

**Alert Level 3 Planning**

|  |  |  |
| --- | --- | --- |
| **TOPIC** | **GUIDELINES AND ADVICE FROM MOE** | **ACTIONS** |
| **Who comes back to work?** | * Those who can stay at home should stay at home
* Those who are over 70 or who have underlying conditions can come to school or can choose to stay at home
 | If students are present:* Paula
* Jodee
* Teacher X
* One teacher per 10 students
* Same teacher for 2 weeks
* Haley to support/delivery the students online teaching programme
 |
| **Who comes back to school?** | * Students of essential workers only
* Students who are sick must be sent home immediately
* Schools should create their own Level 3 roll
 | * NO ONE is to enter the office other than the 3 mentioned staff
* All contact with staff is via a phone call to the office
* Non contact drop off and pick up
 |
| **Staff members’ children** | * Should stay in their family bubble
 |  |
| **Providing both Distance and Onsite Learning** | * Students who are kept at home must still have a distance learning programme available to them
 | * Teachers not in school continue the website
 |
| **Classroom Bubbles** | * Ten students per bubble
* Families to be kept together in the same bubble
* Students to be kept 1m apart in the classroom
* Students to have own seat which they stay in for the day
 | * Students must use only their named device
 |
| **Bubble Tracking Register** | * Ensure each day a diary is completed of who you have been in contact with.
 | * All staff in school to complete daily
 |
| **Class Bubbles** | Dependant on student numbers* One class only in use
* Students seated 1m apart
 | * Room 1 to be used
 |
| **Classroom Equipment** | * Equipment that can not be disinfected should be locked away, all other equipment to be wiped down between uses
 | Jodee is ordering/ prepping |
| **Hygiene** | * Sanitiser at all classroom doors
* Sanitiser in all staff and child toilets
* Furniture to be disinfected each day
* Handwashing upon arrival at school and then often throughout the day
* Remind students about hygiene practices
 | * Jodee is ordering/ prepping
* Gloves will also be available for handling students’ stationery etc.
* Students to bring own drink bottle - drinking fountains will be closed
* Jodee notice on doors - wash hands on arrival to school
* Toilets, only one student at a time?
 |
| **Attendance Roll** | * eTap will make all students F
 | * Teacher should change students who are at school to P
 |
| **Pick Up and Drop Off** | * Caregivers to meet social distancing requirements
* Parents not to come onsite unless necessary - can phone if contact is needed.
* A daily emergency contact is REQUIRED
* Students will not be accepted in school if unwell
* Any student showing signs of illness with be sent home
 | * Students dropped off and collected from the car park
* No parents in school building
* If contact is needed with office this is via the phone
 |
| **Visitors to the school** | * A register must be maintained of visitors to the school in case of contact tracing
 |  |
| **Relievers** | * No relievers will be used during this time
 |  |
| **Staffroom** | * Teachers must maintain 1m distance from each other inside
* Wash items used as you go
 | * Each teacher to have own mug, plate and cutlery
 |
| **Break times for students** | * Bubbles must not mix
* Students should stay 2m away from each other outdoors
* No shared sports equipment (balls, ropes etc.)
 |  |
| **Break times for staff** | * Breaks are to be taken at different times
 |  |
| **Movement around the school** | * Children must stay in their bubbles
* Movement around the school is discouraged
 |  |
| **Staff Meetings / Briefings**  |  | * Will remain digital
 |
| **Office Operations** |  | * Limited to non contact only
 |
| **Sick Bay** |  | * Students to be sent home immediately if unwell
 |
| **Students with Additional Needs** |  | * Paula to support
 |
| **Hard Copy Learning Packs** | Students to have access to learning packs | * Jodee to prepare packs for students with no devices and/or internet access
 |