when you get home - NHS staff are being asked to do this, so we should too.
- Wash your clothes and wear clean clothes each day - NHS staff are being asked to do this, so we should too.

- **Activity planning & resourcing:**

- Teachers/HLTAs will plan activities for the 2 days that they are rota'd - this can be done remotely using technology.
- You should try to cover the basics - some phonics/spelling, maths, writing - from the Home Learning Packs that children have at home.
- A dedicated trolley of Chromebooks will be made available in the hall. These will need to be cleaned after each usage (see reduce contamination protocols above).
- Children MUST read or be read to every day.
- Teachers must communicate with the next team - notes on what was covered, any concerns regarding pupils, messages from parents, etc. The telephone tree is on the staff area of the website, should you need it.

- **Lunch and break times:**

- Staff that are working can take a break, but this needs to be brief, as children need to be supervised.
- The "assistant" and "emergency standby person" will support with this, but should try to remain at a safe distance from the children, as they may be mixing between groups.
- SLT will be on standby, but please remember that WJ & TT have vulnerable adults at home.
- Groups should still be kept separate:
 - KS2 groups can use the cage or KS2 playground - swap each day.
 - YR/1/2 groups use the EYFS outdoor area and Gym Trail - swap each day.

- **Children have been asked to:**

- Come in own clothes
- Wear trainers
- Bring a coat, hat and gloves
- Bring a reading book every day

- **Parents:**

- Remember that many of our parents will be working in extremely challenging environments - I could feel the tension already in them when we spoke yesterday - this may mean that they are rude or emotional - DON'T take it personally.
- If anybody needs an answer to something you are not sure about, refer them to the duty member of SLT.
- They may turn up late - this may well be due to demands at work - DON'T be judgemental.
- Cabin Crew are offering before and after school cover.

- **Staff Absence**

- Heather will take any calls for staff absence and will re-rota as necessary - **ALL STAFF MUST ALWAYS** be on call and **available to work** on the days they are contracted to work, whatever category you fall into, unless you are unwell or isolating.
- If you become unwell or need to 'household-isolate' during the school closure, you **MUST** report this to Heather, a member of SLT or Helen - we will record in the normal way.

Numbers of Children:

- This may fluctuate:
 - Key workers may be asked to do more shifts
 - Non-school childcare arrangements may change
 - Families may need to household-isolate
 - Our vulnerable families may struggle and decide they want their children in school after all, or we may recommend that their child comes to school for a couple of days respite care.
 - Many parents who are also school staff (in other schools) do not yet know what they will be asked to do nor if they can take their own children with them.
- Wendy or Matthew will make decisions on who can / cannot come to school and we have already said to some parents that they can call us if their circumstances change or an emergency occurs - we will be flexible and supportive, whilst still maintaining our stance that home is the safest place for everybody.
- Compared to many other schools, our parents have been very honest/sensible with their applications for continuous school attendance.

Easter Holidays

- We are in discussion with Cabin Crew - we envisage that they will offer Easter cover, so that they can get some income. Key worker parents have been told this. This may change.

Staff not in school - working from home:

- Subject Leads (except FG/AS - we need people to settle the Year R into a routine first; HLTAs - you will potentially have more time to subject plan than teachers going forwards) have not been rota'd for the first two weeks so that they can crack on with their Subject Manuals, plans and knowledge organisers.
- Some staff will be asked to call families - lists will be issued.
- Be mindful that our home learning offer is very hands off until the 27th April. This may well change significantly into the summer term and involve much more direct input from staff. If you are not directly allocated a task over the next few weeks then use your time to be preparing for this. We will value your ideas on how this can operate - see point below regarding Zoom and online resources.
- Teachers can direct TAs to source, prepare resources, etc.
- TAs should be proactive - seek out resources and communicate with teachers about what they would like. Don't wait to be asked.

- If resources are required from school, please contact the office, so that these can be made available for you to collect - e.g. paper, laminating pouches, etc.
- We need to consider what our home-learning offer will be after Easter and how we maintain some face-to-face contact with pupils too. After using Zoom for a couple of things this weekend, it's much better than Skype, Google Meets, etc. Teachers - please all have a go at using Zoom to get in touch with each other - arrange a social - you can invite up to 100 people with the free app!
- There is a significant body of online resources to support home-learning being made available. Some of it is very good and easily accessible and some less so. Keeping an awareness of these resources, filtering what might be useful going forward and planning for how teachers can use these would be a useful task for subject leaders and their teams. This is something that TAs can be doing.
- Cleaners will be rota'd by X.
- People may need to be asked to do jobs that they don't normally do.
- More guidance will follow - some people will have more to do than others.
- If you do not have anything to do at home and you are fit and well, consider how you can help in your local community - contact neighbours, charities, etc.

[Staff Rota for w/c 23rd March and 30th March](#)

[Pupil Groups for w/c 23rd March and 30th March](#)

- please comment by 4pm today (Sunday), if you don't think the combinations of pupils work