

Specific Guidance Document: Bubbles

- 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 maintain a distance of 1m+ from the class/child and/or wear a mask/face shield.
- Bubbles are as follows:
Premises Team Bubble, Administration Team Bubble, Year Group Bubbles (YGB), APP/SIL Cover Bubble, SENDCO Bubble, BASC 2 Year Groups Bubbles and Better Start Area Staff. Whilst we are operating YGBs the interaction between classes within a year group bubble is limited to the following times:
 - Start and End of School Day - all year groups
 - Breakfast and after school clubs i 2 year groups only - all year groups
 - Playtimes and lunchtimes - all year groups
 - Assemblies in YGB but with 2m between classes - all year groups
- Each 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 or Year Group at a time as follows:
 - Nursery and Reception classes will be timetabled to use other areas of the school and have staggered carpet sessions where possible to ensure less children are using the outside space at one time.
 - 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 YGB, but they will sit in class bubbles whilst using the dining hall. See SGD Playtimes and Lunchtimes
 - General first aid will be delivered in Year Group Bubbles 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
- Seating:
 - Nursery, Reception, Year 1 and Year 2 classes will use seats and tables as per the summer 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.
- Windows/Ventilation Slats across the buildings must be open to ensure fresh air supply. In colder weather the heating can be turned up if necessary in order for ventilation to continue. Class radiators are controlled individually by the adults in the classroom.
- 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 expectations and routines.

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- Staff in the 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 is provided 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.
- Resources remain in the classroom or YGB. 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 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**

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- 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.
- Year Group Bubbles will not interact with other YGB 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.
- Staffrooms 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.
- Toilets:
 - Year Group 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 be supervised if they need to use the toilet outside these times. 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 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.
- 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.

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| Nursery YGB | | | | |
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| CLASS BUBBLE NAME | INDOOR SPACE | OUTDOOR SPACE | TOILET | ADULT TEA/REST SPACE |
| Robin | Robin class | Outside space will be shared but carpet sessions and other group led activities will be staggered to ensure less children are using the outside space at any one time. | Robin toilets | Reception Staff Room |
| Tadpole | Tadpole class | | Tadpole Toilets | |
| Reception YGB | | | | |
| Kookaburra | Kookaburra class | Outside space will be shared but carpet sessions and other group led activities will be staggered to ensure less children are using the outside space at any one time. | | Reception Staff Room |
| Platypus | Platypus class | | Specific cubicles in toilets will be used. | |
| Koala | Koala class | | | |
| Year 1 YGB | | | | |
| Cobra | Cobra class | Year 1 outdoor area Assigned playtimes and lunchtimes - see SGD Lunchtimes | Ground floor South block | Staff room ensuring social distancing is maintained. |
| Sunbird | Sunbird class | | | |
| Dugong | Dugong class | | | |
| Year 2 YGB | | | | |
| Hummingbird | Hummingbird class | Year 2 outdoor area Assigned playtimes and lunchtimes - see SGD Lunchtimes | Ground floor North block | Staff room ensuring social distancing is maintained. |
| Mongoose | Mongoose class | | | |
| Manatee | Manatee class | | | |
| Year 3 YGB | | | | |
| Jaguar | Jaguar class | Assigned playtimes and lunchtimes - see SGD Lunchtimes | Middle floor South Block | Staff room ensuring social distancing is maintained. |
| Macaw | Macaw class | | | |
| Anaconda | Anaconda class | | | |
| Year 4 YGB | | | | |
| Cheetah | Cheetah | Assigned playtimes and lunchtimes - see SGD Lunchtimes | Middle floor North Block | Staff room ensuring social distancing is maintained. |
| Hippopotamus | Hippopotamus | | | |
| Flamingo | Flamingo | | | |
| Year 5 YGB | | | | |
| Otter | Otter | Assigned playtimes and lunchtimes - see SGD Lunchtimes | Top floor South Block | Staff room ensuring social distancing is maintained. |
| Hedgehog | Hedgehog | | | |
| Kingfisher | Kingfisher | | | |
| Year 6 YGB | | | | |

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| Orca | Orca | Assigned playtimes and lunchtimes - see SGD Lunchtimes | Top floor South Block | Staff room ensuring social distancing is maintained. |
| Wolverine | Wolverine | | | |
| Puffin | Puffin | | | |