

PROCEDURES AND SYSTEMS _ **Level 2**

1. The MOE has said it is now safe for children and staff to return to school but must work within the Level 2 guidelines and the school safety plan.
2. Any staff member or student who is unwell must stay home and produce a medical certificate when they return.
3. See sick leave amendment for information on other leave circumstances
4. Staff can obtain gloves, paper towels, disinfectant for desks and hand sanitiser from the office area. You may wear a mask if you are working closely with an individual child, but it must be worn correctly.

PATROLS	Jackets/ poles to be sprayed after use	
1. Entering school		
<p><i>Parents will be asked to maintain a 2m social distance if possible. Staff and students will maintain "breathing space" and where practical, a 1m social distance</i></p> <p><i>Parents will be encouraged to stay outside the school grounds. If they come on site or into school buildings, they must sign the visitor's register. Students will be encouraged to practice good hygiene – regular handwashing, use sanitiser regularly and cough/ sneeze into one's elbow. Surfaces will need to be cleaned regularly.</i></p>		
Breakfast/ Lunch As usual		
STAFF	Sanitise hands after opening doors – leave doors open for late arrivers	
	Encourage students - each time they enter the room - 1 squirt sanitiser	
	Wipe door handle, table tops and computers during day – Ensure electronic equipment is <u>not</u> sprayed or wiped with wet cloths. Instead spray paper towel or daub the paper towel with a dash of sanitiser to wipe laptops, computers, active screens and photocopiers	Moisture can cause electronic equipment to short circuit and fail. Wipe with care. Turn off first if practical
	Go over coughing/ sneezing and handwashing with students – practice during the day Go over - using liquid soap in toilets - 1 push - (not a punch) Go over using drinking fountains - do not put mouth over nozzle	
	If any parents arrive in your classroom tell them politely they must go and register at the office. Ask them to wait outside on other days.	
STUDENTS	Go straight to class - sit apart at desks -NOT ON THE MAT as a whole group	
Late arrivals	Spread out at office	

Students who appear to be ill	Send to the office with a note and their bag.	
2. Playtime CHANGED DUTY ROSTER		
All teachers/ Duty staff	y1-4 10.15- 10. 40 Inside for playlunch Y5-8 10.45- 11.10 Inside for playlunch Discourage contact games, no spitting , cough into elbow etc. Spray sports gear on return to class	
Toilets/ Drinking fountains	Cleaned by staff after play	
3. Middle block		
STAFF	Open doors wearing gloves or using a paper towel – leave doors open until 15 min after bell.	
	All use hand sanitiser and eat morning tea	
	Proceed as above for first block Any child appearing to become ill during day – send to office	
4. Lunchtime CHANGED DUTY ROSTER		
	Y1-4 11.45- Eat lunch - - 12.00- 12.45 return to class Y5-8 12.45 Eat lunch 1.00-1.45 Outside As for playtime	
Toilets/ drinking fountains	Cleaned by staff after play	
5. Afternoon		
	Procedures same as for morning	
6. After school		
Teachers	Wipe tables, door handles, computers	
Caretaker	Clean drinking fountains	
<ul style="list-style-type: none"> Teachers will NOT be expected to also provide online learning for students still at home outside of what they set for everyone on a daily or weekly basis as they will have a class to teach each day at school. Students with major medical conditions, identified by a medical certificate or by the school nurse will be able to stay home and have a learning programme through Helen, our Learning support coordinator. Electives can resume Assemblies – Y1-4 and Y5-8 - 100 students - not full school. Non contact sports and PE ok Library closed at lunchtimes – teachers manage own issues and returns during Library visits in class time 		

