

The New Normal

Version 3.1

The over-riding principle of safe provision of education is to balance the size of the groups in which the children are taught whilst maintaining an effective educational provision. For the vast majority of the day, children will be maintained in their class groups. However, there may be occasions where they are in the same area as children from their year group or phase. In these cases, there will always be additional precautions taken, e.g. phase groups will only be together if they can do so outside and maintain a social distance of 2m between each group.

We will be maintaining our high expectations around children's conduct and behaviour as we feel that stability and security is best for our children at this time. These expectations will also apply to school uniform and PE kit as these help to establish the children's mindset.

The following protocols detail how, as a school, we will be working. Please note that this is a working document as is subject to change. The latest version can be found on the school website and details of tracked changes will also be listed.



Bridge & Patrixbourne Church of England Primary School is a welcoming and nurturing community which promotes: *creativity* (developing our gifts); *excellence* (being the best we can be) and *resilience* (learning from our experiences). The school provides opportunities which enable everyone to flourish and grow within the love of God.

I am the vine, you are the branches. If you remain in me and I in you, you will bear much fruit. Without me, you can do nothing.

John 15:5

Contents

Attendance and Punctuality	3
Beginning and End of Day.....	3
Bridge Bees BASC.....	3
Catch-Up Support	4
Classroom Practice.....	4
Clinically Extremely Vulnerable Children and Staff	4
Collective Worship.....	5
Computer Room Use.....	5
Curriculum.....	5
Educational Visits.....	5
Extra-Curricular Clubs.....	6
Home-Learning	6
Infection Prevention	6
Infection Response.....	7
Library	8
Lunchtime Arrangements.....	8
Marking & Feedback	9
Meet the Teacher	9
Music	9
Parental Consultations	10
Parents in School	10
PE.....	11
Playtime Arrangements.....	11
PPA Cover.....	11
Primary Assessment.....	11
Prospective Parent Viewings	11
Pupil Equipment	11
Reading Records	12
Remote Learning Protocols	12
Safeguarding.....	12
Specialist Interventions	12
Staff Meetings	12
Swimming.....	13
Walking Bus.....	13
Volunteers.....	13
Visitors to the School	13
Version History	14

Attendance and Punctuality

Children arriving after 9.00am will have to enter via the school office and will be marked as late (L). Children arriving after 9.20am will be marked as absent (U). These changes are a temporary amendment to the school's Attendance Policy and will be reviewed termly.

The government has indicated that it will seek to impose fines on parents who do not send their children to school. It is our belief that almost all parents will welcome the fact that their child is back in school and be reassured by the preventative measures that the school has taken. Where parental anxiety remains, the school will seek to work with the parent to introduce the child back to full-time education. Fines will only be used as a last resort where all other avenues have been exhausted.

Beginning and End of Day

A 'soft-start' to the school day will be maintained with parents able to drop children off between 8.40am and 9.00am. Parents will enter through the small playground gate and complete a circuit around the Woodpecker's Nursery, exiting through the staff car park.

The same route will be used at the end of the school day. The gates will be open between 3.10pm and 3.30pm and parents will collect children direct from classrooms, **parents are asked to respect social distancing with adults in school and not approach closer than 2m.**

Whilst the country is on 'lockdown', the school requests that parents wear a face-covering whilst they are on school premises; this includes walking through the playground do drop-off or collect their children.

Families are asked to attend the school either in the first 10 minutes (surnames N-Z) or in the latter 10 minutes (surnames A-M) of each soft-start. This will enable families to better socially distance.

We are also asking that only one adult per family attends the school to drop-off or collect children.

Markings remain on the route spaced 2 metres apart and we ask all parents to respect these.

Please note that there is a 'pinch-point' at the Year 1 and Year R classrooms and we will be asking parents to quickly move on from this as to not create a bottle-neck. Parents may leave older children in the smaller playground and exit through the pedestrian gate into the car park.

Any children or adults wishing to dispose of face coverings should dispose of these in the exterior bins only.

Children will place their coats on their pegs before entering the class. Exterior storage for coats is in place for Years 4 to 5.

Bridge Bees BASC

In order to support our working parents, Bridge Bees BASC will once again be running for all registered children. Parents have been asked to book spaces in advance in order to ensure sufficient child to adult ratios.

Allocated adults will attend the classroom, register child in attendance and pass registers to Bridge Bees BASC Supervisor.

Allocated adults will remain with their group for the duration of the week and lead the activities for their group.

Children should be dropped-off and collected from the BASC gate (alongside the school office) and parents leave via the circular route by the school minibuses.

	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
15:15	Children attending BASC collected by allocated member of staff						
15:30	Snack			Indoor		Outside	
16:00	Outside			Snack		Indoor	
16:30	Indoor			Outside		Snack	
17:00	Rota of activities (1 day in 4): laptops; games; craft; etc.						
17:30	Chill-out in the hall (all groups on mats to ensure social distancing)						

* Please note that this is simply an example schedule and not indicative of what will be provided.

Catch-Up Support

The school is still awaiting further guidance on this but this includes the National Tutoring Programme which we expect to be allocated towards children eligible for Pupil Premium funding.

Classroom Practice

Seating arrangements will need to be re-arranged so that no child is directly facing another.

Children with low-levels of engagement, who may require additional support, will be seated closer to the front of the classroom.

Each child will have their own stationery which will be kept on their desk in order to limit the amount of movement around the classroom. Parents will be asked to supply this although the school will provide where parents cannot.

Staff will minimise the amount of time they spend face-to-face with a child. **The school has a supply of face shields which are provided for staff should they wish to wear one. It is recommended that these are worn whenever a member of staff is outside their 'bubble'.**

Phonics Teaching

For the vast majority of the time, Year 1 and 2 pupils will be in class bubbles. However, the ability range of the children in this school is such that effective teaching of phonics will require the use of 'bubbles within bubbles', creating small ability-based phonics groups within a year group bubble.

Pupils will be split into 4 phonics groups, taught by the two teachers and the two Teaching Assistants.

Clinically Extremely Vulnerable Children and Staff

Children

More evidence has emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to their child's GP or specialist clinician if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable.

Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school during the national lockdown.

Government guidance is that children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education but the school will support decisions made by parents in these circumstances.

Staff

Staff who have been identified as clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP, and may have been advised to shield in the past.

All other staff should continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.

Clinically vulnerable staff and children

Staff and children who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance.

Collective Worship

Collective Worship is still an important part of school life and must still take place every day. The vast majority of worships will take place in the classroom although year group worship can take place in the hall or outside.

	EYFS	Key Stage 1	Key Stage 2
Monday	10.10am – 10.30am Class Worship led by Teacher	2.45pm – 3.05pm Class Worship led by Teacher	
Tuesday	2.45pm – 3.05pm Year Group Worship (in the hall) led by Rev. Estella (one year group per week) Class Worship led by Teacher/Collective Worship Lead		
Wednesday	2.45pm – 3.05pm Class Worship jointly led by Teacher/Pupils		
Thursday	2.30pm – 3.05pm Class Worship jointly led by Teacher/Pupils		
Friday	2.45pm – 3.05pm Whole School Celebration Worship led by SLT (live)		

Computer Room Use

Where possible, block teaching of Computing should be encouraged to lessen any cross-contamination. Children should not share keyboards or mice and all peripherals should be cleaned after use or isolated for 72 hours.

Curriculum

The school will continue to teach a broad and balanced curriculum but within this there will an emphasis on core skills which children may struggle with. As always, curriculum planning will be informed by informal teacher assessment of where the children are and addressing gaps in knowledge and skills, making regular use of light-touch formative assessment.

In the Early Years, there will be a focus on gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary.

In Key Stage 1 and 2, the school will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.

This will be a focus on monitoring over the course of the academic year and will also be monitored by the governing board.

Educational Visits

Whilst the country is on ‘lockdown’, educational visits will not take place.

Extra-Curricular Clubs

For the duration of the Autumn Term, any extra-curricular clubs will only be able to be attended by children from within a particular phase (if outside) or year group (if inside).

All equipment should be cleaned or isolated following its use by children and therefore it would not be appropriate to use any equipment which is being utilised during the school day.

All areas should be cleaned prior to and after any extra-curricular activity.

Home-Learning

The school will not be setting extra home-learning in order to address the gaps in children's education. Our policy remains that daily reading and frequent practice of key knowledge and skills are the best way to support learning and these will be detailed in the termly Key Knowledge & Skills sheets that will come home.

As happens currently, Year 6 will have regular, weekly homework to prepare them for the demands of secondary school. This will commence in September.

Infection Prevention

Minimising Contact with Unwell Individuals

No children, staff or parents who are displaying symptoms (or has a member of their household displaying symptoms) should attend school.

If anyone within the school begins to display symptoms, they will be sent home and advised to self-isolate for seven days and arrange to have a test as soon as possible. Other members of the household should self-isolate for fourteen days.

If a child displays symptoms then they will wait in the SLT office 2m away from a supervising adult with the exterior door open to provide adequate ventilation. If this child needs to use the toilet, they will use the disabled toilet adjacent to the school hall which will then be cleaned before being used by anyone else. If the supervising adult cannot maintain a distance of 2m, then PPE should be worn.

Personal Hygiene

All children enter the classroom, they will be asked to wash their hands; soap and E45 cream is provided for this purpose. Handwashing should also be routine throughout the day, especially upon entering a new environment, i.e. after playtimes.

Reinforce the '*catch it, bin it, kill it*' message – tissues provided in every classroom.

Enhanced Cleaning Schedule

All hard surfaces in classrooms to be cleaned twice daily at lunchtime and at the end of the day. Classroom based staff to do this.

Toilets to have a more frequent cleaning schedule (mid-morning, after lunch, end of day)

Social Distancing

Whilst children will be allocated within certain 'bubbles' or groups, they will still be encouraged to maintain social distancing where at all possible.

Staff Training

Newly appointed staff to complete online course in Infection Control (already completed by existing staff).

Infection Response

A flowchart detailing the school's response to COVID-19 is available on the school website (link below):

<https://bridge.kent.sch.uk/school-life/coronavirus-covid-19/the-new-normal-september-2020>

Active Engagement with the NHS Track & Trace system

Anyone who displays symptoms should be tested and these can be booked online via the NHS website (below) or the NHS 119 phone number.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Essential workers have priority access to testing and these can be booked via the link below:

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

The school has also been given a small number of home testing kits to distribute as needed.

School should be informed immediately once results have been received.

- If the test is negative and the person no longer displays symptoms, then they can return to school. Other members of their household can also stop self-isolating.
- If the test is positive, they should follow the stay and home guidance and continue to self-isolate for seven days from the onset of symptoms. 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.

Managing Confirmed Cases within the School Community

If the school is made aware that someone has tested positive for COVID-19, we will contact the **dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority for support on the action they should take to respond to a positive case.**

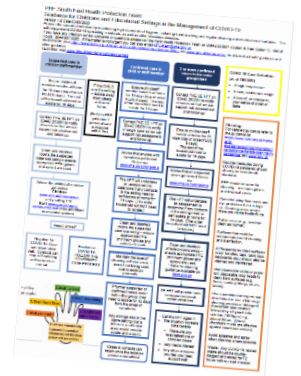
The advice service can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Callers will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.

The team will work with the school to guide them through the actions they need to take. Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person.

The school will maintain attendance records of pupils and staff within each group.

The school will not identify the name or details of anyone diagnosed with COVID-19 unless essential to protect others.



Outbreaks

If the school has two or more cases within a 14 day period, we will work with the local health protection team who will advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group but this will only be considered on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Library

In order to ensure that children are still able to borrow books from the library, each year group will be allocated a day on which they can use the library to return and borrow books.

- No more than 6 children at any one time;
- Children should be accompanied by an adult;
- Children should wash their hands before entering the library;
- Returned books should be placed in a return box and these will be ‘quarantined’ for 72 hours before returned to the shelf by the librarian.

Monday	Tuesday	Wednesday	Thursday	Friday
Year 2	Year 3	Year 4	Year 5	Year 6

** Please note that this is simply an example schedule and not indicative of what day each class will be allocated.*

Lunchtime Arrangements

Children will have their school lunches at the following times:

Monday/Wednesday/Friday

	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
11:30							
11:45	Lunch						
12:00		Lunch	Lunch				
12:15				Lunch	Lunch		
12:30						Lunch	Lunch
12:45							
13:00							
13:15							

Tuesday/Thursday

	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
11:30							
11:45	Lunch						
12:00		Lunch	Lunch				
12:15						Lunch	Lunch
12:30				Lunch	Lunch		
12:45							
13:00							
13:15							

As happens in Key Stage 2, children in Key Stage 1 will be eating their packed lunches in their classrooms.

In dry weather, children will be permitted to eat their packed lunches on the school field. If the weather is poor, lunches should be eaten in the classrooms. All surfaces should be cleaned prior to eating.

Lunch arrangements for children eating a school meal remain unchanged. They will still order their meals at the beginning of the day, collect their meals from the kitchen as normal and sit with their class.

Two areas for the disposal of cutlery and collection of puddings will be utilised; staff will provide table service in order to minimise movement of children around the hall.

The earlier lunchtime will mean that Year R children may need a snack in the afternoon.

Marking & Feedback

Teachers will not be required to take children's books home and therefore any marking should take place at school. As a school we recognise that 'feedback' (i.e. discussing learning) has a greater education benefit to children than 'marking' (i.e. physical written marks/comments) and therefore there will be a greater emphasis on this.

Meet the Teacher

These meetings took place at the beginning of the Autumn Term and were held virtually. These were recorded for parents who were unable to watch these live and can be found on the respective Year Group pages of our school website.

Music

As ample research has proved time and again, the benefits of singing and music are wide-ranging: musical experiences are good for us! In challenging situations, music and singing can be relied upon to boost self-esteem and confidence. They support learning - from listening to a song to embed key concepts in numeracy and literacy, to writing new verses to a song (as a poem) for discussing PSHE themes, to remembering song lyrics to help retain facts and information about a history topic. Music and singing improve concentration and listening, and help us in feeling connected to our communities. Plus, they're lots of fun too!

We therefore feel it is very important to continue to provide a quality music experience for all the children at Bridge, albeit within the most up to date health and safety regulations.

MusicMark prepared guidance for hubs and schools as part of their #CanDoMusic campaign (released August 20th) and SingUp have commissioned and released a singing specific guide for managing coronavirus risks associated with singing by Professor Martin Ashley (August 27th). His research can be read in full here:

https://www.singup.org/fileadmin/user_upload/Singing_Schools/PDFs/Children_and_School_Singing_During_the_COVID-19_Pandemic.pdf

In summary:

- Whilst risk cannot be eliminated, there is no unique case against class singing provided the risk is properly understood and adequately managed. It is important to get the risk into perspective alongside the other risks that schools are already well-prepared to manage.
- Most risks associated with singing are equally risks that can be found in a maths lesson or a staff meeting.
- Emerging understanding of the relationship between age and susceptibility to the virus means that teenagers in a 50-minute English lesson represent a higher risk scenario than eight-year-olds singing for 10 minutes.
- The most recent research (commissioned by the Department for Culture Media and Sport and carried out in the Bristol Aerosol Research Centre), has found that singing carries no greater risk than speaking.

- Volume seems to be an issue – for both speaking and singing – quiet singing and quiet speaking are less likely to produce airborne particles than loud, shouty singing or speaking.
- The number of singers in the room, ventilation, and the length of time spent singing are crucial factors. Many of the choirs reported on as ‘super-spreaders’ would have involved up to 100 or more adults, many of whom were in high risk age groups, singing for up to 90 minutes in a poorly ventilated space.
- We are confident that outdoor singing has significantly lower risk than indoors.
- Indoors, the next best thing is to reduce the number of people in the room and change the air as frequently as we can by opening doors or windows and allowing a 30-minute ventilation break.
- Project song lyrics (and notation) on a whiteboard to avoid handing out lyric sheets or music which might get touched, coughed or sneezed on and lead to virus spread.

At Bridge we are very proud of the range of instrumental opportunities offered to our children. Throughout their time here they will all experience playing a wide range of tuned and untuned percussion, ukulele, melodica, guitar, recorder and djembe. They also have access to ensemble music making in our choirs, orchestra and rock band and opportunities to perform in the wider community at festivals and concert events.

Again, based on the MusicMark research, we will be adapting our instrumental teaching programme to COVID safe music lessons:

Children to be taught in their established bubbles, distancing as appropriate or required by the lesson focus.

- Teacher to maintain social distance of at least 2m from nearest child at all times.
- Teacher to wear gloves when tuning and handling pupils’ instruments.
- Enhanced hand hygiene - washing hands at the beginning and end of the lesson - will be routinely observed.
- Instruments (non-blown) to be cleaned by the pupil (KS2) or adult (KS1) between users.
- Blown instruments (melodica mouth pieces and recorders) will be distributed strictly 1 per pupil and stored separately so as not to facilitate cross transmission.
- Pupils (KS2) will assemble and pack away their own instrument for each lesson.

Singing can take place within bubbles, side by side (as opposed to face-to-face) in well-ventilated rooms or outside.

Full school choir will not take place pending further research and guidance.

Parental Consultations

Parental Consultations took place in the first week in October and the next set are planned for February/March. Dates will be announced closer to the time.

Parents in School

As a school we pride ourselves on our relationship and open communication with parents however, in light of the COVID-19 outbreak, we will need to make some changes.

In the first instance, there will be no whole-school gatherings of parents. **Instead we will be sharing more of our learning on the school website through our class blogs.**

Parents should not enter the school building unless invited and they are also asked to email messages into the school if at all possible rather than congregating at the school office.

Meetings with parents must take place in a classroom, the staff room or the SLT office **and parents may be asked to wear face coverings at all times.**

PE

Children should attend school in their PE kit on allocated PE days. We would ask that children wear their school sweatshirt with dark, plain tracksuit bottoms/leggings with trainers.

PE lessons will take place outdoors where at all possible.

Whilst it is not necessary to social distance within a class group, if it is necessary to hold a PE lesson indoors, activities will be planned to take account of these measures. Children will do indoor PE bare-foot.

Equipment used in PE lessons should be cleaned between each group or left unused and out of reach for a period of 48 hours (72 hours for plastics).

Playtime Arrangements

Year groups will remain 'distanced' on the playground and allocated a section of the playground.

Children will be asked to remain outside during playtime and should only enter the school with permission from an adult.

	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
10.15	Rolling Break	Rolling Break	Break				
10.30				Break	Break		
10.45						Break	Break

If the event of 'wet-play' children will remain in their classrooms.

PPA Cover

The school is planning for PPA time to be scheduled at times when pupils are undertaking supervised activity with other specialist teachers or support staff, for example:

- Art/Music/PE lessons with specialist staff (remaining distanced from the pupil group)
- Sessions with class-based support staff

Primary Assessment

The government have announced that all primary assessments will take place in the 2020/21 academic year. This includes:

- The Phonics Screening Check
- Key Stage 1 Tests and Teacher Assessment
- The Year 4 Multiplication Tables Check
- Key Stage 2 Tests and Teacher Assessment

Prospective Parent Viewings

These will not take place in person this year although we will be offering virtual tours. Exact arrangements are to be confirmed.

Pupil Equipment

If the children need to bring anything into school, they should bring in a book bag or a cotton tote bag which can then be folded up and placed in their tray. Backpacks are not to be brought into school.

In order to avoid cross-contamination, children can bring in a pencil case which will contain their stationery. This pencil case will remain in school. If children do not have their own stationery then this will be provided by the school.

Reading Records

All children will be given a 'day' on which they can change their books, we ask that book bags and reading records are only brought in on this day. All staff should wash their hands prior to, and after, handling children's books.

Remote Learning Protocols

These have been established and are available on the COVID-19 section of the school website.

The government has made it clear that children should be in school during this time and the school will work with parents to ensure that they feel secure in sending their child to school.

Should an individual child not be in school, then our remote learning protocols state that the child follows the Oak Academy online video lessons. Contact will be maintained with the school through telephone or video calling.

Safeguarding

Safeguarding Team Meetings

Meetings will continue to take place bi-weekly.

Staff Training/

The staff training day at the beginning of Term 1 included the regular update training on Child Protection and Safeguarding led by the Designated Safeguarding Lead. This session also included issues that are more relevant in light of coronavirus and lockdown.

In addition, there was also training on how to spot signs of anxiety, grief and trauma as these are all issues that are likely to be more prevalent among children as a result of the COVID-19 pandemic.

Specialist Interventions

Where 1:1 or small group work is provided by a member of staff who is not assigned to a class:

- Staff will wash their hands prior to, and after, working with any child;
- The identified intervention space is identified and all surfaces are cleaned before and after any work takes place;
- Any equipment required is set up prior to the start of the session;
- Staff member will go to the child's classroom and stand at the entrance to collect the child;
- Intervention groups will consist of a maximum of 4 children will not consist of children outside of the extended bubble, i.e. phase group;
- The intervention is provided at a distance;
- After the intervention is finished, the staff member cleans the surfaces and any equipment that will be used by different children.

Staff Meetings

Diary Meetings

These weekly meetings will be held outside in the Year R area. The focus of these will be operational and the events of the coming week. Notes from this meeting will be included in the weekly staff bulletin.

Team Meetings

These will continue but please ensure that they take place in a sufficiently sized room to ensure that staff from different 'bubbles' are able to maintain social distancing. **No more than 6 people should attend any meeting in a classroom, two groups of six (distanced) are permitted in the school hall.**

Whole School Meetings

Where these are necessary, they will be held virtually using Zoom or Microsoft Teams.

Swimming

Plans had already been made to move the Year 4 swimming lessons from the Autumn Terms to the Summer Terms and therefore there will be no swimming until April 2021. This will be reviewed closer to the time.

Walking Bus

Please note that due to the current situation, the Walking Bus has been temporarily suspended. This will be reviewed for **January**.

Volunteers

During lockdown, we are unable to accept volunteers coming into the school.

Visitors to the School

These will be extremely limited and only where they have a direct operational/educational impact.

Visitors are asked to confirm that:

- they have not travelled from or transited through any of the countries or areas that do not currently have an air bridge with England in the past 14 days.
- they have not developed a fever (above 37.8C), new, continuous cough or a loss of taste or smell within the last ten days.
- no-one in their household has the above symptoms and has not yet had a test.
- they are not required to self-isolate for any reason in accordance with Government guidelines.

On arrival, all visitors are asked to sanitise their hands and will be escorted around the school to ensure that there is no 'cross-contamination'.

Disposable face coverings will be made available to visitors who wish to use one but these are not mandatory if they are meeting with an individual member of staff, i.e. in an office.

Visitors walking around the school will be asked to wear a face covering at all times.

For test and trace purposes, we will keep records of everyone who has visited the school. We will keep this information for 21 days. We will share this information with test and trace if somebody within the school community tests positive for COVID-19.

Version History

Version	Date	Changes made
1.0	09/07/2020	
1.1	10/07/2020	<ul style="list-style-type: none"> • Music section updated following guidance from Music Mark • Walking Bus section updated
1.2	15/07/2020	<ul style="list-style-type: none"> • Clarified guidance on disposal of face coverings • Clarified availability of disposable face coverings for visitors
1.3	27/08/2020	<ul style="list-style-type: none"> • Collective Worship section updated to clarify that Friday's Worship will take place via video conferencing/recording • Lunchtime Arrangements section updated • PE section updated to include information on indoor PE • Swimming section added • Walking Bus section updated.
2.0	06/09/2020	<ul style="list-style-type: none"> • Flowchart added to Infection Response section • Visitors to the School section updated • Lunch Arrangements – timings of sittings updated • Beginning & End of Day updated to reflect staggering of arrivals and departures • Music section updated to take account of guidance from MusicMark and SingUp
2.1	11/09/2020	<ul style="list-style-type: none"> • Visitors to the School section updated to include protocols and clarification and introduction of a COVID-19 Visitor Agreement
3.0	02/11/2020	<ul style="list-style-type: none"> • Minor changes made to reflect events that have taken place, i.e. parental consultations, etc. • Changes to a number of sections made following the announcement of second national lockdown. • Changes made to the beginning and end of day to aid social distancing. • Changes to classroom practice to encourage use of face coverings if needed. • Educational visits cancelled • Lunch arrangements changed • Parents in School section changes to require use of face coverings • Prospective Parental Visits changed from 'in-person' to virtual. • Remote Learning Protocols included • Staff Meetings - clarification about the maximum number of adults in a meeting • Extension of the suspension of the Walking Bus • Volunteers are not able to come into school during lockdown
3.1	04/11/2020	<ul style="list-style-type: none"> • Added guidance from government on clinically vulnerable pupils and staff • Added contact details for new DfE advice line