Reopening of Year 1 Covid-19 Guidance
ADPA

Contents

Phased Return.......................................................................................................................... 1
Pupil Pods ............................................................................................................................... 1
Entering and Exiting Site ........................................................................................................ 1
Start of School Day ............................................................................................................... 2
Timetable ............................................................................................................................... 2
Staffing ................................................................................................................................ 2
PPA ........................................................................................................................................ 2
Break Time ............................................................................................................................ 2
Lunch Time ............................................................................................................................ 3
Cleaning ................................................................................................................................. 3
Handwashing ......................................................................................................................... 3
Use of Bathrooms .................................................................................................................. 3
Intimate care .......................................................................................................................... 4
Resourcing .............................................................................................................................. 4
Parent Meeting ...................................................................................................................... 4

Phased Return
Pupils will begin to return to site from the 3rd June 2020 with Nursery, Year 1 and Year 6. From the 3rd June 2020 there will be a phased return for pods in Year 1.

Pupil Pods
The Year 1 classes will be split into 3 or 4 groups dependent on pupil uptake. We are anticipating around 60% of pupils will return on June 3rd. These pupils will be placed in groups of 10 pupils separated across the 2 Year 2 classrooms and Nightingale class if needed. Pupils will have their own allocated desk and resources. Each pod will have its own unisex bathrooms 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 shared.

Entering and Exiting Site
Pupils will be brought onto site by their parent or carer. They will enter through the Nursery entrance on Turner Road and follow the one-way system to their child’s classroom. 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 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. Year 1 pupils are expected to be
brought school between 08:30-08:45. The same route will be taken by parents when collecting at 3:00.

**Start of School Day**

**Year 1**

Before entering the school, site 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 guided by the additional adult in their pod to wash their hands thoroughly with soap. Pupils will then be guided to their desk where there will be a few morning activities set up. This should maintain their attention for approximately 20 minutes whilst all pupils enter the building.

### Timetable

<table>
<thead>
<tr>
<th>8:30 - 8:45</th>
<th>8:50-9:45</th>
<th>9:45-10:45</th>
<th>10:45 - 11:00</th>
<th>11:00-11:15</th>
<th>11:15-12:10</th>
<th>12:20-1:00</th>
<th>1:00-1:15</th>
<th>1:15-2:45</th>
<th>3:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wash Hands</td>
<td>Morning activity</td>
<td>Phonics</td>
<td>Literacy</td>
<td>Snack/big book/songs</td>
<td>TA break</td>
<td>Wash Hands</td>
<td>Maths</td>
<td>Wash Hands</td>
<td>Lunch time</td>
</tr>
<tr>
<td>Register</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Staffing

**Year 1**

<table>
<thead>
<tr>
<th>Teacher</th>
<th>TA</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Tennant</td>
<td>Emma Joiner</td>
<td>Nightingale</td>
</tr>
<tr>
<td>Tracy Edwards</td>
<td>Leanne Smith</td>
<td>Peake</td>
</tr>
<tr>
<td>Amanda Stoner/Mel vennis</td>
<td>Karen Hartshorn</td>
<td>Rowling</td>
</tr>
</tbody>
</table>

**PPA**

On a Monday afternoon school will close at 12:15pm for pupils in Year 1. This will enable all Pod leaders to have their required PPA. PPA will be taken onsite and all staff are expected to stay until their normal finishing time.

**Break Time**

Year 1 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.
Lunch Time

Year 1 lunch time will be staffed by the TA in their Pod. The Pod leader will escort their pod to the hall or their designated outdoor area and remain in the hall for the first 10 minutes of lunch time. Pupils will then be seated on their pod table - these will be colour coded. They 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 after eating. The Pod leader will collect the children from their designated area and walk the children back to the classroom, entering their pods through the external doors. 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 equipment available to clean resources and high contact points. ADPA 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 toys.
- Wooden toys cleaned with soapy water.
- All electronics to be wiped with disposable wipes.
- Story book covers wiped down.
- Resources in individual pupil trays.

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.

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 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, with the support of their TA, 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.
**Intimate care**
Where pupils require an additional level of intimate care e.g. nappy changes, staff should wear the same level of PPE that is normally required. There will be disposable aprons and gloves available within the environment. All soiled materials should be double bagged and immediately disposed of. Where items need to be sent home they should be double bagged and stored out of reach of pupils.

**Resourcing**
All soft and non-washable resources and resources that can be placed easily in the mouth will be removed from Year 1. 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, sound mat, number cards, glue, scissors, playdough, multilink. 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 toys 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 RG will make the phone call on the behalf of the pod leader.