



LANTERN OF KNOWLEDGE
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Summary of Safety Measures for re-opening School following Covid-19 Lockdown

1. **Full risk assessment written.** RE: safety measures:
 - **Parents informed** via meetings in Aug/Sep and provided written guidance.
 - **Staff informed** during INSET days 1st week of Sept.
 - **Pupils informed** on 1st day back, 7th Sept
2. What to do if
 - **you have symptoms,**
 - **someone in your house has symptoms**
 - **you or someone in your house has tested positive**Explained to staff, parents and pupils
3. Social distancing and hand washing/sanitising **posters** displayed throughout the school
4. **PPE Equipment** bought and stored
5. **Staff room adjustments** made for social distancing
6. **Hand sanitisers installed** outside every classroom
7. Pupils taught **how to wash hands**
8. Pupils taught **how to safely wear, take off and dispose** face coverings
9. School **cleaning schedule** revised
10. **Waiting area for visitors removed.** Visitors to be let in at time of appointment only.
11. **Behaviour policy updated** with clear sanctions in place for anyone ignoring or deliberately flouting the rules, including exclusion where required.
12. The classes will be split into **2 Bubbles**. Each Bubble has **own entry/exit** point, **own WCs, own classrooms**. Each Bubble has **breaks and assemblies together**. No physical inter-bubble interaction inside the school premises
13. **Teachers move to each class** according to the timetable. **Double lessons** employed to minimise teacher movements in school.
14. **Minimise cross contamination between school and home:**
 - Pupils to keep personal stationary in school
 - Classwork exercise books kept in school
 - Homework on Google Classrooms
15. Activities that involve **shared resources/equipment are avoided** or cleaned prior to use each time
16. Pupils **cannot share equipment**/lunch etc



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17. In school marking : **self marking policy** provided to teachers
18. **Staggered leaving times**; break times and lunch times
19. If multiple classes need to use a specialist room on same day, then **cleaning procedure** will identified between class usage (e.g. for **IT lab**, pupils given wipes to clean keyboard, mouse, table prior to use)
20. **Library closed** for time being
21. All in **class resources will be put online** for all pupils (especially useful for those who have to self-isolate)
22. **Pupils cannot visit** the main office or other staff areas
23. All pupil **tables/chairs are forward facing** (face whiteboard)
24. All **teachers to wear visors** in school except when alone in room.
25. **Car sharing protocols**/travelling protocols for mixed bubble co-travellers
26. Parents must **avoid getting out of cars**. Parents must **avoid congregating** at the school entrance.
27. Pupils to **disperse** away from school **ASAP**.
28. **Audit staff and pupils** to assess the **clinically vulnerability** & extremely clinically vulnerable (and close family members). **Individual risk assessments** written as necessary.
29. **Fire procedures reviewed** and revised
30. **No non-essential visitors** are admitted to school
31. A staff rota for **additional Fire Marshalls** will be drawn up to cover any absences.
32. **Wellbeing/mental health** issues are discussed with pupils
33. **Deliveries** are managed effectively in a timely manner, with recipients adhering to social distancing and wearing PPE where appropriate.
34. Staff and pupils are **regularly reminded** about social distancing and sanitising.