

Birchwood Primary School Day Plan to support Full School Opening 01.09.20

Action	Children	Staff	Environment
Start of the day	<ul style="list-style-type: none"> - Arrive at their allotted time: 8:30 – 8:35 YR/1 8:35 – 8:40 Y2 8:40 – 8:45 Y3 8:45 – 8:50 Y4 8:50 – 8:55 Y5 8:55 – 9:00 Y6 - Families with more than one child will drop all children off at the earliest family drop off window - Enter school via one way system - Enter school building through child's designated outside classroom door - Coat and bag to be placed in cloakroom - Wash hands - Sit at designated desk and chair. Carpet spot for EYFS children 	<ul style="list-style-type: none"> - Arrive on school site no later than 8:10am - Sign in using electronic key fob - Wash / sanitise hands - Make way to designated classroom - Distribute resources for the day to children's work stations before they arrive - Open windows to ventilate environment (if temp. allows) - Teacher to greet children at classroom door - TA to ensure bags and coats are away and that children's hands are washed - register children in sims indicating lunch choices - SLT to close pedestrian gates and carpark gates at 8:15am. Reopen at 8:30am to allow first children into school. - Caretaker/Office to lock entrance gates to school playgrounds at 9:15am, reopen at 2:30pm. 	<ul style="list-style-type: none"> - One way system marked out to support social distance - School corridors and floor space marked out to support social distance - Full clean of whole school before the start of each day - Ensure workspace tables are socially distanced as per original set up. Two children to each desk. Tables and chairs allocated to individual children. - Children all facing the digital screen. - Children who have not previously returned to school or who cause concern, to be placed at the front of the class. - Windows and doors open for ventilation where possible (weather permitted) - Bins emptied – lids to be closed - signs on windows indicate classes - Birchwood Pre-school to take responsibility for locking Upper School playground gate after their parents.
Handwashing and sanitising	<ul style="list-style-type: none"> - Wash hands in their designated classroom. - Use soap provided. - Wash for 20 seconds, whilst re-joining the line to dry and hands. - Wash hands every time they use toilet or sneeze - Wash hands at timetabled times throughout the day. On entry to school and before dinnertime. 	<ul style="list-style-type: none"> - Teacher, TA and volunteers to supervise handwashing and ensure hygiene guidance is being followed. - Teacher, TA and volunteers to supervise hand sanitising on re-entry to classroom. - Model handwashing by doing this when children do. - Wash hands / Use hand sanitiser on entry and exit from school. - Wash hands before eating their dinner. 	<ul style="list-style-type: none"> - Sink areas to be cleaned regularly (at least twice daily). - Check soap is topped up daily - Check hand sanitiser is topped up daily - Check water is appropriate temperature

	<ul style="list-style-type: none"> - Use hand sanitiser on entry to classroom from break and dinner and after PE. 	<ul style="list-style-type: none"> - Wash hands after touching children's books or shared resources. 	
Learning time	<ul style="list-style-type: none"> - Use only their individual learning resources that are provided for them. - Shared resources to be used and kept in Year Groups. - Stay in their designated areas including classroom, Year Group shared areas and playground space. - Maintain 1m where possible if moving outside for learning. - Do not make physical contact with other children or adults. 	<ul style="list-style-type: none"> - Staff to use only their individual learning resources that are provided for them. Deliver planned year group lessons - Teach from the front of class where possible - Avoid going over to children's desks or stooping to their level where possible - focus on verbal feedback during the lesson where possible 	<ul style="list-style-type: none"> - Ensure workspace tables are socially distanced as per original set up. Two children to each desk. Tables and chairs allocated to individual children. - Children all facing the digital screen. - Children who have not previously returned to school or who cause concern, to be placed at the front of the class. - Windows and doors open for ventilation where possible (weather permitted) - Resources to be cleaned before and after use
Break time	<ul style="list-style-type: none"> - Stay in their designated Year Group playground zone at all times. - Take their break times on a staggered rota. - Play socially distant games. Contact games or not permitted. - Avoid touching their faces - Remain socially distant when coming back into class by lining up and leaving 1m gaps. - Use outside classroom doors to enter and exit school. 	<ul style="list-style-type: none"> - Supervise children on the playground in their Year Group playground zones on a rota. - First aid to be administered as per guidance by designated staff member on each playground. - Remind children about boundaries and contact games. - Be vigilant around contact games - Send children out to break through outside classroom doors. - Shared resources cleaned before following year group can use. 	<ul style="list-style-type: none"> - Each playground to be zoned into 2 clear areas. - One Year Group on the left of the playground, one Year Group on the right (as per playground rota), 2 meter division between Year Groups. New matting placed outside and inside classroom doors for children to wipe their feet on.
Lunch time	<ul style="list-style-type: none"> - Stay in their designated Year Group playground zone at all times. - Take their break times on a staggered rota. - Play socially distant games. Contact games or not permitted. 	<ul style="list-style-type: none"> - Clean classroom tables before children eat - Educaterers to deliver children's meals via trolley to inside classroom doors 	<ul style="list-style-type: none"> - Clean tables thoroughly with cleaning products (not just wiped) after dinner - ALL toilet areas and touchpoint (door handles and surfaces) to be cleaned over the lunch period

	<ul style="list-style-type: none"> - Avoid touching their faces - Remain socially distant when coming back into class by lining up and leaving 1m gaps. - Use outside classroom doors to enter and exit school. 	<ul style="list-style-type: none"> - Staff to only use the staffroom at the designated time. Selection of classroom sets removed to support social distancing. - MDS allocated playgrounds and playground zones to minimise contact with different groups of children 	<ul style="list-style-type: none"> - Shared playground resources cleaned if to be used by another Year Groups within 48 hours.
End of the day	<ul style="list-style-type: none"> - Staggered collection times: 2:40 – 2:45 YR/1 2:45 – 2:50 Y2 2:50 – 2:55 Y3 2:55 – 3:00 Y4 3:00 – 3:05 Y5 3:05 – 3:10 Y6 - Families with more than one child will collect all children at the earliest family collection window - Follow one way system out of school - Maintain social distance when leaving the school building - Maintain social distance once out of the school site (particularly older children who may be walking home alone) 	<ul style="list-style-type: none"> - Teachers at outside classroom doors to encourage social distancing along one way system - Spread out along the one way system to ensure social distance is maintained whilst leaving the school site - Staff not able to leave school till 3:15pm once site and carpark is clear - Staff to use key fobs to sign out of school 	<ul style="list-style-type: none"> - Parents to socially distance at their designated time to collect children from classrooms - One way system marked out to support social distance - Clear entrance and exit signage used - Secure netting to ensure that one way system is maintained along carpark - Doors open to minimise touching until children have all left