**The following measures have been put in place at the current time as a result of a detailed risk assessment which is continually reviewed.**

What will provision at Balcombe look like?

We have had to make some changes – some minor, but others fairly drastic. Below are some of the things that we have hanged/added to safeguard our children and staff against:

Direct transmission

* Arrival times will be slightly staggered for different bubbles or separate entrances used.

**Yellow group** (Mill classroom) arrive - 9am through the side gate near their classroom, (next to School House) and exit at the end of the day through the same gate at 3:15pm.

**Green group** (Forest Classroom) arrive - 8:50am through the side gate to Coombe’s outside play area, exit through the same place at 3:05pm.

**Blue group** (Coombe classroom) arrive - 9am through the side gate to Coombe’s outside play area, exit through the same place at 3:15pm.

**Red group** (Lake classroom) arrive - 8:50am through the main entrance and exit the same way at 3:05pm.

• Children should be accompanied by an adult to and from school to ensure that social distancing is maintained. No younger or older siblings who are not coming to school should accompany the adult unless this is unavoidable.

* Temperatures will be taken before entry, any child with a high temperature will be asked to return home.
* Signage and spacing will be visible outside to help families social distance.
* At drop off, children will be met at the door/gate and will be expected to walk into their classroom by themselves.
* Pick up will be from the point at which they entered. Children will be released one at a time from each collection point, with parents waiting appropriately distanced.
* Break times and lunchtimes for the four groups will be slightly staggered. Different play areas will be allocated to different groups.
* In the classrooms, children will have an allocated space which is, where possible, 2m apart from other children.
* Access to toilets will be carefully managed to try and ensure the bubbles do not cross. Cubicles and basins will be allocated to each bubble.
* All children in Yr R, 1 and 2 and Juniors entitled to free school meals will be provided with a hot lunch. Infants will eat in the hall; staff will ensure that they remain socially distanced whilst eating. Juniors will eat in their classrooms; any hot lunches will be delivered to them.
* Corridors will be marked with a centre line and arrows to establish direction of travel to minimise close contact between pupils.
* Outside space will be marked to show the different play areas and lines painted across which children will not travel.
* All children will be walked around the site and shown “no go” areas and areas where they can go. Posters and signage will be explained and the youngest children will have a supervised practice of travelling around the building and grounds.
* There will be a first aid trained member of staff available to each group at all times.
* Staff required to administer first aid will make a dynamic risk assessment as per their training. PPE will be available for use if required. Government advice states gloves and masks should be used if social distancing is not possible.
* If children are unwell we will arrange for collection by a parent. If they show symptoms of Covid 19 (continuous cough, high temperature) we will isolate them in the foyer until collection occurs. We will of course be mindful of their wellbeing.
* If staff are unwell and unable to attend school, we will conduct a risk assessment to ascertain if their bubble can continue with the remaining staff. If the answer is no, we may have to stop provision for the children in that bubble.
* Each Bubble will carry out a fire practice to ensure that if the alarm goes off, the children are reminded what to do, where to go and know where their new assembly point is.

Indirect transmission

* The children and staff will be split into four ‘bubbles’ to minimise sharing of resources and space - Reception, Coombe, Forest and Spring (yr 4 only) and yr 5 and 6. The headteacher, office staff and premises manager will be excluded from the bubbles to allow for additional cleaning and managing of the school.
* The standard of cleaning will be kept under review and any issues immediately reported to the contractors for their attention. Anything that is found to be lacking which increases the health risk to children and staff will be dealt with by a member of staff.
* No self-service at lunch – children enter the hall and go straight to their seats, which will be organized in an age appropriate socially distanced manner.
* All cutlery, drinks and food will be served/given to the children, so that they do not go to the food service area. All plates will be taken away for the children.
* Each child in the bubble needs to wait for all of their group to complete their meal before all are taken out to lunch time play (to their designated area).
* All children to wash hands on entry to school, after each toilet trip, after each outside play opportunity, before lunch, after lunch and before leaving.
* Cleaning contractor to deep clean of the school prior to re-opening.
* Daily cleaning of building to continue after the school day is over. This to have a particular focus on touch points such as doors, push plates, door handles, rails, all surfaces such as tables and desks and cupboard tops, toilets.
* Wherever possible, children will use their own resources, which will not be shared. We ask that children in green and purple bubbles bring their own pack of resources if possible, (pencils, pens, glue, scissors, felt tips etc) in a named plastic tub that can be wiped clean easily. These can be kept at school.
* Each group will have their own box of playtime equipment. This will go with them to the area in which they are playing. Large equipment which cannot be cleaned between groups should not be used.
* Children to be organised into groups of no more than 12.
* Each group to be allocated a teacher (NB this may not be the class teacher) and Teaching Assistant(s).
* Children and adults to be kept in their group ‘bubble’ and to be kept apart from other groups throughout the school day.
* Children to be taught to recognize all new signs and symbols as part of transition into school in initial lessons.
* When accessing the toilets children will be reminded by adults to follow strict hygiene rules of handwashing. Individual cubicles and basins will be allocated to each bubble.
* If there is a need to change children, staff will encourage the child to do as much as possible themselves and help with the rest, only after putting on PPE provided.
* All children will bring a named water bottle for their individual use into school which will return home with them each afternoon to be washed.
* Children will bring a sun hat and come to school with sun lotion already applied.
* No toys or book bags will be brought in from home, unless the bubble teacher has agreed it with parents and it is absolutely necessary.
* School uniforms will be worn and parents asked that they are washed before wearing again, or removed as soon as the child arrives home and kept in a bag until put on again the following day. Children will wear trainers as this negates the need to change anything when we are doing physical activities (PE) outside.
* We recommend that children and staff wash thoroughly when they get home.

Mental Health

* Children attending school will be expected 5 days/week. Our existing group should start on Wednesday 3rd June, with the new additions beginning on Monday 8th June. This will give the existing group time to acclimatise to the new arrangements and the new pupils to have a transitional visit.
* Children will be sent a video of the new organization in school, so that they know what to expect when they come in.
* Children/Parents will also be made aware of any potential issues with the new groupings, i.e. siblings split, single girl in a group, friends not together before the children return to school.
* The work carried out in school will mainly follow the same path as the learning sent home, although for some children it may look slightly different depending on the make-up of the group within which they sit.
* The “new normal” will be carefully explained to the children ensuring that they see the reason and importance of the “rules” but not so as to scare them.
* Support for those children still at home will continue as it has been, with minor tweaks. This may change if later on in the term we move to a third phase and greater numbers of children are attending school.

I must emphasis to parents and carers that although we are taking every precaution that we possibly can, due to the age, unpredictability and wellbeing of our children, coupled with the size and layout of the building, we cannot guarantee that social distancing of 2 metres at all times will be adhered to. By sending your child into school, you are indicating that this is acceptable to you.