

## Birchwood Primary School Day Plan to support Full School Opening 08.03.21

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

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	<ul style="list-style-type: none"> <li>- Use hand sanitiser on entry to classroom from break and dinner and after PE.</li> </ul>	<ul style="list-style-type: none"> <li>- Wash hands after touching children's books or shared resources.</li> </ul>	
<b>Learning time</b>	<ul style="list-style-type: none"> <li>- Shared resources to be used and kept in Year Groups.</li> <li>- Stay in their designated areas including classroom, Year Group shared areas and playground space.</li> <li>- Maintain 1m where possible if moving outside for learning.</li> <li>- Do not make physical contact with other children or adults.</li> </ul>	<ul style="list-style-type: none"> <li>- Teach from the front of class where possible</li> <li>- Avoid going over to children's desks or stooping to their level where possible</li> <li>- focus on verbal feedback during the lesson where possible</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure workspace tables are socially distanced as per original set up. Two children to each desk. Tables and chairs allocated to individual children.</li> <li>- Children all facing the digital screen.</li> <li>- Windows and doors open for ventilation where possible (weather permitted)</li> <li>- Tables and high frequency touch points cleaned regularly during the day.</li> </ul>
<b>Break time</b>	<ul style="list-style-type: none"> <li>- Stay in their designated Year Group playground zone at all times.</li> <li>- Take their break times on a staggered rota.</li> <li>- Remain socially distant when coming back into class by lining up and leaving 1m gaps.</li> <li>- Use outside classroom doors to enter and exit school.</li> </ul>	<ul style="list-style-type: none"> <li>- Supervise children on the playground in their Year Group playground zones on a rota.</li> <li>- First aid to be administered as per guidance by designated staff member on each playground.</li> <li>- Remind children about boundaries and contact games.</li> <li>- Send children out to break through outside classroom doors.</li> </ul>	<ul style="list-style-type: none"> <li>- Each playground to be zoned into 2 clear areas.</li> <li>- One Year Group on the left of the playground, one Year Group on the right (as per playground rota).</li> </ul> <p>New matting placed outside and inside classroom doors for children to wipe their feet on.</p>
<b>Lunch time</b>	<ul style="list-style-type: none"> <li>- Stay in their designated Year Group playground zone at all times.</li> <li>- Take their break times on a staggered rota.</li> <li>- Avoid touching their faces</li> <li>- Remain socially distant when coming back into class by lining up and leaving 1m gaps.</li> <li>- Use outside classroom doors to enter and exit school.</li> </ul>	<ul style="list-style-type: none"> <li>- Clean classroom tables before children eat</li> <li>- Educaterers to deliver children's meals via trolley to inside classroom doors</li> <li>- Staff to use staffroom and / or Food Tech room during designated time.</li> <li>- LTS allocated classes, playgrounds and playground zones to minimise contact with different groups of children.</li> </ul>	<ul style="list-style-type: none"> <li>- Clean tables thoroughly with cleaning products (not just wiped) after dinner</li> <li>- ALL toilet areas and touchpoint (door handles and surfaces) to be cleaned over the lunch period</li> <li>- Shared playground resources cleaned if to be used by another Year Groups within 48 hours.</li> </ul>

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<b>End of the day</b>	<ul style="list-style-type: none"> <li>- Staggered collection times: Lower School 2:50 – 3:00 Upper School 3:00 – 3:10</li> <li>- Families with more than one child will collect all children at the latest family collection window</li> <li>- Follow one way system out of school</li> <li>- Maintain social distance when leaving the school building</li> <li>- Maintain social distance once out of the school site (particularly older children who may be walking home alone)</li> </ul>	<ul style="list-style-type: none"> <li>- Teachers outside classroom doors to encourage social distancing along one way system</li> <li>- Spread out along the one way system to ensure social distance is maintained whilst leaving the school site</li> <li>- Staff not able to leave school till 3:15pm once site and carpark is clear</li> <li>- Staff to use key fobs to sign out of school</li> </ul>	<ul style="list-style-type: none"> <li>- Parents to socially distance at their designated time to collect children from classrooms</li> <li>- One way system marked out to support social distance</li> <li>- Clear entrance and exit signage used</li> <li>- Secure netting to ensure that one way system is maintained along carpark</li> <li>- Doors open to minimise touching until children have all left</li> </ul>
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