



## Protocol 1

### Classroom

All classrooms from year 2 upwards should have tables as socially distanced as possible  
Children face forward and sit in pairs facing the front of the classroom.  
Children remain in the same place every day.  
Equipment is only shared with the person on the table and where possible individual equipment provided.

Pencils should be sharpened frequently by school staff for the children. If a child needs a new pencil, there should be a tray to put in old pencils (to be wiped and sharpened) at the end of the day and another tray with sharp pencils

Lunch boxes to be placed under children`s desks. Coats to be kept on coat hooks and children to collect maintaining distance as much as possible (a row at a time to be dismissed).

Children reminded to limit movement between tables in classrooms

Children to use their class work books as usual.

Teacher`s should make sure they wash their hands and wipe surfaces, before and after handling pupils` books.

Encourage the use of self-marking where possible with a stamp and applicable to the age of the children.  
Staff should not mark at the point of learning

Children may bring to school, water bottle (named), lunchbox if required and school bag with reading book and record in.  
Key stage two children can bring a novel into school  
Key stage one can borrow reading books and on return these will be put into a box before being thoroughly wiped down.

PE clothing to be worn on allocated days

If a child soils themselves please ring the school office to inform them.

Staff are not to enter the school office and should remain beyond the 2m marked line where possible.

Due to COVID fire doors are propped open to allow natural ventilation. However when classrooms are un-attended (break/lunch) these doors are to be closed by the class teacher.

Classroom windows and doors should be open to provide natural ventilation.

When moving around communal areas, staff are to wear face coverings unless exempt. Extra face coverings are available from the office.

Children taught to use the sneeze stations.

Children should be reminded not to touch their mouth, eyes and nose.

Children may bring their own hand sanitisers to be kept on their desks. These must not be shared.

Children are not allowed to bring any items into school other than their lunch box, water bottle and book bag

Classrooms to follow Government guidance in regards to playing instruments

If completing PE indoors, windows to be opened to provide natural ventilation

Supply Teachers will follow the school risk assessment and protocols as will any visitors to school.

Staff to move to communal areas after school to enable cleaning to take place. If staff need to remain in their class, they need to inform Site Manager so he can liaise with the cleaners.