

Coronavirus Key Actions for stage 3 – Mitigate and Delay stage.
Key priority – minimise contact of large groups in one space

Specific Issue	Actions including messages	Who	Notes
Assemblies	<ul style="list-style-type: none"> - Cancel all assemblies, Sing It Loud's until further notice 	All staff	
Carpet time	<ul style="list-style-type: none"> - Shorted times where children are seated on carpet or in close proximity - KS2 to teach from tables. 	Class based staff	
Trips	<ul style="list-style-type: none"> - Trips already planned to go ahead unless cancelled by the venue, although communication with the venue is key - No further trips to be organised until further notice 	Class based staff	
Visitors	<ul style="list-style-type: none"> - Cancel all non-essential visitors e.g. cross curricular visitors to enhance learning - Any essential visitors (such as SEND/Safeguarding etc.) to access via main office and use hand sanitizer on entry to school. - All essential visitors will be asked to work in office areas and meeting room as access to main school will not be possible. - 'Show-a-rounds' for prospective new parents for school and nursery will be suspended at the present time. - Parents will have restricted access to Sunny Days, Sunbeams and Rainbow Tots. Children will be collected and returned to and from the main door rather than being accompanied into the classroom by their parents. 	SLT/Office	
External providers	<ul style="list-style-type: none"> - Progressive Sports, Music ENTRUST, Highly Sprung will be given access to the premises providing they do not have any symptoms, haven't been in direct contact with Covid-19, haven't travelled to a high risk country and are not displaying any symptoms. - They will be expected to use hand sanitizer on entry. 	SLT/Office	
Events	<ul style="list-style-type: none"> - All events involving members of the public e.g. parents evening, assemblies, outcome events etc. will be cancelled until further notice. - This includes EYFS Family assembly, Inspire workshops, business enterprise. 	SLT/ Office	
Training	<ul style="list-style-type: none"> - No staff will attend any training out of Staffordshire - External training booked in the dance studio will still go ahead at this stage, however all delegates will sign in at the school office then be escorted around the outside to the dance studio. The far stairwell will be out of action. Delegates will only be allowed to attend the training if they do not have any symptoms, haven't been in direct contact with Covid-19, haven't travelled to a high risk country. 	SLT/Office	

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School lunches	<ul style="list-style-type: none"> - Sunbeams lunches to be taken by adults using a trolley into Sunbeams classroom and eaten in there. - 11.45am - Reception and Y1 will go into the hall (Class staff will remain with children until LSA's arrive). - 12.15 – all of Y2 and then Y3&4, school meals to eat in the dinner hall supervised by Janet Goss and any other LSA's in the hall. All Y3&4 packed lunches to eat in classrooms. - 12.45 – Y5&6 school meals to eat in the hall supervised by Steph Johnson and any other LSA's in the hall. Packed lunches for 5&6 to remain in the classrooms. - Classrooms to be used: <table border="1" data-bbox="515 526 1715 850"> <thead> <tr> <th data-bbox="515 526 916 568">- Years group</th> <th data-bbox="916 526 1317 568">- Classroom</th> <th data-bbox="1317 526 1715 568">- LSA</th> </tr> </thead> <tbody> <tr> <td data-bbox="515 568 916 609">- Y3/4</td> <td data-bbox="916 568 1317 609">- Ivy</td> <td data-bbox="1317 568 1715 609">- Mrs Coyne</td> </tr> <tr> <td data-bbox="515 609 916 651">- Y3/4</td> <td data-bbox="916 609 1317 651">- Holly</td> <td data-bbox="1317 609 1715 651">- Mrs Ewins</td> </tr> <tr> <td data-bbox="515 651 916 692">- Y3/4</td> <td data-bbox="916 651 1317 692">- Hawthorn</td> <td data-bbox="1317 651 1715 692">- Mrs Tongue</td> </tr> <tr> <td data-bbox="515 692 916 734">- Y5/6</td> <td data-bbox="916 692 1317 734">- Oak</td> <td data-bbox="1317 692 1715 734">- Mrs Timotheou</td> </tr> <tr> <td data-bbox="515 734 916 775">- Y5/6</td> <td data-bbox="916 734 1317 775">- Horse Chestnut</td> <td data-bbox="1317 734 1715 775">- Mrs Ludlow</td> </tr> <tr> <td data-bbox="515 775 916 850">- Y5/6</td> <td data-bbox="916 775 1317 850">- Laurel</td> <td data-bbox="1317 775 1715 850">- Mrs Brookes Donovan</td> </tr> </tbody> </table> <ul style="list-style-type: none"> - As there are three classrooms being used across a phase, the children will need to be split equally between the classrooms. - All children will wash hands before and after eating - LSA's will be responsible for ensuring the tables are cleaned before and after use with Evans Protect Cleaner. - Mrs Derry will be on call for medical until the LSA on duty arrives from their role. Mrs Kempson will supervise the hub. - The playground areas will be limited until all LSA's can be outside and only opened as the staff increases. - All LSA's given a copy of this plan. 	- Years group	- Classroom	- LSA	- Y3/4	- Ivy	- Mrs Coyne	- Y3/4	- Holly	- Mrs Ewins	- Y3/4	- Hawthorn	- Mrs Tongue	- Y5/6	- Oak	- Mrs Timotheou	- Y5/6	- Horse Chestnut	- Mrs Ludlow	- Y5/6	- Laurel	- Mrs Brookes Donovan	SLT/LSA's/Hub staff	
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Exclusion Periods	<ul style="list-style-type: none"> - Any child/ staff member who has a NEW continuous cough and/ or a temperature greater than 37.8 should stay at home and not attend school for 7 days. 																							