

KHPS Hales Return Strategies

School Routine	Who	What, where and how?	Risk and mitigation
8.00-8.50am Arrival	Year 6 pupils Key Worker children SLT Teachers on duty	The Crescent Walk to Hales Playground Entering the school through front doors, back doors	<ul style="list-style-type: none"> • Parents stay in cars or walk into Crescent • Parents do not come to Hales <p><u>Extra Markings and Signage to be out in place</u></p> <ul style="list-style-type: none"> • 2 mtr marker lines in the following areas: <ul style="list-style-type: none"> ○ Pathway from Warwick Rd up to the zebra crossing (on Hales campus) ○ From zebra crossing, through first gate and up to the second gate ○ From second gate to the front door ○ From Front door to the edge of the playground ○ Along the vertical edge of the playground (building side) ○ Along the bottom and top corridors ○ Along the staircases (back and front) • Signs for children and parents <ul style="list-style-type: none"> ○ At the front of the pathway from Warwick Rd ○ On front gate (by zebra crossing) ○ On second gate • Playground demarcation <ul style="list-style-type: none"> ○ Playground to be split into 5/6 pod areas which are at a 2m distance from each other • 'Natural stagger' of arrivals • Distance walking following lines on the pathways. • Front doors, rear doors and classroom doors are propped open permanently. Windows open if possible. • Outside supervision on both playground and in corridors if wet. ○ Exit and entry to building: 3 bubbles to enter via front entrance. 3 pods to enter the backdoor. Only one bubble at a time to enter/exit the building. The following bubble can only enter when the previous one has entered/exited.
8.50	Each bubble in its own room with their own teacher.	Classrooms for Year 6 6O, 5M, 3M, 4B, 4HD (Registration and base)	<ul style="list-style-type: none"> • Corridors in school one way to classrooms – direction marked with tape • Using the stairs: Children to not take first step until the child in front has reached the 2m step. • Barriers to stop children travelling the wrong way along the top corridor. • Hands washed in sinks/antibac – 20 second walk round to avoid pinch point a sinks.

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8.50	Each bubble in its own room with their own teacher.	Library/Computer suite (Keyworker Registration and base)	<ul style="list-style-type: none"> • Corridors in school one way to classrooms – direction marked with tape • Hands washed in sinks in 5H classroom (Library) and 5G (Computer Suite). 20 second walk round to avoid pinch point a sinks. • Desks to be spread out- single use only with 2 chair. Pupil's belongings to be placed on 2nd chair • No access to reading/textbooks • Air conditioning cannot be switched on in the library or the computing suite. JR to look into the power switches to open library windows • All pupils in the library to have their own, named computer space with headphones and other peripherals. Keyboards/mice to be wiped by user at the start and end of their sessions • Monitors not in use are to be turned off and put away
Toilets	All children		<ul style="list-style-type: none"> • Wait outside if toilet 'full' in a socially distance queue. Signage for guidance. • Random visits allowed! ▪ Pod in 6O to use upstairs staff/disabled toilet (staff not to use) ▪ Pod in 3M to use downstairs staff/disabled toilet (staff not to use) ▪ Others to use the downstairs pupil toilets (max 3 at any time) ▪ Markers at sinks to show that alternative sinks to be used ▪ Hand dryers cannot be used. Paper towels will be available ▪ Toilets to be cleaned throughout the day by SSOs.

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Sport/Art Lessons	Each bubble on the field or playground in its own space with a Games/Art teacher.	On the field, in the hall or in the Sports Hall.	Sports/Art <ul style="list-style-type: none"> • PE Kit and Art aprons not needed • Use the field, Hale Hall hall or Mezzanine with windows open • Use masking tape to mark out space in Hall to show where children should stand if the weather is wet or inclement. • Art and Sports equipment to be cleaned afet each use by the children • SSO staff will also wipe down any shared sports equipment after use at the end of the day. • Games teacher and Art teacher to carry first aid equipment with them for every lesson taught outdoors.
9.00 – 9.50	Each bubble in its own room with their own teacher.	Lesson 1 Classrooms (possible group outside depending on rota)	<ul style="list-style-type: none"> • In groups/zones in class or on field • 2m spaced • Own equipment in trays • Check spacing • Handwashing before departure for break. 20 second walk round to avoid pinch point a sinks. • Rota for leaving for break to avoid other bubbles in the corridor. • Follow arrows in corridor and on the stairs.
10.00 - 10.15	Each bubble in its own space with two members of staff looking after all bubbles	Break Time Break on field in set areas – either shade or sun or in class if wet. Sun hats and sun cream requested. Wellingtons and coats requested	<ul style="list-style-type: none"> • Toilet visits to Prep School toilets • Mild injuries to be dealt with on the field as teachers on duty have the first aid bag • PPE available in Med Rm for First Aid as necessary for more serious injuries • Rota for returning inside. • Follow arrows in corridor • Play equipment (eg airballs) cleaned in Milton if necessary.
Break Time Lunch Time Non-contact Time	All staff	Staff Room/Music Room and Music room kitchen	<ul style="list-style-type: none"> • Only 3 members of staff permitted in the staffroom/music room at any given time • Only 1 member permitted in the kitchen areas at any given time • Try to use own mug • Wipe down the panel of the microwave or dishwasher or fridge handle if you use them

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10.25 - 11.15	Each bubble in its own room with their own teacher.	Lesson 2 Classrooms (possible group outside depending on rota)	<ul style="list-style-type: none"> • In class groups or one on field • Hand washing on entry to the classroom • 2m spaced • Own equipment in trays. • Check spacing • Handwashing before departure for next lesson if going outside. • Follow arrows in corridor
11.15 -12.15	Each bubble in its own room with their own teacher.	Lesson 3 Classrooms (possible group outside depending on rota)	<ul style="list-style-type: none"> • In class groups or zones on field • 2m spaced • Own equipment in pouches • Check spacing • Handwashing before departure for lunch • Rota for leaving for lunch • Follow arrows in corridor
12.15 – 12.50	Each bubble in its own space with two members of staff looking after all bubbles Including SLT	<p>Lunch on the field weather permitting.</p> <p>Sit on swimming pool bleachers to eat in the shade then ply in set areas.</p> <p>Sun hats and suncream requested.</p> <p>Wellingtons and coats requested.</p>	<ul style="list-style-type: none"> • Packed lunches • Own water bottles • Marked box areas for 5 pods on the field as play areas • Marked spaces for each pod to have lunch on the bleachers or grass • Request children to bring a very small picnic blanket (not to be shared)-if they wish to • Toilet visits in Prep School • Mild injuries to be dealt with on the field as teachers on duty have the first aid bag • PPE available in Med Rm for First Aid as necessary • Rota for returning inside. • Follow arrows in corridor

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12.50 -1.00	Each bubble in its own room with their own teacher.	Registration	<ul style="list-style-type: none"> • Wash hands on entering the classroom • Registers taken • Own equipment in trays • Check desk spacing etc • Reminders about contact etc
1.00 – 1.20	Each bubble in its own room with their own teacher.	Teams Form Time or Quiet Reading	<ul style="list-style-type: none"> • In groups/zones on field – or in Computing Suite for Teams Form Time • 2m spaced • Own equipment in trays • Check spacing • Handwashing before departure • Rota for leaving for next lesson. • Keyboards cleaned before leaving. • Follow arrows in corridor
1.20 -2.20	Each bubble in its own room with their own teacher.	Lesson 4 Classrooms (possible group outside depending on rota)	<ul style="list-style-type: none"> • In class groups or zones on field • Wash hands on entering the classroom • 2m spaced • Own equipment in trays • Check spacing • Handwashing before departure • Rota for leaving for break • Follow arrows in corridor
2.20	Each bubble in its own space with two members of staff looking after all bubbles	Break Time Break on field or in class if wet. Sun hats and suncream requested. Wellingtons and coats requested.	<ul style="list-style-type: none"> • Wash hands on entering the classroom • Own equipment, spares available • Toilet visit Rota • Mild injuries to be dealt with on the field as teachers on duty have the first aid bag • PPE available in Med Rm for First Aid as necessary • Rota for returning inside. • Follow arrows in corridor

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2.40 - 3.40		Lesson 5 Classrooms (possible group outside depending on rota)	<ul style="list-style-type: none"> • In class groups or zones on field • Wash hands on entering the classroom • 2m spaced • Own equipment in pouches • Check spacing • Handwashing before departure • Rota for leaving next lesson • Follow arrows in corridor
3.40	Each bubble in its own room with their own teacher.	Departing the classrooms Sun hats and suncream requested. Wellingtons and coats requested.	Departing the classrooms <ul style="list-style-type: none"> • Hands washed in sinks – 20 second walkaround to get a flow. • All stationary back in trays • No bags or clothes left if possible unless it is coats, wellies, sunhats • Remind children to wear fresh clothes • No homework – reading or It based – no marking • Staggered departure • Distancing when walking as possible
3.40 – 4.00 All year 6 children depart 4.00 – 4.30 Keyworkers may remain until 4.30pm	Year 6 pupils Key Worker children SLT Teachers on duty	The Crescent Walk to/from Hales Playground Exiting the school through front doors, back doors Exiting Playground via carpark gate	<ul style="list-style-type: none"> • Exit and entry to building: 3 bubbles to enter via front entrance. 3 pods to enter the backdoor. Only one bubble at a time to enter/exit the building. The following bubble can only enter when the previous one has entered/exited. • Children to maintain 2m distance using the red lines on the p'ground. Children to stay within pod areas on the playground. • Teacher to use End of Day register. • Parents to line up on the 2m red lines (supermarket style). Children will be handed over when their parent reaches the front. • They are then to exit via the double gate on the playground to maintain a one-way system. • Back playground gate to remain shut- no parental access
4.30		School day ends Extra cleaning takes place	<ul style="list-style-type: none"> • Ring any latecomers • Cleaners

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Considerations extra	Who	What, where and how?	Pupils and classrooms
	Staff	<ul style="list-style-type: none"> • When dealing with other groups, distance even if outside • Look out for symptoms • PPE for First Aid • Remember symptom protocol 	<ul style="list-style-type: none"> • Other • SSO to be present in crescent at the drop-off and pick-up time • No parking in the crescent or the Hales carpark • KW over-spill contingency room will be the Computing Suite • Furniture will be moved from the corridors e.g. the tables/chairs at the bottom of the stairs and reception • All internal doors to be propped open. This has been cleared through insurance on the caveat that all of these doors are to be shut at the end of the day • Children must come to school in fresh, washed clothes that are comfortable enough to be in for any physical activity e.g. leggings/t-shirt/joggers and trainers. • Changing rooms will not be available • PPE and First Aid Kit to be provided for the reception/First Aid • JR to check for bins with lids
Handwashing	Staff and Pupils		<ul style="list-style-type: none"> • Staff and children will wash their hands for at least 20 seconds with water and soap on arrival, before departure and regularly throughout the day, including before and after every break and lunchtime, this be supervised and monitored by staff.
Shared Food	Staff and Pupils		<ul style="list-style-type: none"> • The bringing of Birthday cakes and treats have also been stopped.
Shared Equipment	Staff and Pupils		<ul style="list-style-type: none"> • There will be a supply of antibacterial wipes available at all photocopiers / printers and other shared equipment.

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