



## **Staff guidance for being in school w/b 18<sup>th</sup> May 8:50am – 3:10pm**

Children to wear uniform and staff to wear school clothes each day.

### **On arrival**

- Staff to arrive any time from 815am (or between 1215pm and 1230pm for an afternoon session) by the staff room door
- Staff to use hand sanitiser on arrival
- Staff go directly to their allocated room (1/2, 2/2, 3/2, 6/3)
- Keep your possessions with you – lunch can be stored in the fridge
- **All staff to remain on-site all day (or half day)**
- Hot drinks will be set up close to the classrooms that you will be based in for 3/2 and 1/2 – 6/2 staff to use office, 2/2 staff to use staffroom

### **Classrooms**

- Classrooms will be organised prior to Monday – tables arranged, soft furnishings removed
- Open classroom windows on arrival
- There will be no more than 6 children per classroom
- Guidance posters to be displayed
- Children to store their coat, lunchbox and inhaler (if they have one) in the box under their individual desk
- Children to have all of their individual resources for learning in their tray on their desk – tissues to be added at the start of the morning and afternoon

### **Drop off and collection**

- Parents and children will queue 2m apart outside their designated classroom
- PPE equipment to be worn by class teacher at the classroom door
- Ask parents/children if they have their lunch box, snack, water bottle and inhaler and if they have had symptoms within the past 24 hours before they enter school

### **Playtimes/Lunchtimes**

- Children to have snack/lunch within their designated classroom or outdoor space
- Children's free time outdoors will be within identified zones

### **The school day**

- Daily timetable in place
- Children to use toilets by their designated classroom – use hand sanitiser before and after

### **Photocopying**

- All photocopying completed before the end of the day
- 6/3 and 3/2 to use Year 6 photocopier – times to be confirmed (6/3 1pm – 2pm and 3/2 2pm – 3pm)
- 2/2 and 1/2 to use PPA photocopier – times to be confirmed (2/2 1pm – 2pm and 1/2 2pm – 3pm)



East Park

### **If children present with symptoms**

- Designated first aider puts on PPE equipment
- Children to be escorted immediately to the radio room to be in isolation
- HG/JS/KJ/JL to be informed (210 for Hayley or 204 for Jen)
- Parents contacted using the training suite phone
- Children to be collected from the staff room door

### **If a child is injured or has a toileting accident**

- PPE equipment must be put on to support the child with what they need

### **If a child seems distressed or suffers anxiety**

- HG/JS/KJ/JL to be informed (210 for Hayley or 204 for Jen)
- Parents to be informed and potentially asked to collect their child from the staffroom entrance

### **After school**

- All staff need to be off-site by 3.45pm so that classrooms can be thoroughly cleaned before the next day

### **PPE equipment**

- All staff have access to PPE equipment for the whole day – it is each individual's choice whether to wear it (other than at instructed times)

### **Social distancing with other adults**

- Please respect social distancing of 2m with all other adults
- As staff we also strongly advise that you maintain social distancing outside of school.