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Two travellers are transformed and enriched by sharing their journey with a guide. We view our work to be similar in making a difference to future lives. We travel together on our journey of transformation and commit our school to always being supportive, nurturing and challenging.
Luke 24: 13 – 35

The Emmaus Federation Primary School Guidance for all Staff and Governors September 2020

Guidance - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The school day will be as normal except the following:

- Staff are to stick to social distancing rules at all times (2m) unless they are in their bubble. Social distancing is not always possible but where you can please do so. All staff to only enter the building via the main office and use hand sanitiser on arrival and when leaving the building (placed near the door release buttons).
- School will be open as normal except staff will be expected to leave by 3:45pm at Sutterton and 4:00pm at Swineshead. This will allow for rooms to be thoroughly cleaned
- Each year group will now become a bubble and bubbles cannot mix under any circumstances. You are expected to not mix as a staff and as a result the kitchen area can be used as a staffroom with chairs in the hall area alongside the existing staffroom. Lunchtimes are staggered which will ease the restrictions caused by social distancing measures.
- Staff to clean the toilet area after they have used it. Disposable gloves, wipes, cleaning fluids available at all times.
- Soft furnishings and soft toys that cannot be cleaned will be stored away.
- Books and resources can be shared per bubble, but must be frequently cleaned.
- Books sent home must be left for 72 hours before handing back out.
- Staff must not work face to face to a child and should always be 2m away where this is possible.
- Books can be taken home for marking as long as they have not been touched by staff other than those in the bubble (including PPA staff).
- There will be no assemblies, performances, trips, visits and any other mass gathering. Assemblies will be classroom based virtual using Zoom.
- The intervention areas and the library are not to be used.
- Only the staff in the bubble (this includes PPA staff) can enter the bubble's classroom (this is not negotiable). The HoS and EHT will visit from the threshold.
- All doors to be wedged open at all times including offices. Door handles are not to be touched.
- You are not to meet with parents under any circumstances. You are not to go out on to the playground in the morning or after school. All communications will be over Dojo, telephone or by email.
- PE will happen but equipment must be allocated per bubble or thoroughly cleaned after each use. Contact sports are not allowed! No after school sports in the autumn term.
- Photocopying is to be kept to a minimum. Cleaning fluid will be available and staff must clean after each use.
- Staff to take PPA offsite. All PPA staff must follow strict social distancing and keep at least 2

metres from all children in the bubble and from other staff.

- Staff meetings will take place via Zoom.
- Any other meeting i.e Performance Management will take place virtually.

Phonics and SEND EHCP Intervention

- Phonics to take place within each bubble. Sessions may be split per day with multiple phonics sessions to ensure the pace and pitch is correct per pupil.
- Intervention spaces must be timetabled and cleaned thoroughly between sessions.

Mentoring, Therapy, Inclusion and SEN Visits

- SENCo meetings to take place via Zoom, Teams, Skype where possible.
- Attendance roll will have to be done via Dojo, phone and letter only. No home visit unless it is a safeguarding concern. If a home visit is urgently needed you must wear a mask/visor.

Admin Team

- Glass to be kept shut at all times.
- Visitors to use hand sanitiser.
- Cannot visit classrooms. Use Dojo and email.
- Share office space must be 2m apart. Where this is not possible, for example, a bottleneck near access points, an office rota will be put together each week.
- No shared resources. If someone has to use the telephone, it must be thoroughly cleaned after use.

Maintenance

- Visits can only happen outside of school hours and areas visited must be cleaned immediately.
- Cleaning rota in place with checklist.
- Re-visit working hours to look at cleaning within the school day for the toilet areas.

First Aid, Lockdown and Fire Evacuation

- First Aid to be carried out by the first aider in the bubble. Nobody else! In emergencies normal rules apply.
- Fire Evacuation is the same as before. Keep Bubbles 2m+ apart on the playground and on spaces marked out. A fire drill will be required within the first couple of weeks of term.

Covid-19

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

If a child shows symptoms of COVID-19 during school time staff must wear full PPE and the child must be escorted to PV or RM office immediately.

School will work with the local protection team following any cases of Covid-19. Decisions will be made at the time regarding sending staff/pupils home.

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