

Sanitisation and hygiene	<p>All pupils will be encouraged to continue following the 'Catch it, bin it, kill it' routine and regular handwashing (between each activity, break and lunch) following the 'happy birthday' principle.</p> <p>Children will be reminded and encouraged to not touch their face or mouth and cough into their elbows.</p> <p>Signs will be in each area to remind all staff and pupils of government guidance.</p>	Low	
Symptomatic child/staff member	<p>If a child or adult develops Covid symptoms during the school day, they will be isolated from the rest of their group immediately. If timing/weather/staffing allows, they will be taken outside whilst a parent/guardian is contacted. Alternatively, they will be taken to the HT office.</p> <p>The child/adult may only return to school once in receipt of a negative PCR test result. If a positive result is received, all close contacts will be advised to get a PCR test.</p>	Medium	
Asymptomatic staff/children	<p>We will continue to encourage staff members to take regular LFTs.</p> <p>Parents to be reminded that LFTs are available and it is good practice to test regularly to identify any asymptomatic cases.</p>	Medium	

Entrance and Exit to school/ communication

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Parents will adhere to social distancing steps on entry and exit to school	Staff will welcome pupils from the yard and direct them to the correct door to enter. Parents must remain in the drop off zone when handing children over.	Low	
School Office	Parents can contact the school office via email or telephone. Visitors must make an appointment before visiting.	Low	
Parent communication	Parents will be encouraged to communicate with teachers via Dojo and Tapestry. They will have the opportunity to meet with their child's teacher during parent consultations/SEN review meetings. Appointments must be made in advance for face to face meetings so that safety measures can be put in place (ie a large enough, well ventilated space)	Low	
Teacher communication	Teachers must communicate where possible through e-mail or the use of internal phones. If unavoidable staff	Low	

	<p>must use the 2m distancing rule and avoid touching anything in the office area.</p> <p>Staff meetings will be via zoom. Paper briefing sheets will be e-mailed and added to the staff board for reminders.</p>		
--	---	--	--

Break times /use of outdoors

Risk factor	Steps to mitigate risks	Risk rating – if steps applied	Notes:
Staggered break times	<p>Children will take breaks in phase groups (2 year groups). Children will be supervised by their teacher/TA</p> <p>Nursery and reception will have permanent use of their own outdoors and this must be used as much as possible.</p>	Low	
Use of outdoor spaces for activities	The outdoor area will be used regularly for play and learning as the risk of transmission is lessened when outside.	Low	

	Staff will organise their own break periods adhering to the guidelines and staffroom rules in place.		
Outdoor time	There will be 3 separate breaktimes so that children will have full use of the outdoor space in their phase groups and will not have contact with another phase group	Medium	
Cleaning	<p>All bubble groups will have their own cleaning kit and staff must use this to wipe down all surfaces and door handles regularly including lunchtimes.</p> <p>Additional cleaning will continue to take place throughout the day so that communal areas (corridors/toilets) are cleaned regularly.</p> <p>If a child is send home with Covid symptoms, a sanitising canister will be set off in that room at the end of the day.</p>	Low	
Drinks bottles	Pupils will be encouraged to bring their own drink bottles into school. Disposable cups and a water jug will be provided in each classroom so that children do not have to go to the water fountain.		

Wraparound

Risk factor	Steps to mitigate risks”	Risk rating – if steps applied	Notes:
Breakfast Club	<p>Breakfast club is only open to children in receipt of FSM and those with working parents in order to keep the numbers as low as possible.</p> <p>Children will be seated in phase groups and discouraged from moving around the hall.</p> <p>TA responsible for each phase group will escort the children to meet their class at the start of the school day.</p>	Medium	
After School Clubs	<p>After school clubs will be held in phase groups.</p> <p>Professional coaches will adhere to social distancing guidance wherever possible.</p>	Medium	

IN THE EVENT OF AN OUTBREAK IN SCHOOL, WE WILL REVERT BACK TO THE FULL BUBBLE SYSTEM THAT WAS IN PLACE JULY 2021 AND SEEK ADDITIONAL ADVICE FROM PUBLIC HEALTH