

COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Sweyne Park School (Rayleigh Schools Trust)

OWNER: Headteacher

DATE: 24/08/2020 update v5 11.11.20 Review due from 2nd December

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
 - First Aid Policy
 - Child Protection Policy
 - CYP Response Plan
 - DFE Guidance relating to COVID19
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
 - The Health Protection (Notification) Regulations 2010
 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- This Risk Assessment is a dynamic document, it will be reviewed and modified on a regular basis to reflect changing Government advice, guidance, instruction and school conditions.

Steps of Re-opening Preparation:



The school has been in operation for some 4 weeks. This document has been reviewed. Various operational procedures have been reviewed and adapted as required. There have been no major additional risks. The school has refined its procedure following positive test results being returned by a member of staff and 2 pupils. Line of effective communication have been established with Public Health England, the Local health protection team and the DFE.

The school on an operational basis, has refined its approach to the teaching and learning of those who are required to self isolate. 29.09.20

New High alert status impact 12.10.20

Latest lockdown 3rd Nov -2nd Dec Review of requirements on schools is essentially as before. Further Check of CV and ECV staff taking place. Confirmed protocols for greater numbers of staff /pupils who are potential Covid or contact isolation cases.

Risk Assessment/ Action Plan Sections:

Preparing Buildings and Facilities, [Emergency Evacuations](#)

Cleaning and waste disposal

Classrooms

Staffing, [Group Sizes](#)

Social Distancing [Visitors](#)

Catering

PPE

Response to suspected/ confirmed case of COVID19 in school

Pupil Re-orientation, [Partial Re-opening](#)

Transition *into new year group*

Safeguarding

Curriculum / learning environment, [CYP with SEND](#)

Attendance

Communication

Governors/ Governance

School events, including trips

Finance

Appendices (Including key points for a possible reopening on 1st June, School post lockdown (not logistics for day to day), Staff Updates, Home/School agreement)

Please note that the actions below are not exhaustive, some working protocols are not covered here.

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
High Alert in Essex, impact on schools	<p>Requirement that face covering are worn in circulation area Communal area.</p> <p>New Information about requirements sent to Parents and Staff</p> <p>Further work via the Pastoral system to help pupils understand the situation and actions.</p> <p>Other users of the school building including contractors informed.</p>	<p>Lack of will to comply with the responsibility.</p> <p>Lack of face masks. (advice pointed to/make your own)</p> <p>Lack of understanding about personal responsibility</p> <p>Business impact on other users of the school/lettings</p> <p>Masks not suitable of some people (see exemption)</p>	M	<p>To have a supply of masks available if people "forget"</p> <p>Use of the behaviour policy to underpin expectations</p> <p>To maintain the current system of minimising internal movement around the school.</p> <p>Assist other site users in developing save system of working</p> <p>A visor will be accepted for staff</p>	18/10/20	L
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers 	<p>Site Manager is unavailable or contract back-up fails</p>	<p>L</p> <p>M</p>	<p>Use of in house staff to check water and alarms. Usual service contract in place and have continued as per schedule.</p> <p>Premises staff have been at work during the main school closure</p>	<p>14/07/20</p> <p>14/07/20</p>	<p>L</p> <p>L</p>

	<ul style="list-style-type: none"> Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements 	<p>Non availability of required supplies or service items.</p> <p>Food supplies not available</p> <p>Break down in equipment.</p> <p>Not able to open school as required from Sept</p>	<p>M</p> <p>L</p>	<p>Carry out a formal/full pre-opening premises inspection.</p> <p>Water treatment flush before opening to all outlets.(has also been done at week7) Usual end of Holiday checks</p> <p>Catering contract has a full open up risk assessment in place. Interim visits have also been carried out for food disposal.</p> <p>Final premise checks to be completed, check areas of holiday usage</p>	<p>14/07/20</p> <p>14/07/20</p> <p>By 28/08/20</p>	<p>L</p>
	<p>Office spaces re-designed to allow office-based staff to work safely.</p>	<p>Office does not allow for adequate space between all staff members</p>	<p>L</p>	<p>Office staff desks repositioned/relocated. Staff working from home until necessary. PPE made available Consideration of screens for essential interface with parents</p>	<p>14/07/20</p>	<p>L</p>

				<p>and pupils within the building. Office, 6th form, pupil services, canteen</p> <p>Review as close contact working areas with pupils</p> <p>Have premises team at fully capacity during first week back</p>	By28/08/20	
	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place. Parents informed of entrances to be used, based upon pupil return.</p>	<p>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</p>	L	<p>2-meter rule reminders, as per Government guidelines. Less is permissible for shorter periods. Yr group bubbles</p> <p>Extra staff on duty. Pupils in zones.</p> <p>Staff to be further briefed on expectations</p>	14/07/20 By 02/09/20	L
	<p>Consideration given to the arrangements for any deliveries.</p>	<p>Visitors and other professionals</p>	L	<p>Deliveries to continue to occur, but left outside building. Site manager and office staff to manage via social distancing. Other visitors are given guidance on arrival, specific area used to be cleaner after.</p>	14/07/20	L

<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p> <p>Fire Drill tested weekly.</p>	<p>If school is 50% full, current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</p> <p>Fire drill will cause close proximity movement across year groups</p>	<p>M</p> <p>M</p>	<p>Revised evacuation procedure and share with all staff and children (if more than 50% of year groups return). As of 1.6.20 routes remain the same.</p> <p>Staff will be responsible for evacuating their group only. (If evacuation occurs at lunchtime, the group</p> <p>Staff must maintain an attendance figure for each day for purpose of evacuation.</p> <p>School has remained open, so fire drill tested weekly.</p> <p>Balanced risk approach. Short cross contact time and the need to understand fire drill is essential</p>	<p>14/07/20</p> <p>Drill within first full week</p>	<p>L</p>
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u></p>		<p>M</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc.</p>	<p>14/07/20</p>	<p>L</p>

				<p>are all thoroughly cleaned and disinfected regularly. Overseen by Trust.</p> <p>Hand sanitiser and handwash are to be checked and replaced as needed by (site cleaners or manager) and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. 2 x day cleaners/surface wipers to work in school</p>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Staff absence from cleaning contractors.	M	If staffing unavailable it is essential that they are replaced. This will be done in liaison with Trust who share contract. Purchase additional capacity.		L

	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>No hand sanitiser for visitors to reception.</p> <p>Classrooms do not have tissues.</p> <p>Low supply of soap.</p> <p>Wipes for classrooms</p> <p>Lack of consistent approach</p>	<p>M</p>	<p>Hand sanitiser available at the school entrance</p> <p>Bins in all classrooms and emptied at the end of every day by the cleaning staff. Where possible, those with a lid to be used.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p> <p>Wipes to be issued to pupils to wipe down personal desk area, hands, keyboards etc</p> <p>Classroom notice issues to each teacher desk along with more cleaning materials, cleaning staff briefing</p>	<p>14/07/20</p> <p>28/08/20</p>	<p>L</p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>		<p>M</p>	<p>Deep clean took place in April. A further deep clean. End of holiday cleaning will ensure that the site is prepared</p>	<p>14/07/20</p>	<p>L</p>

				for occupation. Training day for staff to get used to new systems		
	Waste disposal process in place for potentially contaminated waste.	No ability to dispose	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours. Bin allocated Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Overseen by site manager.		L
Classrooms	The number of staff and pupils that can use each room at any one time has been determined according to the physical capacity of the school site.	Numbers increase and facilities not able to provide capacity.	L	Classrooms and other available rooms assessed capacity for staff and pupils: Classroom desk all changed to face forward. Fixed Furniture will need pupils spaced	14/07/20	L
	Classrooms have been re/arranged to allow as much space between individuals as practical.			Some rooms are small and full spacing is difficult. Teachers mindfull of proper distancing.	14/07/20	L

	<p>Classroom entry and exit routes have been determined and staff and pupils are made aware.</p>			<p>Clarity provided to all staff. No pupils to wait outside classrooms. Direct entry. Staff to manage steady flow on departure.</p> <p>Before school preparation includes opening all windows and wedging doors open.</p> <p>Parents made aware of drop off and pick up arrangements which include clear waiting areas/Zones.</p> <p>Only pupils and staff within that bubble should be entering a classroom.</p>	<p>14/07/20</p>	<p>L</p>
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p>	<p>No COVID19 information posters currently in place.</p>	<p>L</p>	<p>Curriculum planning to check the demand and availability of resources</p> <p>Not many size related items in use</p> <p>Pupils given advice about touch surfaces.</p>		<p>L</p>

	<p>Resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p> <p>Cold conditions preventing teaching and learning. Cold conditions below the minimum legal temperature for working</p>	<p>Limited reminders/ awareness for children.</p>	<p>M</p> <p>L</p> <p>M</p>	<p>Hygiene behavior reminders from staff</p> <p>Soft furnishing moved.</p> <p>Various poster to inform pupils about, hazards, protocol, movement.</p> <p>Senior staff availability and training day time to ensure that there can be a response to individual concerns as the term start get nearer</p> <p>Review of ventilation strategy to find an acceptable working temperature and mitigating airflow</p>	<p>28/08/20</p> <p>28.09.20</p>	<p>L</p> <p>L</p> <p>L</p>
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Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • First aider • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	First Aider unable to work on site	M	<p>Full complement of staff gives a robustness to first aid provision. Guidance for advice staff worked out on “normal” sick pupils.</p>	14/07/20	M
			H	<p>Paediatric first-aider on-site. DSL or DDSL remain on-site alongside SENCo At least one member of office staff and the site manager. If staffing capacity is compromised, support to be provided by the Trust.</p>	14/07/20	L
			M	<p>Review pupil services protocol for sick pupils</p>	21/08/20	
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>			<p>As always, staff to notify office if unable to attend due to illness.</p> <p>Cover system in place to provide staffing head or Deputy oversight each morning</p> <p>Office to record on SIMS</p> <p>PHE protocol adhered to for Covid symptoms</p>	14/07/20	L

	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p>Updated guidance from Government and Essex HR</p>		<p>All staff to be in school</p> <p>Those unable to be in school support home learning for all year groups/pupils, where necessary.</p> <p>Daily review of situation, supply staff used as required</p> <p>New clear guidance used to advise staff based on Essex HR</p>	<p>14/07/20</p> <p>On going regular updates</p>	
	<p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	<p>SMT review of staffing levels and potential of sickness</p>	<p>H</p>	<p>Shared with staff via email updates and in staff meetings.</p> <p>If cover required, arrangements may need to be made via supply service or support from Trust.</p> <p>If school cannot be staffed adequately some lessons can be suspended</p>	<p>14/07/20</p>	<p>L</p>
	<p>Consideration given to staff clothing expectations and information shared with staff to</p>			<p>Clothing expectations as normal. Managers/HoY to check</p>	<p>14/07/20</p>	<p>L</p>

	ensure clothes worn are easily washable (e.g. no ties).			on individual circumstances		
	Approaches for meetings and staff training in place.			At least weekly updates via email. Distanced meetings in place for staff meetings. CPD provided remotely and via email. Start of term training can be distanced within the Hall	14/07/20	L
	Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.	Non making effective use of all staff even if in isolation		Expectation that those working from home will, in the first instance, provide home learning. They may be required to support other year groups. Home learning adapted to reflect what is being taught	14/07/20	L
	Consideration given to the options for redeployment of staff to support the effective working of the school.	LSAs are required to lead some groups as not enough teachers on site to cover numbers.		Redeployment discussed with any staff directly affected. Always with consideration for staff	14/07/20	L

	<p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>			<p>and balanced with the requirements of the school. Support from Trust if staffing capacity is reduced.</p> <p>Wider range of staff given temporary duties to assist with the pupil return</p>		
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</p> <p>https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements</p>	14/07/20	
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>			<p>Government information provided to all staff on testing.</p> <p>Expected quick turn around of test will assist.</p>	14/07/20	L

	The approach for inducting new starters has been reviewed and updated in line with current situation.			Induction materials to be sent out via post and returned to the school office. Relevant training to be completed remotely.	14/07/20	L
	Return to school procedures are clear for all staff.			Regular email for all staff with clarification. Time to be set aside on training day	14/07/20 03/09/20	
	Arrangements to return any furloughed staff in place.			No staff furloughed.	NA	
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			Finance office kept up to date with changes.	14/07/20	
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			All HR processes have remained in action.	Ongoing	
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.			Check with the contractor any requirements their employer has specified before visit. Share school protocols. Trust to support.	14/07/20	

	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, Protocols and expectations shared.			<p>Music lessons via Zoom or Teams. Safeguarding protocols to be determined.</p> <p>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</p> <p>Visitors to be given specific loctions. Daytime cleaning staff prepare area after use</p>	14/07/20	
Group Sizes	Class groups have been determined on the basis that remain separate from other people and groups. .	Group size in smaller rooms		Normal class size is acceptable. Mitigation with desk arrangement, extra ventilation and movement protocol	14/07/20	L
	Vulnerable staff pupils	Abiltiy to keep distance		Those with specific worries or issues will be expected to take personal responsibility to for maintaining distance where possible	14/07/20	

	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.			Currently, staffed with at least one familiar adult. Will need adaptation if more pupils are required to attend.	14/07/20	
Visitors	<p>Arrangements for greater numbers of visitors or outside agencies to come into the school to maintain normal business. Activities that are not possible from home or remotely.</p> <p>Locations to be made available</p> <p>Protocols for admission</p> <p>Risk mitigation while on site</p> <p>Unknown context of visitors background</p>	<p>Not allowing the visitors would be a significant detriment to delivery of service eg pastrol, maintenance, HR</p> <p>Lack of supervision</p> <p>Lack of clear guidance to staff on reception</p> <p>Visitors causing sense of unease in staff and pupils</p>	M	<p>Deemed, manageable, safe and important to continue to allow proper school operation</p> <p>Requirements exchanged prior to visits</p> <p>Checking for any issues with intended visitors</p> <p>Use of school timetable slots for access to other facilities and other movement around the building</p> <p>Cleaning protocols before and after use of space</p>	11.11.20	L
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) Staggered or limited amounts of moving 			<p>All details sent to parents and staff.</p> <p>Pupils advised on a regular basis.</p> <p>Additional staff duties</p>	14/07/20	

	<p>around the school/ corridors</p> <ul style="list-style-type: none"> • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements <p>Evolving external risk factors and increased transmission/infection rate</p>		M	<p>in first few weeks to establish routines.</p> <p>Timetable adjustments to minimise pupil movement including split break and lunch</p> <p>Share the developed strategy with parents and pupils</p> <p>Messages to parents and pupils</p> <p>Upgrade of advice for masks in circulation areas</p>	<p>21/08/20</p> <p>25.09.30</p>	L
	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p>			<p>Detailed information sent out to parents.</p>	<p>14/07/20</p>	L
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p> <p>Impact of Postive cases being reported to school</p>		M	<p>On arrival, students move straight to zone. Seating plans will help to identify close contact if required</p> <p>Use of Go4Schools for seating plans to identify close contacts</p>	<p>14/07/20</p> <p>25/09/20</p>	L
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>			<p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents (Separate</p>	<p>14/07/20</p>	

				<p>conversations with SEND pupils who may breach unwittingly, prior to 14/07/20)</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations. ECC proformas to be used.</p> <p>Introduction of new school behaviour policy to enhance compliance</p>	03/09/20	
	Approach to assemblies – if still occurring, plan in place to manage social distancing.			<p>No assemblies to take place. May take them remotely.</p>	14/07/20	
	Social distancing plans communicated with parents, including approach to breaches.			<p>Social distancing explained in parent letters and signage. SMT</p>	14/07/20	
	<p>Arrangements in place for the use of the playground, including equipment.</p> <p>NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>			<p>Clear expectations and arrangements shared with all staff. Bubbles to have own equipment and will be wiped down after use.</p> <p>External seating area to have daily wipedown</p>	14/07/20	

Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen has been closed. Contactor can re mobilise for Sept with full staffing	M	<p>Liase with catering staff re availability to work.</p> <p>Meeting with catering provided to confirm system for serving of hot meals</p>	14/07/20	L
			M	<p>Inform parents to ensure expectations are managed.</p> <p>Split canteen to held separation between yr groups</p> <p>Open main hall for additional seating</p>	14/07/20	L
	Arrangements for the continued provision of FSMs for children not attending school are in place.			<p>Vouchers to continue for those with FSM eligibility via EdenRed. (As confirmed by the DfE), via term-time only. All vouchers will stop.</p> <p>Inform parents about application for FSM</p>	14/07/20 24/07/20	
	Arrangements for when and where each group will take lunch (and snack time if necessary) are			Lunch to be eaten outside in bubbles, unless wet. Then	14/07/20	

	in place so that children do not mix with children from other groups.			children to remain in years bubbles to eat. Areas cleaned afterwards. Lunchtimes staggered to minimise contact. Zones to accommodate the bubbles MDA to overview each bubble.		
	Arrangements for food deliveries in place			To continue as current – limited access to staff as delivered prior to school starting.		
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.			PPE purchased for those that may require it, including visors for HI department. Some PPE awaiting arrival. Continual liaison with Trust on PPE provisions.	14/07/20	
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place 		M	<p>NHS protocol to be followed Isolation, testing tracing</p> <p>Ensure that all pupil services staff are up to date.</p> <p>Further work, consider parental reactions to suspected or confirmed cases.</p>	14/07/20	L

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place • Not being up to date with the latest information and guidance from the LA 		L	More than 1 member of staff on circulation lists for information from LA and Government	25.09.20	L
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>Plan in place if/when school notified of case. Cleaning contractors to provide deep clean, where necessary, as soon as is possible. Rooms out of bounds until such time as clean has occurred. Liaise with Trust to ensure deep cleaning occurs via cleaning company. LA standard letter to be used to inform community.</p>	14/07/20	
Pupil Re-orientation	List of all critical worker parents up to date, including those who haven't yet taken up the offer of provision.		M	Welfare calls to highlight issues	14/07/20	L
back into school after a period of closure/ being at home	Approach and expectations around school uniform determined and communicated with parents.			Letter provided to parents with clear details.	14/07/20	

	Changes to the school day/timetables shared with parents.			Details sent to parents.	14/07/20	
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.			Changes made to water fountains. Water bottles requested from parents.	14/07/20	
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>			<p>Shared in teams/Zoom meeting and clarified in additional staff updates.</p> <p>PFS staff working with pupils over holiday period to help reintegration</p>	<p>14/07/20</p> <p>28/08/20</p>	
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.			<p>Shared in teams/Zoom meeting and clarified in additional staff updates.</p> <p>Additional materials provided.</p> <p>Bereavement policy updated and adopted.</p>	14/07/20	
	Re-orientation support for school leavers is developed.			To be discussed with local further education providers/primary.		

				Integration meetings, induction visits still happening with primary schools. Including some personal school tours		
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 			Welfare calls to continue and staff to inform if concerned of change of circumstances. Support streams shared with SMT.	14/07/20	
Partial Re-opening	<p>All students have access to remote learning offer.</p> <p>Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.</p>		L	Whilst not all pupils in school, those working from home to provide remote learning.	14/07/20	L
	Intelligence around critical worker parents – numbers intending to take up provision is known.	Increased numbers of critical worker children – means fewer children in eligible year groups can return		All pupils are expected to fully return in September.		
Transition into new year group	Online/ website support for families and young people around transition.		L	Continued support via website		L
	Plan for transitions between school years taking into account what needs to be different due to		M	Updated materials provided via the website email	14/07/20	L

<p>What will need to be different this year because of COVID19?</p>	<p>partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 			<p>Additional virtual tours to be created for new intake pupils. Liaison with secondary schools on transition and the support we can provide for our pupils. Updated communication with parents around new school year.</p>		
<p>Safeguarding</p>	<p>Individual CYP's risk assessments are in place and welfare checks being undertaken.</p>	<p>Re-opening arrangements not reflected in risk assessment.</p>	<p>M</p>	<p>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups. SENco pupils highlighted adjust RA accordingly.</p>	<p>14/07/20</p>	<p>M</p>
	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>			<p>Additional materials shared with staff linked to wellbeing. On-going support for staff on this.</p>	<p>14/07/20</p>	
	<p>Updated Child Protection Policy in place.</p>			<p>Adopted Temporary COVID19 Child Protection Policy</p>	<p>April '20</p>	

	Work with other agencies has been undertaken to support vulnerable CYP and families.			Continuation of support via outside agencies.	On-going	
	Consideration given to the safe use of physical contact in context of managing behaviour.			Review individual consistent management plans to ensure they include protective measures.	14/07/20	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		M	Clear information provided to staff regarding changes to current curriculum and expectations for returning pupils. Each activity should be risk assessed and should not run unless the risks can be mitigated.	14/07/20	M
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons • DT/ FT 			<p>Detailed information shared with all staff regarding considerations.</p> <p>Changing rooms in PE will not be used in short term.</p> <p>Changing rooms being used distancing checks and additional changing space in use</p>	<p>14/07/20</p> <p>20.09.20</p>	

	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes 			Staff are provided with materials to support wellbeing and have considered this as the key priority on reopening. Additional support available via SMT.		
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.			Existing policy to be updated with amendment to deliberate breach of social distancing.		
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.		M	LA reasonable endeavours information to be shared with all staff. Parents made aware, via phone call, of changes that may occur.	14/07/20	M
	Annual reviews.			RBr to continue with work on timescales and liaise with LA.	14/07/20	
	Requests for assessment.			This has continued throughout the closure period.		
Attendance	Approach to supporting attendance for prioritised year groups determined.		M	Survey to demonstrate attendance. Discussion to be had with all vulnerable and	14/07/20	L

				SEND pupils who hold an EHCP in terms of attendance and needs.		
	Approach to support for parents where rates of persistent absence were high before closure.			All those with attendance concerns are covered within the weekly welfare calls and this will be discussed with ongoing calls.	On-going	
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.		L	Detailed information sent to parents.	14/07/20	L
	Re-opening plans shared with governors.			Details sent to chair of trustees and LGB on 14/07/20 and regular updates.	14/07/20	
	Communications with parents: <ul style="list-style-type: none"> Plan for partial re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 			Detailed information sent to parents.	14/07/20	
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable Social distancing arrangements Staggered start times 			Video to be provided on the school website to support the pupils with the changes being made.	14/07/20	

	<ul style="list-style-type: none"> • Expectations when in school and at home • Travelling to and from school safely 					
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media. Weekly updates to parents to continue.	Weekly	
Governors/ Governance	Meetings and decisions that need to be taken prioritised.		L	Virtual governing body meetings and/or meeting in hall with social distance.	25/6/20	L
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			Chair and vice to continue to receive weekly updates. Weekly phone call between HT and Chair of Gobs. Meeting taking place via Zoom or distanced in person	Ongoing	
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.			NGA information provided to LGB on changes currently in place.	14/07/20	

School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		L	Document completed to demonstrate changes to school calendar. Shared with all members of staff.	14/07/20	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.		M	Finance to keep a running total of extra costs incurred during this time. Reclaim from DfE where possible.	Ongoing	M
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM			Finance to work in on reimbursement according to DfE guidance.	Ongoing	
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			Aware of implications regarding loss of earnings for lettings	Ongoing	
	Insurance claims, including visits/trips booked previously.			Insurance claims on going via RPA or providers. No trip or visits in Autumn term	Ongoing	
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 			No contracts stopped, new expectations shared with relevant staff.	14/07/20	

	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			SPS and GP to work in collaboration in terms of brokered work, if appropriate.	SSm has continued to collaborate regularly.	
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Working documents and further guidance from ECC and Juniper are also used for advice and guidance in determining patterns of operation.

Practical operation of the risk assessment in an easier format is outlined below

Dear All,

As promised in Bulletin, having carefully considered all Government Guidance (“the Guidance”) and advice from the Local Authority, listed below (in no particular order) are details of our plans for September 2020, on which we have consulted with the Union Reps.

- Circulation map and zone plan circulated separately

1. We initially considered using ‘zones’, for different year groups. However, this was not feasible within the context of the school in which rooming is at capacity. Equally, this would compromise the curriculum we could offer, with regards to practical lessons, and specialist rooms. As well as these limitations, the ‘zoned’ model would have meant staff moving rooms every lesson and carrying equipment/resources with them.

2. Instead, we will continue to operate the normal timetable with staff in their normal rooms but we will operate different start and finish times for year groups. This is to ensure there is a phasing of pupils within the community and on local transport networks, and will help with movement around the school. As tutor time will be so helpful in settling pupils back into school, and identifying any additional needs, for the first full week, Period 1 will not start until 9.10am. We will review this at the end of this time. A full plan of the day will follow shortly, but in the meantime the following will apply:

Years 7 & 8

Tutor Time will run from 8.35am to 9.05am

Period 5 will finish at 3pm

Years 9, 10 & 11

Tutor Time will run from 8.50am to 9.10am

Period 5 will finish at 3.05pm

As there will be no afternoon registration, it is imperative that staff take a register at the beginning of Period 5, this is a legal requirement, as we must record attendance.

The finalised full plan of the school day will be included in this week's Bulletin.

Please note as per the Guidance "All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable".

3. As we have done during the phased re-opening, pupils will enter and exit the school building via the nearest exit. A one-way system will operate within the school (please see the plan attached). Pupils will be expected to move from lesson to lesson using the outside of the building, where possible.

4. Each year group will have its own outside space before school, at break time and after school. There should be as little mixing of year groups as possible. Each of these spaces will need to be staffed at these times. As start times, break and lunchtimes will be staggered, the zones will be:

Before school:

Year 7 – Zone 1

Year 8 – Zone 4

Year 9 – Zone 2

Year 10 – Zone 4

Year 11 – Zone 1

Years 12 and 13 – Sixth Form area and Zone 3

Break and lunch:

Year 7 – Zone 1

Year 8 – Zone 1

Year 9 – Zone 2

Year 10 – Zone 1

Year 11 – Zone 2

Years 12 and 13 – Sixth Form area and Zone 3

I have attached a map, showing all the Zones.

5. Simon Smith is liaising with the catering company to see how we can serve food safely and avoid the mixing of the 2 year groups who will have break and lunch at the same time. We plan to operate 2 serving stations (one via the main servery, and the

other, at the top of the dining hall, by the main hall). Each year group will access their designated serving area from different entrances.

- Years 9 and 11 via the foyer, and will eat in the canteen.
- Years 8 and 10 via the door adjacent to the main hall, entering from the external quad area, and will eat in the hall.
- Years 7, 12 and 13 will have lunch on their own.

The food offer will be limited.

6. We have increased our cleaning regime, and we will now have 2 full time cleaners in school every day.

7. To enable this model to run, desks etc. will need to be cleaned every time there is a changeover of pupils. Therefore, on entry to the classroom, pupils **MUST** disinfect their hands and clean their desks and chairs down with anti-bacterial wipes. This must also happen for any equipment used e.g. paintbrushes in Art, keyboards in ICT, DT equipment, pianos in Music etc. Each classroom will therefore have its own cleaning station. Inevitably this will mean that there is some lost learning time.

8. Windows will be opened at the start of the day and left open for the duration to ensure rooms are well-ventilated. At the start of the day, doors will also be wedged open. As the weather gets cooler, we will, doubtless have pupils wanting to wear coats. We will review this, when the time comes, if necessary.

9. Pupils will be encouraged to bring enough water with them for the day. The water fountains will be out of use, but we have installed a number of water bottle top up points across the school site.

10. On dismissing classes, teachers will be asked to check that the corridor outside the classroom is clear enough for pupils to be leaving safely. Given that Year 7 will not have prefects accompanying them, if at all possible, staff will be asked to take them to their next lesson, or, if not possible, give clear directions. This will be more stressful than usual for the new pupils, given the one-way system, which will be operating, so please do be understanding if they are late to your lesson.

11. Pupils will enter their classrooms directly, they will not wait or queue in the corridors. This means that practical bases will need to be staffed by teachers and/or departmental technicians.

12. Simon Smith is completing a new series of Risk Assessments for re-opening and these will be published for staff as soon as they are ready. This is a legal requirement.
13. Please note that there is no social distancing in school from September although staff should try to keep 2 metres between themselves, pupils and colleagues. Corridor markings will be maintained.
14. The Test and Trace system will be fully operational by September. Any member of staff with symptoms **MUST** take a test immediately and return to school only if the test is negative. Test results will only take 24 hours. The member of staff needs to inform the school where and when the test is taken. Public Health England will follow up any test not returned within 24 hours. Only if the test is positive will staff be required to self-isolate at home for 7 days. Staff will be asked to provide the school with an Isolation Note.
15. If a member of your household tests positive, then you must notify the school immediately, and self-isolate for 14 days. Staff will be asked to provide the school with an Isolation Note, and will, where possible be expected to work from home.
16. Where possible all classrooms will be front facing with pupils seated side to side, not opposite each other. The caretakers have begun changing the rooms for September. Where possible the teacher should try to stand 2 metres away from pupils and should not be with any one pupils for more than 15 minutes. LSAs will need to move around the room rather than being seated next to one student for one hour. Furniture in some classrooms, such as in the Science labs with pods, cannot operate in this way. This is accepted in the guidance.
17. Schools should avoid large gatherings such as assemblies. Any assemblies for the year groups will be via MSTeams. Tutors will need to ensure they have this set up in their tutor bases before assembly is due to start.
18. No parent will be allowed on site without a prior appointment. This will be difficult for parents but we must all follow this guidance. We also need to discourage parents from waiting on the school site. This is particularly important with our new Year 7 pupils, on the first day. Parents will be advised that they should not get out of cars when dropping off or collecting pupils.
19. Visitors to the school should be kept to a minimum. Any visitor to school must be logged. Where possible, visitors will be encouraged to come into school either before the pupils have arrived, or after they have left.

20. Please note the guidance does state there is no need to send any pupils or staff home if they have been in contact with someone with symptoms of coronavirus (unless they develop symptoms

themselves). This is a decision made by Public Health England, not Headteachers, and only made once the test results are known.

21. If a pupil displays symptoms of coronavirus, they must report to Pupil Services immediately, via the external entrance. Pupil Services (with PPE) will assess the pupil, isolate them, and call their parents/carers to come and collect them immediately. The pupil must then take a test, and report the results to the school as soon as possible.

22. If a pupil/member of staff does test positive for coronavirus and has been in school within the last 7 days, the school will work with the local Health Protection Team, and is likely to send home those people who have been in “close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious”. Please refer to point 8 of Section 1 (Prevention) of the Guidance for what constitutes “close contact”.

23. For the reasons set out above, it is imperative, therefore, that seating plans are always accurate and up-to-date.

24. The DFE guidance states that face coverings should not be used in schools, however, we fully appreciate and accept that staff may choose to wear a face mask. If using to travel to school, when you arrive on the school site, face masks must be disposed of outside. Bins will be emptied on a more regular basis and contents double-bagged, as per the guidance, before being safely removed.

25. The shielding guidance for staff and pupils has been removed from 1st August therefore we are expecting all staff and pupils to return to school. Please contact me directly if there is a personal issue which you wish to discuss. Sally Pemberton and John Edwards will be contacting staff who have provided evidence to show they are considered ‘extremely clinically vulnerable’, in order to run through an individual risk assessment.

26. Supply staff by their very nature work in a number of different school. We are working with Beacon to try to get named supply staff for our school who will work only in a limited number of schools. We have already booked Sylvia for the first 4 weeks.

27. Trips and visits will not occur in the autumn term.
28. Staff courses will not be scheduled in the autumn term unless they are webinars.
29. All pupils will return in full school uniform and the normal staff dress code will apply.
30. All pupils need to have a gap analysis for their learning as a result of their time removed from the classroom. Curriculum Leaders will review curricula in their respective areas and use a RAG rating for future planning. Settling-in data will be required for all year groups.
31. Separate guidance is available for PE staff. This should be consulted and, in the autumn term, as much as possible outdoor space should be used and solo sports rather than team sports should be pursued. We still need to consider how pupils will change for PE, whether there are activities they could undertake without changing and/or whether they could wear their kits on the days they have PE.
32. Ofsted inspections are removed for the autumn term but Ofsted may visit schools to check on the re-connection (recovery) curriculum.
33. Staff should ensure they are socially distanced whilst in the staff room and avoid the overcrowding of department offices, staff may choose to use their classroom bases to this end. We will rely on staff's professionalism to ensure this occurs.
34. Until the guidance changes, we will not be able to run Wednesday briefings from DR1. This will therefore be done via MS Teams or information will be communicated via email, where necessary.
35. Open Evenings – we have made no final decision concerning whether these are in person or virtual. At this stage we are planning for both. Filming will take place during the first full week back in preparation for a virtual Open Evening.
36. Exam results will be emailed to pupils this year, with virtual or socially distanced face-to-face follow-up meetings held, by appointment.
37. Heads of Year/SLT offices cannot have children from more than one year group visiting at any one time. Staff cannot refer pupils without prior warning. Pupils wishing to see their Head of Year, will need to use their SPS email to book an appointment.

38. Steph Whitcombe and Richard Bradley are reviewing how PFS and LD can operate safely, without the mixing of year groups. RBHIP has greater rooming capacity to facilitate this. Further details will follow shortly.

Thank you for taking the time to read through all of these plans. The list is not exhaustive, and, as I have come to realise, everything is subject to change!

I will write further in Bulletin with details of our INSET Day on Wednesday 2nd September 2020.