



Procedures for Expanding Capacity Staff Handbook

In order to plan for the expansion of capacity and the return of the children to school, this document should be read in conjunction with the school risk assessment of which it is an appendix. The following procedures will be in place in order to reduce risk to acceptable levels as all the children return to school.

General Points

- School will open for all children from the 7th September.
- School hours will be between 8.45-3.15 (for children)
- A review of all staff will take place and those who are considered vulnerable or 'extremely vulnerable' will have individual risk assessments and plans.
- Children will be taught in 'bubbles' and will not be asked to social distance.
- For allocation of classrooms and staff please see Appendix 1.
- Staff must stay where possible 2 metres from children. Staff who are required to work in more than one bubble must stay 2 metres from the children.
- Please see Appendix 2 for the timings of dropping off and collecting children
- School will open from 8:45am and close at 3:15pm. Drop off and collection times are staggered and three gates will be used to enter school. These are the main gate, the gate near the Acorn and the gate near our Resource Provision. Pick up and drop of times will be communicated with the families of the children in those year groups.

Start / End of the Day – See Appendix 3

At the start of the day children will enter the building at their appropriate time and via their allocated gate and door. On entering the building they will be directed to the closest toilets to wash their hands before they enter the classrooms and following Government guidelines.

Children must not arrive at school earlier than their designated start time to avoid congregation on the playground. Gates will remain open for 15 minutes past the allocated start time after which children will not be admitted. If children are going to be more than 15 minutes late then parents will need to arrange a time to drop of their child with the school office.

At the end of the day parents should not congregate on the school playground or gates and must follow social distancing.



School will only be open for staff for 60 minutes either side of the start or finish times. At the end of the day staff will be encouraged to leave as soon as possible after the children to enable cleaning to take place and reduce unnecessary contact.

Movement around school

Placing the children in bubbles will reduce movement around school as children and staff will remain in their own spaces wherever possible. Each bubble will have an allocated playground space and toilets. The corridors will be divided in half and a stay left policy will apply. Where movement on corridors is necessary only one bubble will move at a time. Some fire doors will be wedged open to avoid unnecessary touch. All staff and children will be briefed on these new procedures which will be re-enforced on a daily basis.

Each bubble will be allocated their own toilets to use and adults will accompany children to the toilet (waiting outside) to supervise hand washing. Paper towels will be provided in all toilets and classrooms.

Children are not allowed to leave the classroom without consent from the teacher.

Staff room

The Staff room will not be used other than to store food in the fridge or to make a drink. Surface spray is to be kept in the staffroom and staff are to wipe down the surfaces they have touched. Only two members of staff are to be allowed in the staffroom at any one time. Fabric chairs are to be removed. (Due to guidance saying any soft chairs should not be used by multiple people)

School Office

Only office staff will be allowed to enter the office. Markings will be placed at the front of the office showing people where to stand so they are 2m from the office. No parents will be allowed to enter the building to come to the office unless they have made an appointment. The office team will form their own bubble.

Governance and Policy

The Headteacher will provide Governors with an update at governor meetings which will be held on Governor Hub video.

Emergency Evacuation

In the event of an emergency evacuation each bubble will have their own roster point within their allocated playground area. Each bubble will leave by their own entrance if they are able to do so. If not they will leave by the closest, safe entrance. Adults will close any wedged open fire doors as they leave. A member of SLT will check registers to ensure everyone is out safely. The trained Fire Marshalls will ensure that everyone is out of the building. Staff **MUST** ensure they sign in and out of the building each day.

Medical / First Aid



Every member of staff has completed an online First Aid course. For Reception children they will have a Paediatric First Aider. Any First Aiders who need to treat children will follow Government guidance on safety which is included in the Risk Assessment. First Aiders will be directed to read this.

Behaviour

All children whose behaviour is considered to pose a threat to health and safety of themselves, staff or other pupils, will be individually risk assessed. This could constitute: non-compliant behaviour or any other behaviour which breaches school procedures. If a child is in breach of procedures and refuses to comply staff will remove all other children from the room and parents will be called.

Communication with Staff

Where possible this will take place electronically and all staff should check their emails on a daily basis. The head teacher will continue to keep everyone updated of changes to procedures. Staff should endeavour to send any communications before 6pm. Face to face meetings should be avoided where possible and if absolutely necessary social distancing rules must apply.

Communication with Parents

This will continue via online learning platforms, the school website, telephone, the school app and on our social media channels. If a face to face meeting is essential this must be arranged in advance and social distancing rules must apply.

All other communications with stakeholders will follow the same principles.

- Each classroom will have a supply of hand wash / sanitiser / tissues and a bin with a lid
- Playtimes and lunchtime play will be staggered so children are not on the playground at the same time. Each bubble will be allocated their own area. See Appendix 2

Infection Control

All children will be taught effective handwashing techniques and have supervised handwashing sessions regularly throughout the day. All classrooms will be provided with adequate supplies of soap, hand sanitiser and paper towels. Reserve stocks have been purchased.

- All adults and children will wash their hands on entering the building.
- All rooms will be thoroughly cleaned daily.
- All bubbles should follow guidance and remain isolated from each other.
- If any member of staff feels that a colleague is not observing social distancing or following guidelines and procedures they should speak to a member of the SLT to raise their concern.
- All staff will be briefed on the contents of both this document, the risk assessment and any associated policies.
- Each bubble should agree their own handwashing routine to include, at a minimum, washing hands; on entry and exit to the school, before and after breaks, before and after

eating lunch. These routines should be agreed with and taught to pupils.

Signage / posters need to be displayed in classrooms and toilets to encourage good practice.

- Children will be provided with their own equipment. The amount of shared resources in bubbles will be reduced.
- Where shared facilities and resources cannot be avoided hand sanitiser and disinfectant wiped will be provided and should be before and after using items (i.e. photocopier).

People Displaying Symptoms

As per Government guidance anyone (staff or children) displaying symptoms **SHOULD NOT** attend school but should self-isolate and follow the Government advice regarding testing. Any member of staff or child (over the age of 5) sent home displaying symptoms will be sent for testing and this will be reported to the Local Authority. Where a positive test result is returned **ALL** children and adults in that bubble will be asked to self-isolate for 7 days. If a child displays symptoms they will be isolated in the AHT office area where PPE is available for staff.

Clothing and Fabric

- Where possible fabric chairs and other soft furnishing should be removed from work spaces. If this is not possible chairs must be allocated to a single user and disinfected on a regular basis
- Within work spaces and bubble rooms soft toys, cushions and other unnecessary equipment and resources should be removed. This will be completed before the bubbles are open to pupils.

School Uniform

Only machine washable uniform should be worn and children should wear a clean uniform every day. Children can bring their P.E. kits into school but these must be taken home weekly. Children will be expected to follow the 'bare below the elbow' policy.*

Staff clothing

ALL staff must adhere to the 'bare below the elbow' policy*. Staff will be expected to follow the existing school dress code. Clothes should be machine washable and staff should wear clean clothes each day.

Safeguarding

Normal school safeguarding procedures apply and if a member of staff has any concerns regarding a child either in or out of school. They should speak to one of the designated safeguarding leads.

Provision of PPE for Staff

The use of PPE will follow Government guidelines and will only take place where a pupil is displaying symptoms. All staff will be asked to watch an online tutorial regarding how to correctly use PPE.

Social Distancing

As far as possible social distancing will take place. In all communal areas floor markings will be put in place in order to facilitate this. In the year 6 – year 2 bubbles classrooms will be set up with the tables facing the front. Children will be taught the importance of social distancing and encouraged to practice it as much as possible including during break times. We will still aim to enforce social distancing as much as possible in Reception and Year 1. Continuous provision stations will be set up and children will be asked to play at a station on their own.

Mental Health

Returning pupils will have activities planned to address any mental health concerns, feelings, worries etc – this will be based around the Recovery Curriculum and founded in the principles of nurture. Resources will continue to be available for online for any children not in school. Phase leaders will conduct weekly check-ins with all staff to check on mental health. Support is available to all staff through Place2Be and on Salford MyZone (link in risk assessment).

Minimising items Brought into school

When items are brought into school they must be kept in the cloakroom areas.

Lunches Appendix 1 & 2

Lunchtimes will be staggered with children eating lunch in their bubbles.

Staff will need to cover each other's lunch where possible. Lunch for staff will reduce to 30 minutes.

Sun-Cream / Hats

The children will be outside as much as possible. Children should bring a hat (labelled with their name) and will need sun cream. If high factor, once a day sun cream can be applied at home this is preferable but where this is not possible a spray-on sun protection needs to be provided so this can be applied at a distance. Any sprays sent into school need to be labelled with children's names.



Appendix 1 - Allocation of Bubbles

COVID-19 The Reopening of Moorfield Primary School September 2020			
Room	Staff Member	Days	Bubble
Year 6	Cath J Ange H (Phase Lead) Ange C PPA Cover Ange C	Monday-Friday	B5
Year 5	Tom Kath P Bev PPA Cover Ange C and Morag	Monday-Friday	B5
Year 3/4	Katy Erica PPA Cover Ange C	Monday-Friday	B3
Year 2	Abbey Becky (Integration) PPA Cover Kathryn Phonics intervention- Erica	Monday-Friday	B2
Year 1	Gill Eleanor Sarah PPA Cover Sarah	Monday-Friday	B1
EYFS	Angharad Carly Sarah Eleanor PPA Cover Kathryn	Monday-Friday	B1
Resource	Suzanne Megan Sam Kathryn Becky Clair Cat PPA cover – Tom and Sarah (HLTA)	Monday- Friday	B2



Appendix 2 – Timetables

Bubble	Door to exit	Break 1 10.20-10.35	Break 2 10.45 – 11.00	Staff Member	Lunch 1 11.40-12.00	Lunch 2 12.00-12.20	Lunch 3 12.20-12.40	Lunch 4 12.40-1.00	Lunch 5 12:50 -1:10
B5	Year 6	Main Playground		Sherry			Outside- Main playground (Year 6 end)	Outside- Main playground (Year 6 end)	Eating
B4	Year 5		Main Playground	X			Outside- Main playground (Year 5 end)	Eating	Outside- Main playground (Year 5 end)
B3	Year 3/4	Patio area		Erica		Outside- Patio	Eating	Outside- Patio	
B2	Year 2		Trim Trail	Sharon		Eating	Outside Trimtrail	Outside Trimtrail	
B1	Year 1	KS1 Playground		Stacie	Eating	Outside KS1 Playground	Outside KS1 Playground	Outside KS1 Playground	
B1	EYFS	Continuous Provision		Ange	Eating	Outside KS1 Playground	Outside KS1 Playground	Outside KS1 Playground	
B2		See resource timetable		Sonia		Eating	Outside Resource/ Trim trail	Outside Resource/ Trim trail	



Appendix 3 – Drop off and pick up times

Bubble	Number of children	Gate	Door	Team 1 Drop off: 8.45 Pick up: 3.00	Team 2 Drop off: 9.00 Pick up: 3.15	Team 3 Drop off: 9.15 Pick up: 2.45	Team 4 Drop off: 9.15 Pick up: 2.45
B5		Acorn Gate	Year 6	Year 6			
B4		Acorn Gate	Year 5		Year 5		
B3		Main Gate	Year ¾	Year 3/4			
B2		Main Gate	Year 2		Year 2		
B1		Resource Gate	Year 1	Year 1			
B1		Resource Gate	EYFS		EYFS		
B2		Transport and Resource Gate	Resource Door		JJ drop off	Resource-Transport	Resource JJ pick up Sam