

## Pointers for team leaders

- Check staff availability before the week starts- anyone isolating? Anyone part time?
- Check if any staff are bringing in their own child- this is only when their partner is also a critical key worker
- If more than one staff member is bringing their child- don't have them in on the same day
- Allocate staff to classroom bases on a daily basis- usually 1 teacher & 1 TA per base (1 for supervising/leading activities & 1 for cleaning/resourcing)
- Ask staff to have activities prepped
- Check predicted numbers for the day where possible & check you have enough staff, use on-call staff if needed
- If Linda is not in, email the number of children at school to her
- If less children turn up, send some staff home- work with a skeleton staff
- Leaders to remain office based where possible to coordinate staff, make decisions, check emails from SLT
- Leaders to 'sign in' children at the gate & send round to the class bases
- Leaders to check parents are asked daily at drop if anyone in the house has had a temperature or cough in the last 14 days
- Leaders to ask parents on arrival if there is anyone else available at home to look after the children
- Leaders to check staff & children are 2m apart
- Leaders to plan for which staff are in the following day
- Put out the easel at the main gate for any messages to parents. Leave the school mobile number on: 07895901999
- School mobile to kept on Sues desk – this is for parents to ring in an emergency
- Check staff have completed end of day checklist
- Check cleaning products are in stock- we can order via ESPO- ask Nicola