

**Alert Level 3 Planning**

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| **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 |