

**MONITORING GRID**

Week/date	Update (outline of change/s made) All new/edited parts are highlighted yellow each week	Page
10/07/20	Gooderstone- No changes	
10/07/20	Mundford- No changes	
03/07/20	Gooderstone- Inviting back additional pupils In person meetings Events Hire and use of school premise Cleaning- Where staff handle pupils books they disinfect the surfaces that they are using before and after. Storage Specific health considerations First Aid	Pg14 Pg 14 Pg18 Pg 19 Pg 20  Pg 20 Pg 22 Pg 30-31
03/07/20	Mundford- Inviting back additional pupils In person meetings Events Hire and use of school premise Cleaning- Where staff handle pupils books they disinfect the surfaces that they are using before and after. Storage Specific health considerations First Aid	Pg14 Pg 14 Pg18 Pg 19 Pg 20  Pg 20 Pg 22 Pg 30-31
26/06/20	Gooderstone- Use of rotas in Primary Inviting additional Primary pupils- additional space/RA External Provided specialist services Cohort group: size, separation, control measures 1:2:1 external professional visits Partitioning larger spaces Contact records maintained Queueing Familiarisation- transition arrangements for September Staff breaks Essential meetings Staff beaks Cleaning pupil's books Records and templates- specific health considerations & compliance codes Increased supportive measures for pupils psychological needs Template letter for communication Maintained records of contacts in line with guidance Isolation requirements- actions relating to symptomatic person on site Face coverings on public transport	Pg 3 Pg 5 Pg 5 Pg 6 Pg 7 Pg 8 Pg 8 Pg 8 Pg 16 Pg 17 Pg 18 Pg 18 Pg 20 Pg 20 Pg 22 Pg 23 Pg 24 Pg 28 Pg 29 Pg 31

26/06/20	<p>Mundford-</p> <p>Use of rotas in Primary</p> <p>Inviting additional Primary pupils- additional space/RA</p> <p>External Provided specialist services</p> <p>Cohort group: size, separation, control measures</p> <p>1:2:1 external professional visits</p> <p>Partitioning larger spaces</p> <p>Contact records maintained</p> <p>Queueing</p> <p>Familiarisation- transition arrangements for September</p> <p>Staff breaks</p> <p>Essential meetings</p> <p>Staff breaks</p> <p>Cleaning pupil's books</p> <p>Records and templates- specific health considerations &amp; compliance codes</p> <p>Increased supportive measures for pupils psychological needs</p> <p>Template letter for communication</p> <p>Maintained records of contacts in line with guidance</p> <p>Isolation requirements- actions relating to symptomatic person on site</p> <p>Face coverings on public transport</p>	<p>Pg 3</p> <p>Pg 5</p> <p>Pg 5</p> <p>Pg 6</p> <p>Pg 7</p> <p>Pg 8</p> <p>Pg 8</p> <p>Pg 8</p> <p>Pg 16</p> <p>Pg 17</p> <p>Pg 18</p> <p>Pg 18</p> <p>Pg 20</p> <p>Pg 20</p> <p>Pg 22</p> <p>Pg 23</p> <p>Pg 24</p> <p>Pg 28</p> <p>Pg 29</p> <p>Pg 31</p>
1/06/20	<p>Gooderstone:</p> <p>No changes this week- Some Year 5 children joining Gooderstone next week , following same routine so no amendments needed.</p>	
1/06/20	<p>Mundford:</p> <p>No changes this week- New Pod opening on 29<sup>th</sup> June for Year 5 (see re-opening plan in supporting documents.</p>	
12/06/20	<p>Gooderstone-</p> <p>Senior management- calculating number of people that can be accommodated at setting.</p> <p>Staff arrangement- numbers of staff needed for EYFS</p> <p>Educational activities- Changing for P.E</p> <p>Cleaning- cleaning Wooden desks and surfaces</p> <p>Staff instructions – new sections throughout- hand gel application and COVID signage.</p> <p>Course delivery- new section put in coving courses run on site</p> <p>Behaviour policy- new update, also see supporting evidence.</p> <p>New section- Returning after isolation.</p> <p>New section- PPE face coverings</p>	<p>Pg3</p> <p>Pg5</p> <p>Pg12</p> <p>Pg18</p> <p>Pg 22</p> <p>Pg23</p> <p>Pg24</p> <p>Pg 26</p> <p>Pg 27</p>
12/06/20	<p>Mundford</p>	<p>Pg3</p>

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05/06/20	<p>Gooderstone- all items completed and up to date.</p> <p>Hall not in use at all.</p> <p>Fire drill held 8<sup>th</sup> June</p> <p>Staff briefing held- info and consultation completed</p> <p>PPE Advice</p> <p>Covid cases</p> <p>A Folder has been added on Governor hub containing all supporting documents for RA</p>	<p>Pg 3</p> <p>Pg 4</p> <p>Pg 4</p> <p>Pg5</p> <p>Pg8</p>
05/06/20	<p>Mundford- all items completed and up to date.</p> <p>Fire drill to be held 8<sup>th</sup> June.</p> <p>Staff briefing held 01/05/20- info and consultation completed.</p> <p>New cleaning schedule</p> <p>Book changing plan</p>	<p>Pg3</p> <p>Pg4</p> <p>Pg6, 16</p> <p>Pg 16</p>
21-08-2020	<p>Page 4 – COVID-19 Secure contractor arrangements</p> <p>Page 10 and 11 updated Music and Drama</p> <p>Page 13 – New links to CLEAPSS guidance</p> <p>Page 14 – Supervised toothbrushing programmes</p> <p>Page 21 – New information for spaces without direct outside air</p>	
27-09-1010	<p>Page 4 – contactors are aware of schools expectations in advance of making a site visit</p> <p>Page 5 – peripatetic teachers and invigilators added to staffing arrangements</p> <p>Page 7 – Additional information for where resources are taken home.</p> <p>Page 10 – reference to updated COVID-19 Cleaning and Disinfection supplementary checklist</p> <p>Page 11 – Updated Music, dance and drama</p> <p>Page 13 – Updated Physical Activity</p> <p>Page 17 – Updated Extra curricular provision to include wraparound care and Autumn Exams Checklist completed</p> <p>Page 20 – Updated Public and School transport.</p> <p>Page 20 – Visitor section updated to including familiarisation and parents evenings</p> <p>Page 28 – Hand hygiene update to confirm that where hand washing is carried out, running water must be used.</p> <p>Page 32 – Parent communications updated regarding external wraparound care and extra curricular providers where necessary.</p> <p>Page 37 – First aid section updated.</p>	

20/10/20	<p>Updated completion guidance</p> <p>Separated out management planning information into a new checklist</p> <p>Changed wording from local lockdown to new alert level terminology</p> <p>Page 43- Updated shielding for pupil's information to reflect new alert level advice.</p> <p>Page 8- Updated information on temporary staffing</p> <p>Page 15-16- Updated information on performing arts</p>
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### MONITORING GRID

Week/date	Update (outline of change/s made)	Page	Update:
PPE	Wearing a face covering will also not exempt you from the requirement to self-isolate if you are a close contact of someone who tests positive.		Noted
Where local restrictions apply	<p>In areas that have been designated as a high (tier 2) or very high (tier 3) alert level, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.</p> <p>In the event of a change in alert level, schools will need to communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.</p>		As the government guidance may change we will respond accordingly.
13-11-20	<p>Aerosol Generating Procedures (AGP) Some procedures increase the risk of transmission through aerosols, such as for pupils receiving tracheostomy care.</p> <p>AGPs that are commonly performed in education and children's social care settings include: • non-invasive ventilation (NIV) • bi-level positive airway pressure ventilation (BiPAP) • continuous positive airway pressure ventilation (CPAP) • respiratory tract suctioning beyond the oro-pharynx These activities require a specific risk assessment supported by the young person's health professional. Separate guidance on AGPs, accessing the correct PPE and training for that is available on the Norfolk Schools and Infospace sites.</p> <p>Procedures that are not classed AGPs include:</p> <p>COVID-19 Compliance code for all</p>		<p>Page 34 compliance code:</p> <p>Inhalers stored within bubbles-children self-administer puffer using spacers. Adults supervise from a 2m distance.</p> <p>If intervention is needed adults to where mask and PPE to administer.</p>

	<p>educational settings</p> <ul style="list-style-type: none"> <li>• oral or nasal suction</li> <li>• the administration of nebulised saline, medication or drugs</li> <li>• chest compressions or defibrillation</li> <li>• chest physiotherapy</li> <li>• the administration of oxygen therapy</li> <li>• suctioning as part of a closed system circuit</li> <li>• nasogastric tube insertion and feeding</li> </ul> <p>However, considerations for close contact still apply to these procedures as detailed in this document and where relevant the guidance on first aid provision.</p>		
13-11-2020	<p>Records of visitors must be maintained for contact tracing requirements as described in the managing cases guidance. In addition, any activity or provision where members of the public take part or make use of the setting must have a QR code available for checking in purposes. Settings are not required to have a QR code available for the provision of childcare or education, but where events are hosted this must be available.</p>		<p>Pg 24 Compliance code: currently this is not applicable. We are holding no events or lettings on either site- Mundford or Gooderstone.</p>

## January 2021- Lockdown (Critical worker and Vulnerable children provision)

### Appendix 1

#### Additional COVID Procedures.

#### Timetable:

- Timetable has been changed to ensure that minimal to no bubble mixing takes place during the school week.
- Bubbles continue to be kept apart during the school day, playtimes and lunch.

#### Masks:

- To be worn by staff in corridors and communal areas.
- Avoid entering other bubbles where possible and wear a mask if visiting another bubble.
- Safe wearing of face coverings requires cleaning of hands before and after touching- including putting on and removing coverings.
- Ensure 2m distancing between staff wherever possible.
- Staff to minimise close face to face contact with children and minimise time spent within 1m of anyone - shields are available to wear if this is not possible.
- Encourage social distancing between pupils where possible but without this impacting negatively on their social and emotional development.
- School Admin and SLT to wear masks/shields when moving from bubble to bubble.

### **Movement:**

- Staff to restrict movement around the school and should only leave bubbles where necessary.
- Staff meetings held by Zoom whilst in lockdown.
- Where face to face meetings take place ensure masks are worn and room is well ventilated.
- Ensure ventilation of staffroom whilst eating lunch and keep the number of staff together to a minimum. Please try to socially distance as much as possible within the staffroom.
- Children to have their own equipment (multiple touch)

### **Cleaning: (see cleaning schedule for full details)**

- Continue rigorous routine of hand washing and sanitising.
- Regularly clean surfaces.
- As before in the previous lockdown-ensure touch points are regularly cleaned, although each bubble has individual toilets ensure they are regularly cleaned also.
- Staff to wipe of toilet once used.
- Soft furnishings to be kept to a minimum, where they are in use they are to be cleaned regularly.
- Ensure all surfaces in the staffroom are wiped down after use (including microwave)
- Wipe down photocopier after each use.
- Ensure classroom, corridors and outside areas are tidy and free from clutter. This allows surface to be cleaned more readily and allows for less points of contact.
- Continue to ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it.'

### **Ventilation and outside:**

- Use outside as much as possible
- Ensure the classroom is ventilated well throughout the day/balance with comfort of children and staff- door and windows open when pupils are outside to air the classroom.

### **Equipment:**

- Reading books from home continue to be isolated for 72 hours before being put back into circulation.
- Avoid sharing equipment across bubbles and where you are unable to do this ensure all equipment is cleaned.

- Each bubble has its own cleaning basket and adults are responsible for making sure it is clearly marked and stocked.
- Each bubble has its own first aid kit also.
- Coat pegs in the hallway to only be used by Oak and Hazel, all other bubbles to keep coats etc in classroom.