

Risk Assessment completed by Charlie Walker

School Name: Redfield Edge primary School Date of Risk Assessment: 13th July 2020

Description of Activity being risk assessed: - School phased re-opening Covid-2nd September 2020 Updated 9th September

What are the hazards?	Who might be harmed and how?	What are you already doing? (as advised in LA guidance)	What further action is necessary?	Action by whom	Action by When	Action Completed
Spread of the virus within the school.	All staff pupils visitors to school	Parents/carers will be asked to check temperature (If possible) and to wash hands before leaving for school.	Regular reminders	LR to give regular reminders via the school newsletter.	Weekly	Yes
Spread of the virus within the school.	All pupils staff and visitors	Safe distancing will be followed during entry to the school and supervised as much as possible.	Consider marking up outside space with 2m safe distancing	DW to place cones outside of the school gates (2m distance).	Daily	Yes
Spread of the virus within the school.	All pupils staff and visitors	On entering school all pupils will be asked to wash hands or if not appropriate use hand sanitizer.	Ensure good supply of hand sanitizer, soap and paper towels available every day.	Sanitizer stations are available at each gate. Member of staff to supervise use of sanitizer.	Checked daily	Yes
Spread of the virus within the school.	All pupils staff and visitors	Parents will be asked to stay outside of school building whenever possible and any issues to be communicated by email or telephone.	Email and telephone details to be shared with parents/carers (no personal information to be shared)	Reminders sent via text message. Parent letter (LR) to explain expectations.	Ongoing T1 letter sent w/c 6th July	Yes

Spread of the virus within the school. Pupil/Staff with Covid Symptoms	All pupils staff and visitors	Covid Suspected Case - Anyone who shows symptoms in school will be asked to move to isolated area/room.	Ensure room is available at all times. Keep contents of room to a minimum to aid cleaning process.	School email and telephone information sent out via newsletter. Children displaying symptoms will not be sent to the School Office – they will go direct to the isolation pod. Office staff will then supervise child and wear PPE. Children receiving first aid will be looked after in their pod as much as possible in the first instance. Referral to the office for 2 nd opinion/serious or where not enough adults	Complete	yes
Spread of the virus within the school. Pupil/Staff with Covid Symptoms	All pupils staff and visitors	Covid Suspected Case -If the isolated person needs to use the bathroom then a designated bathroom must be used and bathroom to be cleaned before further use. The Disabled Toilet will be used for this purpose.	Staff supervision for handover to ensure clear guidelines on isolating at home for pupil and family members.	Office staff to maintain supplies and order in advance as stocks run low.	Ongoing	
Spread of the virus within the school. Pupil/Staff with Covid Symptoms	All pupils staff and visitors	Covid Suspected Case - Ask person/pupil to leave by the nearest external door.	Regular reminders to pupils regarding no sharing of equipment.	Food tech room used as designated Isolation area. This room will be kept empty at all times. Accessibility toilet to be used in this instance – sign to then be put up to ensure nobody else can use.	Ongoing	

				Office staff to manage handover – front exit to be used.		
Spread of the virus within the school. Pupil/Staff with Covid Symptoms	All pupils staff and visitors	Pods of pupils and named rota of adults with those pupils for whole day	Maintain contact tracing register in School Office	Set up register using rota and pod information on pupils. Maintain daily. All changes or additional adults that are in contact with a pod for however short a period of time are recorded daily on the track and trace record book.	Complete Ongoing	Office All Staff
Spread of the virus within the school. Pupil/Staff with Covid Symptoms	All pupils staff and visitors	Pods of pupils and named rota of adults with those pupils for whole day.	Positive tested adult or child sent home and isolates for 14 days	Office contact all contacts that the positive result person has had in the last 2 days to isolate for 14 days. (only in the Pod and any related adult/sibling contacts)	Ongoing	Office
Spread of the virus within the school.	All pupils staff and visitors	Cleaning for school has schedule. Each classroom that is used would require all equipment to be cleaned, surfaces touched to be wiped clean including door handles, tables.	Ensure stocks of cleaning materials are maintained.	Deep clean has taken place on 24/25 Aug 2020. Cleaning schedule updated to prioritise high contact areas. PIPs clean door handles, light switches, sinks and toilets at lunchtime daily. Additional cleaning team tasks Weekly steam cleaning of sinks and toilets throughout school Daily floor mopping in Hall Half term deep clean planned	Ongoing	CW

		No sharing of equipment.	Pupils to have that own resource pack for their use including pencil, whiteboard, pen, rubber...	Pupil packs made – all labelled and situated in personal spaces	Complete	
Spread of the Virus	All Pupils	Outbreak Handling Reducing the impact and spread of an outbreak. All staff to be aware of procedure for a suspected case and confirmed case.		Scenario flow chart from LA available in the Office and Staff room. Outbreak management team - Head teacher - School Office - SLT	Ongoing	
Contamination through coughing and sneezing.	All pupils staff and visitors	Children to be reminded to use tissues provided to catch coughs and sneezes and designated bin for disposal.	Ensure tissues are available and covered bins for disposal. Ensure posters are displayed (catch it Bin it Kill it)	CW to ensure supply of tissues. 'Catch it, bin it, kill it' posters to be displayed around school.	Ongoing	CW
Contamination through coughing and sneezing.	All pupils staff and visitors	Children are reminded to catch sneezes with hand or elbow and then to immediately wash hands		Class teachers to talk with children around personal hand / respiratory hygiene. Parents of SEND/ Medical Needs children to be advised if they want to provide their own hand sanitiser/ soap to assist.	Ongoing	Teachers
Contamination through coughing and sneezing.	All pupils staff and visitors	Opportunities available for pupils, students, staff and visitors to wash their hands: <ul style="list-style-type: none">on arrival at schoolafter using the toilet	Ensure good supply of soap, paper towels, hand sanitizer and PPE available at all times	Hand sanitizing stations situated in each classroom and at entrances and exits to the building.	Complete	

		<ul style="list-style-type: none"> • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school • after sneezing/coughing. <p>This is particularly important if using public transport to get to school.</p>		<p>Signage makes stations clear and accessible for all.</p> <p>Packs of tissues in each class replenished daily / as needed.</p> <p>PPE available in each First Aid pack for each pod to enable first aid and intimate care.</p>		
Use of hand sanitizers	All pupils staff and visitors	<p>Providing/allowing the use of hand sanitisers that contain at least 60% alcohol.</p> <p>Recognising that it is not always possible to follow the hand wash advice in all areas, a hand sanitiser is next best thing.</p> <p>Obtain the Safety Data Sheet for the product(s) (easy to obtain from your supplier). They will advise on action to be followed if the sanitiser is not used as designed and is swallowed or gets in eyes.</p> <p>SDS will also help with potential reactions to the product.</p>	<p>Ensure adequate supplies are maintained and staff are aware of Safety data sheets.</p> <p>Supervision by staff to ensure safe use of sanitizers</p>	<p>COSHH sheet and Risk Assessment</p> <p>Use of Hand sanitiser safety information given to children and staff</p>	CW/ Staff	Complete
Potential contamination of buildings/equipment	School staff and cleaners	<p>Cleaning staff will have been made aware (either by contractor or school) of the levels of cleaning required in each area and provided with PPE for each area.</p>		<p>Cleaning schedule updated</p> <p>Steam cleaner equipment purchased to be used in deep clean and regularly weekly cleaning in toilet and washroom areas</p>	CW	Complete

Potential contamination of buildings/equipment	All pupils staff and visitors	Hand washing facilities are available including Anti-bacterial hand gel. These are to be used after: <ul style="list-style-type: none"> • Handling waste including body fluid spills and hazardous medical waste. • Cleaning • After emptying bins • After using the bathroom. 	Ensure that supplies are topped up daily at entrance and exit points from the school PPE is taken off in controlled circumstances and as regularly as necessary to protect the user and disposed of carefully as contaminated waste.		Caretaker ongoing	
Social distancing	All pupils staff and visitors	Pupils to keep 2m away from each other as far as possible. Potentially achieved through smaller class sizes, working at separate desks etc.	Consider marking up areas with 2m for example where children line up for lunch, parent collect/drop off zone.	Staggered starts and finishes for all the 4 pods See Appendix A for Pod information sent to Parents See Appendix B for Staggered starts and finishes Arrange for LA Streetcare to supply social distancing measures on the road and pavements near school	Complete	
Social distancing	All pupils staff and visitors	Avoid activities e.g: sitting on carpet together, assemblies, some sports and playground games where 2m distance is not possible.	The cleaning of toys, pens and pencils, musical instruments, PE equipment etc., will be reviewed as necessary following government guidelines.	Toys and resources will be used by only one pod of pupils and then set aside to quarantine for 72 hours before another pod uses. All staff have watched the 'doffing' advice video which was circulated by SLT		

Commented [JM1]: All toys and resources need to be used by 1 pupil only and then cleaned before another pupil uses/plays with.

				Shared internal spaces are wiped down after use.		
Social distancing	All pupils staff and visitors	Avoid lunch queue – use 2m markers etc. Pupils to be spread out at lunch tables – reduce numbers sitting in the same area.	Consider alternative areas that could be used for pupils to eat lunch to ensure all children have the opportunity to have lunch.	Pupils to eat lunch at their tables in class before going outside in their own designated areas. During nice weather – picnic lunches have been encouraged ensuring appropriate shade from the sun. Bagged sandwich service on offer for those wishing to use school dinner service- a list of children receiving school lunch is sent via email to teachers. Dinners are delivered to class by the Kitchen staff. Toast – all payments on parentmail system and toast is delivered to class by the Kitchen staff under cover with tongs for teacher to give to pupils.	Ongoing	
Social distancing		Staff to follow guidance re social distancing in staffroom etc.	Are there additional rooms available to accommodate staff breaks? More than 1 area may be required at break and lunchtimes.	PPE made available to staff who wish to wear it. Over flow staffroom in place for staff to spread out. Wipe down resources available in each staff room.	In place	
Provision of First Aid	All pupils staff and visitors	First aid will continue in the usual way with the use of designated areas. PPE needs to be available	Ensure consent forms are completed,	PPE used if a member of staff is supporting a child who is unwell / dealing with first aid – if social	Ongoing	

Commented [JM2]: Where is designated area, is it accessible by all groups of children? Who is designated first aider and who will take over if this person is not available?

		and lidded waste bin to dispose of any contaminated waste and PPE.	appropriate storage of medication, records completed of who, what and when in usual manner. Staff to wash hands after each pupil.	distancing cannot be adhered to. All staff and designated first aiders aware of expectation regarding PPE. (One mask is used per day per PIP, gloves and apron are used for each incident) Staff room washing machine used for PIP uniform. Staff to wash hands before and after administering first aid.		
Administering medication		Staff should wash hands after dealing with pupil and complete any accident forms as usual. As much as possible reduce the amount of medication you agree to administer.	Regularly check Public Health England for updated advice.	Medication administered is at a minimum – parents encouraged to use once a day hay fever medicine / sun cream etc.		
Pregnancy		Possible complications for pregnancy. Implications for health of mother and unborn child.	Seek advice from GP/Midwife	Individual risk assessment carried out for pregnant member of staff. Working from home with the opportunity to come to school with measures in place. Option to work in school away from pupils and adults available if member of staff wishes.	As needed	
Social distancing		Parents/carers and pupils reminded to keep visits to office to a minimum. Parents/carers encouraged to use email or telephone to contact staff.	Follow new guidance for Pods/bubbles for schools. Set up 4 Pods that allow	Send information on Pods to pupils, parents and staff	complete	

		<p>Request that parents pay for school lunches etc by electronic means to avoid use of cash</p> <p>2m distance marked by arrows in the corridor.</p> <p>Signs displayed to encourage staying 2m apart whilst moving around school.</p> <p>Games explored with children to ensure distancing in place as much as possible.</p> <p>PPE boxes made up for each group – this is replenished daily if needed.</p>	<p>teachers to have PPA cover and lunchbreak cover.</p> <p>See Appendix A for Pod information sent to Parents</p> <p>See Appendix B for Staggered starts and finishes</p>	<p>All corridors have floor signs indicating direction of flow to minimise contact.</p> <p>Photocopier room – sign up to say one person use at a time and wipe down equipment after use.</p>		
Office/Reception staff		<p>Potentially regular deliveries will be required once school re-opens for kitchen or other necessary items.</p> <p>Once school receives a delivery wherever possible items will need to be wiped over using antibacterial wipes.</p>	<p>Whilst placing the order consider adding advice on delivery procedures within school.</p> <p>Ensure good supply of antibacterial wipes are in place for staff.</p>	<p>Glass screen in place between office staff and the general public.</p> <p>All school payments are carried out electronically.</p> <p>All deliveries to come through main school office.</p> <p>School office staff to receive deliveries and ensure items are wiped down before dispersed into school.</p> <p>Wipe down digital sign in screen after every use</p>	Ongoing	

Commented [JM3]: What have you put in place to encourage social distancing? Will bubbles each have access to different areas, is there a one way system, will children be supervised?

				Update safety advice for contractor/visitors to sign on entrance		
Dealing with unwell children.		Children that become unwell with non Covid symptoms will need to be sent home in the usual manner. Ensuring they are kept away from others as much as possible to minimise spread of illness.	Reminders to parents/carers to not send poorly children to school Public health England poster guidance followed regarding childhood illness	Reminder to parents regarding unwell children and usual expectations which remain in place. Poster displayed in school office and distributed to all families.		
Premises plant and equipment		All maintenance checks to be completed prior to opening of school to ensure everything is functioning as it should.		Maintenance check and works carried out in advance of re-opening including emergency lighting and boiler repair.		
Fire drill		Fire drill procedures and fire safety notices	Re –look at fire drill procedures (including lockdown) to ensure all new guidelines ref social distancing are followed as much as possible. Discuss with children and complete drill as soon as possible to ensure safe evacuation in the event of a fire.	Fire drill planned for when re-opening is completed. This will be carried out as an information giving activity – not a timed drill Each group to have the fire drill procedures explained fully to them in their groups. This includes exits, social distancing expectations, where to line up.	LR to lead and communicate to staff	

SEN children		Plans in place to deal with behavioural issues are reviewed by SENCO	Regular review by SENCO/one to one TA particularly if issues with biting/spitting.	Currently no pupils attending school with challenging behaviour. Individual risk assessments in place for these pupils already and these will be adjusted as and when needed.	SENDCO (JR) to monitor and continue to communicate with families weekly.	
Higher Risk Individuals	BAME and Equality 2010 Act	Equality policy in place	Conduct Equality Impact Assessment on Risk Assessment and Arrangements in place	Disabled Access for Parents and Pupils at Staggered Starts and finishes – need to ensure access is safe and pupils treated fairly. Consultation with Parents Regular reviews with Vulnerable Staff		

Appendix A



Redfield Edge Primary School

September Opening

2020-21



Our School's Response

We are delighted with the Government's decision to open all schools from September 1st 2020. We have missed our school family being together and all staff and governors are excited for everyone to return.

Local Authority Guidance - "Our Local Authority priority is for a return that places at its heart the relationship between the adult and our children and young people. It is about reconnecting safely through a compassionate and ethical approach."

The school is currently developing a 'Recovery Curriculum' which will aid the children's transition back into school. The key principles behind the 'Recovery Curriculum' focus on pupils' mental health and wellbeing; a feeling of safety and security within their setting and the opportunity

to reconnect with their peers; and the joy of learning. Further information around our bespoke 'Recovery Curriculum' will be sent to parents in due course via email.

As Senior Leaders in school, we have scrutinised guidelines issued by the Government and Local Authority and are now ready to share with you how Redfield Edge will operate from September 1st 2020.

School Structure

1. 1st September – this is a school INSET Day where the staff will finish preparing the school to deliver the 'Recovery Curriculum'.
2. 2nd September - EYFS home visits will start as planned.
 - KS1 and KS2 pupils will start with their new class, full time.

(We expect all pupils to attend school and will be tracking attendance in line with government guidance.)

3. Staggered starts – in order to minimise contact between groups of pupils, it has been advised staggered start and finish times continue through into the next academic year. Each Pod of children will have their own start and finish time and will enter and exit through their own gate allocated for that time (please see timetable attached).
4. In order to minimise contact between large numbers of pupils, we will be organising our children into Pods. A Pod is able to mix and share spaces whilst abiding by social distancing expectations where possible in school. In September, the Pods will be as follows.

Pod A	Holly Class Pupils
Pod B	Hazel and Pine Class Pupils
Pod C	Willow and Beech Class Pupils
Pod D	Maple and Oak Class Pupils

5. It is crucial children arrive at their allotted time. Children who are late, will be required to wait until ALL other Pods have entered the school building before they are allowed in. Late arrivals via the school office **will not** be an option unless previously arranged. If a child arrives past 9:15am (when the gates are closed) they will have to enter via the school office and will be marked as late. Persistent lateness can result in a fine.
6. We understand siblings may have different times. However, unless they are in the same Pod, they will not be permitted to enter school together as this would result in unessential contact to other Pod members.
7. The best form of communication for parents to school is via the school office through phone (01454 867165) or email (enquires@redfieldedgeprimary.co.uk). This is to reduce any congestion on the gate in the morning at drop off time.

We have chosen to create 4 Pods within school to enable managing the timetable of the school day as safely as possible. By combining two classes and having slightly larger Pods, it enables staggered starts/finishes to take less time; organisation of break and lunchtimes to give the pupils more space and opportunities; and the capacity of staffing in school to not become over stretched.

8. Although set in Pods, pupils will be taught in their own classroom with their new class teacher and TAs will be deployed to support pupils across the school both in class and through intervention.

Holly Class (EYFS)	Miss Smith Mrs Wyatt
Hazel Class (Year 1)	Miss Kelly
Pine Class (Year 2)	Miss Andrews
Willow Class (Year 3)	Miss Roberts
Beech Class (Year 4)	Mrs Gabler
Maple Class (Year 5)	TBC
Oak Class (Year 6)	TBC

9. All class teachers are entitled to 10% of their time (one afternoon) dedicated to Planning, Preparation and Assessment. This time will be covered by Higher Level Teaching Assistants (the same as previous years). Government and Local Authority Guidance has specified adults moving from Pod to Pod is allowed although we have minimised this to as little as possible.
10. Breakfast Club will be taking place as of the 2nd September. Parents will need to prebook in advance due to limited spaces. Children will not be admitted into Breakfast Club if they are not on the prebooked list as this needs to be a controlled, organised environment. Breakfast club will be organised to ensure as little cross contamination between Pods by using Pod tables and Pod play boxes.
11. Breakfast Club begins at 7:45am and booking for this service through the school office is now open.
12. There will be no Afterschool Clubs running in Term 1 in order to minimise risk of infection and Pod cross contamination. Please make your own arrangements in Term 1 but we are hopeful Afterschool Clubs will be running in Term 2.

Preventing the spread of infection

Local Authority Guidance - "COVID-19 is spread through respiratory droplets generated by coughing or sneezing and through contact with contaminated surfaces. Coughing and sneezing can increase the risk of aerosol spread causing droplets to spread at least 2 metres. The virus enters another person through eyes, nose and mouth either directly from aerosol droplets or from hands contacting contaminated surfaces then touching the face"

In order for school to reduce this risk, the following measures are in place.

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not come to school.
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Wall-mounted sanitiser stations are now situated around the school and children are encouraged to wash their hands on entry and exit of the building, before and after food and toileting.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach – posters are situated around school and regular reminders are given to children throughout the school day.
- Introducing enhanced cleaning, including frequently touched surfaces often using standard products, such as detergents and bleach. Regularly touched surfaces are cleaned every 2 hours; computer stations wiped before and after use; light switches and door handles sanitised during lunch hour as well as at the end of the day.
- Reduce the hand contact surfaces touched by individuals e.g. one person one laptop, seating plans which enable the sharing of desks etc., closing off unnecessary shared spaces.
- PPE will be worn by staff when they are tending to a pupil in need of first aid or supervising a pupil in our Isolation Pod who is showing symptoms of COVID-19 and awaiting collection (mask, apron and gloves). Cleaning staff will also be required to wear PPE.
- PPE bins are situated around the school and staff/cleaners have been trained on how to remove and dispose of PPE safely.
- Contact tracing registers will be established and kept up to date. This enables us to operate effectively and for PPA to be workable. We understand teachers/providers will need to work with more than one class and their movements will need to be logged.
- The Local Authority has produced scenario flowcharts to explain how to reduce and control the spread of infection when staff and pupils (in limited scenarios – transport/wraparound care) may have to move between Pods; these will be used within school when needed.

Minimising contact between Pods and adults

- Minimising contact and mixing Pods by altering the environment (such as school layout) and timetables - staggered break times and contact between Pods.
- Our school environment has been organised so pupils' adhere to social distancing rules where possible. For example, corridors have been cleared to maximize space; unessential furniture has been removed from classrooms; and hazard tape and signage around school encourages our school community to move around the school as safely as possible.
- During lunch and playtimes, Pods will be allocated zones outside to allow freedom of movement within these zones whilst keeping Pods separate.

- For Term 1, we feel it is appropriate for cold lunches to continue as children will be eating in their classrooms. School meals will need to be ordered in advanced via our Parent Mail service (more information to follow). These dinners will also be cold (sandwich, fruit, cake). The school will work closely with our caterer to provide a hot meal option in Term 2.
- The school will not be conducting activities such as whole school assemblies as these will have large numbers of children and adults in one space, however, Pod assemblies could take place when deemed appropriate.
- Shared areas will be cleaned between each Pod's use (library, intervention rooms and school hall).
- Classroom layout will be organized by each class teacher following guidelines from Government and Local Authority. In certain age categories it is appropriate for front facing desks however, with younger children it is felt table groups are important to enable the development of social skills.
- Using the Pod approach, this enables us to share resources/equipment more widely, giving the children greater opportunities in curriculum areas such as PE, Art, Music etc.
- We will continue to limit the number of items pupils bring into school (essential items only). Children will be allowed to bring a bag, a PE bag and coat. Please do not bring any other items into school which will be provided by the school i.e. pencil cases etc. Cloakrooms will be operational (single Pod use only).
- Homework record books and reading books will continue to go in and out of school. Reading books will be issued on a Monday (where appropriate, two books may be issued). All books will then be handed in on a Friday to be quarantined over the weekend. Ebooks will be available to read over the weekend period. Children will be encouraged to read their own books were possible.
- To minimise children sharing frequently use items (pencils, rulers etc), a learning pack for each child will be provided with all these items and will stay with that child.

Other important information

- Any child displaying the following symptoms should not attend school but remain home and isolate for 14 days.
 - a high temperature ($+37.8^{\circ}\text{C}$ or hot to touch on chest or back)
 - a new, continuous cough
 - a loss of, or change to, their sense of smell or taste

A test can be requested at the following websites.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

If a test result is negative, the child can return to school.

- We are required to report any suspected or confirmed cases to the Local Authority so they can provide a swift and supported response.
- A confirmed case of COVID-19 will result in the closure of a Pod and all pupils and adults within the Pod will need to isolate for 14 days.
- A whole school closure will take place in the event of a local lockdown (under Local Authority instructions) or an outbreak within the school (across more than one Pod) and be reported to Public Health England South West health protection team.
- We would also contact Education Learning and Skills Team to consult before any communication is allowed to be sent out to parents as a decision to close or partially close needs to be agreed at Local Authority level.

Appendix B



Redfield Edge Primary School



Staggered Start/Finish Times

Below is the proposed staggered approach for September 2020.

This approach will be reviewed at the end of Term 1 in line with Local Authority recommendations.

Entering school Children will leave their parents at the gate, walk through into the playground and go to the nearby sanitizing station on entering the building.

Pod	Start time	Collection time	Gate
Pod D (Maple Class/Oak Class)	8.45am	3.00pm	Bottom gate – (near the trim trail)
Pod C (Willow Class/Beech Class)	8.55am	3.10pm	Bottom gate – (near the trim trail)
Pod B (Hazel Class/Pine Class)	9.05am	3.20pm	Top gate – (near the school garden)

Pod A (Holly Class) Wb / 7 th Sept	Group A - 9.15am	12.00pm	Top gate – (near the school garden) Office – (collection only)
	Group B – 1.00pm	3.30pm	Office (drop of) Top gate – (collection only)
Pod A (Holly Class) Wb / 14 th Sept	A + B 9.15am	12.30pm	Top gate – (near the school garden) Office – (collection only)
Pod A (Holly Class) Wb / 21 st Sept onwards	A + B 9.15am	3.30pm	Top gate – (near the school garden)

It is very important that children arrive at school on time to ensure minimal contact across Pods. Any children who arrive late will need to wait until the final Pod has entered the school building before being allowed in.

Pupils will not be able to enter via the Main school entrance/office unless previously arranged.

We would encourage parents to communicate with the school via phone or school email (enquiries@redfieldegeprimary.co.uk) to reduce the need for non-school staff to loiter at the gates. Mrs Williams will be available for parents to talk with on a couple of mornings a week away from the gates to minimise congestion.

At the end of the school day, it will be important for children to be collected on time or they will need to wait until all other children have been dismissed to ensure minimal contact between Pods.

Morning Playtime – This will be staggered with KS1 and KS2 having separate playtimes. Whilst outside, children will have assigned areas to play in to prevent mixing of Pods. Each Pod will have its own equipment box containing balls, hockey sticks, cones and tennis rackets.

Lunchtimes - All children will eat their packed lunch at their tables in the classroom and then all head to their outside space together. Children will wash / sanitize their hands before and after lunch. Lunchtime will be split into two sittings – KS1 and KS2 to minimise contact with children from other Pods.