

September Opening Actions: Staff Version

Updated 12.11.2020

Note that DfE guidance asks schools to make the best arrangements possible in order to minimise risk whilst having schools fully open in September. This document is written with this approach in mind.

Teaching and Learning Guidelines - these apply to all teachers including cover supervision and supply staff. Please read thoroughly.

Issue Specific Issue	Action
Mixing Year Group	No students from other year groups to sit at the back of a classroom. JE has devised a 'parking' timetable to ensure there are no mixed bubbles.
Room layout	All desks must be facing forward with space between desks. No groups of tables and no more than 2 students to a desk. Teacher's desk must be, where possible 1 metre from first student desk.
Ventilation	To maximise ventilation windows should remain open throughout the day.
Checking/Marking student work and progress	Marking and feedback must be undertaken using a visualiser. Teaching staff to ensure that all students' work is checked using this method at least once every three weeks. Assessments must be quarantined for a minimum of 48 hrs completion and 48 hrs after marking.
Equipment	No equipment must be handed out or loaned to any student. This includes text books, dictionaries, pens, rulers, calculators, pencil sharpeners, anything. Worksheets can be used but must be handed out by the teacher only and preferably should be on the desks at the start of lesson. Worksheets cannot be collected in. English class reader books can be handout if they are numbered and students are allocated a specific number and it is noted. These cannot be collected in and therefore become the responsibility of the student. At the end of term, returned books must be stored for at least week before being cleaned and stored again.

	<p>Students are responsible for bringing in their equipment and a lack of equipment will result in students being issued with an appropriate sanction.</p> <p>Mobile phones can be used in class as a dictionary, calculator and research tool. Teaching staff must be specific and stringent with regard to use of mobile phones - give clear instructions as to when and how the students can use them in their classroom. All other current school rules regarding mobile phones still apply.</p>
<p>Minimise contact /contamination with classroom materials esp. for teachers who use a range of rooms</p>	<p>You must ensure your desk is completely clear when you leave your room. Your classroom could be used by another teacher or used in an emergency. Please respect each other and leave the teaching desk completely clear and wipe the visualiser with cleaning fluid.</p> <p>Teachers must not share equipment. Essentials must be kept by individual members of staff: Board pens Whiteboard rubber and cleaning fluid Variety of coloured writing pens. Cover supervisors must also be provided with the same equipment as above.</p> <p>Classrooms must be kept tidy and clean at all times. There should not be piles of books or any kind of papers, card etc. anywhere, or equipment such as pens, glue, and scissors and so on. Students and staff will naturally default to picking it up. Therefore all surfaces including the floor must remain clear of any detritus. Old exercise books can be stored in a cupboard or disposed of. Classroom teachers to clear rooms at the end of each day.</p> <p>Doors should be opened/propped open by the teacher at the beginning and end of each lesson. Students should not have to touch the door handle at any time.</p>
<p>Exercise books</p>	<p>Students will take exercise books with them, they are not allowed to be left in the classroom.</p> <p>Teachers are not to collect up exercise books and therefore there is no marking of exercise books. The visualiser will be used to assess students work. Students will bring their work to the visualiser – teachers will not touch the exercise book.</p> <p>Teaching and Learning Handbook provides guidance on effective feedback.</p>

<p>Social distancing</p>	<p>There cannot be any paired or group work, and obviously no sharing of equipment.</p> <p>The teacher is advised to stand at the front of the room and not circulate – please look after your voice. You may be in a room big enough to maintain social distancing of 1 metre whilst circulating. Please note that some students will be very wary to maintain 1 metre.</p> <p>Teaching and learning guidance without Covid restrictions have always insisted that students come straight into the classroom – there must not be any lining up outside, this means you must be in your classroom on the first bell.</p> <p>End of the lessons must be organised and should leave time for thorough cleaning of desks.</p>
<p>Seating Plans</p>	<p>Every class MUST have a seating plan which is adhered to and not changed. This cannot be compromised as it is essential for track and trace – Health England Guidance.</p>
<p>Maintaining Hygiene</p>	<p>Each Classroom will have cleaning fluids, roll of wiping paper and hand sanitiser. Students must clean their hands on entry, place hand sanitiser near the door. One student can have responsibility for wiping clean the desks at the end of each lesson.</p> <p>Ensure the end of the lesson is organised and that there is time allowed for cleaning desks.</p> <p>IT, Music, Textiles, D&T and PE will need to wipe down all equipment used as well as desks, this will require two/three sensible students to clean at the end of the lesson. These departments will receive extra cleaning equipment.</p>
<p>Photocopying</p>	<p>It is preferential to submit photocopying to Ann Hayes in Admin. If you do use the photocopiers yourself then it is your responsibility to clean the photocopier appropriately once you have used it.</p> <p>When collecting photocopying from Admin please do not touch other people's piles!</p>