



Action Plan for Huntington Primary Academy. Operational procedures from September 2021

Year	In	Entrance/Exit location	Morning Break	Lunch eaten	Outside play	Afternoon Break	Out
EYFS	8:45am	side gate	N/A	11:30 - 12:30pm	NA	N/A	3:05pm
1	8:40am	main gate	10:15 -10:30am (main playground)	11:45 - 12:05pm	12.05-12.35	Flexible 10 minutes	3:00pm
2	8:40am	side gate	10:15 - 10:30am (side playground/field)	12.30-12.50pm	12:00 - 12.30	Flexible 10 minutes	3:00pm
3	8:45am	CM main gate KM/SK side gate	10:30-10:45am (side playground/field)	12.00 - 12.20pm	12.20-12.50pm	Flexible 10 minutes	3:05pm
4	8:45am	main gate	10:30 -10:45am (main playground)	12:15 - 12:35pm	12.35-1.05pm	Flexible 10 minutes	3:05pm
5	8:40am	main gate	10:30 - 10:45am (main playground)	12:30 - 12.50pm	12.50pm - 1.20pm	Flexible 10 minutes	3:00pm
6	8:40am	main gate	10:45 -11:00am (main playground)	12:40 - 1:00pm	1.00pm - 1.30pm	Flexible 10 minutes	3:00pm

Entrance and exit:

- The pupils will be reminded of road safety regularly.
- Staff will be ready to welcome children into their class when they arrive, to reduce queuing and a build-up of pupils on the playground.
- Expectations will be communicated and it is up to parents to be responsible for adhering to social distancing measures whilst on the school premises and when they are dropping off and collecting their child.
- Staff will be on duty to ensure parents leave the site through the designated exits.

Bikes and scooters:

- Parents of children coming to school on bikes and scooters will place these in the designated bike stores as directed by staff (EYFS, Y2 and Y3 KM/SK) on field and Y1, Y3 (CM), Y4, Y5 and Y6 in the bike shed).

Breakfast Club.

Breakfast club will take place from 7.45am and will be based in group room 3.

- Entry will be via the front door.
- Hands **MUST** sanitised on entry.
- Where possible children will be looked after in their year groups.
- All games and equipment must be cleaned after each session.
- Games and equipment should not be shared on the same day by different bubbles.
- Children will be encouraged to play outside whenever possible.
- Staff will be allocated to a group of children whenever possible.
- The breakfast maker must adhere to strict hygiene rules.
- The breakfast maker can supervise children outside safely.
- Pupils will go directly to class at their designated starting time.

Class allocation:

- Teachers and teaching assistants should remain in their year group and be aware of the requirement at this time to social distance from **other adults especially**, and children where possible.
- Year groups will, as far as possible, be asked to avoid interacting with each other.
- Caretakers, first aiders, SLT and admin team can visit year groups when necessary, but must maintain 2 metre distance from other adults.
- Meetings should be kept to a minimum, held outside if possible, but preferably via google meet/SKYPE/zoom or telephone.

Class resourcing:

- Toilets are allocated for each year group. (Staff and children will be separate except for occasional use of the disabled toilet for changing.)
- Devices (Chromebooks and iPads etc.) will be cleaned regularly.
- Parents will be asked to ensure their children have sun cream on before they come to school as this cannot be shared on the school site when this is needed.
- Coats will be placed on coat hooks, backs of chairs or lockers as appropriate.
- Children will be given their own labelled and regularly used equipment.
- Wherever possible resources being brought to or from school will be limited: we expect children now to be able to bring reading books, packed lunches, water bottles, coats, hats and mobile phones (these will be permitted for older pupils for safety reasons only and stored during the day by the class teacher).

Bringing bags to school:

- EYFS and KS1 may be permitted to bring a small bag/book bag, a set of spare clothes, optional pack up and a water bottle to school. These bags will be hung on individual pegs.

- KS2 may bring a small rucksack containing their reading book, a pack up and a water bottle. These bags will be kept in lockers or on pegs.
- Children who move between family members will be permitted to bring their overnight bag which will be stored in a quiet area of the classroom/school for collection at the end of the day.

Ventilation:

- Our site manager will open doors and windows when he first arrives each morning. This means that fresh air flow can then be provided and doors or windows can be opened, wherever possible opposite each other to maximise the amount of air flowing in and out of the room.
- A comfortable working environment will be maintained with the right indicators and the right responses to these indicators.
- Carbon dioxide detectors will be installed in each classroom when they arrive from DFE, to provide clear information about the air quality.

Water bottles:

- Water bottles must be clearly labelled, clean and full of water ready for the day.
- While these will not be refilled (unless the child is able to do this independently) during the day, we will provide disposable cups in case of thirst.
- These bottles will remain on the child's table or back of the classroom while they are in school.
- Water stations will be in limited use.

PE:

- PE lessons will take place outside whenever possible.
- If the weather is poor then Group room 3 may be used, if it is deemed possible for suitable cleaning to take place.
- Group room 3 must be well ventilated with windows open.
- All PE equipment must be cleaned before it is used by different year groups.
- Children will wash hands when returning to their classrooms.

PE Kits:

- On the day that the pupils have PE, they need to **wear** their PE shorts or dark jogging bottoms, a white top and dark plain sweatshirt, with trainers on their feet, this means that there is no requirement to bring a PE bag to school. Children will not wear their school uniform on PE days.

Uniform:

- All children will wear a clean school uniform to school each day (except on their allocated PE day/s).
- For those pupils who have more regular accidents we ask that spare pants, socks and a skirt/ shorts may be sent by parents in their child's book bag or small rucksack.

PPE:

- **Staff should wear face coverings.**
- Visors should be cleaned after each use with disinfectant spray or wipes.
- Gloves, aprons, masks will all be available in a pack in each bubble and in the first aid room and in the isolation room (group room 2) for use as necessary.

- First aiders will be required to use PPE when social distancing is not possible when they are looking after an injured/unwell child.
- PPE should be worn by staff caring for anyone who is displaying symptoms of COVID-19. The child should be taken to the isolation room while awaiting collection.
- Parents will be advised to come to the school car park and the child will leave through the back door.

Photocopying:

- EYFS Y1, Y2, Y3 can use the relocated copier in the KS1 corridor. The copier does not have a sorter so is suitable for small jobs only.
- All other year groups are to use the main copier.
- Where possible, e-school copying requests to office staff or leave copying work in the Admin tray in the staffroom.
- All staff must ensure there is only one person in the copier rooms at any one time unless one person is working socially distanced at the computer and the other person is making a brief visit to the copier so that neither person can be considered to be a 'contact'.

Whole School Assemblies and gatherings:

- These will not be taking place in the hall until further notice because of its closure but these must take place in the classroom or remotely.
- SLT, year group teaching staff, YOYO and the vicar will provide remote assemblies for pupils to access in their classrooms.

Break and lunch time play:

- These are staggered and well supervised to ensure each year group has sufficient outdoor space to play safely (see schedule).
- Each year group will have a designated area to play in and must not cross over to other areas.
- Structured play should be encouraged with each group having access to their own set of play equipment.
- Staff on duty should socially distance from each other and continue to advise children to play non contact games.

Lunch:

- All children will eat their lunches in their own classrooms according to carefully timed rota.
- Each year group will have their own allocated clearing station and bin.
- All children will enter and exit through the external door when going out to play.

Singing and woodwind instruments:

- Singing is reintroduced and should be embraced in school.
- Wherever possible have children facing in one direction.

Specialist staffing:

Cleaning:

- Cleaning will take place throughout the day. Each class has a cleaning checklist which will be completed when the room has been cleaned. It will include emptying bins, cleaning surfaces/doors/handles.
- Each room will be cleaned when the room is empty at break times and lunch time.

- At the end of each day teaching staff to ensure all surfaces are clear to allow cleaners to clean without picking anything up. This will reduce risk by reducing the number of people touching things.
- Cleaners to deep clean every night as usual.
- Toilets have been kept separate for different year groups, but sanitisers and disposable toilet seats will be available in the staff toilets for use as required.
- The isolation room and any toilet used by a child who has displayed the symptoms of COVID will be cleaned after they have gone home.

Staff guidelines:

Entry to school and signing in procedure:

- Please use the sanitiser on entry to school, sign into the book at the back or front door.
- Staff should wash their hands before starting work.

Staff shared areas and breaks

- Rooms allocated to staff for breaks are GR3 and the staffroom, - if required these spaces may also be available: PPA room (y5), GR4 (y4), middle room y6 for (y6). Please note Group Room 6 will be out of action as hot lunches are being served from this space between 11.15am and 1pm.
- Please eat in designated areas and be socially aware if mixing, and please try to maintain social distancing at ALL times in these shared spaces.
- Staff must clean their hands as they enter these staff spaces.
- Any staffroom doors should remain open for increased ventilation.
- Staff MUST wash and dry their own crockery and cutlery.
- Staff are asked to leave NO personal belongings in shared spaces.
- As part of our continued safeguarding of children, mobile phones must only be used during breaks in allocated rooms. They must be switched off and put away.

Fire safety:

- All outside and internal doors (**that are not fire doors**) and windows to the designated rooms will be wedged or opened by the caretaker each morning for purge ventilation; these must be left as they are when pupils and staff are arriving at school, but may be closed for 'trickle' ventilation whilst occupied if required.
- Fire doors will be closed unless they are held open by automatic releasing devices specifically devised and installed for this purpose.
- In the event of a fire, evacuation is through the fire exit/external door and groups must proceed to the fire assembly points.
- Evacuation from Group room 3 will be via both fire exit door directly onto the playground.
- A fire drill will take place each term.
- For the duration of the hall closure, the hall corridor will be used for through access only, in the event of a fire evacuation the escape routes via the early years corridor, external door to Group room 3 and the year 4 corridor should be used unless either is blocked due to a fire then escape via the hall corridor should take place.

Social distancing measures/safety procedures:

- Staff are asked to be mindful of others and aware of the importance of socially distancing, safely.
- Staff are expected to wear a face covering if they are in a communal area of school.
- All corridors will be divided and there will be a keep to the left rule for all pupils and staff.

- On occasion staff may pass other people in corridors, please keep to the left - it is essential however that if staff stop to speak to somebody else in the corridors that social distancing guidance is followed.
- Staff will be required to adhere to all social distancing measures as per the risk assessment while on school site: washing hands as they enter the building, washing hands in shared areas, remaining distanced from bubbles other than their own, remaining with their bubble to ensure children are safely cared for and encouraged to social distance.
- Staff are asked to limit the resources they bring to school and keep these within their year group.
- If staff develop Covid-19 symptoms at school they will be sent home and advised to get tested. Priority access to testing is available to all staff and their households. This can be booked directly online. [This link](#) directs staff to the portal which includes instructions.
- If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

Telephones:

Year groups will have allocated phones to ensure that staff can communicate with the SLT and admin offices as necessary.

Year group	Location of phone
EYFS	EYFS classroom HL
YR1	Y1 classroom SD
Y2	Y2 classroom TC
Y3 SK/KM	Y3 classroom SK/KM
Y3CM	Y3 classroom CM
Y4	Y4 classroom AC
Y5	Y5 classroom CR/SA
Y6	Entrance to Y6 classrooms

Bins:

- These will be regularly emptied throughout the day.

Specific year groups:

- Staff allocated to each year group will be responsible for adhering to HPA risk assessment and ensuring they enforce safety measures set out in the risk assessment.
- Wherever possible staff will remain at a 2 metre distance from pupils.

- Staff may wear face coverings, with or without visors, but must follow rules for safe use and recognise that it is more important that adults socially distance from each other as much as possible to reduce the risk of being named as a contact in the event of a positive case.
- Where staff need to review work/offer advice to children at their workstation, it will be from behind the child to minimise the potential spread of COVID-19.
- Children with care plans for hygiene or health reasons will be included in the specific action plans for each year group.
- Children must be asked to follow the steps below:
 - a) wash hands with soap for 20 seconds,
 - b) rinse thoroughly,
 - c) dry with a paper towel thoroughly,
 - d) if required, children may apply a very small amount of the class moisturiser.

These are the recommended opportunities for hand washing or sanitising during the school day:

- a) on entering the classroom, at the sink,
 - b) before any outdoor activity,
 - c) when children come back inside,
 - d) before lunch,
 - e) after lunch break when re-entering the classroom,
 - f) before the children go home.
- As one adult supervises washing, drying and moisturising, the other adult in the bubble will be able to supervise outdoor activity.
 - Surfaces that pupils are touching such as desks, chairs, doors, sinks, light switches will be cleaned regularly throughout the day, whenever children are not in the room.