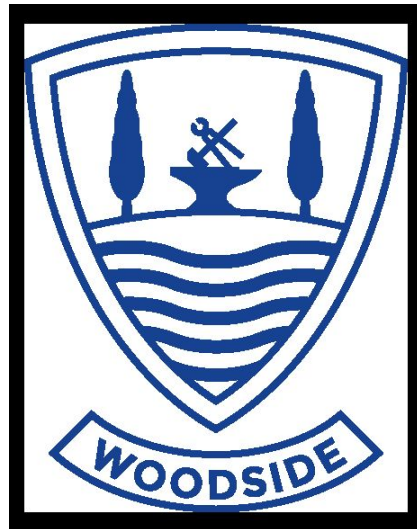


Woodside Primary School

Full Opening Guidance



Staff Handbook

Rooms in use	Rooms not in use
All rooms are now in use	Year 1 Group room is now a thoroughfare for KS1 to exit after lunch

Bubbles

Bubbles at Woodside will comprise of year group teams.

EYFS Nest and Nursery	EYFS Reception	KS1 Year 1	KS1 Year 2
Sparrows (Nest am)		1 Ash	2 Ash
Owls (Nest pm)	Apple	1 Oak	2 Oak
Nursery Full Time	Cherry	1 Willow	2 Willow
Nursery am	Pear		LP Haven (Y1 & Y2 children)
Nursery pm			

Year 3	Year 4	Year 5	Year 6
3 Ash	4 Ash	5 Ash	6 Ash
3 Oak	4 Oak	5 Oak	6 Oak
3 Willow	4 Willow	5 Willow	6 Willow
UP Haven am	UP Haven pm		

Staffing

SLT	Claudia, Rachel, Penny, Judith, Kate, Helen, Jo		
DSL	Rachel (Lead DSL), Penny (Deputy DSL), Judith, Kate, Helen, Jo, Angela (Deputy DSL)		
EYFS Nest and Nursery	Nest Afrene + Louise N + Jessica H+ TBC	Nursery Becky L Kala	
	Kelly E + Karen + Kim		
EYFS Reception	Apple Sarah B + Judith	Cherry Maria	Pear Deol
	Michelle K + Lisa		
Year 1	1 Ash Jurgita	1 Oak Georgina S (YGL)	1 Willow Roza
	Mandy		
Year 2	2 Ash Georgina F	2 Oak Louise M (YGL)	2 Willow Becky J
	Michelle A (am) + Victoria		
LP Haven	Nikki + Jenny + Gaynor		
Year 3	3 Ash Isma (YGL)	3 Oak Sue + Kate	3 Willow Blessing
	Lol + Lynn		
Year 4	4 Ash Joanna	4 Oak Hafsah	4 Willow Simon (YGL)
	Latoya + Collette		
Year 5	5 Ash James	5 Oak Kayleigh (YGL) + Mel	5 Willow Shanti

	Michele S		
Year 6	6 Ash Shuk-Yee (YGL)	6 Oak Jill	6 Willow Jess F + Penny
	Shazia + Kelly Howe		
UP Haven & Support	Sarah T + Kelly Henry + Kate B + Rita + Lorraine N + Sandie		
Pastoral	Angela (Family Support and Behaviour Mentor) + Amanda (lunchtimes)		
HLTAs	Mel + Cherry + Steph		
Office	Hayley + Carly + Helen H Jutta (Finance + HR)		
Premises	Chris + Dean		

Pastoral

Woodside Primary School will seek to provide an inclusive, nurturing approach to all children and will offer more intensive and directed pastoral support for key children, where the need arises.

General pastoral support

All classrooms will be equipped with a reflection area that children can use when directed by the class adult. This will consist of a table and chair which will be cleaned prior to and after use by any child by the class teacher or T.A, using an anti-viral spray. Each classroom and first aid room will have its own cleaning caddy containing anti-viral spray, cloths and gloves.

Only one child will be able to use the reflection area at a time and appropriate social distancing between the child and other pupils will need to be in place, particularly when they are walking to the reflection area or returning to their allocated learning space.

Only children in the same class bubble will be able to access the reflection area for that particular room. Any fidgets or wipeable resources will also need to be cleaned if used in the reflection area.

Intensive and directed pastoral support

Where a child is experiencing difficulties beyond the classroom capacity or they are unable to self-regulate their behaviour, the Den or break out room will be offered as additional support.

Individual children will need to be escorted to and from the Den by an adult, using appropriate safe distancing measures. All soft furnishings will be out of use and children will be able to access a larger reflection space with a chair and table. The Den will also contain a wipeable

sensory circuit area, e.g. trampoline, stretch therabands and small outdoor area with selected PE equipment.

Any resources used will need to be wiped down with anti-viral spray or washed in soapy water, before and after individual use. This includes tables, chairs and any sensory or PE equipment. Children will need to sanitise their hands when returning to the classroom. The Headteacher and adults in the Den will need to be alerted by phone when children need to access this room so that the necessary hygiene precautions can be carried out and the room prepared for each child.

The break out room is to be used in a crisis situation only, where a child is very distressed, emotional or displaying unsafe, escalatory behaviours. Whilst positive handling is strongly discouraged, please familiarise yourself with the Woodside Positive Handling policy for further guidance.

Individual children will need to be escorted to and from the break out room by an adult, using appropriate safe distancing measures, where possible. This adult will need to stay with the child throughout their time in the break out room as it is locked unless in use. All soft furnishings will be removed and children will be able to access a larger, empty reflection space. Any walls will need to be cleaned down after use with an anti-viral spray. Children will need to sanitise their hands when leaving the break out room or returning to the classroom.

Staff break times

To enable all staff to get a break, we will follow rotas. Please see break timetable as below.

Lunch time: TAs are to cover their bubble during lunch hour. TAs will have their lunch either immediately before or immediately after the lunch hour (dependent on needs of year group / bubble teacher). 1:1 TAs will need to liaise with the bubble teacher and the other TA to fix a lunch time. The bubble TA will need to act as the 1:1 during this time. Please see lunch timetable as below.

Staff Absence Procedures

If an employee is unable to work on the day which they had expected to work from home due to sickness, injury or otherwise, they must follow our school absence reporting procedure. The employee is required to keep the school informed of the likely date of return to work, the reason for the absence, and progress, as if they were normally attending work. This will be closely monitored and analysed.

Timetables

The staggered starts and end of days have been carefully considered to reduce the accumulation of crowds in key areas in the school and outside of the school gates. Social distancing markings are places as a reminder to parents.

In the first week there will also be staggered start days for all year groups. This is to enable the school to deliver and ensure understanding of guidelines and expectations on how to keep safe and reduce cross contamination of bubbles

	Monday 7th	Tuesday 8th	Wednesday 9th	Thursday 10th	Friday 11th
WB 07/09/20	Years 1 and 3	Year 1,3 Year 2	Years 1,2, 3 Year 4 Nest, Nursery and Reception meet the teacher	Years 1, 2, 3, 4 Year 5 Nest, Nursery and Reception meet the teacher	Year 1,2, 3, 4, 5 Year 6 Nest, Nursery and Reception meet the teacher
WB 14/9/20	Monday 14th	Tuesday 15th	Wednesday 16th	Thursday 17th	Friday 18th
	Reception Part time Nursery and Nest 1 hour sessions	Reception Part time Nursery and Nest 1 hour sessions	Reception Part time Nursery and Nest 1 hour sessions	Reception Part time Nursery and Nest 1 hour sessions	Reception Full day Nest and Nursery - full session
WB 21/09/20	All children in	All children in	All children in	All children in	All children in

School Day Start and Finish Timetable

Only EYFS parents to enter the school site in the morning in order to leave their children at their designated entry points.

EYFS to Year 3 parents to enter the school site at the end of the day to collect their children.

	Start	Door	Finish	Door
EYFS	8.50	Nest and Nursery - Entry via Nursery large garden gate	2.55	Nest and Nursery - Entry via Nursery large garden gate via CC gate

		Reception - Apple, Pear and Cherry door		Reception - Apple, Pear and Cherry door
KS1 - Y1	8.50	Bottom Gate Met by Y1 staff - line up in football playground	3:00	Parents on site Line up in the football playground. Leave via nearest gate by 3.05pm
KS1 - Y2	9.00	Bottom Gate Met by Y2 staff - line up in football playground	3.10	Parent on site Line up in the football playground. Leave via nearest gate by 3.15pm
LKS2 - Y3	8.55	Main gate Met by Y3 staff - enter classroom door in KS2 playground	3:15	Parents on site Line up in the football playground. Leave via nearest gate by 3.20pm
LKS2 - Y4	8:45	Main gate. Children walk to their classrooms	3.05	Classroom doors Main gate
UKS2- Y5	8.55	Brownie gate - enter through USH	3:15	Brownie gate
UKS2- Y6	8.45	Brownie gate - enter classroom through garden door	3.05	Brownie gate

Children in Year 1,2 and 3 will be collected by one adult from the football playground. A one way system will be in place where parents/carers enter the site via the Children’s Centre gate, collect their child and then leave via the Bottom, Main or Linear Path gate.

Children will line up at their designation spot with their teacher.

As usual, SLT will be at the gates in the morning and at the end of the day.

	Monday	Tuesday	Wednesday	Thursday	Friday
Brownie gate	Penny	Jo	Helen	Angela	Kate
Main gate	Claudia	Rachel	Claudia	Claudia	Judith
Bottom gate	Jo	Claudia	Kate	Rachel	Claudia
Linear park gate	Judith	Helen	Judith	Kate	Rachel
CC gate	Rachel	Judith	Penny	Helen	Penny

Only one household member may drop off / pick up their children (one adult per family household). Only parents of children in EYFS will be allowed on site in the morning. Parents of EYFS, Year 1, 2 and 3 will be allowed on site at collection time. Whilst they are on site, they must ensure they respect social distancing, wear a face covering and not interact with other adults / children outside their household. They must also follow the one way system in place. We will also inform all parents/carers that it is imperative that they must not be late when children are being dropped off or when being picked up. SLT will be available to supervise children who have not been collected on time.

Upon entering and exiting the classrooms, children will sanitise or wash their hands. They will be encouraged to follow the ‘catch it, bin it, kill it’ approach when tissues are used.

As a safe distance cannot be maintained at all times, the school office will be closed to all parents and carers. If they wish to communicate with the school, they will be advised to either call or email.

Upon entering classrooms, children in Years 1-6 must keep their bags and coats in their usual cloakrooms. Children will be encouraged to bring in only essential items to minimise outside objects entering school (including bags except packed lunch bags).

Children must not bring in their own stationery. We are asking children to bring in their reading books from home. These will be placed at a cleaning station so the covers can be wiped down and books left for 72 hours before being re-circulated. We will also provide a named plastic cup for each individual child.

The register must be taken as normal.

Breaktime Timetable

Y1& Y3 & Y5 – 10:15-10:30

Y2 & Y4 & Y6 – 10:45-11:00

Week A		Mon	Tues	Wed	Thurs	Fri
KS1	Y1 & Y2	KS1 playground	KS1 playground	KS1 playground	KS1 playground	KS1 playground
LKS2	Y3	KS2 playground	field/football playground	KS2 playground	field/football playground	KS2 playground
	Y4	KS2 playground	field/football playground	KS2 playground	field/football playground	KS2 playground
UKS 2	Y5	field/football playground	KS2 playground	field/football playground	KS2 playground	field/football playground
	Y6	field/football playground	KS2 playground	field/football playground	KS2 playground	field/football playground

Week B		Mon	Tues	Wed	Thurs	Fri
KS1	Y1 & Y2	KS1 playground	KS1 playground	KS1 playground	KS1 playground	KS1 playground
LKS2	Y3	field/football playground	KS2 playground	field/football playground	KS2 playground	field/football playground
	Y4	field/football playground	KS2 playground	field/football playground	KS2 playground	field/football playground
UKS 2	Y5	KS2 playground	field/football playground	KS2 playground	field/football playground	KS2 playground
	Y6	KS2 playground	field/football playground	KS2 playground	field/football playground	KS2 playground

Each year bubble will have a personal box of equipment (e.g. balls, jump ropes, etc.) that they can use during play and lunch. This should be kept in a bubble when not outside. All children and adults should wash their hands before and after playtime. Each class will line up and be

taken out to play by the teacher. At the end of break, each class will line up in their playground and be led back to class by staff on duty to avoid groups crossing. Social distancing will be maintained even when lining up.

One way walkways will be marked in the playground to allow children to access toilets.

In KS2, on days your year group is on the football playground, an extra member of staff will be on duty to supervise the toilets for your year group.

Lunchtime Timetable

Lunch hours for year groups are as follows:

EYFS	11:30 – 12:30
KS1	12:00 – 1:00
Y3 & Y5	11.45 – 12.40
Y4 & Y6	12:40 – 1:35

Week A	Staff	Dinner Hall Time	Playground Time	Playground Area
EYFS - nursery	Jo L + JM (M - T) Kate + JM W Rachel + JM (Th) Judith = JM (F)	In Y2 group room 11.45 - 12.30	n/a	n/a
EYFS - reception	Lisa V Michelle K	11:30 – 12:00	12:00 – 12:30	EYFS
Y1	Mandy D Amanda H-C	12:00 – 12:30	12:30 – 1:00	KS1
Y2	Michelle A Victoria G	12:30 – 1:00	12:00 – 12:30	KS1
Y3	Lynn N Lol P	11.45 - 12.15	12:15 – 12:30	KS2

Y4	Latoya B Collette B	12.40 - 1.10	1.10 - 1.35	KS2
Y5	Michele S Rita G	12.15 - 12.40	11.45 - 12.15	KS2
Y6	Kelly H Shazia P Amanda H-C (from 1:00)	1.10 - 1.35	12.40 - 1.10	KS2

Week B	Dinner Hall Time	Playground Time	Playground Area
EYFS	11:30 – 12:00	12:00 – 12:30	EYFS
Y1	12:30 – 1:00	12:00 – 12:30	KS1
Y2	12:00 – 12:30	12:30 – 1.00	KS1
Y3	12.15 - 12.40	11.45 - 12.15	KS2
Y4	1.10 - 1.35	12:40 – 1.10	KS2
Y5	11.45 - 12.15	12.15 - 12.40	KS2
Y6	12.40 - 1.10	1.10 - 1.35	KS2

In the dinner hall, children should sit with pupils from their respective bubble groups.

Adults (T.A's on duty) should wipe down tables and stools with warm soapy water or disinfectant between groups of children.

Outdoor Learning

Bubbles and groups are encouraged to still engage in outdoor learning. This will include their PE sessions. During these sessions, equipment cannot be shared between bubbles unless it has been cleaned thoroughly using hot soapy water or disinfectant or has not been used for 72 hours.

Outdoor PE timetable is:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM -	Year 5	Year 1/2	Year 3	Year 4	Year 6

Indoor PE

If any equipment has been used it will need to be washed/wiped down using soapy water/anti bac before and after use. This will be done by the classteacher or learning support adult

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	LSH 10.30 - 11.15 - 1 Willow MSH 11- 12 - 2 Willow	LSH 10.30 - 11.15 - 1 Ash MSH 11- 12 - 2 Ash	MSH 11- 12 - 2 Oak	LSH 10.30 - 11.15 - 1 Oak	Reception
PM - LSH	LSH 1.45 - 2.45 - 2 Oak	LSH 1.45 - 2.45 1 Oak	LSH 1.45 - 2.45 1Willow	LSH 1.45 - 2.45 2 Willow	LSH 1.45 - 2.45 2 Ash
PM - MSH	12.40-3.00 Year 3	12.40-3.00 Year 5	1.45 - 3.00 Year 4	1.45 - 3.00 Year 6	Steel band
PM - USH	2.00 - 2.45 1 Ash		2.00 - 3.00 Year 4	2.00 - 3.00 Year 6	

ICT Suites

ICT suites- 1 year group to use per day, so rooms can be cleaned at the end of the day with a focus on the keyboards, mouse, screens, chairs and tables. Doors will be kept open to avoid handling the door handles. children will also sanitise their hands before entry and when they leave.

	Monday	Tuesday	Wednesday	Thursday	Friday
Lower Primary	Year 2	Year 2	Closed for cleaning	Year 1	Year 1

Upper Primary	Year 5	Year 3	Closed for cleaning	Year 6	Year 4

Assemblies

	Year group	Led by	Year group	Led by
Monday	Year 1 and 2 9.15am and 9.45am	Claudia F-T	Year 5 9.15am	Rachel B
Tuesday	Year 4 and 3 9.15am and 9.45am	Claudia F-T	Year 6 9.15am	Rachel B
Wednesday				
Thursday				
Friday	Whole school Merit 9.15am	(Zoom meeting) Claudia F-T		

Timetable to follow

The halls will be cleaned before and after each assembly. Children clean their hands on entry to their classrooms

Key Safety Measures: Roles and Responsibilities for Keeping Everyone Safe

Principles for Staff

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery). Children may share resources with their 'table buddy'.
10. Keep your classroom door and windows open if possible for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take

In Bubble Practices

Children should not use any other stationery or touch anything that belongs to any other child / adult. Their reading book should be kept on their table at all times.

The book corners must be kept out of use for all children (if necessary, tape can be used to show it is blocked or corners may be turned around to show they are closed). No soft furnishings are allowed.

In bubbles, consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary. Children's exercise books should be kept on children's tables at all times. Adults should make sure they wash their hands and surfaces, before and after handling pupils' books.

Please see the *Health and Safety* section for more information on cleaning bubble rooms and equipment between use.

Respiratory

All doors (for all “active rooms” mentioned above) must remain open at all times. If possible, windows should also be open (reliant on temperature) to allow for circulation of fresh air at all times.

Ongoing Hygiene

At certain times of the day, all children and all adults must wash their hands / sanitise as regular practice:

- Entering school at the beginning of the day (entering hall / KS2 entrance) – they then must wash their hands
- Immediately before and after break time (to use on the playground/outside before coming into bubble)
- Immediately before and after lunch time (to use on the playground/outside before coming into bubble)
- Leaving school at the end of the day (leaving the hall / KS2 entrance)

Children/adults must use wash their hands / sanitise in the following, but not limited to, situations:

- The child or adult feels it is needed / safe to do so
- The child or adult has left the bubble room and is re-entering (including coming from the toilet)
- A child or adult has come into contact with another group of children outside their immediate “bubble”
- A child or adult sneezes or coughs at any point

All bubble rooms must also have tissues available, in line with government guidance to promote the “catch it, bin it, kill it” approach (to use when sneezing, coughing). Children must also be reminded throughout the day to social distance and to discourage any face touching. All used tissues, wipes etc must be disposed of in a lidded bin located in each bubble room.

First Aid

In addition to the existing first aid guidelines below, first aid practices during Covid-19 will also adhere to the following:

- All staff who administer any first aid will be provided with personal protective equipment care pack containing:
 - Apron
 - Face Mask
 - Hand Sanitiser
 - Wipes
 - Goggles/visors (These will be sanitised after each use)
 - Gloves
- Staff are not to administer First Aid without wearing the appropriate PPE
- Any equipment used will be disposed of in a lidded bin in line with government guidance

- There will be rooms allocated for First Aid for different year groups for anyone showing signs of any Covid-19 symptoms.

Please see the attached map on page 2 for the location of the first aid rooms

If a child shows signs of COVID-19

Posters are displayed in both offices with the procedures to follow.

The staff member who believes there are signs of COVID-19 being displayed by a child (a high temperature, and/or a new, continuous cough, and/or a loss of taste and smell) must tell an SLT member at school. That child will be seen to straight away and if SLT agree there is a concern, they will be walked to a 1st Aid Rooms with their coats and bags. The SLT member will be responsible for keeping an eye of the child from a safe distance (SLT member outside the door). The office will telephone the parent/carer to inform them of their child showing signs of COVID-19. They must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. 4 rooms across the school have been designated for First Aid. Each room is labelled, has a first aid kit, has a hygiene caddy and has a lidded bin. The site team will be informed once a child showing Covid symptoms has left the room, so that it can be cleaned.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

An adult or staff member shows signs of COVID-19

The adult or staff member who believes they are showing signs of COVID-19 (a high temperature, and/or a new, continuous cough, and/or a loss of taste/smell) should tell a member of SLT. The adult or staff member should then follow regular absence procedures, and self-isolate in line with government guidance. They must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that

they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

A child falls ill (no COVID-19 symptoms)

If a child falls ill and there are no signs of COVID-19, then the normal procedures take place. They will be checked over by a first aider (any TA in school) who will then decide the next course of action.

Disposing of PPE

All used PPE must be disposed of in a lidded bin – these are located in every classroom around the school.

Staff Rooms

Staff should use their designated staff area as detailed on the updated school plan – only bring in your own packed lunch and do not share cups/cutlery. Use your own hot drinks cup and only use disposable cups for water. Please use staff rooms as little as possible, it is no longer a room to relax with colleagues.

Only individually wrapped food should be brought in to share in the staffroom. This will minimise cross contamination.

Microwave – this must be wiped down with cleaning spray and disposable towel before and after every use – same with the fridge, kettle and toaster.

If adults are eating in the lunch hall, they should strive to maintain a 2m distance from pupils.

Fire Alarm

If the fire alarm sounds, then all classes must make their way out to the playground to line up. To minimise contact, bubbles will exit through their fire exit door and line up as per normal fire alarm procedure. Children should still be encouraged to maintain a distance between children and between bubbles. The adult must lead the line and if there is a TA in bubble, they must be at the back of the line / supporting key children. As normal expectation, this should happen silently and swiftly.

Please see attached updated Fire Plan for Covid 19

Posters

Government guidance indicates 5 posters should be displayed in all classrooms, staff rooms, toilets, entrance points and any other visible locations to staff / children / community - <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-c-posters>

Catch it, Bin it, Kill it posters will also be displayed in each classroom and around the school - <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

Toilets

As normal, children should be encouraged to go to the toilet during break and lunch time. If a child does need to go during learning time, only 1 child from each class may go at a time. This needs to be noted down on the toilet sign out sheet in each classroom. When a child goes, they must be reminded by an adult to wash their hands after going to the toilet, following the 'catch it, bin it, kill it' approach. On entry to the classroom they must also sanitise wash their hands. Adults to ensure this happens

Staff Timetables and Areas

Staff Rooms / Toilets

There will be specific staff rooms and staff toilets for adults to use:

Staff Room for staff in Nursery- Nursery staff room

Staff Room for staff who are in Rec - LP staffroom

Staff Room for staff who are in Yr 1 & Y2 - Yr 2 group room

Staff Room for staff who are in Yr 3 & 4- UP staffroom

Staff Room for staff who are in Yr 5 & 6- The Hive

Staff Toilets for staff in Nursery & Nest – toilet in Nursery

Staff Toilets for staff who are in Rec & Yr 1- LP staffroom

Staff Toilets for staff who are in Yr 2- toilet by PPA room

Staff Toilets for staff who are in Yr 3, 4, 5 & 6 - UP staffroom, disabled, cabin toilets.

Hygiene standards must remain high as more staff now need to use each toilet.

Maximum occupancy will be displayed outside each staffroom.

Staff Training

INSET 3rd & 4th September

On Thursday 3rd September all staff will take part in a training on-site ahead of school opening on 7th September for all pupils. There will be a staggered entry of all year groups.

The training will take place in-line with social-distancing, and will cover the Recovery Guidance, roles, responsibilities and risk assessments. This training is to ensure clarity and consistency across the school, and to support staff with a safe return to work.

Individual Risk Assessments for Vulnerable Pupils

These have been re-assessed in line with new government guidance. These will be shared with each teacher as part of class handover.

Safeguarding

Safeguarding training to be delivered during INSET, to include KCSIE 2020, which includes updates relating to COVID-19

Updated Safeguarding Policy and Addendums

Safeguarding addendum to be shared and put on Woodside's website.

Updated Fire Plan, First Aid Plan and Behaviour Policy and Addendums

Fire Evacuation Procedure

Fire Procedure
Updated for Covid

Updated July 2020

There are nominated fire wardens at The Woodside Academy, and in The Children's Centre.

- Chris Ennis
- Dean Escrader
- Rachel Byrne
- Helen Robinson
- Kate Reed
- Judith Everett
- Penny Humphrey
- Afrene D'souza
- Jenny Gabriel (CC)

When the alarm sounds the Premises manager and assistant will go to the nearest fire alarm panel to find out details of what zone the fire alarm has been activated from. During this time the staff, pupils and visitors will make their way outside to the fire muster points located in the two back playgrounds. One for the lower school and one for the upper school. Children will remain in their class 'bubbles' at all time, and will use alternate muster points to ensure sufficient space is kept between lines. There are also separate muster points for the nursery and children's centre located in the same playground. Staff and pupils are taught that in a fire alarm situation they must evacuate the premises quietly and safely using the nearest fire exit available, without picking up coats bags or any other personal belongings. Each classroom will evacuate via the external door of the classroom. If the class is in an alternative place, the nearest fire exit should be used. There are very few places on site where there are fewer than 2 possible exits so crowds can easily be avoided. During this time the designated fire wardens have been allocated designated areas to search to make sure the building is clear. They will then take their place in the playgrounds.

Once the area of activation has been located by the premises team they will cautiously and efficiently check the zone to look for any signs of fire. If a fire is found the Site manager /assistant will call the fire brigade and/or try and put the fire out using the nearest and correct fire extinguisher. Either the site team or Rachel Byrne will open the vehicle gate and meet with the fire brigade as they both have keys. The head teacher and the site manager both have walkie talkies so they are able to communicate easily throughout the process.

Once outside the class teachers will use their class register to clarify that everyone is out of the building safely. Once every pupil, staff member and visitor has been accounted for the information is passed on to the Head teacher and Deputy Head who are waiting in the playgrounds. This information is then passed on to the Premises Manager and assistant. If there are no signs of fire the site team will then walk through all of the buildings once more to double check everything is ok for the fire alarm to be reset. No persons will be allowed back into the school buildings until the alarm is reset and the premises manager has clearly stated to the principal the building is safe.

Staff, pupils and visitors are warned of a fire when the fire alarm is raised and the bells ring out. The pupils and staff all know the fire alarm sound as The Woodside Academy has termly fire evacuation drills to make sure we all understand our roles and responsibilities.

If a staff member discovers a fire they are to raise the alarm and safely make their way to the fire muster points. If they are trained in using an extinguisher and the fire is not out of hand they may try to put it out using the closest fire extinguisher. They may also call the emergency services and notify the appropriate people.

Any disabled/ vulnerable pupils on site would have an allocated adult who would be responsible for evacuating them safely. In addition, any and all members of staff take joint responsibility for ensuring every pupil in school is evacuated safely. Normal procedures would be followed in the event of a fire alarm to get the pupil out of the building via the safest and quickest route possible. This includes during lunchtimes and any after school clubs.

Social Distancing rules must be adhered to at all times, including when returning into the building.

All outside classrooms have fire exits, next to every fire exit there is an evacuation plan showing the best escape route.

Every Monday evening the site team will do a fire alarm test to make sure call points and sounders are working correctly. Every Thursday the site team will do an emergency light testing.

Muster points-

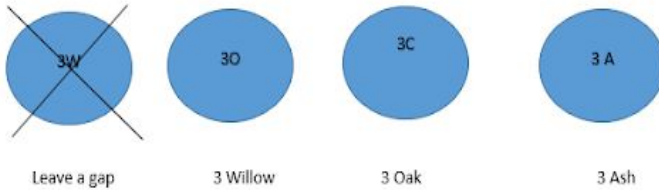
New fire muster points have been painted for KS1.

KS 2 - see below

EYFS- as usual

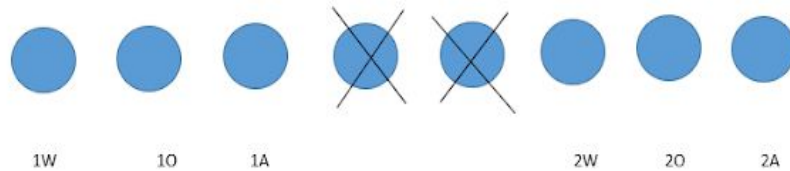
Muster Points KS2

Use the Year group spots as below:



Muster Points KS1

Use the Year group spots as below:



Muster Points EYFS

Please use the normal spots as usual

Inspire Partnership Academy Trust

COVID-19 school arrangements for Positive Handling

This addendum of Woodside Primary School's Positive Handling policy contains details of our individual arrangements around positive support.

Supporting children in school

Woodside Primary School is committed to ensuring the safety and wellbeing of all its students.

Woodside Primary School will continue to be a safe space for all children to attend and flourish.

The Head teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximize safety.

Woodside Primary School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

Support from the Multi-Academy Trust

The Inspire Partnership Academy Trust (IPAT) Central team are available for advice and support as required.

Positive Handling in school during Covid-19

At Woodside Primary School staff follow this policy and to seek alternative strategies wherever possible in order to prevent the need for physical intervention.

In line with all government guidance, including ***-How will risks to children, teachers and families be managed? – May 11th 2020***

“To prevent the spread of coronavirus, schools and other settings will use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced. Whilst such changes are likely to look different in each setting, as they will depend upon individual circumstances, they are all designed to minimise risks to children, staff and their families.”

Full Document can be found here :

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june#how-will-risks-to-children-teachers-and-families-be-managed>

In light of ensuring measures are put in place to keep both children and adults safe we endeavour not to use positive Handling. Positive handling will only be used as a last resort when all other behaviour management/ de-escalation strategies have been explored.

De-escalation strategies include:

- Using diversion & diffusion e.g. engaging the child in a discussion about a favoured topic
- Time out offered
- Re-assurance
- Verbal advice and support
- Planned ignoring
- Choices/consequences
- Using negotiation

Biting and spitting at staff or other pupils is not acceptable

- Any incidents of this will be brought to the attention of SLT straight away
- Staff will not put themselves or anyone in harm's way
- Any incidents of spitting or biting or harming another person will be taken very seriously and will lead to consequences in line with our school behaviour policy.

Regular Cleaning of Equipment

Where possible, adults should reduce the use of shared resources. This can be done by:

- Removing any soft furnishings or equipment with small parts that cannot easily be cleaned
- Seeking to prevent the sharing of stationery and equipment where possible
- Adapting provision to support with easy cleaning between use
- Actively encouraging good hygiene practice with the children, including regular hand-washing practice as outlined in the above guidance

- Where possible the outdoor area will be maximized for learning opportunities

Equipment should be cleaned with warm soapy water or a mild disinfectant. Adults should clean equipment daily or if equipment has come in contact with those outside the year group bubble. Equipment to be cleaned includes: chairs and surfaces, sports equipment, bikes, scooters, trikes; duplo, mobilo, blocks, and other construction equipment; musical instruments; books, toilet handles and sink faucets.

Bubbles should also label, store and set-up the following equipment, only to be used by their individual groups of children:

- Pens & Pencils
- Felt tip
- Scissors
- Paintbrushes
- Whiteboard Pens
- Glue Sticks

- Sand can now be used however not playdough until further instruction

Coats and bags

- Children in the Nest and Nursery children are to store their coats and changing bags on their pegs.
- Children in Reception are to be escorted by an adult to gather their belongings at the end of the day. This is to be staggered to reduce the number of adults/children in the corridor at one time. (Children in Reception will go home at 2:45)

Toilets and Hand Washing in Reception, Nursery and Nest

- Children to sanitize their hands at the entry hand sanitising station. Children must dispose of any temporary face coverings they may have been wearing in a covered bin, or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.
- Regular carpet sessions on how to wash hands safely and sensibly - in Reception children can wash their hands in the zone or in the toilets located outside Apple Classroom.
- Handwashing visuals to be used with children in our Early Years to ensure they understand the importance of washing their hands

- The Reception toilets will return to 'girls' toilets and 'boys toilets. During meet the teacher interviews adults to show children where the toilets are to reduce children being anxious about them. A photograph of the Reception toilets was in the Transition Booklet.
- Children in the Nursery will have one set of toilets to use. Adults to supervise children using the toilets sensibly and safely, ensuring handwashing is carried out. Nursery children to keep a bag of spare clothes at school
- All EYFS staff must refer to the intimate care policy with regards to changing a child
- In the Nest, Nursery and Zone - ensure there are adequate boxes of tissues for the children to access

Milk and Fruit

- For the Autumn Term, children are to have their fruit and milk at the same time so adults can model good habits and this will reduce the children touching fruit eaten by others. Children wash their hands before their milk and fruit and afterwards. If children do not want milk then they are to be offered water
- Ensure each child has a named cup and cups are cleaned at the end of the day. All cups to go into the dishwasher on a Friday

Lunchtime Arrangements in Reception and Nursery

- All children wash their hands before lunch and after. Nursery and Nest children who are going home after their am session are to wash their hands before they are collected
- Children in Reception will be shown the routine of the dinner hall during their am/pm settling sessions
- In Reception, children who are having a school dinner will have a 'Lunch Card'. Children will show it to a member of the kitchen staff. EYFS teachers will have a list of allergies and the names of children who are vegetarian etc. (Reception will have their lunch in the dining hall for the first time on September 18th.
- Our full time Nursery children will wash their hands before lunch then escorted by a member of SLT to the Year 2 group room (in lower primary) to have their lunch. After the children have finished their lunch they will play in the Year 2 group room and **NOT** use the ICT suite. Appropriate toys will be stored in the Year 2 group room and washed down after use. Lunch mats will be cleaned after use and stored in the Year 2 group room.
- Children in Reception will have access to the whole outdoor area located outside the Reception Zone

Transport

Public Transport Guidance

Those using public transport should refer to the [safer travel guidance for passengers](#).

EEC Transport Guidance

Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one

metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.

Health and Safety

Mental Health and Wellbeing Guidance

Please click on the link below to view the government's guidance on mental health and wellbeing for staff, parents and children.

<https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

Implementing Protective Measures Guidance

This is identified within the Risk Assessment, of which this guidance is based upon

Cleaning Guidance

Please click on the link below to view the government's guidance on cleaning non-healthcare settings.

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>