

Specific Guidance Document: Bubbles 7th June 2021

- Each staff member operating in the school environment will be operating in groups or bubbles according to the work they will be engaged in.
- Staff who are cross phase and/or work with more than one bubble/year group will be required to identify a 'bubble group' for themselves and maintain a distance of 1m+ from any class/child and wear a mask/face shield when teaching in other bubble groups.
- Bubbles are as follows:
Premises Team Bubble, Administration Team Bubble, Class Bubbles (CB), Year Group Bubbles (YGB), APP/SIL Cover Bubble, SENDCO Bubble and Better Start Area Staff. Whilst we are operating Bubbles the interaction between classes within a year group is limited to the following times:
 - Start and End of School Day - all year groups but lining up in Class Bubbles
 - Lunchtimes in the hall at the same time, but sitting 2m apart - all year groups
 - Assemblies in Year Groups but with 2m between classes - all year groups
- Each Class/Year Group Bubble will be self contained and have access to indoor and outdoor space. Outdoor space will be zoned and timetabled for the use of one class at a time as follows:
 - Nursery and Reception classes will remain in their Year Group bubbles and be timetabled to use other areas of the school
 - Years 1 and 2 have their own assigned outdoor area for use throughout the day and they will be timetabled for other areas of the school
 - KS1 and 2 will have playtime and lunchtime as a CB and they will sit in class bubbles whilst using the dining hall. **See SGD Playtimes and Lunchtimes**
 - General first aid will be delivered by the Year Group First Aid trained staff and will consist of 'Non-Covid' first aid (ie. cuts, sprains, bumps and bruises etc). Covid-19 first aid will be managed by the SLT and Admin Teams (see additional guidance below). Those responsible for this within the bubble must take appropriate resources into outdoor areas when these are timetabled for the use of their bubble and must record all incidents in a log book specific to the bubble.
 - Static equipment in these outdoor areas will be disinfected at the end of every school day by the Premises Team
 - Bubbles may sign up to use the studio/main hall as an additional space for learning. This should not be used for PE activities. If using equipment such as mats etc. adults in the bubble should make sure that this is cleaned after use.
- Seating:
 - Nursery, Reception, Year 1 and Year 2 classes will use seats and tables as per the autumn term 2020.
 - Years 3, 4, 5 and 6 will be seated in rows, with all children facing the front and children will have assigned seating as per the autumn term.
- Group work:
 - Children can work in groups on the carpet for a limited period of ten minutes. If they need to remain working on the carpet for a longer period than this, they will need to distance. Adults can work closely with an individual within their bubble; where possible they should do so for ten minutes or less.
- Windows/Ventilation Slats across the buildings must be open to ensure fresh air supply. In colder weather the heating can be turned up as necessary in order for ventilation to continue. Class radiators are controlled individually by the adults in the classroom.

Specific Guidance Document: Bubbles 7th June 2021

- Adults in the bubbles must be aware of the Fire Safety instructions as listed on the inside of the classroom door. In the event of an emergency, these procedures must be followed (including using both staircases to exit the building) and take precedence over social distancing/Covid-19 measures inside the building. Bubbles will maintain the required social distance when assembling outdoors, which is 1m+.
- Class bubble teachers must complete the class register at the beginning of the day and after lunch as per pre-Covid 19 legal expectations and routines.
- Staff in the class bubble will be responsible for informing Jo-Ann Woodward and the Premises Team if supplies of PPE equipment or other equipment need to be topped up. This must be done in a timely manner by email so that further supplies can be secured. AHTs must be copied into these emails.
- Adults in bubbles will communicate with the admin team or SLT by using the classroom phones or by email unless there is an emergency. If they need to communicate face to face, they must observe social distancing.
- A Supplementary Behaviour policy has been created to preserve the security of the bubble.
- If a child appears to be developing Covid-19 symptoms (eg. begins to cough but it is not yet persistent) it is recommended that all staff put on PPE until it can be determined that the symptoms are established. If a child appears to have developed a fever, a thermometer is available in the first aid pack to test their temperature. If this is 37.8 C or above, SLT must be called to collect the child from the bubble.
- Members of the bubble who fall ill will be supported to leave the bubble by the SLT and will be isolated on site before being collected. Social distancing will be engaged and face shields will be used if Covid-19 is suspected.
- Children needing to access medication from the office must be accompanied so that social distancing can be maintained until they return to the bubble. If no additional adult is available, contact SLT. Medication is securely stored in the Interview Room (unless it requires refrigeration) and the child will be supervised in this room when taking medication.
- Each class will be resourced individually with washable resources commonly required for learning activities.
- All members of a bubble will interact using recommended hygiene measures. Resources to assist in safe hygiene practice will be readily available in each bubble space ie. soap for hand washing, sponges, paper towels, protective equipment, first aid equipment and pedal bin for used tissues/PPE as outlined in the Risk Assessment. Children within bubbles will not use face masks. Staff may use masks at their own discretion. First aid will be carried out in this area.
- All children will be asked to bring an individual water bottle to be stored in a bag brought from home. They may also bring a fruit or vegetable snack to eat at a convenient point during the day. These items must not be shared with other children. The usual free fruit offer for younger children continues.
- Resources remain in the classroom or class bubble. Topic Resources will be quarantined at the end of their use (usually the end of half term) for 72 hours. Resources (eg. clocks for teaching time) will only need additional cleaning when being used across bubbles. They will be placed in the box outside the classroom to be cleaned by Jo-Ann. Adults will support children in developing these routines (eg placing the resources in the box) and curriculum demands will

Specific Guidance Document: Bubbles 7th June 2021

reflect the need for additional cleaning routines to be established. All clear surfaces will be thoroughly cleaned at the start of the school day by the cleaning staff. Cleaning resources will be in each classroom to be used if required. Normal classroom resources, such as painting pallets/paint brushes, should be washed in class as usual - by the children!

- There is a procedure for the library. See **Specific Guidance Document - Library**
- Individuals within a specific bubble may interact as they feel comfortable but should maintain a social distance of 1m+ between themselves and other members of the group. Members of the bubble will have the right to either access the washing facilities in the classroom or to ask a child to do so at any point if they feel that their health may be compromised by the actions of others within the bubble.
- Class Bubbles will not interact with other CBs at any time. Members of one bubble will always be at least 1m+ away from one another. Adults must model this and children attending school will be taught it to preserve the safety of the bubble. In the unlikely event of a member of one bubble having to pass a member of another bubble at a distance of less than 1m+, each person must turn his or her face away from the other. Adults must model this and children attending school will be taught it as a hygiene measure.
- The external stairwells will be used to move up through the building and the internal stairwells will be used to move down through the building. This must be strictly observed. Individuals needing the lift will be subject to a risk assessment developed with their families.
- Staff Rooms, photocopiers and offices - Staff must wear masks when in communal areas unless they are eating or drinking at tables. Staff can only sit with colleagues in their bubbles, maintaining a distance of 1m+ from staff in other bubbles. Until further notice, members of staff will also be able to rest/eat their lunch in the additional classroom throughout the day.
- Toilets:
 - Class Bubbles will be assigned specific toilets to use. This will mean that children's toilets will become non gender specific. One toilet in the block assigned to Year 6 children will be for the use of girls only as it will contain a sani-bin. Toileting routines will be established within each bubble and children will need to alert an adult, and the adult must ensure the child knows where to go and how to get back. It is preferable that they go to the toilet during class time to ensure they do not cross any other bubbles . Children will use the toilet they have been assigned in all circumstances (even if they are outside). Toilets will be cleaned throughout the day as usual by the premises team and staff will notify a member of the premises team if they discover that a toilet needs extra cleaning. Staff will need to ensure that their children have access to the toilet before play and lunchtimes in order to reduce the use of them during the breaks.
 - Year 6 toilets - Top Floor North Wing
 - Year 5 toilets - Top Floor South Wing
 - Year 4 toilets - Middle Floor North Wing
 - Year 3 toilets - Middle Floor South Wing
 - Year 2 toilets - Ground Floor North Wing
 - Year 1 toilets - Ground Floor South Wing
 - Reception toilets - cubicles are assigned to particular classes
 - Nursery toilets - toilet attached to their classrooms
- Adults will have use of existing staff toilets but must communicate explicitly to maintain social distancing when using these facilities by clearly asking if the room is in use and not entering until/unless other people are in the cubicles. Only two members of staff can access the general

Specific Guidance Document: Bubbles 7th June 2021

staff toilet facilities (near the staffroom) at any one time. Adults must act responsibly and with due care for others when using this facility. Staff members who are uncomfortable with this arrangement should only use the individual toilet facilities. Masks to be worn when using the communal toilets.

- When parents/family members accompany their children as part of settling into Nursery and Reception the parents/family members will be required to wear face masks. Staff have the option to wear face masks as has been the case throughout the pandemic.

Nursery YGB				
CLASS BUBBLE NAME	INDOOR SPACE	OUTDOOR SPACE	TOILET	ADULT TEA/REST SPACE
Robin	Robin class	Outside space will be shared	Robin toilets	Squirrel classroom
Tadpole	Tadpole class		Tadpole Toilets	
Reception CBs				
Kookaburra	Kookaburra class	Outside space will be shared	Access to the toilet closest to the Avenue from outside as well.	Reception Staff Room
Platypus	Platypus class			
Koala	Koala class			
Year 1 CBs				
Cobra	Cobra class	Part of Year 1 outdoor area Assigned playtimes and lunchtimes - see SGD Lunchtimes	Ground floor South block	Staff room or Additional Classroom, ensuring social distancing is maintained.
Sunbird	Sunbird class			
Dugong	Dugong class			
Year 2 CBs				
Hummingbird	Hummingbird class	Part of Year 2 outdoor area Assigned playtimes and lunchtimes - see SGD Lunchtimes	Ground floor North block	Staff room or Additional Classroom, ensuring social distancing is maintained.
Mongoose	Mongoose class			
Manatee	Manatee class			
Year 3 CBs				
Jaguar	Jaguar class	Assigned playtimes and lunchtimes - see SGD Lunchtimes	Middle floor South Block	Staff room or Additional Classroom, ensuring social distancing is maintained.
Macaw	Macaw class			
Anaconda	Anaconda class			

Specific Guidance Document: Bubbles 7th June 2021

Year 4 CBs				
Cheetah	Cheetah	Assigned playtimes and lunchtimes - see SGD Lunchtimes	Middle floor North Block	Staff room or Additional Classroom, ensuring social distancing is maintained.
Hippopotamus	Hippopotamus			
Flamingo	Flamingo			
Year 5 CBs				
Otter	Otter	Assigned playtimes and lunchtimes - see SGD Lunchtimes	Top floor South Block	Staff room or Additional Classroom, ensuring social distancing is maintained.
Hedgehog	Hedgehog			
Kingfisher	Kingfisher			
Year 6 CBs				
Orca	Orca	Assigned playtimes and lunchtimes - see SGD Lunchtimes	Top floor South Block	Staff room or Additional Classroom, ensuring social distancing is maintained.
Wolverine	Wolverine			
Puffin	Puffin			

APP/SIL Rooms

The staff rooms or the additional classroom must NOT be used as a workspace by any adult.

Class teachers will take their APP time off-site until Easter.

Additional Teachers/ Senior TALA: Access to an assigned desk, locker and a shelf storage in a cupboard.

APP: Class teachers will now take their APP time off-site. Additional teachers can use the APP room/desks for their APP.

All desks must be kept clear of personal items in order that they are easily cleaned. Cleaning resources will be provided and staff must clean the area used, including the telephone and desktop computers, if used, at the end of their session.

SEND/EAL resources must be accessed when the room is not in use, as per the timetable.

In an emergency anyone entering the APP room who is not timetabled to use it must wear a facemask.

Tea, Coffee and Food: A tea and coffee station will be available for the staff using the APP and additional Classrooms. Food can be consumed at assigned desks, provided all traces of food are cleaned away at the end of the session.

School Visitors

The school can welcome visitors to school provided they have been invited and are made aware of our Main Risk Assessment and SGD that relate to them. In addition to the usual rules regarding visitors, the visitor must:

Specific Guidance Document: Bubbles 7th June 2021

- Be signed in - the admin team must be made aware in advance of who is attending the site and when
- Be met by the member of staff who has arranged the visit.
- Follow the Main Risk Assessment and SGD
- Follow any guidelines that their own organisation has recommended