

Gravel Hill Routines

All staff are required to adhere to the regulations set out by the government to prevent the spread of COVID-19.

Drop off and Pick Ups

- Children to use hand sanitizer as they enter through the gate.
- One Parent/Carer to drop off child from Gravel Hill gate. They will then exit via the Watling Street gate walking past Mel's office.
- Any communications to be passed to adult on gate or through the office via email/phone call.
- Children to wash hands upon entering classroom.
- On first day, children will be given stickers to identify which 'bubble' they are in.

Playtime

- There are six areas: KS2 playground gate, KS2 playground nursery, Field Top, Field Middle, Field Bottom and KS1 Playground. Each 'bubble' will be assigned and area for play.
- Walk children to and from the designated area adhering to social distancing.
- TAs to be on duty for playtime and then have 10 minutes break after the children's playtime.
- EYFS children – staff to discuss amongst themselves when they wish to use a certain area. It cannot be used between 10am and 11am due to playtime for other groups or 12pm – 1pm.
- Exit and Enter classrooms via the fire exits. Check that it is clear to walk your class to the designated area.
- TAs to position themselves on the boundaries between areas to ensure no mixing of 'bubbles'.
- Children to wash hands upon entering classroom.

Lunchtime

- All children to be taken to the main hall (Key Workers to remain in Small Hall) to eat lunch. Catering will provide a packed lunch for children who require it.
- Walk children to and from the designated area / hall adhering to social distancing.
- Children will eat in the hall for 15 mins then taken outside to their designated area for 30mins play.
- Children to take their empty packed lunch outside with them and put it in a designated area.
- Teachers to collect their classes from designated area and take them back to their classroom. Before leaving ensure all packed lunches have been collected.
- MDS to position themselves on the boundaries between areas to ensure no mixing of 'bubbles'.
- Children to wash hands upon entering classroom.

Toilet

- TA to check that toilet is free for child to go to. If it is, then child can use the toilet with the TA standing outside classroom to ensure no other children enter the toilet.
- Remind children to open toilet doors with a paper towel.
- Child to wash their hands once back in the classroom.

First Aid

- Normal first aid to be carried out by First aiders, who will wear PPE.
- If child indicates that they are ill or feel unwell. TA to take child to the Library and stay with them. Adult to wear PPE. Teacher will need to ring the office so that a message can be given to the parents to collect their child.
- First Aider to wash their hands both before and after administering first aid.

Classrooms

- Teacher to check and clarify any children who have medical issues.
- Maximum of 10 children per a 'classroom'.
- Pegs not to be used – all children's stuff to be put on/under their desk.
- Ensure tables and chairs are clear at lunchtime so that they can be cleaned.
- If a child coughs/sneezes they must use a tissue, that is immediately put in the bin, or into their elbow then they need to wash their hands immediately afterwards.
- Keep windows and doors open to ensure room is well ventilated.
- Children to use current exercise book to write it.
- Teacher/TA to sanitise tables and chairs at lunchtime.

Safeguarding

- Complete Yellow sheet and give to Mel/Matt