



**Valuing Every Achievement**

Mayfield Primary School

Extended Opening Standard Operating Procedures

Effective from Monday 22<sup>nd</sup> June 2020

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## STANDARD OPERATING PROCEDURES & ROUTINES

Staff trained in socially distanced groups over a two day period prior to commencement.

\* The routines and procedures below will be reviewed daily by members of the Site Enforcement, Playground & Monitoring Team. This document will then be updated accordingly with new copies saved and distributed if/as required.

### TIMETABLE

#### STAGGERED ARRIVAL

8.45: KEY WORKER/VULNERABLE BUBBLE ARRIVAL  
8.55: YEAR 6 6JG BUBBLE ARRIVAL & HAND WASHING  
9.05: YEAR 6 6PB BUBBLE ARRIVAL & HAND WASHING  
9.15: YEAR 1 BUBBLE ARRIVAL & HAND WASHING  
9.20: RECEPTION BUBBLE ARRIVAL & HAND WASHING  
(UPON ARRIVAL CHILDREN WILL REVISIT THE STAR OF SAFETY.)

#### STAGGERED MORNING BREAKS

6JG BUBBLE 10.10; 6PB BUBBLE 10.25; KEY WORKER BUBBLE 10.30; YEAR 1 BUBBLE 10.30;  
RECEPTION BUBBLE 10.45 (JM TO RELEASE JB AND GK SEPARATELY FOR BREAK OVER A 30 MINUTE WINDOW).  
**SITE ENFORCEMENT, PLAYGROUND AND MONITORING TEAM WILL MANAGE PLAYGROUND**  
Children will be in designated bubble areas during break times. Social distancing will be applied. Full playground space will be utilised.

**HAND WASHING PRIOR TO BREAK.**  
**HAND WASHING UPON RETURN TO LEARNING.**

#### BUBBLE LUNCHTIMES

12.00 – 12.30: LUNCHTIME IN PERSONAL CLASSROOM BAYS. TEACHER & TA SUPERVISION .  
PA to bubbles will transport school lunches to edge of bubble rooms for children to safely collect.  
12.00 – 12.30: KEY WORKER STAFF LUNCH (LUNCHTIME TEAM TO SUPERVISE KW LUNCHES IN GYM.)  
12.30 – 1.00: YEAR 6/1/RECEPTION BUBBLE & PA STAFF LUNCH – STAFF ROOM & **OUTDOOR SECRET GARDEN SPACE AVAILABLE** (ENSURE SOCIAL DISTANCING BOUNDARIES IN STAFF ROOM.)  
**ALL OTHER STAFF IN SCHOOL SHOULD AVOID USING STAFF ROOM & GARDEN BETWEEN 12.00 & 1.00.**

**HAND WASHING PRIOR TO LUNCH.**  
**HAND WASHING AFTER EATING LUNCH.**  
During lunchtimes larger bubble areas, including field, will be used.

**SITE ENFORCEMENT, PLAYGROUND AND MONITORING TEAM & LUNCHTIME TEAM WILL MANAGE PLAYGROUND.**  
**KEY WORKER PLAYGROUND BUBBLE TO BE MANAGED BY 3 KEY WORKER STAFF FROM 12.30 – 12.45 & A FURTHER 3 KEY WORKER STAFF FROM 12.45 – 1.00.**

**HAND WASHING & MOVE INTO BUBBLES UPON REQUEST UNTIL 1.00PM.**  
(UPON ARRIVAL CHILDREN WILL REVISIT THE STAR OF SAFETY.)

#### HAND WASHING PRIOR TO BREAK

#### STAGGERED SHORT AFTERNOON BREAKS

6JG 1.55-2.05; 6PB 2.05-2.15; YEAR 1 1.45-1.55;  
RECEPTION FROM 1.35 (JM TO COVER OVER TWO 10 MINUTE WINDOWS FOR JB & GK)  
**SITE ENFORCEMENT, PLAYGROUND AND MONITORING TEAM WILL MANAGE PLAYGROUND**

**HAND WASHING UPON RETURN TO LEARNING**  
**HAND WASHING PRIOR TO LEAVING FOR HOME**

#### STAGGERED END OF SCHOOL DAY

RECEPTION BUBBLE 2.35  
YEAR 1 BUBBLE 2.45  
6JG BUBBLE 2.55  
6PB BUBBLE 3.05  
KEY WORKER BUBBLE 3.15

**WE ENCOURAGE WORKING OUTDOORS IN BUBBLE SPACES AS MUCH AS POSSIBLE.**



## PROCEDURES

PROCEDURES RELATE TO AREAS UTILISED DURING THIS PHASE, AS RELEVANT.

\*\* Children who have been classed as clinically extremely vulnerable due to pre-existing medical conditions and have been advised to shield will not be expected to attend school and will continue to be supported at home as much as possible. \*\*

\*\* The parents of children who are classed as clinically vulnerable (but not clinically extremely vulnerable) must follow medical advice as to whether their child is able to attend school or not. If medical advice permits the child to attend school, an individual risk assessment will be carried out in consultation with the parents and other relevant parties. This will be reviewed on a regular basis. **IT IS THE RESPONSIBILITY OF PARENTS TO CONTACT SCHOOL REGARDING THIS. SCHOOL DOES NOT HAVE INFORMATION REGARDING PARENTAL HEALTH THEREFORE IT IS THE EXPECTATION OF EACH FAMILY THAT THEY WILL RAISE THIS WITH SCHOOL. SCHOOL CANNOT ACT UPON WHAT IT DOES NOT KNOW.** \*\*

- \* No site access to anyone other than non-essential delivery or maintenance.
- \* All bubbles to spend first ten minutes going over 'star safe' protocols each morning and afternoon.
- \* All children will have their own base/station/bay to store their items and to work at as required.
- \* Star safe protocols to be positioned prominently in bubble rooms.
- \* Playground 'socially distancing staff group' will be created to enable breaks and lunch for staff with children.
- \* Movement of bubble between indoors and outdoors will be undertaken to ensure no crossover in doorways or other spaces.
- \* Families must report any illness with their child, themselves or immediate family that they have been in contact with. The headteacher will then follow advice from Public Health England. **IF YOU SUSPECT SYMPTOMS OF COVID-19 STAY AWAY AND REPORT THIS TO SCHOOL AS SOON AS POSSIBLE.**
- \* Playground enforcement will be in operation for all parents during arrival and collection times.
- \* Indoor and Playground bubble areas to be established and used for each bubble group at all times.
- \* Each bubble to formally have 3 outdoor break times throughout the day and will remain within outdoor bubble space.
- \* Social distancing games and chat will maintained as far as possible.
- \* All non-fire doors to remain open - except main key fob entrance. Hand sanitizer used upon arrival at main entrance for everyone.
- \* Social distancing to be observed across school as far as possible.
- \* June 8<sup>th</sup> & 9<sup>th</sup> were training and testing of risk assessment days. In small, socially distanced groups staff attended school to work through plans and ensure they know their role.
- \* Key Worker and Vulnerable Group provision will remain in place with revised protocols, routines and limitations.
- \* External signage has been added to the playground to assist with outdoor bubble organisation.
- \* The current online learning offer will remain for years 2/3/4/5.
- \* Families will not face pressure to return their children during this initial half-term. This is a voluntary return by families.
- \* Each year group will have a designated Teaching Assistant based outside of the bubbles but available to undertake preparation, act as runner and communicator and ensure adherence to bubble boundaries. This reduce possible virus transmission.
- \* Only one child allowed in toilet areas (boy or girl) at any one time.
- \* Hand washing/sanitizing to take place: on each arrival to indoor bubble; prior to each departure from indoor bubble; prior to dining; after dining.
- \* 9 set hand washing times plus additional requests made by bubble teacher. Teacher to oversee social distancing and quality of hand washing at this time.
- \* Work will not be marked directly by teacher. Class marking will be used in the first instance with distance monitoring and questioning supporting this to help teacher's make judgements about progress within 'lessons'.
- \* All children will enter and leave one by one. All children must be brought onto site, and collected by, one known adult.
- \* Children will not be allowed to leave school without an adult.
- \* After drop off parents will not be able to return to the school site until the end of the day unless requested by school. Cut off for arrival is 9.30am.
- \* There is no access to school beyond the designated playground gates.
- \* Children cannot move between bubbles. Whilst ever the key worker/vulnerable bubble continues - families and school will need to determine which bubble children are in e.g. currently child A cannot attend year 6 bubble and the key worker bubble - a decision to attend either must be made until directed otherwise.
- \* The key worker groups have undergone a review of their space and current adults to ensure their bubbles remain tight and effective during extended opening.
- \* A school meal will be offered and available – it is likely this will be a school made packed lunch offer until 17<sup>th</sup> July. All meals will be eaten within bubbles at children's individual work bays.



- \* Mr Askham and his team will operate a specific daily cleaning routine designed for extended provision.
- \* Staggered arrival and departure times for all bubbles and vulnerable/key worker group.
- \* Parents to utilise correct gates and specified bubble waiting zones whilst adhering to social distances.
- \* Cloakrooms will not be used. Children's coat, lunch bag, break time fruit and water bottle will remain in their individual bays.
- \* Water bottles can be brought into school but must be full - they cannot be filled in school at this stage.
- \* Snacks can be brought from home from break times. It is not possible for school to supply these at this stage.
- \* Children will be allowed to bring their own personal hand sanitizer for their own use and to be kept safely in their working bay.
- \* Movement within school is not allowed for children beyond their bubble space.
- \* Learning is encouraged in outdoor bubbles as much as possible.
- \* Each bubble will have one teacher. They will remain with their designated bubbles. A teaching assistant may also be in the bubble.
- \* The current online learning for year 1 and reception class will continue.
- \* The online learning for year 6 will be changed to run alongside the two day cycle in school and attempt to ensure a similar pace of learning for all. It will centre upon recap and consolidation ready for next stage in learning at this point in time. It will focus upon maths and English and will be added and updated each Wednesday. This new system will begin on Wednesday 24<sup>th</sup> June.
- \* **Clean 'Summer' uniform must be worn. No ties. Discretion will be applied to uniform decisions when considering each situation and the fact that only four weeks of the school year remain after sustained time away. Families should contact school with any questions or queries via email until Monday 22<sup>nd</sup> June and via all communication methods from this date onwards.**
- \* **We recommend trainers are brought into school for relevant PE activities for children to change into if required.**
- \* Children cannot be designated into bubbles according to friendship groups or any specific family requests. They will remain as set by school.
- \* PPE kits have been created for staff who are required to administer first aid.
- \* A central PPE area now houses items for emergency use.
- \* Extended opening bubble letters have been issued to all relevant families. They must be adhered to. Any breach will be assessed by SLT as to the next step and whether such breach affects the safety of the site and those within.
- \* Children who choose to place others safety at risk by choosing not to adhere to expectations may face fixed term exclusion under the standard exclusion criteria. This will have to be applied with awareness of the heightened safety risks in the current temporary context. All will be in line with the school's Behaviour Policy.
- \* Children late beyond arrival protocol time will be asked to wait in their designated space before being dealt with - extreme late arrival without advance agreement from the senior leaders may mean that it is not possible for the child to access the learning bubble on that day. This would be assessed on a case by case basis. 9.30am is the usual cut off time.
- \* Staff should aim to depart school as close to 3.30 as possible in order for cleaners to prepare school for the next day.
- \* Extensive sanitizer, wipes and cleaning materials (ordered by school) to be topped up and replaced as part of daily cleaning detail.
- \* Siblings have been placed on the same day bubble rotas to aid families planning and preparation.
- \* All plans will be reviewed daily and we feel the need to make changes at short notice if this is deemed essential to reducing risk.

