* KH to meet at gate and send to classes. EY and Y1 will be collected safely by teacher. KH will ensure all children are in bubble before letting more children in.
* There will be special codes for the registers but I haven’t been sent them yet.
* Only one child at toilet at a time. Class 2 to use disabled toilet not KS1 toilets.
* Playtimes; EY will remain in their area. Key workers on pitch and grass. Y1 upper half of playground. Y6 lower half. Will need to go outside in this order:

1. key workers
2. Y1
3. Y6 and then vice versa.

Same for lunchtimes.

* Lunchtime supervisors: Eleanor – Y6, Debbie – Y1 , Kirstin- Reception and Mandy – key workers.
* Afternoon work low level so that teacher can work on Seesaw.
* EY will have sterilising tablets to clean all equipment used on afternoon and wipe down bikes etc.
* Hall will only be used when more than 12 key workers (Y2-5).
* Only one member of staff in staff room at time. Hot drinks are allowed in classrooms but please ensure relevant health and safety measures. Please use EY kettle in little office.
* We will need a timetable for extra time outside – can decide on Monday how we want to work it.
* When Anne is in work she will be in Katie’s office and KH will be in main office.
* Please avoid coming into either office during day unless required. No child is allowed at any point past main doors to office.
* KH will wipe down corridors, check toilets and check on ‘bubbles’ during the day. She will avoid entering any ‘bubble’.
* Please keep all doors and windows open.
* Please clean areas of ‘high use’ e.g. light switches, doors etc. throughout the day.
* Corridors children and adults will need to walk on left hand side. (following markings)
* Staff can wear ‘casual’ clothing.
* Ipads etc are in classes. If you need laptops please get the trolley before the day starts.
* There is a special designated table in conservatory if a child becomes ill. This means parents can access from school yard.

This list isn’t extensive and I’m sure there will be things I’ve forgotten! We can add and edit as we go along. If I have missed anything feel free to add to it.