**Working at St Luke’s during the Coronavirus (Covid-19) Crisis**

**Minimising contact and mixing - Updated Guidance 5th March 2021**

**Introduction**

To ensure we reduce the amount of children and adults mixing we will endeavour to ensure we keep children and adults within their bubbles.

This guidance should be read in conjunction with the other documents, as carrying out all of the guidance together will give the best chance of keeping the children safe.

To reduce contact mixing there will also be alternative lunchtimes and break times to reduce the numbers of children on each playground and in the dinner hall at one time. The PE hall will be used at lunchtime to keep children within their bubbles

The bubbles will be as follows:

* EYFS 1
* EYFS 2
* Class 1
* Classes 2 and 3
* Classes 4 and 5
* Classes 6 and 7
* Classes 8 and 9
* Classes 10 and 11

It is essential that we reduce contact between these bubbles.

Adults should ensure they follow social distancing measures with other adults around the school. This should be especially strict when with adults from other groups.

**Measures we will use to keep bubbles separate**

The following table shows the Department for Educations recommendations to reduce contact mixing and how this will or will not be implemented at St Luke’s.

|  |  |
| --- | --- |
| **Measures** | **Implementation** |
| Assembly will be virtual | Assemblies will be held virtually on a Friday afternoon at 2pm  Certificates will be brought to classes and handed to individual children |
| Stagger break times (including lunch), so that all children are not moving around the school at the same time | Timetables are shown below for break times, lunchtimes, the dining hall and the use of the outside/other shared spaces at different times of the day |
| Stagger drop-off and collection times | By the nature of how we bring the children into school there will be staggering of children  Buses already come at slightly staggered times and parents will be requested to wait in their care with their children Staff should keep at least 1 metre distance from each other whilst waiting for the buses |
| Ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days | The children will be in their class group for lessons and bubbles for playtimes and lunchtimes |
| Ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, | Staff will be assigned to classes and we will try to ensure they stay with that group. If staff have to be moved to cover absence we will look to move people within bubbles first, but there may be occasions where we have to move people across bubbles, particularly to ensure the safety of the children.  Supply staff will be assigned to a maximum of two bubbles and where possible we will try to keep this to one bubble. We will only use supply staff who have committed to only working at St Luke’s. |
| Ensure that wherever possible children and young people use the same classroom throughout the day, with a thorough cleaning of the rooms at the end of the day. | Each class will have one classroom. Rooms will be cleaned thoroughly at the end of each day/in the morning before children return to school |
| Sitting students at the same desk each day | This will be for individual classes to make decisions, you know how to best support the children and whether this would work. Please discuss with a member of SLT if you have any queries or concerns |
| Accessing rooms directly from outside where possible | Where possible, this should be done at break time, lunchtime or other times when classes are going outside. |
| One-way circulation in corridors | As there is minimal movement in the building this is not necessary. It is also not practicable as it will confuse the children who need to continue the established.  Children will tend to be walking in the same direction as they will be walking from their key stage to and from the halls at the same time |
| Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time | If possible, children will access the outside areas from their classroom. |
| Lunchtime - tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms | We will continue to have lunch in the dinner hall and we will use the dining hall. Purple and Green will have lunch in Purple Room. Tables and chairs will be cleaned between sittings. |
| Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time | Only one class group should go to the toilet at one time and staff should ensure there are not too many children in the toilet at once. Please check that toilets are free before taking children. |
| Some children and young people will need additional support to follow these measures (for example, symbols, and social stories to support them in understanding how to follow rules) | Social stories/symbols will be produced to support children returning to school and how to behave around school. If you need a social story please see a member of SLT. |
| Physical distancing between groups of children and staff as far as possible | This will be achieved through the timetables shown below, there should only be one bubble on each area of the playground at any one time. |
| Individual groups use the same area of a setting throughout the day as much as possible | This will be achieved through timetabling. Where possible children should stay in their class and their key stage playground. Other areas of the school, e.g. PE hall, school field, adventure play will be timetabled. Remember to wipe them down any equipment after use. |
| Sharing of toys and resources is reduced | Where possible give children their own set of toys/resources |
| Toys or resources that are shared can be easily cleaned between different groups’ use | Class staff will need to ensure this happens |
| Consider how snacks and meal times can be planned to ensure groups of children are kept together. | Children will be in class groups for meal times. Children will be spaced apart. Snack times should be set up to ensure there is appropriate distance from each other. |
| Where possible, staff meetings and training sessions should be conducted virtually and staff should remain at a safe distance from each other during breaks, including in staff rooms or other staff areas in the setting. | If meetings or training is to take place it will be in as large a space as possible to ensure staff can maintain a distance from each other and rooms will be well ventilated. |
| Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously | Antibacterial wipes will be available for staff to clean down equipment after it has been used |
| Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere | Classes should decide what resources are available for children. Support is available from SLT, if required |
| Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) | Some groups may require individual soft furnishings for children who need them |
| Ensure that bins for tissues are emptied throughout the day | Please regularly empty the class bins into a bin in the store cupboards, this will then be emptied at the end of the day. |
| Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units | Please open lower windows (if safe to do so) and all higher windows to increase ventilations |
| Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation | Only do this if you consider this safe. Teams need to think about the vulnerability of the children and any fire safety regulations. Please discuss this with a member of SLT if support is required. |
| Limit the amount of shared resources that are taken home and limit the exchange of take-home resources between children, young people and staff | Only take home items that are necessary. Please try to discourage children from taking items home and returning them, though some children need this to support their emotional well-being. |
| Seek to prevent the sharing of stationery and other equipment where possible. | Where possible, give children their own set of resources. |
| Shared materials and surfaces should be cleaned and disinfected more frequently | Cleaning materials are available in all classes to achieve this |

**Timetables for the playground and the dinner hall**

**Outside playgrounds**

**Mornings:**

Classes to organise timetables for the outside areas in their key stages

**Lunchtime (Dinner Hall):**

|  |  |
| --- | --- |
| 11:55 – 12:35 | EYFS 1 and Class 1 |
| 12:40 – 13:10 | EYFS 2 and Classes 2 and 3 |

**Lunchtime (PE Hall):**

|  |  |
| --- | --- |
| 11:55 – 12:35 | Classes 4, 5, 8 and 9 |
| 12:40 – 13:10 | Classes 6, 7, 8 and 9 |

**Lunchtime (EYFS Playground):**

|  |  |
| --- | --- |
| 11:55 – 12:35 | EYFS 2 |
| 12:40 – 13:10 | EYFS 1 |

**Lunchtime (Key Stage 1 Playground):**

|  |  |
| --- | --- |
| 11:55 – 12:35 | Classes 2 and 3 |
| 12:40 – 13:10 | Class 1 |

**Lunchtime (Key Stage 2 Playground – football area):**

|  |  |
| --- | --- |
| 11:55 – 12:35 | Classes 10 and 11 |
| 12:40 – 13:10 | Classes 4 and 5 |

**Lunchtime (Key Stage 2 Playground – mobility trail/stage area):**

|  |  |
| --- | --- |
| 11:55 – 12:35 | Classes 6 and 7 |
| 12:40 – 13:10 | Classes 8 and 9 |

**Children in purple and green**

Children in purple and green can access the main playground at any time, but they should be kept away from the other children. Purple and green group will have access to the sensory garden at all times. If other classes wish to use the sensory garden please consult with purple and green first.

**Changes**

We are happy for class teams to negotiate any changes to the above timetables between themselves, but if you would like our support to help make any changes then please feel free to ask.