

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: St John's Primary School

DATE: March 2021

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 full opening of the school and ensure the school continues to operate in a safe way from January 2021.

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 and Safeguarding Policy
- Behaviour Management Policy
- 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'

Steps of Full Opening Preparation:



Risk Assessment/ Action Plan Sections:

Preparing Buildings and Facilities

Emergency Evacuations

Cleaning and waste disposal

Classrooms

Staffing

Group Sizes

Social Distancing

Catering

PPE

Response to suspected/ confirmed case of COVID19 in school

Pupil Re-orientation including curriculum

Transition *into new year group*

Safeguarding

Communication

Governors/ Governance

Theme	System of Control Measures	Issues	Action Required / Decision Made	Action Completed Date
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 • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p>None – school has remained open throughout, with kitchen operational from 8th June.</p>	<p>Catering staff to conduct full clean in preparation for full opening as is normal practise.</p>	<p>Week beginning 1st March 2021</p>

	Office limited to one member of staff only	<p>Office (front) does not allow for adequate space between staff members</p> <p>When glass partition is opened, admin officer is <1m from visitors</p>	<p>Admin officer will work alone in the main office. Any staff who need to make phone calls will do so from reprographics room.</p> <p>Left side of partition used only – this increases gap between visitors and admin officer to >1m. Visitors encouraged to wear a face covering. If none available, office staff to wear a visor.</p> <p>Examples of restrictions are as follows: Staff room- door will be wedged open, a maximum of 6 allowed in at one time. Repro room – only one person at a time...</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.	<p>Bottlenecks likely at entrances to school.</p> <p>Social distancing difficult to maintain.</p> <p>Only three main entrances for parents and pupils (N-Y6) – the other gated entrances are vehicular/delivery entrances</p>	<p>Due to our numbers, we will have bubbles of 60 (phase groupings) plus up to 7 staff in each bubble.</p> <p><u>Arrival to school</u></p> <p>Staggered start and end times will be in place from 8.40 to 9am. See separate timetable for times and designated drop off/collection points. Where a parent has more than one child breakfast club is available as a solution.</p> <p>Parents and children will be informed of the new procedures prior to the new term (letter, text, Dojo/Seesaw, Twitter/Website).</p>	

			<p>Only one member of the family should accompany the child to school. Families will be encouraged to stand at a 2m distance.</p> <p>Staff will be available at the beginning and end of day to direct movement of pupils and adults.</p> <p>Measures and procedures will be constantly monitored by SLT and all staff, particularly at peak times of activity and kept under review to confirm they are being followed and are working.</p> <p>Parents should be discouraged to visit the main office and where possible should only do so with prior agreement. All visitors will use sanitiser on entry to the foyer. Only one person in the office at a time and one in the entrance foyer. Visitors will be encouraged to wear a face covering when talking to office staff.</p>	
	Consideration given to premises lettings and approach in place.	Turf is regularly let out.	<p>Turf bookings will cease during the national lockdown. All guidance will be followed, with a planned reopening from 29th March.</p> <p>Breakfast club will resume on 6th Jan</p>	
	Consideration given to the arrangements for any deliveries.	Delivery personnel not adhering to social distancing and congestion around the entrance.	Signage in place – deliveries as usual. Timings as usual. Clear contact information re caretaker number and site delivery times.	
Emergency Evacuations (fire and other – to follow same procedure as laid	Evacuation routes are confirmed, and signage accurately reflects these.	Current evacuation routes would cause multiple groups of people to come into contact for a short space of time.	In the event of emergency, the priority is getting out of the building calmly regardless of social distancing therefore we will maintain the current evacuation procedure. All fire doors on corridors are not to be wedged open due to fire risk when all pupils on site.	L

out in JERP (PFI) and CICP			<p>Children will line up outside and will be distanced – they will line up in bubbles of 60 (phase groups). When reoccupying the building, following an evacuation, entrance back into the building will be staggered i.e. up to one bubble at a time to maintain social distancing.</p> <p>The evacuation procedure will be shared with staff and children.</p> <p>We will have a fire drill in the first two weeks of the children returning.</p> <p>Fire procedures will be reviewed on a regular basis.</p>	
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.	<p>School staff cannot be expected to clean toilets after children have used them.</p> <p>Concerns that children are not following hygiene procedures.</p> <p>Children may fall ill or have some sort of accident where bodily fluids need to be disposed of.</p> <p>Lunch time – additional cleaning of hall and toilets required – by whom?</p>	<p>Sanitiser stations will be introduced and will be placed at every entrance (inside and outside) and will be inside all classrooms and teaching spaces. Individual bottles will be used on school visits and in additional circumstances.</p> <p>All children will sanitise their hands on entry at designated external sanitiser points and enter the building. Parents and visitors to school (minimal) will sanitise hands before gaining access to the school and will be encouraged to wear face coverings if they have close contact with staff or pupils.</p> <p>Staff will be asked to sanitise surfaces used in kitchens after use. There will be a bottle of sanitiser and cloths available in the staff room, offices, turf and in the hall.</p> <p>Each room occupied by children will have anti- bacterial cleaner and cloths.</p> <p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door</p>	

		<p>Not having enough toilets in school for children to use separately in bubbles. Lack of cleaning staff during key points of the day eg play and lunch times.</p>	<p>handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by the cleaning staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. This will be increased and facilities manager will be deployed to regularly clean toilets.</p> <p>Any contaminated waste/bodily fluids and/or cleaning materials used will be disposed of in the usual way i.e. the yellow Hazardous Waste Bin.</p> <p>Any children returning to school in September will be shown how to use the hand sanitiser.</p> <p>They will be reminded of PHE guidance by following good hand hygiene and cover any coughs or sneezes with a tissue or their elbow, dispose of tissues in the lidded bins and immediately wash/sanitise hand after (again, posters will be in place at key points across the school).</p> <p>In order to reduce touch points, classroom doors, windows and toilet doors will be kept open. Double fire doors on corridors will be open but are connected to the fire alarm so would close if the alarm was triggered.</p> <p>Using the Toilets Children will use their hand sanitiser prior to leaving the class. A staff member, who will also wash hands/use sanitiser prior to leaving the classroom, will accompany</p>	
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			<p>the child and wait outside the toilet door, which will be left open. This is not a safeguarding issue as no one inside the toilet can be seen from outside. The staff member will remind the child to wash their hands after using the toilet. Only children from within the same bubble are to use the toilets at the same time.</p> <p>The children will have individual stationery packets which will be kept in school. These will be cleaned at the end of each week.</p> <p>Other high touch areas will be cleaned with the antibacterial cleaner throughout the day.</p>	
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		<p>We employ our own cleaning staff.</p> <p>The rooms will be deep cleaned on a rota basis as arranged with cleaning teams.</p> <p>PPE equipment is stored in the AHT office, along with first aid equipment.</p>	

	<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>Hand sanitiser available at the office foyer and at regular stations throughout the building.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. All classrooms have lidded bins. These will also be in place in the communal areas of the school.</p>	
	Waste disposal process in place for potentially contaminated waste.	<p>Staff unsure of waste disposal protocol</p> <p>Staff unable to locate equipment</p>	Any contaminated waste/bodily fluids and/or cleaning materials used will be disposed of in the usual way i.e. Hazardous Waste Bin in yellow bags and into locked yellow bin in refuse site.	
Classrooms	The number of staff and children who can use each room at any one time has been determined following the latest guidance.	<p>The shape and size of the classroom does not allow for 2m distance between pupils and teacher. There is limited scope to change this with full classes attending from September.</p> <p>There is concern over the Y1 set up as children are still very young and are</p>	<p>Bubbles of 60 will operate, with up to 7 permanent members of staff in each bubble.</p> <p>Hand sanitiser dispenser stations will be in every classroom and additional cleaning (anti-bac) fluid and cloths.</p> <p>Individual stationery packs in place in class and cleaned each week.</p>	

		<p>not used to working in rows at tables.</p> <p>There is additional concern re EYFS who cannot socially distance and the bubbles may need to include families as they visit school initially prior to starting school.</p>	<p>Some SEN pupils will need to cross bubbles – e.g. a Y1 pupil with complex needs will spend some time in EYFS and will work with the HLTA who is based in EYs. Contact with other children and staff will be limited as much as possible.</p> <p>Some staff will cross bubbles – e.g. HT, SENTAs, SBM, admin, PSA and attendance officer. Where possible, maintain a 2m distance from children and always from other staff.</p> <p>Parents accompanying children on visits will wear masks.</p>	
	Classrooms have been rearranged to allow as much space between individuals as practical.	<p>Classrooms are small and not the best shape to allow freedom of movement and allow children to see the Smartboard.</p>	<p>Tables have been arranged according to the guidance – predominantly in rows where appropriate.</p> <p>Desks will be allocated to pairs of pupils from Y3-6. Pupils will not be expected to socially distance within their bubble, but will be reminded about good hygiene routines. All children front facing where possible.</p> <p>This system will be explained to children and parents through a range of sources i.e. phone call, letter, homeschool contract (where apt).</p> <p>Reminders of the systems re social distancing will be given to the staff, parents and visitors regularly.</p>	

	<p>Appropriate resources are available within all classrooms</p> <p>Resources which are not easily washable 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>There are many resources in the classroom which could not easily be cleaned.</p> <p>Soft toys, cushions and beanbags are not easily washable.</p> <p>Unsure of children's understanding of COVID-19</p>	<p>The children will have labelled, individual stationery packets which will be kept in school. These will be cleaned at the end of each week.</p> <p>Children will be asked to bring in their own water bottle.</p> <p>Prior to choosing reading books, children and staff will sanitise their hands. Reading books will be chosen from the school or class library and can be taken home to be read. When they are finished, the books will be cleaned where appropriate and kept in a quarantine box for 48 hours.</p> <p>Guidance states: For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>The curriculum will include sharing information about coronavirus i.e. current scientific guidance.</p> <p>It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although</p>	
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			unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	
Staffing	<p>All staff will be on site unless they are shielding.</p> <p>The option to work from home is available to staff, as long as staffing ratios are maintained for pupils attending school</p>	<p>Concern over staffing ratios should staff contract COVID-19</p> <p>Budget concerns if more than one staff member contracts COVID-19 and has to isolate</p> <p>Issues over government guidelines changing over extension of shielding.</p>	<p>Supply staff to be deployed for any absent member of staff whilst shielding</p> <p>Staff audit re availability to work on-site from 6th Jan</p> <p>SLT will review RA and Action Plan after carrying out a survey of parents to determine numbers of key worker/vulnerable children returning to school</p>	
	Approach to staff absence reporting and recording in place. All staff aware.		Staff absence and reporting as per policy. Staff need to contact TC.	
	Approaches for meetings and staff training in place.		Any necessary face to face staff meetings will be held in the hall. Tables or chairs will be arranged so 1 - 2m distancing will be followed. All tables and chairs will be	

			sanitised before and after use. Teams meetings will be preferred.	
	<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 in school through Kalmer, EP, Parent Support Team, Zone West etc...</p> <p>Kalmer Counsellor is bereavement specialist.</p> <p>All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>		<p>Lateral Flow Tests</p> <p>All staff will test themselves twice weekly. Any positive results will be immediately reported to the HT and followed up with a PCR test. The member of staff and any close contacts will isolate and continue to do so if the PCR test confirms a positive result.</p>	

			<p>Parents will be encouraged to take twice weekly lateral flow tests also, to help pick up any asymptomatic community cases. Children under the age of 11 will NOT be expected to take lateral flow tests.</p> <p>Response to any infection</p> <ol style="list-style-type: none"> 1. engage with the NHS Test and Trace process 2. manage confirmed cases of coronavirus (COVID-19) amongst the school community 3. contain any outbreak by following local health protection team advice <p>Engage with the NHS Test and Trace process</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for 	
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			<p>coronavirus (COVID-19) or if asked by NHS Test & Trace</p> <ul style="list-style-type: none"> • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. School has a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p>	
	The approach for inducting new starters has been reviewed and updated in line with current situation.	We will have two new SENTAs in late autumn/early spring	AHTs will mentor the new member of staff and ensure RA and procedures are shared and understood.	

	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.		<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>Visitors will be discouraged except in an emergency and except for supply teachers and others – see below.</p>	
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.		All external adults including Kalmer Counsellor, SALT, EP, Music/Spanish Peripatetic and OT (LA staff – IT technician) will be involved in sharing of documents and will receive communications in advance of September. A synopsis of relevant parts of procedure and RA will be shared with all visitors to school, prior to arrival on site.	
Group Sizes	Phase groups (60) have been determined on the basis of consistent groups of children, that can remain separate from other people and groups as far as possible.		<p>There will be phase group bubbles (60). The classroom environment has been organised to accommodate all children front facing where possible – except in EYFS/KS1.</p> <p>Each group will be taught by one teacher and one TA in the main, though adults may work with pupils from across a bubble. Additional adults and specialist teachers eg forest school, Spanish etc will allow for mixing across bubbles in order that all children receive specialist teaching to enable broad and balanced curriculum.</p> <p>Lunch time and playtime groupings will be maintained in bubble set up where possible, but children may pass in corridors and on the yard and visiting facilities eg toilets</p> <p>Breakfast Club will be delivered separately to the four phase bubbles, with one designated member of staff in each.</p>	

			<p>The minibus will operate pickups, but to a consistent group of pupils from across all phases.</p> <p>After school clubs will operate within bubbles, with the exception of 'Childcare' which will operate a booking only system and will be limited to a consistent group of children.</p>	
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Toilet arrangements 		<p>See details in pg 4-7 of this document</p> <p>Using the toilet- Only two children at a time will be allowed to use the toilets. For further details see section on Cleaning and Waste Disposal</p> <p>Staff will be briefed on arrangements before returning to school and reminded to maintain 2m distance including break times/lunchtimes, arriving/leaving school.</p> <p>Measures to be regularly monitored, particularly at peak times. This task will be carried out by SLT/safeguarding team and business manager.</p> <p>Staff have been given a copy of the Risk Assessment and Action Plan each time it has been amended and staff views gathered prior to any change.</p>	
	Arrangements in place for the use of the playground, including equipment.		<p>Outdoor playground equipment should be more frequently cleaned.</p> <p>Timetabled use of turf and yards will be in place.</p>	
	PE lessons will take place outdoors whenever possible, but		The hall and pavilion indoor spaces can accommodate 15 children maintaining a safe social distance.	

	in inclement weather will move indoors.		<p>Non-contact games only – activities should allow for safe distancing</p> <p>Equipment may be shared, but should be sanitised between groups of pupils</p> <p>Children can change into PE kits in school. If changing rooms are used, these must be thoroughly cleaned before and afterwards</p> <p>All activities indoors should be low impact, to reduce the risk of children breathing heavily</p>	
	Minibus collections will resume week beg 11 th Jan		<p>Children will form a new minibus bubble. The group will remain constant and can only be added to by prior arrangement with school. Family groups will sit together. All seats on the bus may be filled, but adults and children will be separated.</p> <p>The driver and escort will be the same each day and both adults will wear a mask.</p> <p>Children will join their breakfast club bubble when they arrive at school.</p>	
Catering	Arrangements in place to provide food on site, including the requirement of universal free school meals.	School kitchen will be reopened for all staff and pupils		
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not		<p>Timetable in places to accommodate one bubble per sitting and cleaning of tables before and after each sitting. Children will collect food from hatch.</p>	

	mix with children from other bubbles.			
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Long term approach to obtaining adequate PPE supplies (review with LA)	<p>PPE will only be required by the adult if a distance of 2 m cannot be maintained if a pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home. If contact with the child is necessary, then gloves, an apron and a face mask should be worn. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting, then eye protection should also be worn.</p> <p>Training on the use of PPE equipment has been provided by the LA (PHE) for all staff.</p> <p>PPE equipment that has been sourced by the LA and has arrived it is in AHTs office, with first aid equipment.</p> <p>New members of the team and all temp staff/specialists will be encouraged to view training materials.</p> <p>A synopsis of the Government guidelines has been created and sent to staff.</p>	
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day		<p>Children who present with an illness will be taken to the AHTs' office by a member of senior staff. They will be supervised from a distance – if this is not possible the staff member will don PPE.</p> <p>Parents will be contacted immediately.</p> <p>Ensure all staff are aware of procedures.</p>	

			<p>All staff have been sent a synopsis of the Government guidelines.</p> <p>The AHTs office will be deep cleaned once the child has gone home.</p>	
	Approach to confirmed COVID19 cases in place: outside of school hours		<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must 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. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) 	

			<ul style="list-style-type: none"> proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> if the test delivers a negative result, they must remain in isolation for the remainder of the 14- 	
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			<p>day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"> if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>	
Pupil Re-orientation back into school including curriculum	Approach and expectations around school uniform determined and communicated with parents.		Children will be asked to wear school uniform.	
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.		Staff will be vigilant and will deliver a broad and balanced curriculum re current medium-term plans. Remote learning policy and procedure in place for lockdown and periods of isolation.	

			<p>Assessments will identify gaps in learning and starting points.</p> <p>Focus will be on reading across the curriculum in order to gap fill.</p>	
	All students have access to technology and remote learning offer.	Not all children have access to technology.	Devices will be provided to any families who need them in order to continue learning if shielding at home.	
Safeguarding	Individual risk assessments are in place and welfare checks being undertaken.		<p>Inclusion manager and HT have put in place RA for all SEND pupils with EHC plans.</p> <p>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for all year groups.</p>	
	Updated Child Protection Policy in place.		We have made additions to our behaviour policy in light of the Coronavirus.	
	Work with other agencies has been undertaken to support vulnerable children and families.		<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 <p>PPG/ vulnerable groups</p> <p>Pastoral team will continue their work with vulnerable groups and their families.</p>	

Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.		Update through regular email and WhatsApp groups.	
	Full opening plans shared with governors.		Updates through regular emails.	
	Communications with parents: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 		Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Social distancing plans communicated with parents, including approach to breaches. This will be sent out in a variety of formats i.e. letter, phone and signed contract where apt. There will be support for any parents who do not have the appropriate literacy skills to access the communication.	
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Expectations when in school and at home • Travelling to and from school safely 		Expectations and consequences if breached will be shared with the children and their parents.	
	On-going regular communication plans determined to ensure parents are kept well-informed		Letters, website updates, social media, welfare check phone calls from safeguarding team.	

Governors/ Governance	Approach to communication between Leaders and governors is clear and understood.		The governing body meet termly via Teams and have remained in close contact to discuss procedures and action plans for reopening. A HT report, safeguarding report and finance report was shared with governors at the beginning of March.	
	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.			