Reopening of Community Classrooms
Covid-19 Guidance ADPA

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Pupil Pods
The community classroom pupils will continue to be split into 2 groups. These pupils will be placed in groups of no more than 10 pupils separated across the Year 4 classes. Pupils will have their own allocated pack and resources. Each pod will have its own bathroom cubicles to use and these will be colour coded to avoid confusion. They will also have access to the outside area- these will be pod specific and must not be crossed.

Entering and Exiting Site
Pupils will be brought onto site by their parent or carer. They will enter the school through the side gate and follow the one-way system to the upper school hall. Parents and carers will not be permitted to enter the school building. Once their child is in school, parents will exit the site quickly through the one-way system and exit the gates on Windy Alley. There will be staff positioned across the school site reminding parents to maintain 2m distancing and dispersing any groups that congregate. A member of staff will also be positioned at the side gate to ensure a steady stream of parents onto the site. Community Classroom pupils are expected to be brought to school between 08:00-08:30. The same route will be taken by parents when collecting at 3:00-3:10.

Start of School Day
Before entering the school, pupils will be given hand sanitiser, ensuring that all parts of the hands are covered. If children bring in their own packed lunches these will be placed in disposable carrier bags with their names clearly labelled on the lunch trolley in allocated spaces. They will then be directed by the additional adult in their pod to wash their hands thoroughly with soap. Pupils will then be returned to the hall for breakfast and activities.
**Timetable**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00-09:00</td>
<td>Wash Hands Register Breakfast</td>
<td>09:00-09:45</td>
<td>Reading/phonics</td>
</tr>
<tr>
<td>09:45-10:30</td>
<td>Maths Class Assembly/Wash hands</td>
<td>10:30-10:45</td>
<td>Wash Hands</td>
</tr>
<tr>
<td>10:45-11:00</td>
<td>Break with TA</td>
<td>11:00-12:00</td>
<td>Writing</td>
</tr>
<tr>
<td>12:15-1:00</td>
<td>Wash Hands Lunch time</td>
<td>1:20-1:40</td>
<td>Register DEAR</td>
</tr>
<tr>
<td>1:40-3:00</td>
<td>Wash Hands Topic</td>
<td>3.00-3.10</td>
<td>Wash Hands End of day</td>
</tr>
</tbody>
</table>

**Staffing**

Staffing will be overseen by Steph Strode. There will be a weekly rota of additional staff.

**Break Time**

Each pod will be walked to their designated area by the Leader and TA. Community Classroom break time will be in their designated area on the main playground. This will be staffed by the TA in their Pod. Pupils will have a snack and go to the bathroom before break time. They will have a box of playtime resources provided by the PE team. The playtime box will be stored in their classroom and is only to be used by the pupils in that pod. The Pod leader will collect the children from their designated area and walk the children back to the classroom. The children will sanitise their hands upon entering the building.

**Lunch Time**

Each pod will be walked to the upper school hall by the Leader and TA. Community Classroom lunch time will be staffed by the TA in their Pod. The Pod leader will remain in the hall for the first 15 minutes of lunch time. Pupils will be seated on their pod table - these will be colour coded. Pupils will be seated with two empty seats between them. Once all children have finished their lunch they will be taken, by the TA in charge of their pod, outside to their playground area. Pupils will have 20 minutes outside. The Pod leader will collect the children from their designated area and walk the children back to the classroom. The children will sanitise their hands upon entering the building.

**Cleaning**

Classrooms will be cleaned twice daily by cleaning staff. This will be an ‘end of day’ level clean including emptying the bins. Throughout the day pod staff will have cleaning resources available to clean resources after use and high contact points, especially doors and bannisters. The site team will also be responsible for regular cleaning of doors/ handles. Pod based staff will be responsible for ensuring that all resources used are thoroughly cleaned at the end of the day. This will include:

- Milton tablets to soak resources and water bottles.
- All electronics to be wiped with disposable wipes.
- Story books- covers wiped down.
Handwashing
Handwashing will be undertaken at the start of each day and will continue at least once every hour for the rest of the day. Hands should be washed thoroughly for 20 seconds with running water and soap and dried thoroughly with paper towel.

**All pupils will wash their hands;**

- Before leaving the classroom
- On entering their classroom
- At the end of the day.
- If they sneeze or cough.
- After physical contact.
- After cleaning
- Before eating e.g. snack
- After using the bathroom
- When hands are visibly dirty.

Use of Bathrooms
Cubicles, urinals and sinks will be labelled with pod colours. Pupils are only permitted to use the bathrooms for their pods. Before leaving their classroom to use their bathroom they will sanitise their hands. Pupils are expected to thoroughly clean their hands, with support if needed after using the bathroom. Pupils will need to use the bathroom before break and lunch as there will be limited access whilst in the playground.

Uniform Expectations
To maintain our high expectations we expect children to wear uniform to school when they return in June. In line with the government guidance on protective measures in schools, all school clothes will need to be **washed daily**.

- Jumpers, blazers and ties are not expected to be worn as they are not easily washed and dried. Polo shirts can be worn with school trousers and skirts if preferred.
- Suitable footwear should be worn, and this can include trainers, as children will be doing outside exercise daily.
- Pupils should be able to manage their clothes independently (i.e. buttons or shoelaces) to help maintain the social distancing in school. Bags (including bookbags) must not be bought to school.
- A sun hat needs to be bought into school and remain in school for the duration of the summer term.
- Coats will not be permitted on school site. If a child needs to wear a coat to school it must be taken home by the parent or carer.

Resourcing
All soft and non-washable resources will be removed from Year 4 classrooms. Learning opportunities will be planned to use the outdoor areas as much as possible. Each pod will have two sets of story books- these should be cleaned and switched between daily (a book box is set aside for 24hrs after use).

Pupils will have a drawer with individual resources. These will include; pen, pencil, ruler, maths mat, glue, scissors, multilink, whiteboard and pen. Other resources in the classroom
will be available and these will be cleaned in keeping with the guidance above. Resources will be kept to a minimum.

No resource will be able to be taken home and no equipment from home will be allowed on site.

**Parent Meeting**

If Pod leaders need to speak with parents, they will text parents with a time to expect a call. This time should be reiterated at collection. When appropriate SS will make the phone call on the behalf of the pod leader.