



## Carr Lodge Academy -Covid-19 Organisational Planning: Jan 21<sup>st</sup> 2021

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## 1.0 Introduction: Updated Government Information

Following a Prime Minister Announcement on 4<sup>th</sup> January all schools and academies were instructed to close to all pupils and offer provision for vulnerable pupils and those with

parents who are critical keyworkers. At CLA leaders have used the ELP Critical keyworkers and vulnerable child criteria through direct call contact and a survey to allocate provision and places that staffing capacity at this time can support.

### Public Health Information: 11.1.2021 LA update

Doncaster has **355.3** cases per 100,000. The average in England is **526**

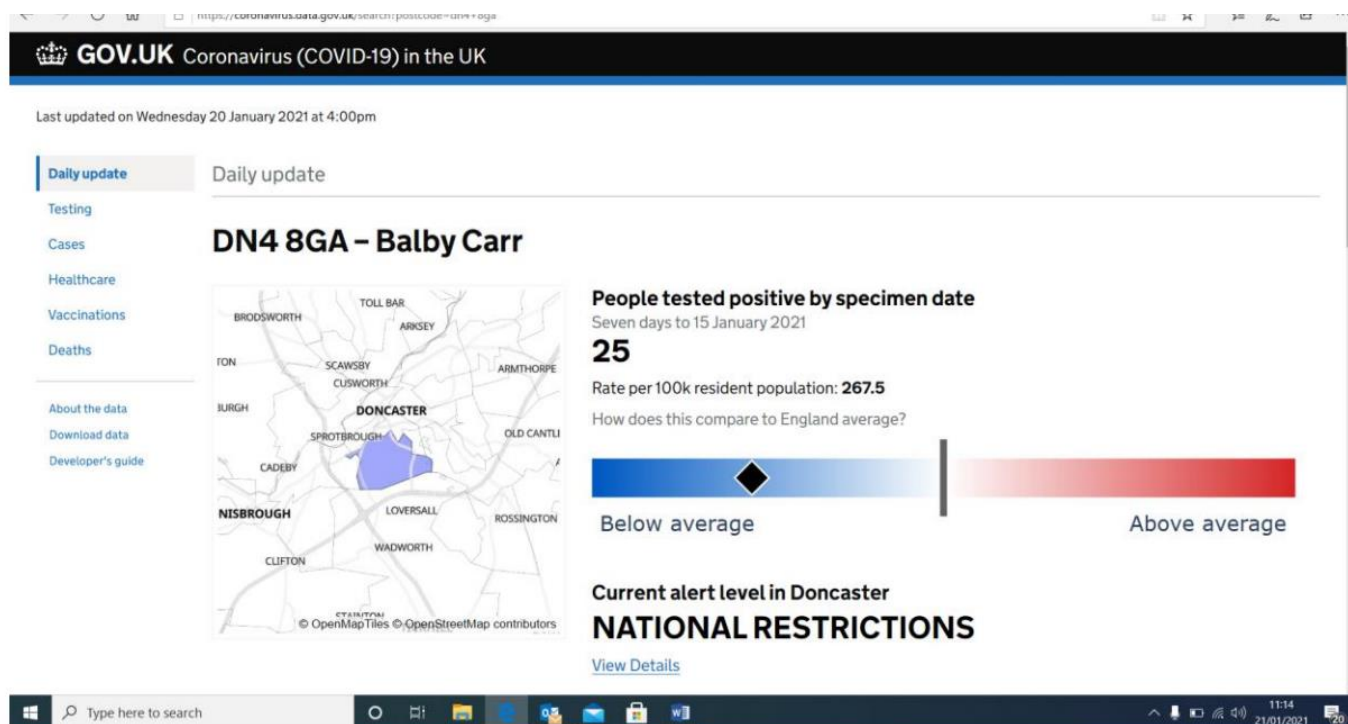
The London boroughs and Kent are showing above 900-1200 per 100,000

### Statistics by age group

- 0-4 age group 60.9 per 100,000
- 5-9 age group 61.6 per 100,000
- 10-14 age group 88.4
- Rates are going down in these age groups.
- However rates in the 15-19 age groups have increased to 384 per 100,000
- 25% of the cases above are of the new Covid-19 variant

### Local Data- Balby 21/01/2021

Balby has **267.5** cases per 100,000. Below the national average and reduced by 21 per 100,000 from the week before.



## 2.0 Update on approach to testing staff in primary schools

From Monday 25<sup>th</sup> January 2021 primary staff will be able to self-test, at home, using the Lateral Flow testing kits provided.

All staff will attend Lateral Flow Test training on 22.01.2021 using DfE and Trust training materials to ensure that tests and results are as accurate as possible. Staff will sign to acknowledge they have received and understand the training. The Academy has appointed Jane Slee Karim and Joanne Appleton to be the named coordinators for the academy. They will receive training from the Trust to carry out the project. This role will coordinate all the reporting and issuing of test but will not involve testing anyone. Jane Slee Karim will attend coordinator training on 21.01.2021.

Testing is important because staff could be carrying the virus and may spread it to others. Testing staff without symptoms will support schools to continue to operate.

Simple and quick tests using antigen Lateral Flow Devices (LFD) enable the rapid testing of staff, from their home, without the need for a laboratory.

Home testing gives all staff who take part the reassurance that they are well and are not transmitting the virus unknowingly to others

### Testing will help to break chains of transmission if we:

- Carry out twice weekly testing at home (3-4 days apart) before coming into the workplace
- Maintain HANDS-FACE-SPACE

### How it Works-

- The allocation of tests issued to staff is recorded on a Test Kit Log so that test records are kept
- There will be enough tests to give all staff an allocation of test kits for the next 3- 4 weeks
- Test kits will come with full instructions on how to take your own Lateral Flow Test however this video demonstrates how to carry out self test [www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ](https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ)
- Testing is optional
- Staff will take the test before attending work and should test twice per week 3-4 days apart. The suggested days would be Monday am and Thursday am however this depends on the individual circumstances of staff. **NB the LFT should be done before staff attend the site for that week to reduce the spread of transmission**
- You will see your test results in 30 minutes
- You will need to report the result of each test you take to the NHS test and Trace and to the Academy. These instructions are in the Home Testing pack

### What to do if my result is negative:

If you test result is Negative it is safe for you to attend work

Before coming to work you will need to record the outcome of your test with NHS Test and Trace using the NHS Covid-19 test results website or by phone on 119. <https://www.gov.uk/report-covid19-result>

You must do this regardless of the outcome of the test.



You must also notify the Academy Testing Coordinator of your result. This is because due to GDPR regulations the academy does not have any access to the NHS Test and Trace records

The Academy is required to record the details in case they are requested by the Local Public Health Team or in the case where any test kit issues are reported to the NHS requiring the allocations of the testing kits to be traced. The Academy will also have a record of your testing history which will support Track and Trace if at some point you were test positive .

Before taking part in any testing you will be issued with a Privacy Notice confirming that your data will be kept confidentially and only used for the purpose of the Primary School Testing Programme.

### **What to do if my result is positive:**

#### **You must stay at home**

Record the outcome of your test with NHS Test and Trace using the NHS Covid-19 test results website or by phone on 119

Notify the Academy Testing Coordinator of your result immediately, there may be other staff and pupils that need to be sent home due to recent contact with you

Arrange to have a confirmatory PCR test at a local testing station.

Begin a 10 day period of self-isolation and inform all other people in your household that they need to do the same

When you receive the result of your PCR test report the result to the Academy. It may be that the result of the PCR test is negative in which case you and your household can stop the period of self-isolation and return to work if you are well enough

### **What to do if the test is inconclusive:**

Carry out a second test , it could be that you did not collect enough sample from your throat and nose

Report the outcome of both tests to the NHS Track and Trace and to the Academy Testing Coordinator

If both tests are void you will need to book a PCR test at a local Testing Centre

Notify the Academy Testing Coordinator that you have had inconclusive results on both tests as this could indicate a faulty test batch which will need to be reported.

## **3.0 Health & Safety Risk Assessments**

The site fire policy and procedures have been reviewed and fire evacuation points assigned to each key worker group. All staff are updated and briefed on these changes and procedures during weekly staff forums and up to date procedures displayed in every classroom.

The Trust Central team will review any additional guidance provided in the wider opening updated plans from the DFE and from our Health & Safety Provider. They will highlight any additional information that needs to be included in the risk assessment document.

A separate Lateral Flow Test Risk Assessment has been completed and shared with staff and the Trust.

### **Ventilation in classrooms:**

Whilst the weather is getting colder, it is still important to ensure ventilation within the classrooms by opening windows and doors. It is therefore important to encourage pupils to wear more clothing to ensure they are not cold within the classroom. This could be 'skins' under their uniform or jumpers and cardigans. Some of these may not be school uniform however it is ok for these to be on pupil's chairs in case they want to put it on.

**Windows can be opened slightly when pupils are in and opened more widely during break and lunchtimes to increase the ventilation. Heating can be turned up to ensure that pupils and staff are not cold.**

### **Face-coverings:**

It is important to wear face coverings wherever possible in the school building. Whilst face coverings are not deemed appropriate in the classroom by the DFE, the trust would encourage Teachers and support staff to review this due to the rising infection rates. This can involve:

- All adults wearing face coverings in the classroom (If you choose to do so)
- All adults should wear face coverings in communal areas
- All adults in business teams should wear face covering when leaving their immediate desk area
- You can choose to bring in your own face covering for comfort.
- The academy will purchase any new face coverings for your comfort if you request these
- **All staff must wear face-coverings (i.e face shields) when they are working in close contact with pupils such as carpet time and in small group work.**

**NB: Limited evidence that the virus is transported on face coverings therefore it is acceptable now to bring in your own for comfort or to request that these be purchased by the academy**

**As a trust we recommend that you wear a face-covering wherever possible**

### **Planning for Learning in classrooms:**

- 2 metre distance areas should be taped at the front of each classroom to ensure that staff keep their distance all times, where possible
- Staff teaching older pupils should reduce carpet time in this interim period and try and adopt more whole class instruction where pupils remain in their desks
- Staff need to ensure that individual place settings remain in the class. Try and reduce collaborative learning time during this interim period
- Staff need to ensure that desks are appropriately placed to face the front as we initially implemented to ensure that each pupil has their own individual space rather than group settings. (if at all possible)
- Staff should plan using the recovery curriculum and ensure that social and emotional learning is planned at the start of the term in order to resettle the pupils back into the environment. If staff need more time, then it is important to take this rather than continue with the planned curriculum. (this will benefit in the longer term)
- It is really important to establish and reset the rules and routines within the classroom at the start of term. Don't assume that pupils will just remember these. Implement high expectations for behaviour

in shared areas, corridors and at playtimes. Review the equipment use and ensure that the playgrounds are zoned appropriately to maintain the bubbles. Collaborate with the pupils on the equipment they require at playtimes in order to engage them. Allocate for monitors for cleaning equipment and organising this within the zoned areas. Plan it all specifically so pupils understand the routines.

- Take time during the Covid-19 to review all your planned procedures from the start of the day to the end of the day. Create a briefing document for your support staff so that everyone is clear about the high expectations you will insist on each day. This will support the smooth running of behaviour across the academies.

## 4.0 Staffing

Further guidance will be issued by the DFE on staff who may be required to shield and work from home. At the present time, it is likely to be the **clinically extremely vulnerable** people who are required to work from home. **The Clinically Vulnerable groups** are to continue to work with increased hygiene measures. All staff within these bands will require a review of the risk assessments completed at the beginning of the term.

Individual CEV will be sent letters. We need to be mindful of where people live, some will be in Tier 4 and some in Tier 3 so different procedures will apply. It is important to assess on an individual basis in order to implement the safest procedures. Working remotely can be implemented on an individual basis but only in the CEV categories.

### **Government Information:**

#### **These have not changed CVG to be risk assessed but to continue working**

If you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus. You:

- should be especially careful to follow the rules and minimise your contacts with others
- should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace

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Clinically vulnerable people are those who are:

- aged 60 or over (regardless of medical conditions)
- under 60 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
  - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
  - chronic heart disease, such as heart failure
  - chronic kidney disease
  - chronic liver disease, such as hepatitis
  - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy
  - diabetes
  - a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
  - being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant

**Any member of staff, who is over 70 years of age should work from home immediately.**

#### **What if we do not have enough staff due to positive cases or self-isolation?**

It is important to discuss with staff the need to be flexible in how we work over the next 4-8 weeks. Leaders must be clear about all staff and bubbles in order to ensure that cover can be provided when staff are absent.

The sooner you can inform Jane, Sarah or Tricia you will be absent the more helpful this is for planning for cover do not wait until morning if you are aware you will not be able to attend work.

It is also important to calculate optimum numbers for the running of the academies. If staffing falls below these limits, then classes will have to be absent from school or the school will have to close for a period of time. Leaders should have contingency plans for this. The CEO and Deputy CEO will provide support in these cases.

There may be occasions, in the event of emergency where staff are shared across other academies. This will be in full-consultation with all staff members and will only arise in the worst-case scenario.

In the event of employees sending section 44 letters to state that they feel unsafe to work. The first instance is for them to evidence this against the risk assessment procedures. In the event that this continues, a referral to occupational health is made and staff would be asked to contact their doctors if this is due to anxiety. In the first instance we aim to mitigate the risk by communicating and reassuring all staff members of our procedures. We will then take further guidance from HR on the next stages to implement if they do not return.

**Rotas-**



**Carr Lodge Academy- Term 2a Staffing Rota-**

	<b>Week 1 04.01.2021</b>	<b>Week 2 11.01.2021</b>	<b>Week 3 18.01.2021</b>	<b>Week 4 25.01.2021</b>	<b>Week 5 01.02.2021</b>	<b>Week 6 08.02.2021</b>
SLT	SC-T,W,F TL- M, Th	SC-T,F TL- M, Th JW-W	SC-T,W,F TL- M, Th	SC-T,W,F TL- M, Th	SC-T, F TL- M, Th JW- W	SC-T,W,F TL- M, Th
Foundation Stage	MH SL RB (EJ)	JW/SA JG RB (EJ)	MH CM RB (EJ)	SS SL RB (EJ)	JW/SA SJ RB (EJ)	MH CM RB (EJ)
KS1	GA VL	CS HW	SA/GA SS	CS KT	GA VL	SA/CS SS
LKS2	AG JP (W) SF (Th-F)	AD TOC	AG SF	KR RW	AD JP (M-W) TOC (Th-F)	AG SF
UKS2	SW RM	AJB NG (RM –Th)	JM (NG Fri) KH	SW RM	AJB NG (RM –Th)	JM (NG Fri) KH
Lunchtime Supervisors	LL CW CP SM	LM JF SH KM	LL CW CP SM	LM JF SH KM	LL CW CP SM	LM JF SH KM
Kingfisher AM	VL SF	NG (RM Th) JG	SF KH	SL RW	NG (RM Th) JP/TOC	CM SF
Kingfisher PM	RM SM	TOC SF	CM SS	RM KT	VL SJ	KH SS

## 5.0 PPA Cover and Blocking time

Due to the space within the academies, PPA time can be taken at home by the teachers if this appropriate to do so. This is the decision of each academy.

It may be more beneficial to block PPA cover on a two-week cycle. This will allow each teacher to work from home for 1 day every two weeks. This may also be easier to manage in the current climate with self-isolation and bubble closures. Carr Lodge have decided to adopt this cycle and plan to do this from Week beginning: 16/11/2020 on a two week cycle. This would relieve space issues in the academy and ensure safer working practices. Please ensure all lessons on your day working from home are covered and resourced for the member of staff covering you.

The blocking option may also support the well-being of teachers and allow them to be more productive in planning for a two-week cycle. If a bubble is isolated or a teacher tests positive, then the two-week cycle will support the continuity of learning.

It is also important that Leaders plan in some leadership team on a two-week cycle where you are working from home for a day. This is to support strategic planning but also allow for well-being time for each leader. In the event of bubble closure. The CEO and Deputy CEO will be available to support leaders in school.

All the above procedures should, where possible be implemented in order to support staff to work effectively and efficiently over the next 4-8 weeks. Staff can also use the children's centre main room if it not booked to undertake any work they require to do in school.

## 6.0 CPD Staff Meetings – Online

During this lockdown period, we are putting on hold all new developments in order to provide staff with the time and space to continue to focus on teaching & learning, planning and assessment. Staff meetings can therefore be limited to, only if necessary for new developmental work. This is to give staff the time to reflect on the learning, as the days are so busy with the Health & Safety Procedures.

It is good practice to:

- Promote phase meetings so that all teachers have support over the next 4-8 weeks
- Reschedule new developments and plans into the spring term
- Provide feedback to staff on the way the academy is running and praise the efforts of the whole team

SLMT to review the above plans. Remote staff training can still take place or socially distanced training in large hall spaces if this is possible. We must ensure that we do not overload staff at this point and ensure that the focus remains on Teaching and learning. Whilst new developments are important, they can only be undertaken at the appropriate time for change.

## 7.0 Staff Forums

CEO and Deputy CEO will attend monthly staff forums in order to communicate directly with staff and answer any questions from staff: CLA Staff Forum January 14<sup>th</sup> 2021

## 8.0 Local Governing Body Monitoring

Governor monitoring plans should be rescheduled for any on-site visits to the Summer term. Teams monitoring can take place between governors and key members of staff to provide any updates.

Chairs Monthly Meetings: Chairs meetings should be online meetings each month. These should be to

Review month-end accounts and complete compliance areas such as health & Safety, safeguarding, internal audit reports etc.

LGB and Director meetings will continue online.

## 9.0 Equipment, marking and feedback

All equipment, including pupil's books should not be taken off the academy site. Marking and feedback should be integrated within lessons and at the end of the day on the academy site. Written marking will be reduced and feedback should be provided in whole class introductory sessions to lessons or as part of the main teaching points for the next lessons.

## 10.0 After-school provision

All after school clubs will be postponed from week beginning 2<sup>nd</sup> November unless it is to provide childcare. Childcare facilities including before and after school can continue. It is important to ensure that pupils are

pre-booked into the sessions in order to provide appropriate staffing and maintain the class bubbles. Numbers should be reviewed weekly by all academies.

**This will continue up to February half-term**

## 11.0 Staff Incentives

The Trust Central Team will explore the options of 'Free Flu Jabs' which are being provided by some academy trusts and the local authority. This could be via Asda or by joining with the LA initiative.

Morrison's are providing 10% off for all School Staff. The Trust Team will explore further options with other providers.

## 12.0 Remote Learning Provision

Our ELP CLA Remote Learning Policy has been reviewed and refresher training held with staff 04.1.2021 and how to guides distributed to ensure high quality learning is posted daily to pupils for remote learning at home. The policy and procedures can be found on the academy website. In development on our website is examples of weekly timetable updates, parent/carer guides to using online provision.

All teachers and support staff remote working are to support pupil learning. A daily timetable is set by the teacher with visual prompts and tutorial/video access links for pupils to understand and access independently or for parents/carers to support pupils learning remotely at home. The daily timetable includes English (Oak Academy, Letters and Sounds Phonics, Storytime, reading/writing activities), Maths (through White Rose, TTR and Mathletics) and a topic based activity.

SEND pupils have a personalised programme of additional resources to support at home.

## 12.0 Teaching & Learning Reviews

CEO will liaise with Principals about the scheduled Teaching & Learning reviews. We will ensure that lesson visits are limited if they are required at all. The learning reviews will discuss focus on book scrutiny and meetings with senior and middle leaders.

Challenge Partners reviews may be required to be rescheduled depending on when these are and the staff you have available to accommodate for this. Liaise with Deputy CEO and CEO in relation to these.

Age Group	Bubble Max Capacity	Rooms	Staffing Ratio (Max)
Foundation Stage	30	21 & 31	1:15
Key Stage 1	30	15 & 16	1:15
Lower KS2	30	53 & 56	1:15
Upper KS2	30	62 & 59	1:15

### 13.0 Academy Site Plan



### 13.1 Bubble Size and Staffing

\*Some Vulnerable Pupils/Pupils with EHCP have a 1:1/2:1 ratio and have their own Risk Assessment in place.

\*\*Please note not all children are booked in every day so daily numbers are lower than 30. Parent/Carers gave booked for the full half term to allow for additional staff to be implemented on days where pupils are taking places.

\*\*\*The bubbles have been capped at 30 despite not all pupils attending every day to reduce the number of individual contacts staff members have.



## 13.2 Start and Finish Times-amended

Vulnerable Pupils and Critical Worker pupils attending the academy:

- Start Time: 08:45
- Finish Time: 15:15

Kingfisher Childcare is also available as normal for those needing before and afterschool club on the days they are booked in.

### 13.3 Toilet Access

Age Group	Rooms	Toilets
Foundation Stage	21 & 31	Within Class
Key Stage 1	15 & 16	Within Class & Blue
Lower KS2	53 & 56	Orange
Upper KS2	62 & 59	Green

### 14.0 Playground Zones

Playground zones are allocated to each class bubble and times are staggered.





Age Group	Break Time	Zone	Lunchtime	Location	Staff
Foundation Stage	As scheduled	Reception	11.00-12.00	11.00-11.30-Hall 11.30-12.00pm Reception Playground	X2 on rota
Key Stage 1		Zone 6	11.00-12.00	11.00-11.30- Zone 6 11.30-12.00-Hall	X2 on rota
Lower KS2		Zone 3 & 4	12.00-1.00	12.00-12.30pm- Hall 12.30-1.00pm- Zone 3 & 4	X2 on rota
Upper KS2		Zone 1 & 2	12.00-1.00	12.00-12.30- Zone 1 & 2 12.30-1.00pm- Hall	X2 on rota

## 14.1 Break and Lunch Provision

\*Additional afternoon breaks can be allocated where appropriate.

## 15.0-Fire Evacuation

Bubble	Room	Exit	Route	Fire Assembly Point
Foundation Stage	21&31	Cloakroom 23	Through Zone 2 around the side of the building	Zone 5
KS1	15 & 16	Cloakroom 5 /13	Through Zone 6 around the front of the building and enter through the side gate (next to the hall) into Zone 4 & 3	Zone 5
LKS2	53 & 56	Cloakroom 55	Through Zone 4 & 3	Zone 5
UKS2	62 & 59	Cloakroom 60	Through Zone 2 around the side of the building	Zone 5

\*\*\*Posters have been amended on classroom doors to reflect changes for Critical Worker bubbles.

## 16.0 Free School Meals Provision

The week commencing 04.01.2021 provision for pupils not receiving on site provision was provided through a packed lunch. Week commencing 11.01.2021 Wonde vouchers were allocated for all FSM pupils in the interim period until the national scheme commenced through Edenred voucher scheme. All FSM pupils, not in school fulltime, are not receiving £15 per week, per child Edenred voucher.

## 17.0 PE Timetable-Spring term 1

All teaching staff must refer to the risk assessment for PE, dance and drama to ensure cleaning down in the hall of mats, flooring or apparatus between groups. Games wherever possible should be done outdoors, if due to wet, icy weather this needs to be indoors class bubble equipment must be used only not shared between class bubbles.

## 18.0 Staff facilities

The staffroom zones will remain organised, as it has been since the summer term. To support social distancing with a limit on numbers. Staff should practise social distancing within the staffroom, using their allocated room if no spaces are available. Staff mobile phones with the NHS app on to have alerts switched off whilst the phone is in a bag in the staffroom facility cupboard. See the site plan for facilities and toilets for staff.

**Staff toilets have additional cleaning in place to ensure high hygiene standards as an additional hygiene measure we ask staff to wipe the toilet seat and flush button after using and dispose of these in the bin so that all touch points have been wiped after use. Please do not flush wipes as this will cause a blockage.**

## 19.0 Provision for small group tuition

Additional funding has been allocated by the government to provide small group tuition to support academic recovery. Within Exceed, it is down to the individual academies to decide how and in what way they want to use this additional funding. Our academy catch up programme has been created using baseline data to ensure those groups that need additional support receive this. Catch Up Funding Strategy is displayed on the academy website and has been approved by LGB.

## 20.0 Medical needs – additional care

Administration of medicines will be in line with the Administering Medicines Policy. Medicines to be signed in at the cloakroom rather than office- paper work to be given by support staff. Pupils with individual care plans will have their 1:1 supporting in school to continue to meet these needs using full PPE where appropriate as per the Risk Assessment.

## 21.0 Admin support

Admin offices will be staffed on a rota .Other staff must not enter the offices to avoid cross-contamination and should consider the use of phones, email or Teams. Pupils should not be sent to the school offices.



## 22.0 Photocopiers

Use of photocopiers should be minimised with alternatives to worksheets considered wherever possible. Lesson preparation must be done before the start of the school teaching day and before pupils arrive. **Only one member of staff should stand at the photocopier, the touch screen must be wiped using a disinfectant wipe and all copies picked up. Hand sanitiser should be applied before and after use. A sign in register will be placed next to the photocopier. Please sign, date and time when you have used a machine so we can track points of contact.**

All empty boxes/paper packets should be put in the bin – do not leave these on the copier, surrounding areas or on chairs.

## 23.0 Communication

Briefings will take place by email and Teams Meetings. Staff in school should keep their emails open to ensure they are aware of any essential updates. Staff working remotely should support communication, by ensuring that they keep computers turned on and check updates regularly. Weekly briefings from principal/ deputy are given to ensure all site plans and updates are communicated. CEO letter updates and communication weekly. School phones will be able to make external calls where required and staff are aware how to make their calls private if using a personal mobile.

## 24.0 Security

All external doors should be kept closed when not being used at break times these are opened to increase flow and ventilation but only whilst pupils go onto the playground. External doors are fire doors and must not be fastened back during breaks and left open. Parents should not be permitted entry and should be asked to make contact using phone or class email. Security lockdown procedures remain unaltered – the Head Teacher or designated senior member of staff will ensure that staff are alerted using existing signals.

## 25.0 Staff and pupil registration

Registers will be completed using the Critical worker spreadsheets sent out by the administration staff daily. Any pupils not booked in that day, who arrive, need to be checked with SLT first to ensure ratios are accurate. Daily attendance figures are shared with ELP and DfE. Staff **must** log in and out using electronic inventory daily for attendance and fire procedures.

**A sign in sheet will be added to each classroom door- adults are to sign when they enter a classroom if this is not their bubble. Please avoid entering other bubbles unless in an emergency though.**

## 26.0 Behaviour and routines

Arrivals, Departures and Moving around the school

Children will enter school through their designated entrance. Children will enter individually and follow our handwashing and sanitising procedures. At their designated home time, children will leave the building from their designated exit, one at a time. Movement around the school will be limited. When the children leave their classroom to go outside for break, lunch or outdoor learning, they will follow an adult from their bubble on their designated



route. Children will be accompanied to the hall for lunch times. All teachers to model and practise with pupils high standards of expectation when walking to the hall for lunch, leaving class from break or coming back into class following breaks. Children to have re-training on this following half term break.

### Handwashing and Hygiene

Children will be expected to follow all handwashing and hygiene routines while in school. Children will wash hands/use antibacterial gel before entering school, before and after eating and at regular intervals during the day. We ask children to follow the catch it, bin it, kill it, mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Tissues will be disposed of in a separate blue bin with a lid. Children will be reminded not to touch their face, mouth, nose or eyes while at school. Should a child refuse to follow these routines, disciplinary procedures and sanctions will be used (see below).

### Social Distancing

Adults will be expected to socially distance from other adults in school. When children enter their bubble, they will be expected to go straight to their table and nowhere else in the room. Children will put their hand up if they need an adult's support, they will not get out of their seats.

### Toilet Use

Children will be encouraged to use the toilets (no more than two at a time). (This may not always be possible with younger children). When a child has finished in the toilet they must wash their hands, following the 20 second rule.

Before break and lunch times, children will be encouraged to use the toilet and handwashing procedures. Upon returning to class after break times handwashing will be repeated. A designated play zone will be marked out for use with each class. They will have their own equipment.

Children must stay in their designated area at all times. For end of break routines please refer to year group zone procedures.

### Rewards

Seesaw system is being used for messages home as recognition. All staff to be welcoming and fully use opportunities to praise individuals for good work, attitude or good behaviour, and show recognition, if these are brought to their attention. Pupils will also be nominated for Star of the Week Award and this will be celebrated and shared weekly using Zoom during the Fun Time Friday session each week. Pupils are chosen to show off excellent learning or celebrate excellent learning attitudes and/or behaviours in their Zoom session also.

**Consequences** Class based consequences for pupils in the academy.

Observation of pupils to note early signs of behaviour should be used by all academy staff. Positive reinforcement to be used consistently. Clear expectations to be outlined for the pupils and models of what behaviour is expected.- Follow Behaviour Policy.

### Pupil's working remotely

If interacting with other pupils or staff online, students should always be kind and respectful to each other and respectful to staff, remembering at all times that that staff are not 'friends' with, or peers to, pupils. Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any



inappropriate comments to staff online, via email, or any other platform will be taken very seriously and could result in a referral to the police. This is also the case for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time. An addendum to the Safeguarding Procedure around use of Live sessions has been added to the academy risk assessment.

## 27.0 What further announcements could be made?

Currently we are in national lockdown, any updates from the DFE or Prime Minister will be communicated to staff and parents/carers in a timely manner.