**Trinity Church of England School – September opening plans (Version 5)**

The schools plan is in line with government expectations that all pupils, in all year groups, will return to school full-time from the beginning of September. The plan set out below has been created by Trinity staff using the DFE guidance for full opening of Schools as well as local authority advice, that from the Diocese and Unions. It is being developed and improved as we take this document through different staff groups, to ensure all staff have a voice in the creation of the final product. We will be following the DFE system of controls, which is broken into prevention and response to any infection. Through setting up this document we were able to complete the final risk assessment at the back of this document, to demonstrate how we are meeting the expectations as set out by the DFE, the LA and Unions.

**Systems of control:**

|  |  |  |
| --- | --- | --- |
| 1. **Minimise contact with individuals who are unwell** 2. **Clean hands thoroughly more often than usual** 3. **Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach** | 1. **Enhanced cleaning, including cleaning frequently touched surfaces often** 2. **Minimise contact between individuals and maintain social distancing where possible** 3. **Where necessary, wear appropriate personal protective equipment** | 1. **Engage with NHS Test and Trace process** 2. **Manage confirmed cases of coronavirus amongst the school community** 3. **Contain any outbreak by following heal protection team advic3e** 4. **Risk assessment updated** |

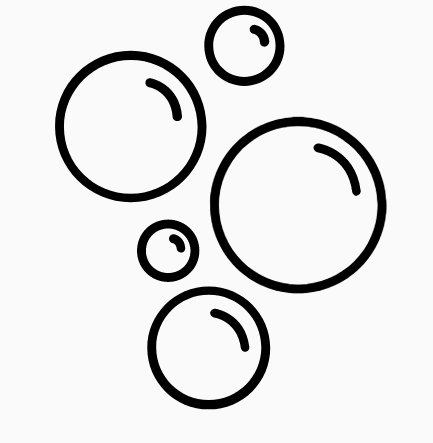
1. **Minimise contact with individuals who are unwell 2. Clean hands thoroughly more often than usual**

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| --- | --- | --- | --- | --- |
| **Main point** | **Action the school is doing** |  | **Main point** | **Action the school is doing** |
| **Ensure that pupils, staff and other adults do not come into school if they have Coronavirus symptoms.** | * **Staff informed and reminded in briefings** * **Clear letter to parents** * **Notices displayed at all the entrances to the school** * **Chase up all pupils that are not attending** * **Follow clear guidance in annex A on what to do if someone tests positive** * **Not to come in if have symptoms or been tested positive and not had 7 full days off or if they are self-isolating for the full 14 days.** |  | **Coronavirus is an easy virus to kill when it is on the skin. Schools must ensure pupils clean their hands regularly.** | * **Hand sanitiser stations on entrance to the site – all pupils must clean hands before they come into the school. Those on the gate are responsible for ensuring this happens.** * **Hand sanitisers next to all classrooms – sanitisers have been provided so that pupils must use them as they enter every classroom. Teachers must ensure this happens as pupils arrive at the class.** * **All toilets have hand sanitiser outside them, wet wipes to be used and soap dispensers within them.** * **Canteen / refectory have hand sanitisers in places where pupils queue to ensure their hands are cleaned before eating.** * **Playground hand sanitisers so that pupils can wash their hands before they re-enter the building.** * **Posters displayed around the site reminding pupils to wash hands / use sanitisers regularly.** |

1. **Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4. Enhanced cleaning processes**

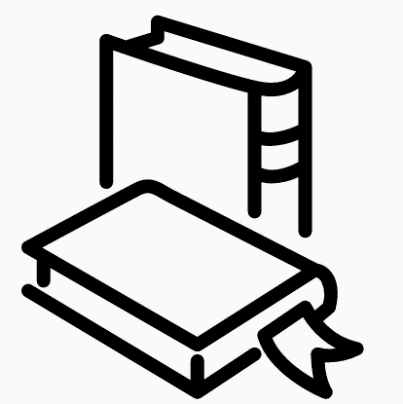
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| --- | --- | --- | --- | --- |
| **Main point** | **Action the school is doing** |  | **Main point** | **Action the school is doing** |
| **Schools must ensure that they have enough tissues and bins available in the school to support this approach.** | * **Posters on entrance to the building and around the site to remind pupils of using this approach.** * **Box of tissues kept in each classroom – the teacher must check this and request a replacement if it is running low.** * **Older pupils encouraged to bring their own tissues.** * **Pedal bin in each classroom for tissues to be disposed of appropriately.** * **Teachers to remind pupils of this process daily, and younger pupils given support to ensure they can do this.** |  | * **More frequent cleaning of rooms** * **Frequently touched surfaces being cleaned more often than normal** * **Toilets to be cleaned regularly** | * **Classrooms cleaned thoroughly each day.** * **Doors to be propped open where possible to prevent handles being used.** * **Rooms used by more than one bubble to have several packs of wipes – pupils to use hand sanitiser on entrance, take a wipe and clean own table space and chair before they sit down. This will ensure rooms are kept clean and gives responsibility to pupils to keep their space clean if pupils move around the site.** * **If teachers have to change rooms then it is vital that they use the wet wipes to clear the space they will be using – including visualiser and ports.** * **Pupils to bring their own equipment / staff to carry own equipment.** * **Any shared equipment must be cleaned between groups or left for at least 48 hours (72 hours if plastic).** * **Toilets across the building will be cleaned throughout the day by an onsite cleaner. Their role will be to clean hand rails on stair wells / door handles where they cannot be kept open, and toilets throughout the day.** * **Staff toilets will have wet wipes within them to be used and hand sanitiser on the entrance to them. Please clean hand before touching door handle and then use the wipe within the toilet to clean taps / seat etc.** * **Canteen / refectory will have all tables wiped with bleach between sittings.** |

1. **Minimise contact between individuals and maintain social distancing wherever possible**

Minimising contacts and mixing between people reduces transmission of coronavirus. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum from September. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. Having to balance distancing with providing a full time curriculum offer has to be taken into account. As a school we have modelled different sized bubbled to determine the most effective process to secure distancing and a full curriculum. The different phases have been planned together with the same principles, taking into account age appropriate recommendations and practices.

* Primary phase: our emphasis will be on separating year groups. The normal year group is made up of 2 groups of 30 pupils. Each year group will be kept separate from each other and the plans below will highlight how this will work for arrival, break, and lunch moving around the site and leaving the site at the end of the day. The practices for responding to any infection will be based on these bubbles. Teachers will stick within their own class and within a bubble. Please see the detail plan for primary in the section below.
* Secondary phase: our emphasis will be on separating year groups. Teachers will work across these groups, so it is vital that teachers keep their distance with pupils where possible. The detail below will highlight how this will work for staggered arrival, break lunch, moving around the site and leaving the site at the end of the day. The practices for responding to any infection will be based on these bubbles. Teachers will be delivering lessons across these bubbles and will therefore need to distance to prevent transmission of the virus. Clear practices as highlighted in the section below show how we will reduce risk as much as possible.

Messages to parents

* All pupils are expected to return to school as per the governments guidance in September
* If pupils have any of the symptoms of COVID19 they should remain at home. They should organise immediately for a test to take place. They need to inform the school of the outcome of this test.
* If pupils have a test it is vital that the school is informed if they test positive so we can keep this on file.
* Clear guidance on the new systems and procedures will be communicated to parents and it will be made explicitly clear the implications of not following these rules and guidelines. This will include washing hands using the hand sanitisers and reinforcing the ‘catch-it – bin-it’ approach.
* Pupils will be placed in bubbles, and the pupils must stay in bubbles and not mix between bubbles unless they have a family member that is within another bubble (and even in this case they should not mix within school)
* Pupils must be dropped off at the allocated gate in the time gap given – this is vital to keep bubbles apart from each other.
* Parents must not congregate when dropping off or picking up.
* Parents not allowed on site unless that have a pre-arranged appointment.
* Need to inform parents about travel arrangements – it is key that pupils do not use public transport as much as possible. We will encourage pupils to either walk, use a bike or get dropped off.
* Pupils need to bring a water bottle to school that is kept with them at all times. In the primary phase they can be re-filled in the classroom using the sink – the teacher will co-ordinate this. Within the secondary phase, due to having to turn off the water fountains, pupils will not be able to refill their bottles. Drinks are available to buy at lunch time, but it is vital that pupils bring larger bottles of water.
* Full uniform to be worn at all times – the full PE kit will be worn on PE days to avoid the use of changing rooms and mixing clothes.
* Pupils must have the right equipment when they come to school, they will not be able to share key kit – so they should come with spare pens and pencils in the secondary phase.
* Kitchens will be open, full service for 2 year groups, mobile service for 2 others and a sandwich order for the third. We will encourage packed lunches for year 8.

Books and equipment

* Pupils can carry their own books. Some areas of the school may decide to keep the books in school. Pupils should not use plastic covers. Paper products can be touched between people.
* Books should be marked according to our feedback policy. Adequate feedback must be given. We recommend as much live feedback as possible and whole class feedback using red pen.
* Pupils should have their own equipment where possible.
* Resources can be shared within one bubble. Resources should be left for 48 hours between each group where possible. If not possible they can be wiped or cleaned between groups.
* Food / DT / specialist Art equipment / Science equipment must be cleaned between groups by technicians
* Music instruments to be wiped using wipes by pupil after washing hands.

Extra-curricular

* Breakfast and after-school club will only be allowed to set up in the primary as long as they can keep pupils groups they have in within their bubbles. This will therefore be more limited than usual.
* All clubs can go ahead as long as pupils can be kept within the bubbles. If staff running them are from outside the bubble then social distancing between teacher and pupils need to be kept.

Travel to school

* Staff and pupils encouraged not to use public transport. If they do they must wear face masks.
* We encourage parents, staff and pupils to walk or cycle to school if at all possible

Attendance

* Clear procedures set up to use the appropriate codes on the school registers
* Teachers must complete their register each lesson within the first 10 minutes in the secondary, and at the start of the morning and afternoon session in the primary phase.
* System in place to monitor anyone self-isolating to calculate 14 days.

Lettings

* No lettings to take place for now. This will be reviewed regularly and will only be allowed to happen if clear cleaning processes can be put in place to minimise transmission of COVID19

Peripatetic teachers and support consultants

* They can move between schools as long as they maintain social distance with our staff and pupils as much as possible – this includes SEN support and music instrument lessons.

Leave arrangements

* Staff will need to be available to work in school from the start of the autumn term.
* There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus. It is vital staff take into account any quarantine required when travelling abroad and if know in advance must be back in the country to fulfil the quarantine before term starts.

Contingency plans for outbreaks:

|  |  |  |
| --- | --- | --- |
| **Pupils quarantined** | **Staff member quarantined** | **Staff or pupil off ill** |
| * Pupils are expected to continue with their learning at home. * Primary pupils will be set work from the Oak Academy that the DFE has set up to be used. * Secondary pupils will be expected to follow their normal timetable and will have work set using TEAMS for each of their lessons. They will also have their knowledge organisers to work through. | * Staff should continue to work the normal school hours at home. * Staff will be expected to set work for the class at the normal time using Teams / live streaming or Screen casting. A member of our TA team will look after the class and put the work up on the board to ensure pupils can access the work. * Work will be photographed and sent home for feedback from the teacher. | * If anyone has any of the Coronavirus symptoms they must get tested. * You must let the school know the outcome of the test. * If ill staff and pupils are not expected to work from home. * Pupils are expected to catch up on work that is missed when they return. |

Educational visits

* The advice up until Christmas is for no overnight visits in the UK and no overseas visits at all. This will be reviewed later.

Fire Drill

* Pupils will be walked through the drill by bubble only – to make sure each bubble knows where they are going. This can be done whilst socially distancing / open discussion about purpose and systems.
* Staff will be walked through the lining up procedure – so they know what to do with any group they have.
* If an alarm goes off and staff have not been told there is a drill then assume it is not. The balance of risks means the evacuation of the building and getting pupils outside is far more important than keeping social distance. Vital pupils leave quietly and quickly so that we can identify if there are any problems / trapped people. When outside and in lines and we have cleared the building we can then get pupils distanced before we re-entre the building if it Is a false alarm.

Lift

* The list can only be used by authorised people, after they have had a full risk assessment carried out. It is recommended that staff do not use the life. The premises team may use this for transporting heavy equipment between floors, but will try and move equipment without actually travelling within the lift.
* If a member of staff has been risk assessed as needing to use the lift, then there should only be 1 staff member at a time using the lift. Inside the lift there will be a pack of wetwipes so that they can wipe down the buttons before they press them.
* There are currently 2 pupils that have a risk assessment to use the lift. Pupils should only use the lift in pairs – two from the same bubble only. This will be reviewed and re-assessed, if any pupil or staff feel circumstances change then they can request a risk assessment straight away. This is to be done with David Watling.

|  |  |
| --- | --- |
| **Staff expectations** | |
|  | **Wear masks / visors within any social space**  Avoid touching face / you must sanitise your hands before you remove and before you put back on. |
|  | **Keep social distance – 1 plus metre:**  Primary between bubbles  Secondary between all staff and staff to pupils |
|  | **Sanitise hands frequently** especially after touching anything that might have been touched by someone else |
|  | **Air circulation**  Keep windows and doors open to allow for air circulation in classrooms and offices |
|  | **Minimise social gatherings**  Follow government guidelines |
|  | **Wipe before touching**  Any communal equipment/surface that might be touched needs to wiped down before use e.g. visualisers, desk surface, board surface, kettle, urn, photocopier etc. |
|  | **Any symptoms – stay off and get tested**   |  | | --- | | **Adult interactions / meetings** | | Generic:   * It is the responsibility of all staff that these procedures are followed. * All staff to wear face masks or visors within social spaces – corridors / Hall / refectory * All staff to wear face masks or visors when on the school gate / front door / meeting parents * Staff must sanitise before they put the mask on, and again after taking the mask off * Parents only allowed on site within designated areas or within the building with an appointment. Most discussions with parents can be carried out by phone or Zoom/Teams. Parents can come to either reception to ask questions, but appointments will be made for remote meetings as much as possible. Parents must wear masks / visors if they come onto the school site. * Parent events will all be carried out remotely for the time being. * All staff meetings for the foreseeable future to be carried out via TEAMs or Zoom. We will review this after 2 weeks. One-to-one meetings can take place as long as both parties are happy for this and you are both more than 2m apart with face coverings on. * All worships / assemblies will be carried out remotely via Loom / ZOOM / TEAMS for the foreseeable future. * Please remember when walking to and from school with colleagues you should also keep 2m apart. * The change in any national expectations must be followed by staff as we are always under scrutiny as outlined in our staff code of conduct. * Recommend contact tracing app to be downloaded by staff if they have the facility to do so to support the National Track and Trace protocols. * Online platforms should be used in school and at home to ensure pupils see learning as fluid between these two spaces. This ensures we can immediately be ready for any self-isolating bubble in the future. * Staff should be either using their own cup, kept with them at all times, or a paper cup that will be provided. Wipe kettles / fridge handle / urns before using them… | | **Primary Phase**   * Staff social spaces will only be bubble based – so a separate social space will be created for each bubble with their own kettle and daily milk. The staffroom will be for photocopying and the office staff space. * Before school, Break, lunch time and after school staff should only go to year group bubble social space. Staff room is only for photocopying or those not within a bubble. * Staff should not meet in a room across bubbles. * Staff must wear a visor or mask for pick up, drop off and transition between classrooms. * Staff to bring Years 1, 2 and 3 class down 10 minutes before end of day. * Staff to bring Years 4, 5 and 6 class down when they hear the second end of day bell. | | **Secondary Phase**   * All staff are in a bubble on their own, so must outside of teaching at all times remain 2m apart and wear a face visor or mask. * Main office cannot have more than 3 people in the room at any one time (two sitting and one moving through). Staff must make requests at main reception. * Staff offices must be spaced out and a limit to numbers of staff allowed at any one time within the space. This must be clearly placed on the door to each room. The staffroom and Atrium can be used by staff during the day also. * The staff room has been laid out with spaced out tables to enable staff to work with a 2m space between them. The Atrium can also be used by staff during the day. Staff should only use this space to work. * Staff Break / lunchtimes – staff can use their offices / staffroom (whilst distancing) and classrooms (make sure you wipe down the tables before and after you use these spaces). * Each room to have wipes, but all staff to also carry a pack with them as they move around the school as a back up to ensure we can all use them. |   high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste |

Primary Phase plans:

* The primary phase has opened to all year groups in July enabling teachers and pupils to see the bubbles working in practice. These will grow to be full class sizes, all facing forward.
* Current set up of building, with hand sanitisers and signage will continue into September – as the rules and high expectations remain the same.
* In the primary, to facilitate all pupils back in we have planned on year group sized bubbles. So pupils will stay within their year group – this makes planning for lunch time, breaks, sport and start/end times manageable across the primary phase
* Parents will not be allowed in the playground in the morning– enabling us to have a soft start to the day, making entrance smoother. Soft start between 8:35 and 0855am.
* Exit from the primary phase will enable parents in waves to come into the playground using a one way system. They arrive through one gate two year groups at a time, and each year group has its own exit – to avoid bottlenexks. Those with siblings will pick up their first then wait in a designated space. The group movements will be managed using a bell, member of staff at each gate and staff on the playground ensuring social distances are kept. Parents will be expected to wear a mask, spares will be available for those that have forgotten. Pupils whose parents are late will then move to the dining room and await pick up.
* Zoned pick up areas in playground for parents at end of the day
* Zoned playground at break to keep bubbles apart.
* Designated year group tables at lunch which are wiped down after each bubble has vacated
* Zoned playground at lunch to keep bubbles apart.

**Morning Routine**

**Soft Start: 8.35- 9.00**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Reception Garden Gate** | **Pascoe Road Gate** | | | **Leahurst Road gate** | | |
| **Gate Adult** | Reception Team | Tom/ Joe | | | Darren/ Gary | | |
| **Year Group** | Reception | 1 | 2 | 5 | 3 | 4 | 6 |
| **Entrance/**  **Stair Case** | **-** | Hall | Toilet entrance/ Beanstalk | Outdoor entrance/ Stock Room | Outdoor stair entrance/ Playground | Outdoor stair entrance/ Playground | Staff room entrance/ Dragon |

**Afternoon Routine**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **End Time** | 3.00 Pick Up - all come in on Leahurst road gate | | 3.00 Pick Up (these will be amended over the first week to make sure it flows) | | | 3.10 Pick Up | | | 3,20 pick up | |
| **Year Group** | Reception | One year group | | One year group | One year group | | One year group | One year group | | One year group |
| **Area to wait** | Main gate, then leave through garden gate | Left concrete  Exit Pascoe gate | | Grass Area  Exit back gate | Left concrete  Exit Pascoe gate | | Grass Area  Exit back gate | Left concrete  Exit Pascoe gate | | Grass area  Exit back gate |

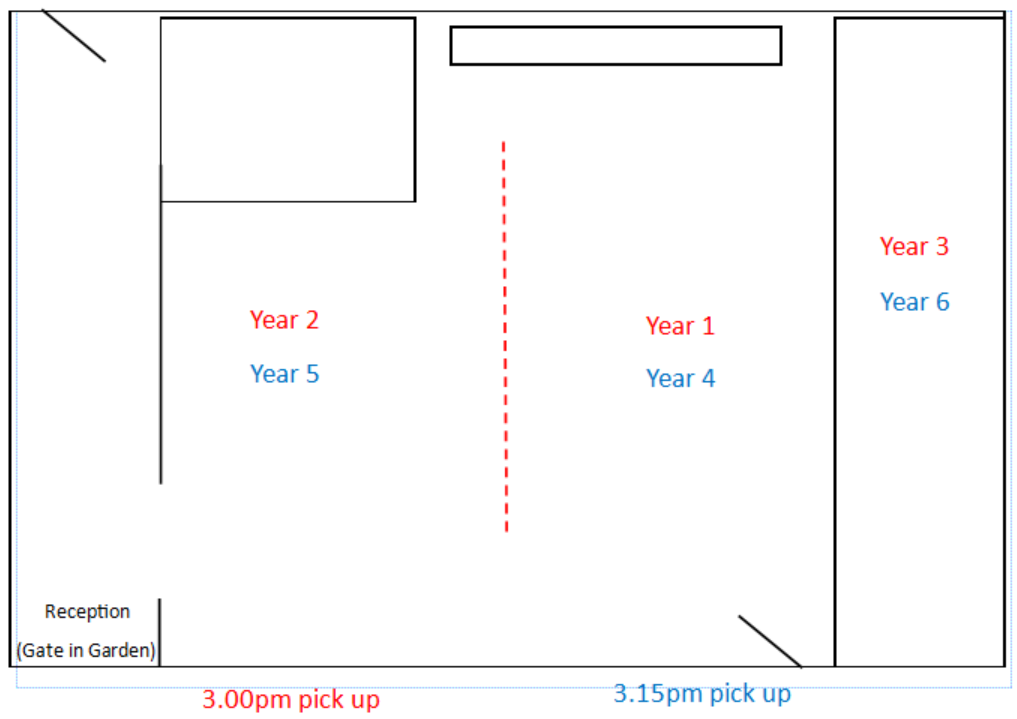
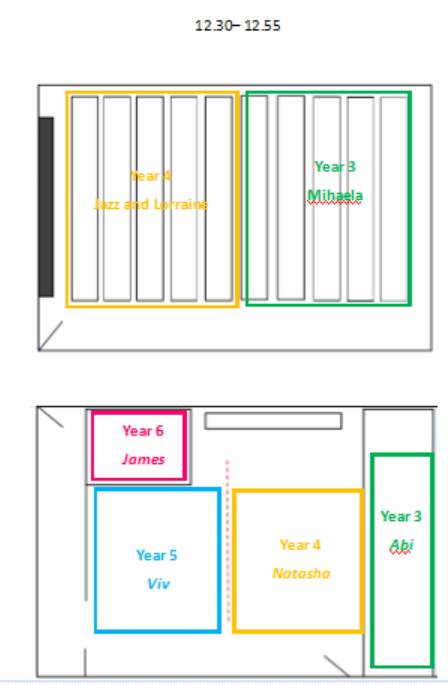
Children who are late to be picked up must go to class allocated wooden table and wait with teacher

**Break and Lunch Timetable**

|  |  |  |
| --- | --- | --- |
|  | **Detailed plans for outside staffing below** | |
| **EYFS and KS1** | **KS2** |
| 8.35- 9.00 |  |  |
| 9.00- 9.30 |  |  |
| 9.30- 10.00 |  |  |
|
| 10.00- 10.15 | Break |  |
| 10.15- 10.20 |  |  |
| 10.20- 10.35 |  | Break |
|
| 10.35- 11.00 |  |  |
| 11.00- 11.30 |  |  |
| 11.30- 12.00 | Lunch  11.30- 12.25 |  |
| 12.00- 12.30 |  |
| 12.30- 1.00 |  | Lunch  12.30- 1.30 |
| 1.00 – 1.30 |  |
| 1.30- 2.00 |  |  |
|
| 2.00- 2.10 | Afternoon Break |  |
| 2.10- 2.30 |  |  |
| 2.30- 3.00 |  |  |
| 3.00 | **End of the Day- Reception, Year 1 and Year 2** | **End of Day- Year 3** |
| 3.15 |  | **End of the Day- Year 4,5 and 6** |

* The first diaram below shows the location of where each bubble will be dismissed at the end of the day.
* The second map shows one specific time slot during the lunch break. Shows which tables will be used in the dining room and the location within the playground. These maps exist for all the time slots, coving all year groups lunch time.

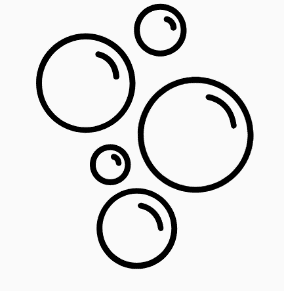
Play**ground Map for dismissal (Some changes have been made to ensure the system flows) Lunch time map – dining room and playground. (1230-1255)**

Timetables

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Year 1** |  | **Year 2** |  | **Year 3** |  | **Year 4** |  | **Year 5** |  | **Year 6** |
| 8.35- 8.50 | *Soft Start* | 8.35- 9.00 | *Soft Start* | 8.35- 8.50 | *Soft Start* | 8.35- 8.50 | *Soft Start* | 8.35- 8.50 | *Soft Start* | 8.35- 8.50 | *Soft Start* |
| 8.50- 9.00 | Online Worship | 8.50- 9.00 | Online Worship | 8.50- 9.00 | Online Worship | 8.50- 9.00 | Online Worship | 8.50- 9.00 | Online Worship | 8.50- 9.00 | Online Worship |
| 9.00- 9.10 | Handwriting of High Frequency Words | 9.00- 9.10 | No Nonsense Spelling | 9.00- - 10.00 | Maths | 9.00- 9.15 | No Nonsense Spelling | 9.00- 9.15 | No Nonsense Spelling | 9.00- 9.15 | No Nonsense Spelling |
| 9.10- 10.00 | Maths | 9.10- 10.00 | Maths | 10.00- 10.15 | Break | 9.15- 10.20 | Maths | 9.15- 10.20 | Maths | 9.15- 10.20 | Maths |
| 10.00- 10.15 | Break | 10.00- 10.15 | Break | 10.15- 10.45 | Whole Class Reading |
| 10.15- 10.30 | Phonics | 10.15- 10.40 | Whole Class Reading | 10.45-11.00 | Daily Mile | 10.20- 10.35 | Break | 10.20- 10.35 | Break | 10.20- 10.35 | Break |
| 10.30- 11.15 | Writing | 10.40- 11.30 | Writing | 11.00- 12.00 | Writing | 10.35- 11.05 | Whole Class Reading | 10.35- 11.05 | Whole Class Reading | 10.35- 11.05 | Whole Class Reading |
| 11.15- 11.30 | Reading for Pleasure |
| 11.30- 12.25 | Lunch  11.30- 12.25 | 12.00- 12.30 | No Nonsense Spelling | 11.05- 12.05 | Writing | 11.05- 11.25 | Orange book corrections | 11.05- 11.25 | Orange book corrections |
| 11.30- 12.25 | Lunch  11.30- 12.25 | 12.25- 1.00 | Phonics and Handwriting/ Readers | 12.30- 1.30 | Lunch  12.30- 1.30 | 12.05- 12.30 | Times Tables on iPads | 11.30- 12.30 | Writing | 11.30- 12.30 | Writing |
| 12.25- 1.00 | Phonics/ Readers | 1.00 – 2.00 | Wider Curriculum | 1.30- 2.15 | Wider Curriculum | 12.30- 1.30 | Lunch  12.30- 1.30 | 12.30- 1.30 | Lunch  12.30- 1.30 | 12.30- 1.30 | Lunch  12.30- 1.30 |
| 1.00 – 2.00 | Wider Curriculum | 2.00- 2.10 | Afternoon Break | 1.30- 2.15 | Wider Curriculum | 1.30- 2.15 | Wider Curriculum | 1.30- 2.15 | Wider Curriculum |
| 2.00- 2.10 | Afternoon Break | 2.10- 2.55 | Art/RE/Science | 2.15- 3.00 | Art/ Science/ RE/ Computing |
| 2.10- 2.55 | Art/RE/Science | 2.55- 3.00 | End of Day- Story | 2.15- 3.15 | Art/ Science/ RE/ Computing | 2.15- 3.15 | Art/ Science/ RE/ Computing | 2.15- 3.15 | Art/ Science/ RE/ Computing |
| 2.55- 3.00 | End of Day- Story | 3.00 | **End of the Day** | 3.15 | **End of the Day** | 3.15 | **End of the Day** | 3.15 | **End of the Day** |
| 3.00 | **End of the Day** | 3.00 | **End of the Day** |

Secondary Phase plans:

* ****The secondary model is based on smaller class sizes – mostly 22. We are setting rooms up for a maximum of 25 to facilitate flexibility and put action into place for the 5 known classes that are options that have more than 25 pupils. Each classroom will have 25 desks and chairs (we will be using some exam tables in each classroom – see two examples below that have been set up). The idea is to keep some distance between pupils within the classroom, although they can sit next to each other as they will be forming one bubble. Our aim has been 1m apart, all facing forward.

* The secondary model is based on year groups staying in bubbles. This means the pupils from year 7 can stay together, can sit next to each other, do not need to socially distance from each other. They will arrive together, have lunch together and have lessons together. We have set up systems below to keep the year 7 bubble away from other year groups as much as possible.
* Any person working between bubbles, which includes staff, must keep a 2m rule where possible to prevent spreading any possible infection between bubbles. So pupils can be together, but staff do need to keep some physical distance. Please remember the training with regards to horizontal and vertical distancing, so you can walk between rows of tables if there is space. In our plans we have set out a clear area for staff at the front.
* In secondary schools pupils have options and are taught in various groups. This means movement. To facilitate less movement across the school we have set up clear arrows keeping pupils apart in the corridors. To minimise pupils moving between lessons we have also decided to keep year 7 and 8 stationary. Year 7 will be permanently based in the English classrooms. They will be able to mix as a year group as they are one bubble. They will be in one tutor group and one teaching group – so they do get some variety and mixing during the day. Ultimately they will stay in the 5 English rooms and the library for the entire time – so they will not be mixing between other groups. The Library will become a teaching room during this period of time. They will have a separate place for break and lunch to use (see grid below for details). Year 8 will be permanently based in the Humanities classrooms (Geography, History and RE rooms). Again they will be one bubble, will have a tutor group and then one teaching room and group for the rest of the time. They will use the learning deck as their playground and will not need to leave the second floor unless they have PE or when they are going home. As they are stationary the teachers will have to go to them to teach. This will mean teachers are moving.
* With these two year groups stationary the other three year groups can move between lessons keeping corridors with minimum movement. We have mapped out the movement and RAG rated the periods so we know when we need more staff in corridors to help make pupils move quickly, quietly and without mixing between bubbles. Passing in the corridors for short periods of time is permitted.
* As pupils will be moving rooms we need to make sure they do not spread the virus between bubbles. It is therefore important that doors are kept open. Pupils are watched washing hands. Tables are cleaned down between groups by the pupils themselves. This way they are making their environment cleaner. This needs to be led by pupils and directed by teachers as they keep their distance.
* As teachers are moving around it is important to keep our distance as much as possible and get to the next classroom ready for learning. Teachers are sharing spaces and need to make sure they wipe down their own space before they start.
* It is vital that all classes have a seating plan – this will support behaviour management, but also can be used for track and trace in the future if required. Year 7 and 8 to stay in these plans for all subjects to start with, then over time there may be some flexibility with this.
* To minimise pupils mixing between bubbles on the way to and from school we have different entrances used (the main front entrance and the one from the park) at different times in the morning and on the way home – see the grid below.
* Pupils will have a social space for their bubble. At break and lunch time they are to stay within their social space only. Clear signage will be created.
* To support our vulnerable pupils we will set up special bubble specific arrangements at lunchtime– Jon Claremont will have a different year group each day for a quiet reading space / The TAs will have a different year group each day for quiet time / Anna Lewis will run a different year group each day slot on mental health and wellbeing / Terry will run table tennis in the Gym room for year 10 on two days a week and year 9 on a third. Finally Paul W will set up a Faith room for pupils, one day for each year group – open to all and vulnerable pupils. A reminder those running these clubs need to make sure tables are cleaned down at the start of the club and equipment is cleaned between bubbles using it.
* On call will be the primary method of behaviour management – instead of parking. This is to make sure there is adequate space in the rooms. An email can be sent and on-call will come and support. Further detail on the behaviour systems can be found later in this pack.

Year groups plan – in order of arrival to school (this is summarised in two other grids on the pages that follow, one for staff and the other for parents)

|  | **Arrival** | **Year group worship** | **Lesson 1 & 2** | **Break time** | **To and from break and lunch** | **Wet break** | **Lesson 3 & 4** | **Lunch break** | **Refectory time** | **Lesson 5 & 6** | **End of school time** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year 7  HOY - VWR  SLT support SGA  DYPL - CSO  Lead support – JAS  Additional Support - ZOZ | 0815-0830– Manor House Gardens gate entrance open for pupils to arrive. Playground until 0830 – line up then collected by family group tutor - straight into classroom or on Monday into Hall for Worship.  Pupils then move to teaching group which they will stay in all day. | Monday – taken straight to Trinity Hall from the playground by senior team. | Stay in room | Manor House Gardens cage – Atrium Toilets on the way out and back in. We will have a port-a-loo on the playground for pupils that will be monitored by staff.  No snacks at break time from refectory. | To go outside 3 minutes before the bell for break. To line up on bell and come back into building when year 9 have cleared the playground. At lunch they go early into refectory, all at same time – then all out to Manor House Gardens together. | To go back into the English classrooms | Stay in room | 1230-1335  Manor House Gardens or refectory  Wet break English rooms | 1230-1300  Cleaned before next group | Stay in room | 1500 – Dismissed from Manor House Gardens gate. Teachers to take to gate and dismiss. Pupils told to go straight home. Reminded that they must wear a mask if they use public transport. |
| Year 11  HOY - SCL  SLT support - RMC  DYPL - NAL  Lead support – PWY  Additional Support - JCL | 0815-0830 – main entrance. Into Atrium. 0830 straight to family group up front stairs. | Friday - at 0830 straight into Trinity Hall. To be let out of Trinity Hall and up the front stairs on the pips. | Must be let out on the pips. Pupils must get to next lesson within 3 minutes. Pupils must not stay and talk to teachers. Pupils must hand sanitise before entering any room. See numbers in grid below. | Trinity Hall – Atrium Toilets  No snacks at break time from refectory | Down front stairs only to Trinity Hall at the bell – they need to leave the classroom exactly when the bell goes. They use the toilets in the Atrium only during break and lunch. | In Trinity Hall | Must be let out on the pips. Pupils must get to next lesson within 3 minutes. Pupils must not stay and talk to teachers. Pupils must hand sanitise before entering any room. See numbers in grid below. | 1250-1335 – Trinity Hall. Pasta pots and sandwiches. | Must be let out on the pips. Pupils must get to next lesson within 3 minutes. Pupils must not stay and talk to teachers. Pupils must hand sanitise before entering any room. See numbers in grid below. | Must be let out on the pips. Pupils must get to next lesson within 3 minutes. Pupils must not stay and talk to teachers. Pupils must hand sanitise before entering any room. See numbers in grid below. | 1530 – Dismissed from front entrance. |
| Year 8  HOY - VWR  SLT support – CSH & MBU  DYPL AWA  Lead support – KKE & SSC  Additional Support - WSU | 0830-0845 - Manor House Gardens gate entrance to school. Only allow in when year 7 have gone into class. Playground until 0845 then line up and taken to their classroom by the back stairs.  Pupils to have PD time in their teaching groups so they do not change classrooms. | Tuesday – taken straight into Trinity Hall from playground, then straight up to their classroom 5 minutes before lessons due to start. | Stay in room | Learning Deck – Second floor toilets  No snacks at break time from refectory | To go outside to learning Deck 2 minutes before bell. At the end on bell to line up and come in when corridor is clear. To only use toilets at this time on the second floor. They should not leave the second floor at all. | Back into Hums classrooms. | Stay in room | Learning Deck plus humanities rooms | Order service for food to be paid in advance and delivered to pupils at the start of lunch. | Stay in room | 1515 – Dismissed from Manor House Gardens gate. Teachers to take down back stairs to gate. |
| Year 9  HOY - SBI  SLT support – EWI  DYPL - HDI  Lead support – DJO  Additional Support - CNO | 0830-0845 – main entrance to school. Atrium only until 0845, then straight to family group room. Up front stairs. | Wednesday – at 0845 straight into Trinity Hall. To be let out of Trinity Hall and up the front stairs on the pips. | Must be let out on the pips. Pupils must get to next lesson within 3 minutes. Pupils must not stay and talk to teachers. Pupils must hand sanitise before entering any room. See numbers in grid below. | Trinity Playground (within the gate area) – Toilet on the way down, or using the mobile toilet on the playground.  No snacks at break time from refectory | To wait 2 minutes after bell and go outside to Trinity playground straight away. Back staircase only. They are to use toilets on the first floor only on the way down. They must go straight out. | Into the Atrium, where they will share toilets with year 11. To only do this in extreme condition. If light rain pupils to stay outside and use the covers that are there for them. | Must be let out on the pips. Pupils must get to next lesson within 3 minutes. Pupils must not stay and talk to teachers. Pupils must hand sanitise before entering any room. | 1230-1335  Trinity playground – straight away. Then at 1300 they line up on the playground and they will then be collected 10 pupils at a time and taken into the refectory. | 1300-1330 | Must be let out on the pips. Pupils must get to next lesson within 3 minutes. Pupils must not stay and talk to teachers. Pupils must hand sanitise before entering any room. | 1515 – Dismissed from main entrance. Teachers to bring down front stairs. |
| Year 10  HOY - STA  SLT support – FHA & TNE  DYPL - CGR  Lead support - HHE  Additional Support - MKO | 0845 – 0900 – Manor House Gardens entrance - straight up back stairs to family group rooms | Thursday at 0845 – 0900 straight into Trinity Hall. To be let out of Trinity Hall and up the front stairs on the pips. | Must be let out on the pips. Pupils must get to next lesson within 3 minutes. Pupils must not stay and talk to teachers. Pupils must hand sanitise before entering any room. See numbers in grid below. | Sports Hall – PE toilet area  No snacks at break time from refectory | Down back stairs only to Sports Hall – they need to leave classroom exactly when the bell goes. Pupils to use toilets by PE ONLY during this time. They must go straight to this space. |  | Must be let out on the pips. Pupils must get to next lesson within 3 minutes. Pupils must not stay and talk to teachers. Pupils must hand sanitise before entering any room. See numbers in grid below. | 1250-1335 – Sports Hall. Pasta pots and sandwiches |  | Must be let out on the pips. Pupils must get to next lesson within 3 minutes. Pupils must not stay and talk to teachers. Pupils must hand sanitise before entering any room. See numbers in grid below. | 1530 – Teachers take down back stairs to Manor House Gardens gate to dismiss. |

Summary grid to be placed on each teachers desk to remind us of what we need to do depending on which year group we are teaching:

|  | **Family Group Time** | **Period 1** | **Period 2** | **Break** | **Period 3** | **Period 4** | **Lunch** | **Period 5** | **Period 6** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Normal time** | **0845-0915** | **0915-1005** | **1005-1055** | **1055-1110** | **1110-1200** | **1200-1250** | **1250-1335** | **1335-1425** | **1425-1515** |
| **Year 7** | Pupils arrive between 0815 and 0830. Pupils collected by tutors at 0830 from the playground.  Pupils in family groups until 0910 where they then go into their teaching classroom within the English corridor.  Pupils need to fill in lunch order for kitchens. | Pupils in class and stay in class – they have set seating plan. | Pupils in class and stay in class  1050 class pack up, quick visit to Atrium toilets before take them to Manor House Gardens gate. | They are in Manor House Gardens cage for break. At 1110 they line up ready to go to lesson. | Please go to Manor House Gardens cage to pick up your class just before 1110.  When there are no year 9 pupils in Trinity playground you can take pupils into their classroom for the lesson. | Pupils stay in class.  1230 you take your class to the refectory for lunch. Encourage then to go to the toilet. They all go to refectory and eat. | 1300 all are taken to Manor House Gardens for the rest of the lunch break.  At the end of lunch pupils line up into their teaching groups. | At 1330 please go to Manor House Gardens Cage to pick up your class. Take them back to class for your lesson. | Stay in class.  1500 – take pupils to Manor House Gardens gate where they will be dismissed. Those in detention will be told to go to English 1. |
| **Year 8** | Pupils arrive between 0830 and 0845 at Manor House Gardens gate. They stay on playground until 0845.  Family Group Leaders to collect year 8 from the playground at 0845 and take them straight up the back stairs to their tutor room. Let them out of form time on the pips please to get into their teaching groups – within the same area.  Pupils need to fill in sandwich order form | Pupils arrive and sit in set seating plan. They stay in class. | Pupils in set seating plan – stay in class.  At 1005 pupils dismissed to go straight to the Learning deck for break.  They can only use the toilets on this floor. | Pupils stay on the learning deck.  Just before the end of break pupils line up ready to go back to class. | Teacher just before 1110 to go to learning deck to collect pupils. They come into room and sit in seating plan. They stay in room. | Pupils in room ready for lesson in seating plan. At end of this lesson (1250) pupils to go out to the learning deck for lunch. | Learning deck for lunch. Ordered packed lunch will be delivered to be given out at the start of lunch. All food eaten in this space.  1330 pupils asked to line up ready to be collected by period 5 teacher. | You must collect your class from the Learning Deck at 1330. Take to class in seating plan. They have been in seats all day.  Pupils stay in class. | Pupils in class.  Lesson finishes at 1515 and pupils need to be taken down the back stairs, into the playground and to the Manor House Gardens Gate. Those in detention to go to RE1. |
| **Year 9** | Pupils arrive between 0830 and 0845 from the main entrance. They are to go into the Atrium and await instruction.  At 0845 they are sent up to their family group room using the front stairs.  Stay in family group room until the pips. Pupils then dismissed and told to get quickly and quietly to their first classroom. | Pupils make own way to your lesson. You must be ready for pupils to leave lesson on time. | Lesson to start and end on time. They will come to you.  Pupils told at the end of the lesson to go straight to the playground. They use toilets on first floor only. | In Trinity Playground.  To line up at the end of break ready to be collected by teacher. | Teacher just before 1110 to go to Trinity playground and collect their class. To move to classroom 2 mins after pips so that year 10 have already gone. Use back stairs only.  Must be ready for pupils to leave lesson on time. | Pupils make their own way to your lesson.  Pupils told to go straight to Trinity Playground for lunch using back stairs. They will be called for lunch. | Pupils to be in Trinity Playground for lunch. At 1300 they will be called for lunch. They will only be able to go into the refectory when year 7 have finished and all the tables have been cleaned properly. Once finished eating they will go back to the playground.  At the end of lunch time pupils to line up. | Please collect your class from the school playground at 1330. Then take to class 2 minutes after pips – so that year 10 have cleared the stairs.  Must be ready for pupils to leave lesson on time. | Pupils make their own way to your lesson.  This bubble is dismissed at 1515 from the front entrance. Please pack up and take them down the front stairs so they go straight away. |
| **Year 10** | Pupils arrive between 0845 and 0900 at the Manor House Gardens gate. They are to be sent straight up to their family group room. They have a soft start – so tutors need activities ready for them to arrive in a staggered format. Ready from 0845.  Must be ready for pupils to leave lesson on time. | They make own way to your lesson.  Must be ready for pupils to leave lesson on time. | At the end of the lesson pupils to go down the back stair case straight to The Sports Hall. They must use the toilets next to the Sports Hall only. | Sports Hall.  Pupils leave on / just before the pips and go up to next lesson using the back staircase straight away. Need all of year 10 cleared in 2 minutes. | Pupils make their own way to your classroom. Must be ready for pupils to leave lesson on time. | Pupils make their own way to your lesson.  Pupils to go straight down to Sports Hall via back stairs - tell them – to only use toilets in the sports hall area. | Pupils stay in sports hall area. Lunch will be brought to them. | Pupils make their own way to your lesson.  Must be ready for pupils to leave lesson on time. | Your lesson finishes at 1530. Teachers to then take pupils down the back stairs to Manor House Gardens Gate and dismiss from there. Tell them to go straight home. |
| **Year 11** | Pupils arrive between 0815 and 0830. To come into the main entrance, then to wait in the Atrium. At 0830 they go up front stairs to Family Group Rooms. | Pupils make their own way to your lesson.  Must be ready for pupils to leave lesson on time. | Pupils make their own way to your lesson.  Must be ready for pupils to leave lesson on time. To go down the front stairs to the ground floor and Trinity Hall. Atrium toilets only. | Trinity Hall  Pupils leave on / just before the pips and go to lesson up the front stairs only. | Pupils make their own way to your lesson.  Must be ready for pupils to leave lesson on time. | Pupils make their own way to your lesson.  Must be ready for pupils to leave lesson on time. To go straight to Trinity Hall. Via the front staircase. Lunch served in Trinity Hall. | Pupils stay in Trinity hall area for lunch. Lunch will be brought to them here. They are to use the Atrium Toilets. Move to lesson on the first pips – must be quick to get to lesson. | Pupils make their own way to your lesson.  Must be ready for pupils to leave lesson on time. | Pupils make their own way to your lesson.  Longer lesson –pupils finish at 1530 – you can send down the front stairs (make sure they use correct stairs).  Thursday they go to Trinity Hall at 1530. |

**Messages to staff:**

* Following the timings in this document is crucial
* Please refer to the grid above to ensure pupils are picked up and dropped off on time where appropriate.
* Please remember this classroom will be used by several teachers. Clean your space before you use it. Leave it tidy ready for the next member of staff.
* You must have a seating plan – tables are numbered and pupils need to sit where you want them to sit. Bluetaking the list on the door will help remind pupils where to go.
* Please complete your register within the first 10 minutes of your lesson. You must record pupils that are late – please issue a behaviour watch late mark – so this can be followed.
* Some staff like to arrive early where possible. In the last 5 minutes please disconnect your laptop and allow staff in to set up ready if they are wanting to. Some staff move around more than you – please be considerate.

**Thank you for all your support.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bubble | **Year 7** | **Year 8** | **Year 9** | **Year 10** | **Year 11** |
| Arrival Time | * 0815-0830 | * 0830-0845 | * 0830-0845 | * 0845-0900 | * 0815-0830 |
| Entrance and exit | * Manor House Gardens gate | * Manor House Gardens gate | * School Main Entrance | * Manor House Gardens gate | * School Main Entrance |
| Social space  Break and Lunch time | * Manor House Gardens Multi-Use-Games-Area * classrooms | * Learning Deck * classrooms | * Trinity Playground * Atrium | * The Sports Hall | * Trinity Hall |
| Movement / Travel | * Escorted by teachers – English classrooms | * Escorted by teachers – Humanities classrooms | * Line at break and lunch – move around independently | * Move around independently | * Move around independently |
| Lunch arrangements | * 1230-1300 in refectory. * 1300-1330 in social space. | * Sandwich order and delivery to Social Space | * Social space * Called into refectory from 1300-1330 | * In social space –trolley provision | * In social space –trolley provision |
| Leaving Time | * 1500 | * 1515 | * 1515 | * 1530 | * 1530 * Thursday 1615 |

Rotas:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pre School Duty | Monday | Tuesday | Wednesday | Thursday | Friday |
| **Year 7 0815-0830 School Playground.**  Line up, escort to FG rooms except  Tutors ready to pick class up promptly at 0830 | Tutors to be ready at 0830: PFA RER SWI HWR VAD BHO NDH SBL KKE SSI CBO CSO AWA VWR  SGA (Open gate) | PFA RER SWI HWR VAD BHO NDH SBL KKE SSI CBO CSO AWA VWR  SGA (Open gate) | PFA RER SWI HWR VAD BHO NDH SBL KKE SSI CBO CSO AWA VWR  SGA (Open gate) | PFA RER SWI HWR VAD BHO NDH SBL KKE SSI CBO CSO AWA VWR  SGA (Open gate) | PFA RER SWI HWR VAD BHO NDH SBL KKE SSI CBO CSO AWA VWR  SGA (Open gate) |
| **Year 8 0830-0845 Playground**  Line up, escort to FG rooms except | SKA MTA PBE AHU ESI RKE LTI KKE JAS HHE AWA VWR  CSH MBU | SKA MTA PBE AHU ESI RKE LTI KKE JAS HHE AWA VWR  CSH MBU | SKA MTA PBE AHU ESI RKE LTI KKE JAS HHE AWA VWR  CSH MBU | SKA MTA PBE AHU ESI RKE LTI KKE JAS HHE AWA VWR  CSH MBU | SKA MTA PBE AHU ESI RKE LTI KKE JAS HHE AWA VWR  CSH MBU |
| **Year 9 0830-0845 Atrium**  Herd pupils to FG rooms except on | MSE LGE RSY NDI CSG KTA NIH SRE HDI DJO  EWI | MSE LGE RSY NDI CSG KTA NIH SRE HDI DJO CNO  EWI | MSE LGE RSY NDI CSG KTA NIH SRE HDI DJO CNO  EWI | MSE LGE RSY NDI CSG KTA NIH SRE HDI DJO CNO  EWI | MSE LGE RSY NDI CSG KTA NIH SRE HDI DJO CNO  EWI |
| **Year 10 0845-0900**  FGL wait in FG rooms to receive pupils who make their own way | CRG FHA TNE SSC MKO (playground)  STA (Lock gate) | CRG FHA TNE SSC MKO (playground)  STA (Lock gate) | CRG FHA TNE SSC MKO (playground)  STA (Lock gate) | CRG FHA TNE SSC MKO (playground)  STA (Lock gate) | CRG FHA TNE SSC MKO (playground)  STA (Lock gate) |
| **Year 11 0815-0830**  FGL wait in FG rooms to receive pupils who make their own way | PWY JCL NAL SCL (atrium)  RMC | PWY JCL NAL SCL (atrium)  RMC | PWY JCL NAL SCL (atrium)  RMC | PWY JCL NAL SCL (atrium)  RMC | PWY JCL NAL SCL (atrium)  RMC |

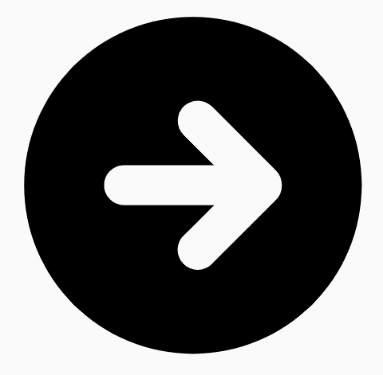
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| --- | --- | --- | --- | --- | --- |
| **Break Duty Time: 1055-1110** | Monday | Tuesday | Wednesday | Thursday | Friday |
| **Year 7** – Manor House Gardens Cage | SWI BHO  VWR - Open + lock gate/Lead Line up | HWR JDI  SGA – Open + lock gate/Lead Line up | RER VAD SSI  TNE – Open + lock gate/Lead Line Up | NDH SBL CBO  CSO – Open + lock gate/Lead Line up | PFA TOG EAD  FHA – Open+ lock gate/Lead Line Up |
| **Year 8** – Learning Deck | MTA ESI  CSH Lead Line Up | PBE NLE  MBU Lead Line Up | LTI RKE  DLU Lead Line Up | AHU SKA  EWI Lead Line Up | MKO SSC EWI  AWA Lead Line Up |
| **Year 9** – Trinity playground | EWI NDI | MSE KTA | LGE ALE | NIH HDI | CSG RSY |
| **Year 10** – Sports Hall | CGR STA | RLO JCR | RKA SAL | BTE KMO | DLU SHA |
| **Year 11** – Trinity Hall | RMC JCL | NMO NBE | VTU RJO | RDA SCL | NJO MRO |
| **Trinity Centre** | JAS | HHE | PWY | NAL | DJO |
| **Pupil Reception** | CNO | CNO | CNO | CNO | CNO |

| **Lunch Duty** | Monday | Tuesday | Wednesday | Thursday | Friday |
| --- | --- | --- | --- | --- | --- |
| **Year 7** – Manor House Gardens Cage  12:30 – 13:35  12:30 into Refectory | PMO  SGA Open and lock gate / Lead line up | PMO (DLU 1st 20 min)  SGA Open and lock gate / Lead line up | PMO  SGA Open and lock gate / Lead line up | PMO  VWR Open and lock gate / Lead line up | PMO  SAL Open and lock gate / Lead line up |
| **Year 8** – Learning Deck 12:50 – 13:35 | JAS  WSU – Food trolley  CSH Lead line up | JAS  WSU – Food trolley  MBU Lead line up | JAS  WSU – Food trolley  MBU Lead line up | JAS  WSU – Food trolley  AWA Lead line up | JAS  WSU – Food trolley  CSH Lead line up |
| **Year 9** – Trinity playground  12:30 – 13:35  13:00 into Refectory | NAL EWI | NAL CSC | CSC HDI (EWI 1st 20 Min) | NAL DLU | NAL CSC |
| **Year 10** – Sports Hall  12:50 – 13:35 | CGR SAL  Admin– Food trolley | CSH DLU  Admin– Food trolley | CSH EWI  Admin– Food trolley | SAL SGA  Admin– Food trolley | EWI DLU  Admin– Food trolley |
| **Year 11** – Trinity Hall  12:50 – 13:35 | SCL  ZOZ – Food trolley | RMC  ZOZ – Food trolley | RMC  ZOZ – Food trolley | RMC  ZOZ – Food trolley | RMC  ZOZ – Food trolley |
| **Refectory** | DWA UEZ | DWA UEZ | DWA UEZ | DWA UEZ | DWA UEZ |
| **Trinity Centre** | CSC | SBL | NAL | CSC | SBL |
| Vulnerable for library – get food and go straight to library. JCL | Year 8 Library | Year 7 Library | Year 11 Library | Year 10 Library | Year 9 Library |
| Vulnerable/quiet group with TA | Year 7 3rd floor (Music 2) | Year 11 3rd floor (Music 2) | Year 10 3rd floor (Music 2) | Year 9 3rd floor (Music 2) | Year 8 3rd floor (Music 2) |
| ALE wellbeing drop in | Year 11 3rd Floor (old TC) | Year 10 3rd Floor (old TC) | Year 9 3rd Floor (old TC) | Year 8 3rd Floor (old TC) | Year 7 3rd Floor (old TC) |
| Vulnerable/quiet group PWY | Year 10 3rd Floor (Sen/EAL) | Year 9 3rd Floor (Sen/EAL) | Year 8 3rd Floor (Sen/EAL) | Year 7 3rd Floor (Sen/EAL) | Year 11 3rd Floor (Sen/EAL) |
| Table Tennis | Year 9 TND (Gym) | Year 8 TNE (Gym) | Year 7 STA (Gym) | Year 11 TNE (Gym) | Year 10 TNE (Gym) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **On call** | Monday | Tuesday | Wednesday | Thursday | Friday |
| Period 1 | SKA | DLU | RJO | HDI | RJO |
| Period 2 | AHU | MBU | VAD | SAL | PBE |
| Period 3 | SGA | JCR | STA | CSH | RMC |
| Period 4 | RSY | KTA | MSE | CSH |  |
| Period 5 | BTE | AHU | MSE | SBL | SBL |
| Period 6 | AWA | VAD | NMO | RKE | EWI |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bus duty** | Monday | Tuesday | Wednesday | Thursday | Friday |
| Bus stop opposite Sainsbury’s, check in with Sainsbury’s too,  15:15 – 14:00 | FHA JAS | SGA NMO | CSH SHA | RMC KKE | EWI LGE |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Trinity Centre booking service | Monday | Tuesday | Wednesday | Thursday | Friday |
|  | Year 7 | Year 8 | Year 9 | Year10 | Year 11 |

****Movement rules

* Year 7 and 8 will not move around the building – they have different times of arrival and dismissal so to avoid year groups mixing together. They will be taught in the same group and same room for the week except for family group time. PE will also take place outside for this group. Year 7 could use the drama studio as well, bags and coats to stay in classroom. Staff will travel to the classes and need to arrive on time – as they will be left (with doors propped open) for a short time as one teacher leaves and another arrives. Teacher will need to quickly wipe down the table at the front of the room / use pupils to give out work etc.
* At the start of break and lunch year 7 class teachers will escort pupils via the toilets to Manor House Gardens gate – Support staff will have gate open and be ready to supervise whilst teachers get to their next location.
* Year 9-11 will arrive to school at different times, leave the site at different times and have different social space locations that they must go to – this will keep year groups in separate bubbles.
* Between lessons pupils of year 9 – 11 will be expected to move quickly, calmly and silently to their next lesson and follow the arriving to a new classroom rule. They must keep left and maintain physical distance where possible. Change over should last no more than 3 minutes in total. At the end of break and lunch a specific routine has been set up to avoid groups mixing on their journey. For between lessons see the grid below. Green is either no movement between lessons or only 1 year group. Amber is 2 year groups and red is more than 2 year groups. During red and amber times we will have more staff on the corridors to monitor the swift movement of pupils and prevent bubbles mixing.
* Class doors will be kept open, so pupils should go straight into their class and sit in their seating plan.
* Teachers will be moving more around the site – so much make sure pupils are keeping to their bubbles and moving silently and quickly to the right space.
* At the start and end of breaks pupils should go, using the closest stair case, straight to their main social space – and stay in this area.
* During the red zones highlighted above, potential clash between year groups – we will have all of SLT and support staff on the stairs to keep pupils moving

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| --- | --- | --- | --- | --- | --- |
| **Movement numbers between:** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Family group & period 1 |  |  |  |  |  |
| Period 1 & 2 | 230 – year 10 and 11 | 0 | 0 | 110 – year 11 only | 0 |
| Period 3 & 4 | 300 – all bar 2 year 10 classes | 340 – all 3 year groups | 340 – all 3 year groups | 120 – Year 10 Only | 120 – Year 9 only |
| Period 5 & 6 | 110 | 0 | 300 – all bar 2 year 10 classes | 120 – Year 10 Only | 0 |

Signage and equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **On entrance to school** | **At Entrance to classrooms** | **Equipment in each classroom** | **Specific areas** | **Corridors and stairs** |
| * Clear signs not to come in if you have any covid symptoms * Clear signs about washing hands and using hand sanitiser * Clear signs about social distance where possible * Signs saying pupils are in year group bubbles, and must stay within these groups. * On way out / home – signs saying you need to keep to social distancing and you need to go straight home. | * Hand sanitizer * Sign saying they must sanitise before entry to room – that they must collect wet wipe and clean table / chair if they are sitting in a chair they have not sat in last lesson. | * Tissues * Clear large sign saying catch it / bin it * Peddle bin * Wet wipes for pupils to use when they arrive * Wet wipe for teacher to use for teachers space as well * Tables facing forward – 25 set up in each room * Visualiser in each room – more ordered to facilitate this. * Classroom rules on the wall (see poster below) | * Atrium Hall – Social space for year 11 only – you must stay in your year group – Only use toilets in the Atrium in Social space time. * Sports Hall – Social space for year 10 only – you must stay in your year group – only use toilets in changing rooms during social space time. * Learning Deck – Social space for year 8 only – you must stay in your year group. Only use second floor toilets. * In classrooms – specific posters on rules for within the classroom (see grid below) | * Need arrows to ensure pupils keep left all the way up and down both stair cases. * Need arrows to keep pupils keeping left on the main corridors in Science / Maths / hums and MFL spaces in particular. * Silence in the corridor as lessons are going on with doors open. * See corridor expectations poster below. |

Building set up

* Doors kept open where possible to allow for air circulation and to prevent lots of touching of door handles.
* Toilets during lesson time will have wet wipes outside them. Pupils only allowed to use toilets in extreme situations. During social time each year group will have its own toilets.

Classroom set up

* Tables facing forward. 25 tables and chairs in each room where possible.
* Tables and chairs distanced as much as possible, with class sizes of 24 or fewer to allow for space
* Tissues and wet wipes at the front of the room
* Space at the front of the room for the teacher to be able to keep their distance
* Clear classroom rules set out – so pupils do not leave their seat unless given permission – see grid below.

Arriving to new classroom rules:

* Year 7 and 8 will remain in the same room all day, and should stay in the same seats (set seating plan). They should carry out routine the same as other classes though.
* Pupils should use the hand sanitisers in corridors before they enter a new classroom – teacher must observe and monitor this.
* On entry to the room pupils are to take a wet wipe each and wipe down their own table space and the back of their chair where it might have been touched. Pupils should then get out their own equipment.

PE rules:

* To take place outside where possible no matter what the weather is.
* PE should be non-contact
* Pupils to arrive in PE kit so that they are ready for PE and no need for changing rooms. Clubs should be linked to days when year groups have their PE kit already to avoid use of changing rooms where possible.
* Year 7 and 8 will be collected by their PE teacher from their classroom, and at the end of the lesson they should either go straight to break or escorted back to their classroom.

Detention - centralised detention will still occur. Year 7 and 8 will occur daily in their own classrooms. Year 9, 10 and 11 pupils will have a room each. Detentions will be administered by year team leaders and a rota of tutors throughout the week.

Practical lessons

* Year 7 and 8 will not be in specialist classrooms – therefore all lessons need to be theory based or using basic equipment.
* Year 7 and 8 will only be able to do practical’s that involve basic equipment – scissors / pencils / colours / paper etc. Where possible demonstrations can be carried out.
* Other year groups will use specialist rooms where possible.
* Equipment must be wiped down with bleach between groups using it.
* Technicians will do this within food, Science and Technology
* Music to use wet wipes for string instruments. Wind instruments are not to be used at the moment. Awaiting further guidance.

Staff spaces:

* Office spaces must operate on a 2m distance rule (Humanities and English office with no more than 3 people. Science, Maths and Music with no more than 2 people. PE office no more than 1. Year heads office no more than 5. SEN / Inclusion room no more than 4 staff or 1 staff and 3 pupils.
* Staff room to be set up with 10 tables distanced for staff to hot desk. Wet wipes available for teachers to wipe down before they use.
* The Atrium can be used by staff as well during non contacts.
* Main office to only have office staff within them.

**Trinity centre, on-call and parking**

* Pupils can only be parked within classes of the same bubble
* There will be an on call service throughout the day – and members of the SLT will remove pupils causing any issues
* The Trinity Centre will be operational but only for booked in days – they will keep bubbles. So year 7 will have Mondays and can be booked in – but only year 7 will be allowed in the room. This will be flexible based on need.

Monday morning Briefing:

* Due to the staggered start of the school day our regularly Monday morning briefing will not happen in the first instance. Instead the leadership team will do a screencast each week with key information on it highlighting key dates / information for the week. This will go alongside the briefing sheet.
* Wednesday meetings will start at 3.30-4.30 – please be ready for these meetings as soon as you have dismissed your classes.

|  |  |  |
| --- | --- | --- |
| **Rules in the corridor** | **Rules in social space** | **Rules in the classroom** |
| |  |  | | --- | --- | | **Corridor expectations** | | |  | **Face masks to be worn in the corridors** | |  | **Stay within your year group.**  **This is your bubble.** | |  | **Use the hand sanitisers each time you go into a new classroom / social space** | |  | **Walk quietly and quickly to your next lesson** | |  | **Keep left** | |  | **Blazers must be worn / full uniform** | | |  |  | | --- | --- | | **Social Space expectations** | | |  | **Stay within your bubble – do not mix bubbles** | |  | **Use the hand sanitisers each time you go into your social space** | |  | **Use the Atrium toilets during social space time** | |  | **Use the bins provided – keep the space tidy** | |  | **You must move to your lessons on time – moving quickly and quietly at all times through the building.** | | |  |  | | --- | --- | | **Classroom expectations** | | |  | **Use the hand sanitisers each time you go into a classroom** | |  | **If you want to sneeze or cough make sure you…** | |  | **Sit where you have been told to sit** | |  | **If a new classroom wipe down your table** | |  | **Hands up if you wish to speak or stand up** | |  | **This is a silent classroom** | |  | **You must be active in your learning** | |

1. Where necessary, wear appropriate personal protective equipment

* Staff do not need to wear PPE – this has been expanded upon again for schools. If staff wish to wear PPE during the school day they must meet with David W to discuss this from September onwards.
* Those admitting first aid should wear some PPE
* Working with pupils or staff with some COVID Symptoms must involve using the full PPE equipment and systems in section below followed.

1. Engage with the NHS Test and Trace process

* School must engage with Health England and the Test and Trace process. Seating plans are kept for supporting Track and Trace. Bubbles are clearly kept apart. Staff in secondary, as they cross bubbles, must keep their distance so that if there are any cases they will not have to isolate.

1. Manage confirmed cases of coronavirus amongst the school community

* See diagram below

1. Contain any outbreak by following local health protection team advice

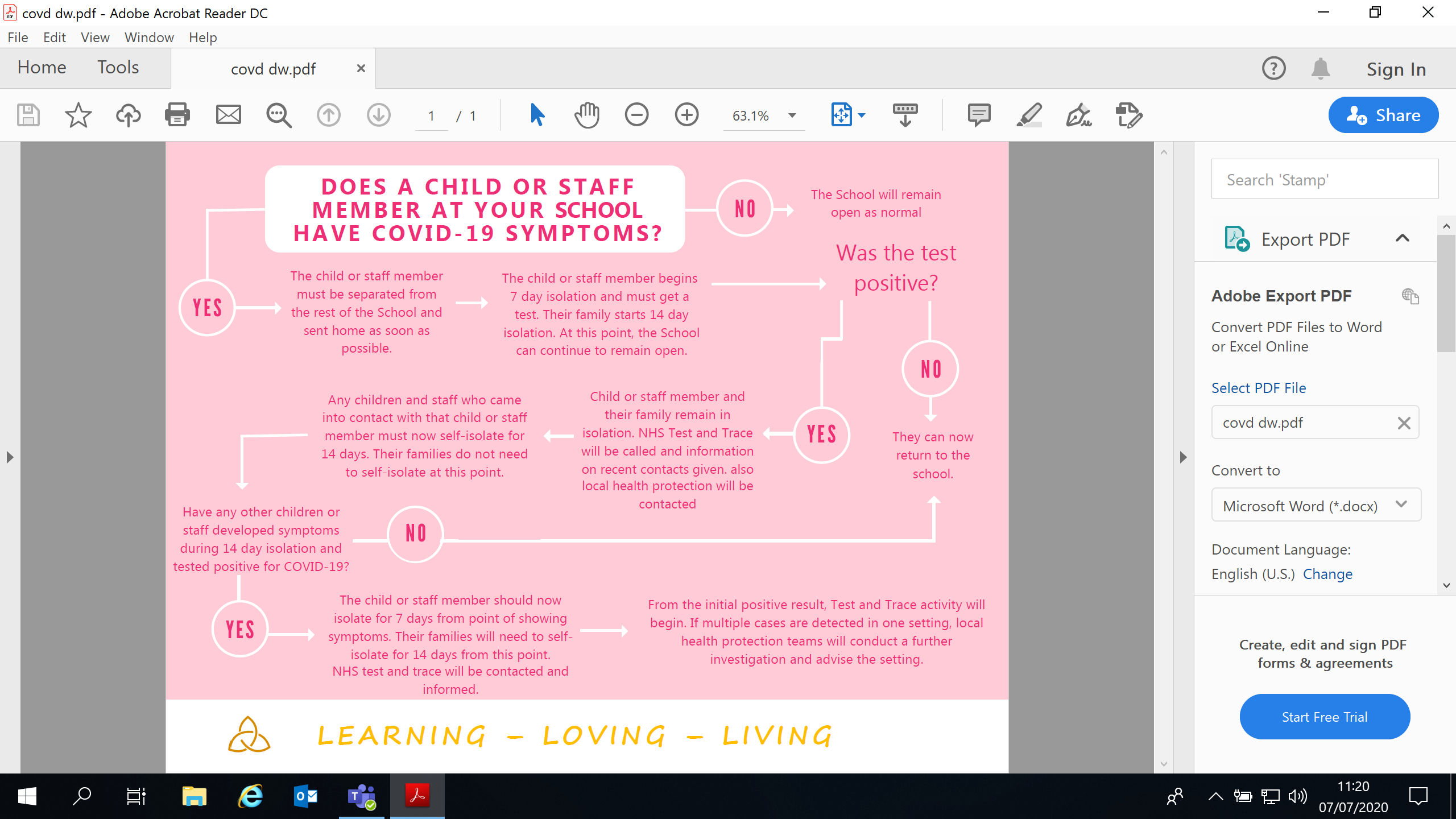
* See diagram below

What to do if a student or staff member shows COVID symptoms.

Anyone who displays symptoms of coronavirus can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/), or ordered by telephone via NHS 119 for those without access to the internet. Anyone involved in education or childcare, have priority access to testing.

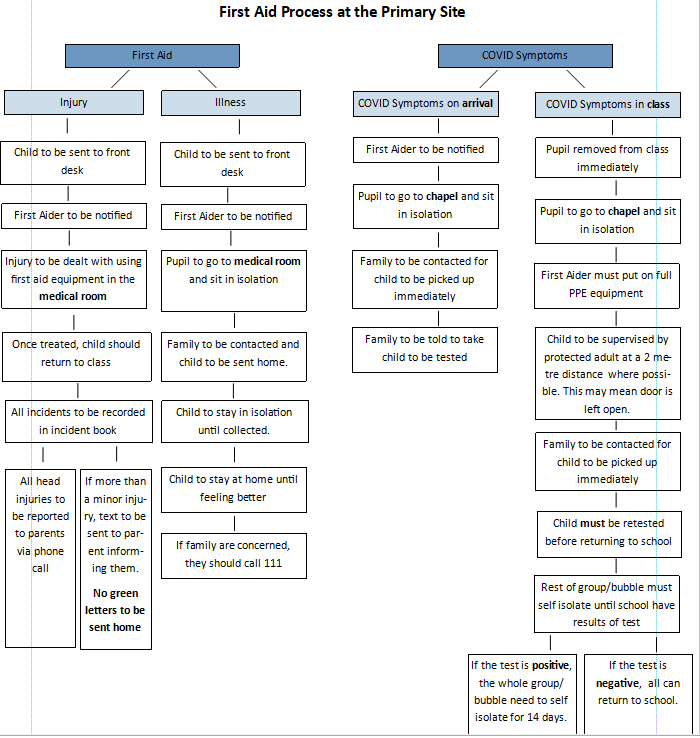
Schools must ensure that staff members and parents understand that they will need to be ready and willing to:

* [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) 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 coronavirus or if asked by NHS Test and Trace
* [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus



**First aid process**

|  |  |
| --- | --- |
| **Key information / event** | **Clear action** |
| First aider | Both sites will have a dedicated first aider whose role will be to look after all that are ill. |
| First aid equipment | Both sites have a room dedicated for first aid.  The first aider must be fully equipped to deal with pupils that may get COVID 19.  Their role is to make sure there are posters around the site and at the entrance of each building. No one should come on site if they have any of the COVID 19 symptoms.  Anyone with the symptoms must take the test before they are allowed to return to school.  Full PPE equipment will be available for the first aider to use. |
| Pupil arrives feeling unwell / is showing signs of feeling unwell with COVID 19. | The first aider must be informed immediately  The pupil will go to the first aid room and will be isolated from all straight away.  Parents will be informed and parents must come and pick up the pupil immediately. They should be told to go and get a test carried out straight away. |
| During the day a pupil becomes unwell with Corona-Virus Symptoms | The pupil will be removed immediately from the class. They will be kept in isolation away from other staff and pupils. The first aider must wear the full PPE equipment.  They will be given support and parents called to collect. The pupil must be tested before they can return to school.  The rest of the class / group will need to be informed and they will be asked to self isolate until we get the results of the test. If positive then they need to isolate for 2 weeks. If negative they can all return to school. |
| During the day a pupil becomes unwell without Corona Virus symptoms | The first aider will be called and the pupil removed.  They will be kept separate from other pupils.  Parents will be contacted and the pupil sent home – if not COVID 19 they should stay home until they feel better. If parents are concerned they should phone 111 – or go for a test. |
| During the day a pupil gets a minor injury | The first aider will support all pupil injuries.  Where possible the pupil will be seen to and returned to learning as quickly as possible. Any injuries should lead to a parent being informed. |



**Local Authority Risk assessment plan – completed after the risk assessments above as it arrived late to schools.**

**COVID19: Phased return to school risk assessment and action planning**

**Local Authority: Lewisham**

**SCHOOL NAME: Trinity Church of England School**

**DATE: 07/07/20**

**Purpose of this document: To review the risk assessment carried out during May, June and July’s gradual re-opening of schools to reflect full opening in September 2020.**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full return of numbers of adults and children in Trinity for September 2020.The school continues to operate in a safe way. Plans and measures in place should be reviewed on a regular basis, particularly before inviting new groups of children and young people (CYP) in to school.

In line with DfE guidance, schools and trusts need to work closely with parents, staff and unions as they normally would, when agreeing the best plan for their school’s circumstances. Your risk assessments and plans need to be confirmed with your governing bodies and shared with the local authority.

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’

**The following principles underpin all planning and actions:**

* Children’s needs are paramount
* Staff physical and emotional well-being must be considered at all stages of planning and implementation
* Ensuring effective infection protection and control and preventing the spread of coronavirus e.g. dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).
* Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
* Cleaning hands more often than usual
* Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
* Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
* Maintaining social distancing and minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times) and implementing the hierarchy of controls in the DfE [protection measures guidelines](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#class-or-group-sizes) group

**Steps of Re-opening Preparation:**

**Risk Matrix:**

***\*The below table includes examples in grey, these are not exhaustive\****

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk rating  High (H), Medium (M), Low (L) | | **Likelihood of occurrence** | | |
| **Probable** | **Possible** | **Remote** |
| **Likely impact** | **Major:** Causes major physical injury, harm or ill-health. | H | H | H |
| **Severe:** Causes physical injury or illness requiring first aid. | H | M | L |
| **Minor:** Causes physical or emotional discomfort. | M | L | L |

|  | **Control Measures** | **Work already carried out through other risk assessments** | **Risk Level Pre-Action (H/M/L)** | **Action Required-& by who/**  **Decision Made** | **Who?** | **Date Action Completed** | **Risk Level Post-Action (H/M/L)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Preparing Buildings and Facilities** | | | | | | | |
| 1a | Premises and utilities have been health and safety checked and building is compliant.   * 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 | *Primary site has run all year groups across the school in small bubbles. These already have separate entrances, times at play and lunch. The building has therefore been fully set up to run on smaller numbers – with all rooms being used.*  *Secondary is run by Kier – Key worker pupils and year 10 have had provision within the secondary phase. All staff have returned for the last 4 weeks of term. All rooms have been used. The rooms are set up for September start so we are planned and ready to run our plans come the first day back.* | *L*  *L* | *Systems all in place for building to have ongoing health and safety assessments checked.* | *DWA* | *Ongoing monitoring and testing cycle.* | *L* |
| 1b | Office spaces re-designed to allow office-based staff to work safely. | *Main office has been closed off to all staff except admin team in both sites.*  *Staff room in both sites have been set up as a working space, hot desking, with wet wipes for staff to use to make sure their area is clean. This has been set up for a number of staff to use and keep social distancing.*  *Secondary offices across the building have been limited for the number of staff using them, to keep social distancing. Each department have set t heir own parameters – and offices with multifunctions have been changed to prevent different groups of staff using them. The staff room and Atrium can also be used by staff for planning.* | *L* | *Moving two photocopiers in the secondary out of the science office to the corridor and the library to the Atrium – making them more accessible and freeing up office space. Moving the staff room photocopier to the year heads office – which has more room freeing up space in the staffroom for staff to work from.* | *DWA* | *By 1st September* | *L* |
| 1c | Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place. | *We have three entrances at the primary. We have opted for a soft start, so pupils can be staggered on entrance – parents to say goodbye at the gate and not come onto the site. At the end of the day we have pick up zones and different times – this will all be communicated at the end of term and reinforced with notices on walls and through the newsletter.*  *Secondary to use two entrances, the main entrance and one through Manor House Gardens – with different times of entrances and exit we will be able to keep bubbles separate on entry and exit. Clear labels and communication will be made so parents drop off at the appropriate time – to avoid mixing of bubbles. See plan above.* | *L* | *New signage / clear communication with parents on the different entrances and exits.* | *SLT* | *Ongoing review and evaluation of procedures.*  *Letters out to parents at the end of term.*  *New signs up at gates for clarification.* | *L* |
| 1d | Consideration given to premises lettings and approach in place. | *All lettings cancelled currently and this will continue up until the end of September for now. The only group we are talking to is The Young Explorers Club – who run our wrap around service at the primary. We are in discussions to have this in operation for a limited number of year groups from September as long as they can keep pupils within bubbles. So two year groups might be able to run as long as they can be kept apart.* | *L* | *Work with Young Explorers to look at wrap around service. If they stay in bubbles then this will keep school system in place. No other group to use building for now.* |  | *Review at the end of September.* | *L* |
| 1e | Necessary physical modifications completed   * Hand driers disconnected- and roller (cloth) towels removed- paper towels and foot operated lidded bins to be used * Lidded bins in classrooms and shared spaces * Water fountains disconnected or isolated * Air conditioning not to be used and ventilation considered * Spaces an classrooms measured to calculate maximum numbers in each to allow 2m social distancing and tables, chairs placed appropriately, markings and barriers in place | * *Hand dryers have been disconnected and will not be used.* * *Hand towels are in place.* * *Water fountains have been covered with clear signage.* * *Ventilation considered in all rooms. Windows can be opened. Air system of the school draws in air from the top of the building and pumps it throughout the building.* * *Schools air conditioning takes air in from the top of the building. Only available in certain rooms.* * *Lidded bins in all classrooms / offices* * *Primary rooms have been set up as normal – as they act as a bubble. Some additional spacing has been put in where possible.* * *Secondary classrooms have been set up – see diagrams in full document above. They are set up for 25 pupils maximum – with 1m spacing between pupils. Staff have to be 2m away from pupils as they cross bubbles and we have set rooms up to facilitate this, with clear space for the teacher at the front.* * *All classrooms have chairs facing forward.* * *Social space zones have been planned and will need to be set up at the start of holiday.* * *Arrows for movement have been ordered and will be placed down in the summer holiday.* | *L* | *Awaiting lidded bins.*  *Continue to monitor and make any alterations if advice changes.*  *We have a hazardous waste bin in the first aid room at the primary school that bodily fluids can be put in to, which is provided and maintained by Initial.*  Have the refectory set up and furniture build for the social space zones so that we are ready for September. We have ordered more benches and folding tables to create the seating capacity for September.  Arrows to be placed around secondary site during summer after floor has been replaced on bottom stairs. | *DWA* | *1st September.* | *L* |
| 1f | Consideration given to the arrangements for any deliveries. | *Delivery at the secondary is all via a separate door at the rear of the site.*  *At the primary the main deliveries are for the kitchen – which has a separate door. Other deliveries are open ended with no direct time slot, but these are minimal as most comes to the secondary site and we transfer.*  *No signing of delivered goods – they drop off and leave.*  *Place down in reception and premises team move it.* | *L* | *Need to remind premises team that all deliveries must go to the back gate.* | *DWA* | *Ongoing review* | *L* |
| 1. **Emergency Evacuations** | | | | | | | |
| 2a | 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.*  Consideration given to Person/Pupil Emergency Evacuation Plan (PEEP) – buddies are assigned or reassigned according to available persons.  Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff. | *Fire drill to happen only in bubbles – new year 7 to have a formal drill, others informal to walk through process. In real fire risk balance would say all pupils to follow quickest route out as risk of death due to fire is greater than COVID. Staff trained on this across both sites.*  *Staff and pupils who need risk assessment carried out have had this to ensure they have support plans in place in case they require them.*  *Need to make sure all pupils who have special provision are spoken to so they know the arrangements and do not worry if the alarm sounds.* | *M*  *M* | *Fire drill on first day with year 7 and R only – so they know the sound.*  *All other year groups get a walk through without setting off alarm.*  *If alarm sounds all staff to assume it is real fire as we do not intend to use for anything else.* | *DWA* | *Week beginning 1st of September for Year 7 and R* | *L* |
| 1. **Cleaning, waste disposal and hand washing** | | | | | | | |
| 3a | Enhanced cleaning regime is in place in line with [COVID19: Cleaning in non healthcare settings guidance.](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) | *Hand sanitisers on entry to both buildings via each entrance.*  *Hand sanitisiers on all doors from the playgrounds into the building.*  *Hand sanitisers inside / just outside doors of all rooms used as classrooms by pupils in both secondary and primary site.*  *Hand sanisiers outside all toilets used.*  *Toilets to be cleaned thoroughly and regularly in both buildings. Secondary lunch time pupils will have specific toilets – to support this we will be getting two portable toilets for outside to help contain pupils and not have bubbles mixing.*  *Pupil toilets washed and hygienically cleaned at least every hour whilst pupils are on side and deep cleaned every evening.*  *Cleaners on site in both buildings throughout the day keeping hand rails clean and fire doors clean throughout the day. They will have a rota of cleaning for specific times – during lunch for example, and the end of lunch – so groups have tables cleaned before use and spaces are ready for teaching in straight away.*  *Staff toilets same as above but with wipes for staff to use for toilet seat / taps etc. These will be placed within the toilet so they do not go missing.*  *Doors around the site to be propped open as much as possible – to allow for air circulation and to ensure they are not touched repeatedly.*  *Primary classrooms have sinks and will have hand wash in them as well to support cleanliness.*  *Packs of wet wipes will be available in each classroom – so that staff can use them if they wish. In secondary pupils that are moving classrooms (year 9/10 and 11) will wipe down their own table when they arrive to a new classroom – maintaining their own clean spaces.*  *Full clean each day – table tops and chairs wiped down as well as all door handles.*  *Tissues in each classroom so pupils can catch it and bin it.* | *L* | *Need to work on clear plan for cleaning between bubbles in both sites. Canteen /refectory / sports hall in secondary and rooms where we have vulnerable groups set up.* | *DWA* | *Ongoing checking cleaning procedures and adapting as we evaluate over time.* | *L* |
| 3b | Capacity of cleaning staff is adequate to enable enhanced cleaning regime. | *Both sites have an adequate team in place. If a member of staff goes off ill then we have capacity to cover this.*  *Premises team will also be used if needed as well.* | *L* | *Monitor provision* | *DWA* | *Ongoing monitoring.* | *L* |
|  | Procedures in place for cleaning of bodily fluids/ vomit- with appropriate PPE and disposal measures in line with guidance | *We have trained first aiders in both sites. Full PPE on site already for them to deal with fluids and cleaning.*  *Disposal procedures in both sites organised with premises contracts for disposal of contaminated waste.* | *L* |  | *DWA* | *Ongoing monitoring.* | *L* |
| 3c | Adequate cleaning supplies and facilities around the school are in place.  Supplies for wiping down and emergencies located in classroom and COSHH, risk assessment and safe storage. Arrangements for use by staff agreed. | *We have enough hand sanitiser bought already to last the whole school 6 months.*  *Wet wipes are in to last two weeks – come September the secondary will need a lot more – we are ordering the most we can each day to ensure we have the stock in.*  *Pedal bins are in place in 75% of all rooms across both buildings. We have on order more more the remaining rooms (that are currently not being used). These will be in place ready for September.*  *Clear system in place for cleaning between bubbles.* | *L* | *Hand sanitiser available at the school entrance*  *Lidded bins in classrooms*  *Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach* | *DWA* | *Ongoing checking on stock – check bins and wipes / tissues in place in each room by September 1st.* | *L* |
| 3d | Arrangements for longer-term continual supplies are also in place. | *Supplies for all have been found and orders in place. We have sought several additional suppliers for wet wipes to ensure we have stock in place.* | *L* | *Stock check and ordering schedule reviewed and order made* | *DWA* | *Ongoing ordering in advance to make sure we do not get low on any stocks.* | *L* |
| 3e | Sufficient time is available for the enhanced cleaning regime to take place. | *Cleaning priorities are in place so the cleaning of surfaces is done first. Cleaning occurs throughout the day in both sites. This does have cost implication in the primary, but needs to be done.* | *L* | *Equipment in place to facilitate staff cleaning if required.*  *Need to continually reinforce training for cleaners.* | *DWA* | *Ongoing monitoring and meetings with cleaning / premises staff to review processes.* | *L* |
| 3f | Waste disposal process in place for potentially contaminated waste. | *Contract in primary site and Kier have training and systems in place.* | *L* | *Waste bags and containers - kept closed and stored separately from communal waste for 72 hours*  *Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).* | *DWA* | *Process reviewed regularly.* | *L* |
| 3g | Clear hand washing procedures outlined and hot water and liquid soap readily available. Routine hand washing   * on arrival and leaving school * before entering and leaving class during the day * before and after eating   Increased hand washing throughout the day in line with government guidance.  Hand sanitizer available where necessary | *Clear hand sanitisers in place as mentioned above. Sanitiser station on entry and on every door used by children. Staff areas also have them to be used.*  *Procedures in place, sent home in advance to starting, and modelled by teachers each day – use hand sanitiser on entry and exit of room each time.* | *L* | *Ensure each machine has hand sanitiser within them daily.* | *DWA to set up systems with premises across both buildings* | *Ongoing review* | *L* |
| 1. **Classrooms and outdoor space** | | | | | | | |
| 4a | The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group.  UPDATE – September plans allow schools to decide bubble size. In both sites we are using year groups as our bubble. This creates flexibility. Classrooms need to build in space between pupils where possible and to separate bubbles from each other. | *Primary rooms set up with some distancing, but look more or less like they used to. Clear hand washing will be vital. Where we can create space we have. Year bubbles will have different entrances / different breaks and lunches so they do not mix.*  *Secondary – we are creating year group bubbles – in classrooms we are still encouraging 1m distance between the tables – staff must be 2m away from pupils and teacher zones are being clearly marked out.* | *L* |  | *SLT* | *Continue review as numbers increase over time.* | *L* |
| 4c | Classrooms have been re/arranged to allow as much space between individuals as practical  Arrangements for small group work facilitate social distancing for adults and children | *Timetable in the plan above shows the planning for keeping bubbles apart at both the primary and secondary phase.* | L | *Need to review rooms regularly to make sure staff to not increase chairs and other furniture.* | *SLT* | *Ongoing review by key person.* | *L* |
| 4d | Classroom entry and exit routes have been determined and appropriate signage in place. | *Instructions for classroom routines been created for staff and separate instructions for parents – to go over with pupils before they arrive at school.*  *First lesson to be on health and safety and new routines.*  *Teachers consistently reinforcing the rules – this is why we have teacher training split across a week to really spend time emphasising what we are doing.* | L | *Need SLT to monitor daily to check on routines and that staff are reinforcing our expectations.* | *All staff* | *Ongoing by all staff – reviewed and evaluated by SLT.* | *L* |
| 4e | Appropriate resources are available within all classrooms e.g. IT, age specific resources.  Resources which are not easily washable or wipeable have been be removed (e.g. soft toys, dressing up clothes)  Information posters are displayed in every classroom and outdoor spaces, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets. | *Pupils using own clssrooms. Equipment can be shared within one bubble, but not between bubbles. We will clean surfaces and equipment if used between bubbles.*  *Wipes are available in all classrooms to keep all surfaces clean. Onsite cleaner in both buildings are available to come and support if needed.*  *Paper resources can be shared and used – those with plastic covers needs to be wiped.*  *COVID19 information posters currently are in place.* | *L* | * Check posters are all in place | *DWA* | *Cheked before September.* | *L* |
| 4f | Plans in place to maximise safe use of outdoor space for outdoor education, exercise and breaks Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) | Playground in the primary has been zoned. 3 zones that enable 3 bubbles to be out at once. Routine set up to allow each class teacher to bring bubble out for a dedicated time.  Outdoor equipment for each class to be allocated in bag brought down by bubble and taken back to room so the equipment is not shared.  Secondary social space has been set up and outlined in the detail above. | L | Need to allocate equipment to each classroom. |  | SLT in both sites. | L |
| 4g | Rooms well ventilated. | *All rooms with outside windows to be kept open for now, when cold we will look at keeping some air circulation.*  *Rooms without windows have clear air circulation systems in place.*  *Doors of all classrooms to be kept open where possible to help with air circulation.* | L | *Check doors are open / buy more door stops where needed.* | DWA | Ongoing | L |
| 1. **Staffing** | | | | | | | |
| 5a | Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.  Including at least one of the following:   * Paediatric First aider  (where children under 3yrs) * Designated Safeguarding Lead (DSL) * SENCO * Caretaker/site member * Office staff member | *Staff survey carried out start of May. All staff now back in except a small group that have risk assessments carried out. These will need to be reviewed.*  *System in place in plans above if staff are self-isolating or become ill. Blended learning is vital and plans in place to ensure this can happen.* | *L* | *First aiders given support to be ready with PPE in each site.* | *DWA* | *20/05/20*  *Ongoing checks* | *L* |
| 5b | Individual staff risk assessments carried out and informing arrangements for individuals with increased vulnerabilities Coronavirus- taking in to account underlying health conditions, pregnancy, BAME ethnicity aged 55+ and White European aged over 60. | *Individual staff who have concerns have been spoken to individually.*  *All staff will risk assessments will have these reviewed regularly to make sure we are being supportive.*  *Those of BAME 55+ and White European over 60 have been spoken to and given the chance to inform us of what they need to support them further.* | *L* | *Continue to check public health advice and seek HR support when required.* | *All members of the SLT.* | *Ongoing support. Mental health and wellbeing needs to be constantly reviewed.* | *L* |
| 5c | Approach to staff absence reporting and recording in place. All staff aware. | *Work closely with Lewisham HR, and ask for advice regularly.*  *Staff Shielding are working from home and therefore do not need to be marked as absent.*  *Other illnesses will be recorded in the usual way.* | *L* | *HR team to have an automatic response to staff phoning in, to encourage testing, and to keep the school informed.* | *DWA / UOZ* | *Ongoing* | *L* |
| 5d | Arrangements for staff who are working from home are in place  Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear. | *Blended learning practice enforced with staff – systems in pace to facilitate learning without staff in place or if pupils need to self-isolate.*  *Weekly briefing sheet for all staff across school so all are aware of what is happening.* | *L* | *Constant monitoring and following up with calls.* | *DWA and office manager* | *Ongoing* | *L* |
| 5e | 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. | *We have cover supervisors in place ready to step in if needed. TA’s have agreed to take lessons of teachers self-isolating at home – so teachers can still remotely teach and TA’s can manage a class.*  *All staff have been given the same training.* | *L* | *Need to monitor this regularly. Use of bubbles so if someone is ill the whole group will need to be staying at home.* | *SLT* | *Ongoing evaluation and SLT responding to situations that arise.* | *L* |
| 5f | Assess transport arrangements for all staff and parking arrangements as required  [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) shared with all staff  Consideration of arrival times to encourage walking and cycling to work | *Parking set up in Sainsbury’s on the whole. Staff encouraged not to use public transport where possible, if unavoidable then they must follow DFE guidelines – part of staff training.* | *L* | *Need to keep staff face masks in stock for them to use on public transport if required.* | *DWA* | *Discussions with teachers throughout time to make sure they are protected as much as possible. We have bought masks we can provide staff for transport if required.* | *L* |
| 5g | Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable. | *We are moving back to full school uniform from September and staff to smart wear at school.* | *L* | *Need to remind staff of dress code as we have let staff wear own clothes during Key Worker provision* | *DLU* | *By June 5th. Ongoing reminders.* | *L* |
| 5h | Approaches for meetings and staff training in place. | *We have had 4 full weeks for training getting staff ready for September.*  *Normal meeting routine will return come September.*  *Calendar has been generated with a full programme that will be reviewed each week to ensure we can put on events over time.* | *L* | *Montior calendared events regularly.* | *DJA / CSH working on training programme for all staff.* | *Ongoing* | *L* |
| 5j | Consideration given to the options for redeployment of staff to support the effective working of the school.  If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with. | *TAs have had a formal meeting about how they might be needed if we have a number of staff self isolating due to various reasons. This way our blended approach would work.* | *L* | *Monitor situation of the school* | *DLU* | *Ongoing review of needs of school* | *L* |
| 5k | Approach to support wellbeing, mental health and resilience in place, including bereavement support  How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. | *School counsellor to work with staff as well as pupils.*  *Ongoing calls home and increased face to face has ensured we are ready for September.*  *September start to have some sessions that are open for discussion.* | *M* | *Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service*  *Staff are aware of where to access support for their own wellbeing. (e.g. Lewisham Council mental wellbeing support* [*https://lewisham.gov.uk/information-for-staff/staff-support-hub/*](https://lewisham.gov.uk/information-for-staff/staff-support-hub/)*)* | *MBU* | *Ongoing* | *L* |
| 5l | Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. | *Guidance in the grid above – showing what should happen. Aim is to prevent panic as well, clear communication is needed, and no one has COVID until tested positive. At all times we must be careful –if we have suspicions we treat as if they have it, but actions that follow are based on the results of the actual test.* | *M* |  |  |  |  |
| 1. **Group Sizes** | | | | | | | |
| 6a | Class groups have been determined on the basis of DFE guidance. | *Information in the guidance above. Pupils put in bubbles and bubbles kept apart.* | *L* |  | *DLU / DJA* | *Ongoing monitoring* | *L* |
| 6b | Vulnerable and critical worker group sizes determined.  Key worker provision will end come september. | *This is now set up for all Key Workers in the secondary site. 2 rooms of 15 have been set up – they are a bubble with a consistent team.*  *Outside space used for team.* | *L* | *We monitor groups sizes – currently we have under 30 – it has risen and we have plans for a third room so we do not have rooms of more than 15. We are currently using our largest classrooms.* | *FHA* | *Ongoing monitoring and calling Key worker families.* | *L* |
| 6c | Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers. | *Timetable created, duty rota set up – to ensure we can keep bubbles apart.* | *L* | *Need to monitor staff absence / illness. Have back up in case issues arise.* | *DLU / DJA* | *Ongoing review – this can change each day.* | *L* |
| 1. **Social Distancing** | | | | | | | |
| 7a | Arrangements for social distancing in place to defined:   * Staggered school drop off/pick up times and locations (if possible) with sufficient staff to monitor safe practices * Parents/carers drop off at school gate- no entry * Movement limited in buildings * Classroom design * Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches. Staffing rota developed to facilitate this. * Markings in place for routes around school to minimise closer contact | *See plans above for specifics.* | *L* | *Markings*  *Signage* | *DLU / DJA* | *Ongoing review so that we evaluate regularly and make changes where required.* | *L* |
| 7b | Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.  [Coronavirus (COVID-19): safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) to be shared with parents and CYP as age appropriate | *Key letter going home to encourage walking /bike to school. This is less of an issue at the primary, where the majority do live close to the school.*  *Letter going home to all secondary this week will reinforce this for secondary pupils.* | *L* | *Regular reminders in the school newsletter.* | *DJA / CKI* | *Weekly updates using website and newsletter.* | *L* |
| 7c | Approach to avoiding children and young people entering school congregating and breaching social distancing is in place. | *Soft entrance in the primary. Clear zones in the playground for break and lunch. Timings vary as well during the day. Exit different for each year group to make pick up smoother.*  *Secondary has grid above showing different times, gates and social spaces for each year group. Arrangements to prevent movement – where year 7 and 8 do not move. Year 9-11 will move due to options, this has been mapped out in the documents above.* | *L* | *Clear guidance for staff above. Summary sheets for each classroom. Summary grids to go to parents as well. Repeating this communication is vital.* | *Ongoing posters / messages to parents / messages to pupils / modelling from teachers.* | *Monitor consistently and enforce behaviour policy if pupils do not follow instructions.* | *L* |
| 7d | Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches (age appropriate) | *We have changed our behaviour policy to address this.*  *Secondary pupils to sign a contract before they come in to agree on following format of the new school procedures.*  *Vulnerable pupils have had a meeting before the summer so all families are clear of our expectations.* | *L* | *Risks assessments and individualised approach in place for students who might struggle to follow expectations* | *SENCO* | *Ongoing* | *L* |
| 7e | Approach to assemblies – if still occurring, plan in place to manage social distancing. | *Within bubble assemblies only – so year group assemblies can occur. They should sit with some distancing all facing forward.* | *L* |  |  | *Ongoing* | *L* |
| 7f | Social distancing plans communicated with parents, including approach to breaches. | *Newsletter*  *Communication via specific year group letters* | *L* | *Newsletter to reinforce message.* | *SLT – DLU / DJA / CKI / EWI / SGA* | *Ongoing* | *L* |
| 6h | Social distancing arrangements for use of staff areas in place and shared spaces | *Staff room set up with socially distanced tables.*  *Staff informed of practices and should be able to regulate their own movements. All staff to feel they can remind each other.*  *Smaller offices –departments to discuss what they feel comfortable with.* | *L* |  | *DWA* |  | *L* |
| 1. **Catering** | | | | | | | |
| 8a | Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals. | *Lunch arrangement plans have been set up.*  *Meeting with catering team to make sure they can fit into our plans.*  *Clear joingly planed systems to support the catering company and to support our pupils. To include mobile units at the secondary.* | *L* | *Regular review meetings set up to make sure they are meeting our expectations.* | *DWA*  *DLU*  *DJA* | *Ongoing* | *L* |
| 8c | Arrangements for when and where each group will take lunch (and snack time if necessary) including hand washing are in place so that children do not mix with children from other groups. | *No snack provision from the kitchen.*  *Lunch system indicated above.* | *L* | *Regular review of system.* | *DWA / SLT* | *Ongong monitoring* | *L* |
| 1. **PPE** | | | | | | | |
| 9a | PPE use understood and agreed with staff and  Appropriate supplies in place at necessary points in the school.  Long term approach to obtaining adequate PPE supplies in place.PPE located in classrooms where children require personal care and for the administering first aid  Emergency PPE for use to support children displaying symptoms where 2m cannot be maintained | *New government advice indicates staff should not wear PPE in school. Individuals who feel they would want to wear this will need to meet with David W to discuss this and the best way of doing this without causing alarm with the pupils.*  *The school has sufficient supply for first aiders and all staff if required.* | *M* | *Public health training videos shared with all staff.* | *EDR / DWA* | *Review depending on government advice changes.* | *L* |
| 9b | Risk assessments in place for individual pupils who need specific care which cannot be delivered whilst ensuring social distancing | *SEN specific risk assessments been carried out.* | *L* | *Team of people working with families to make sure we have individual plans.* | *SGA* | *To review before each year group attends.* | *L* |
| 9c | PPE needs assessed and addressed for staff supervising entrances and exits- does distancing mean staff need masks to protect parents/ members of the public? | *Social distancing will be in place.*  *Staff encouraged not to wear masks in school – but are encouraged to use on the way to and from school. If staff insist on wearing we will work with them to support them.*  *Both primary and secondary main desks in reception to have screen erected to protect them.* | *L* | *Secondary screen at reception is up. Need this in place for September.* | *DWA* | *To ensure they are in place.* | *L* |
| 1. **Response to suspected/ confirmed case of COVID19 in school** | | | | | | | |
| 10a | Frequently share information with CYP parents, carers or any visitors, not to enter setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)) and for parents to inform the school is anyone in the house is displaying symptoms | *Clear posters on all entrances so parents take responsibility and do not enter the school if they have any of the symptoms associated with COVID 19.*  *Clear process and protocol set up for both the primary and secondary site.*  *Clearly put up in both sites.*  *Clearly identified member of staff trained ready to work with potential pupils with COVID 19.* | *L* | *Notices at all entrances.*  *Newsletter messages.* | *Site team / office team in both sites.* | *Monitor posters are still displayed each day.* | *L* |
| 10b | Approach to adults/children displaying COVID19 symptoms cases in place: during school day   * 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 * Arrangements for informing parent community in place * Emergency PPE available where 2m distance cannot be maintained | *As above, clear processes in place and displayed.*  *Staff trained to remove pupils.*  *Protocol set up to contact all within a bubble if someone gets ill.*  *Persuade families to get tested so that we can inform all parents from the bubble the outcome.*  *First aid room in both buildings to be used. Pupils to be sent home as quickly as possible.* | *M* | *Posters to be put up in each classroom.*  *Named person to be prepared each day.*  *Backup person trained.*  *Continue to monitor and develop as necessary* | *DLU / DJA / DWA* | *Ongoing checking equipment is in stock and staff are prepared.* | *L* |
| 10c | Approach to confirmed COVID19 cases in place: outside of school hours   * 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 | *Clear system set up for parents to contact the school in the morning to inform us of any developments outside of school. This information can be used to inform parents of pupils in the same bubble.* | *L* | *Continue to monitor and adapt as necessary* | *DLU / DJA / DWA* | *Ongoing* | *L* |
| 1. **Pupil Re-orientation - back into school after a period of closure/ being at home** | | | | | | | |
| 11b | Approach and expectations around school uniform determined and communicated with parents. | *Clear expectations outlined for all staff / pupils and visitors with clear signage around the site.* | *L* | Support families that may struggle with buying new uniform. | *SLT* | *Ongoing monitoring.* | *L* |
| 11c | Changes to the school day/timetables shared with parents. | *Key information to be shared regularly*  *Use of Newsletter* | *L* | Newsletter and staff briefing sheet updated each week. | *DLU* | *Ongoing communication with families* | *L* |
| 11d | All students instructed to bring a water bottle each day. Water fountains put out of action. | *Primary can refill their bottle in classrooms as they have a sink. More difficult in the secondary.*  *Drinks can be bought, but pupils to bring larger bottles.* | *L* |  | *DWA* | *Ongoing monitoring* | *L* |
| 11e | Approach to supporting CYP to discuss and reflect on their COVID19 experiences and preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.  This includes bringing sharing experiences of those who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure. | *First lesson back to school to address new practices and get them to talk about feelings.*  *School counsellor on site /sign post all support we can offer.*  *To work on additional work for pupils at home on mental wellbeing.*  *Carried out some remote assemblies on mental health and mindfulness activities sent home using the newsletter to support families.* | *L* | Need to keep the website uptdated.  Need to set specific work on Weduc for those at home. | *DLU / MBU* | *Fortnightly update for pupils and parents.*  *Staff to be updated as well.* | *L* |
| 11f | Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. | *School counsellor / chaplain to offer individual support to families and individual pupils.*  *SLT member responsible for supporting staff and pupils to ensure we have a planned approach.*  *Ongoing calls currently picking up need for additional support.*  *Use of Chaplain for some pupils – to give additional support.* | *M* | *Continue to monitor*  *Medium really as it can be difficult to identify – we have plans in place and will monitor all closely to reduce and support.* | *DLU / SGA / MBU / DJA / CKI* | *Ongoing monitoring and support for staff and pupils set up.* | *L* |
| 1. **Partial Re-opening- arrangements for CYP** | | | | | | | |
| 1. **Transition - into new year group - What will need to be different this year because of COVID19?** | | | | | | | |
| 1. **Safeguarding** | | | | | | | |
| 14a | Individual CYP’s risk assessments are in place and welfare checks being undertaken. | *Safeguarding policy has been adapted and is being taken to full governors.*  *Those EHCP have risk assessment completed on them to make sure we make adjustments for pupils*  *All pupils’ needs are discussed as pupils are returning to school so that we can prepare for them.*  *Those at home that are SEN / Vulnerable have all received weekly contact with a named contact to ensure they are accessing the work and their mental health is positive.* | *L* | *Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups* | *DLU / SGA / SSI / DJA* | *Ongoing attention to Safeguarding needs of school.* | *L* |
| 14b | Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures. | *Part of school training*  *School counsellor and Chaplain on site to support / can support remotely as well.*  *Usual safeguarding processes still carry on with use of MyConcern for staff.* | *L* | *Staff refresher training session on processes and procedures and the revised wellbeing material.* | *DLU / SGA / SSI / DJA* | *Ongoing checks with those doing the phone calls home.* | *L* |
| 14c | Updated Child Protection Policy in place. | *This has been updated and ready to go to governors on 22nd of June.* | *L* | *Adopted Temporary COVID19 Child Protection Policy* | *DLU / SGA / SSI / DJA* |  | *L* |
| 14d | Work with other agencies has been undertaken to support vulnerable CYP and families. | *SSI ongoing work with social workers and the LAC team.*  *Home visits for those hard to reach families.* | *L* | **Keep all communication lines open.** | *DLU / SGA / SSI / DJA* | *Ongoing* | *L* |
| 14e | Consideration given to the safe use of physical contact in context of managing behaviour. | *We have updated our behaviour policy at this time – it is in draft and being taken to full governors to agree as a temporary position.* | *L* | *Review individual consistent management plans to ensure they include protective measures.* | *DLU / EWI / DJA* | *Ongoing monitoring of behaviour* | *L* |
| 1. **. Curriculum / learning environment** | | | | | | | |
| 15a | Current learning plans, revised expectations and required adjustments have been considered. | *New timetable for home learning in place for all year groups.*  *Home learning will continue for all pupils. Some will have a blended approach, but all will have home learning.*  *A lot of work on reinforcing learning that has taken place and for retrieval practice. Some new learning for all.*  *Ongoing review of home learning.*  *Development of strategies to ensure we are ready when all are back in school – to narrow the gaps etc.* | *L* | Ongoing plans to adjust to pupils needs. | *RMC / DJA* | *Ongoing review* | L |
| 15b | Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?  Each activity should be risk assessed and should not be run unless the risks can be mitigated   * PE * Practical science lessons * DT/ FT | *Practical lessons will not be able to take place for the time being due to the use of specialist equipment.*  *Lessons for year 10 will be core only. Primary will have a variety of tasks – own equipment, kept in case they only use. No mixing of equipment.* | *L* | Staff must be vigilant with this to ensure equipment is separate for each group – to prevent cross-contamination.  SLT to monitor and adapt process. | *DLU / DJA* | *Ongoing* | L |
| 15c | Whole school approach to adapting curriculum (S/M/L term), including:   * Wellbeing curriculum * recognising ‘non-curriculum’ learning that has been done * capturing pupil achievements/ outcomes | *Medium term plans have been adapted. Long term plans are staying in place, high expectations of all our pupils. Cyclical subjects can cover content in tandem. Linear subjects need to look at concept links across topics so that we can develop knowledge quicker. We will have to revisit topics to help with progression, but need to keep expectations high when they return.* | *L* | *Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.* | *SGA / DJA / CKI* | *Ongoing need to adapt curriculum depending on how lockdown changes.* | L |
| 15d | Student behaviour policy reviewed and amended where necessary in line with the current circumstances. | *Have been adapted and taken to governors. In whole school risk assessment pack that goes along this pack.*  *Families of older families in particular are informed before they return of our expectations – so families can discuss before they enter the building. This was included in staff training for staff as well, as when they return it will be different – so we must be more positive to support them.* | *L* | *Continue to monitor* | *DLU / DJA / EWI* | *Ongoing monitoring of policy and pupils behaviour.* | L |
| 1. **CYP with SEND** | | | | | | | |
| 16a | Approach to provision of the elements of the EHCP including health/therapies. | *SEND documentation been reviewed. New DFE guidance suspends EHCP reasonable adjustments to ensure health and safety is the key element being considered. This is not to say we will not support all as much as we can* | *L* | *Constant monitoring of pupils and needs of pupils.* | *SGA / CKI* | *Ongoing monitoring and adapting of what we do to meet needs* | *L* |
| 16b | Annual review plan in place | *These are still going on in their usual cycle – being done remotely for most.* | *L* | *Continue to monitor* | *SGA / CKI* |  | *L* |
| 16c | Requests for assessment plan in place | *No new assessments will take place at this time as we do not want external people on site. As soon as it is safe to do this we will resume this.* | *L* | *Continue to monitor* | *SGA / CKI* |  | *L* |
| 16d | Risk assessments for ECHP children not in school complete and review plan in place | *All SEN have had an assessment are have been called regularly – depending on need to support them at home.* | *L* | *Continue to monitor* | *SGA / CKI* |  | *L* |
| 1. **Attendance** | | | | | | | |
| 17a | Approach to supporting attendance for prioritised year groups determined. | *Clear system in place to call all families for those returning year groups.*  *To support gradual increase parents are not being pressurised to return. Over time this will increase to try and get up to school capacity – along with continued evaluation of health and safety protocols.* | *L* | *Need to start small and grow provision to ensure we can monitor our increase in numbers over time.* | *SSI / SGA / DJA* | *Ongoing data analysis and reporting using DFE attendance system.* | *L* |
| 17b | Approach to support for parents where rates of PA were high before lockdown. | *We are monitoring attendance of all pupils. When we re-open to different year groups we will use this to encourage those with poor attendance to attend.* | *L* | *Continue to monitor and call home to encourage certain families to sent their children into school – it is a process of building confidence with families that are concerned.* | *DLU* | *Ongoing* | *L* |
| 1. **Communication** | | | | | | | |
| 18a | Information shared with staff around the September plan | *This document has been created by the SLT, taken to wider extended leadership tem, then to all staff for comment. This has then gone to governors for advice for changes and this will then go back out to all staff electronically.* | *L* | *This has been done and will be updated and communicated accordingly* | *DLU* |  | *L* |
| 18b | Re-opening plans shared with governors. | *Working party set up looking at this document and other plans prior to this. Shared on TEAMS and all governors asked to look at the document and able to question the information within it.* | *L* | *We will continue to share plans as the covid situation evolves* | *DLU* | *Mid May, Early June – now have a working party that meets on Teams fortnightly to go over plans.* | *L* |
| 18c | Ongoing regular communications with parents:   * Frequent messages that children with symptoms must not attend school * Plan for partial re-opening * Social distancing plan * Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning | *Newsletter*  *Surveys*  *Feedback to families from surveys.*  *Video feedback to parents*  *Specific detail for each year group to be sent home giving precise information.*  *Signage on the doors / entrance*  *Discussions with pupils* | *L* | *This is in place and will continually evolve as the need arises.*  *We will make sure that parents and students comply with our instructions* | *DLU* | *This needs constant reviewing and repetition and vigilant monitoring.* | *L* |
| 18d | Pupil communications around:   * Changes to timetable * Social distancing arrangements * Staggered start times * Expectations when in school and at home * Travelling to and from school safely | *Information via the newsletter for families.*  *Heads assemblies explaining it for pupils.*  *Each year group has a separate age appropriate plan that is written for teachers and pupil friendly language that goes out before they attend.* | *L* | *This is in place and will continually evolve as the need arises* | *DLU/RMC* | *Year 1 specific letter been sent. Clear phone calls home. Continue video assemblies.* | *L* |
| 1. **Governors/ Governance** | | | | | | | |
| 19a | Meetings and decisions that need to be taken prioritised. | *Governor meeting with chair and vice chairs to go through all document and risk assessment.*  *Fortnightly monitoring of risk assessment and plans set up with governors.*  *Governors have reviewed the home learning programme and the process by which we generated centre assessment grades for year 11.* | *L* | *Virtual governing body meetings*  *On going risk assessment meetings during postponed opening.* | *DLU* |  | *L* |
| 19b | 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. | *Governors have discussed their role with the executive Headteacher.*  *Regular meetings with Chair and vice chair with Headteacher to keep them updated on plans and developments.*  *Fortnightly working group that review the risk assessment and plans.*  *TEAMS governor meetings carrying on as per schedule.* | *L* | *Chair and vice chair to get copies of staff briefing sheets etc.* | *DLU / MCU* | *Ongoing communication is vital.* | *L* |
| 19c | 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. | *Governance has continued throughout this period. Some planned meeting have been held virtually via teams after agreeing the on line protocol*  *Meetings combined – specific data meetings postponed so we can focus on safeguarding and mental health. Priorities have changed and governance has followed this.* | *L* | *Continue to monitor* | *DLU* | *School priorities have changed due to Pandemic – need to constantly review what are the key areas for governors to monitor.* | *L* |
| 1. **School events, including trips** | | | | | | | |
| 20a | 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. | *All trips cancelled*  *All money refunded where possible - Still chasing some activities.*  *See new calendar for the next academic year.* | *L* | *All Cancelled review in September.* | *FHA* | *None to happen until we are firmly through this pandemic.* | *L* |
| 1. **Finance** | | | | | | | |
| 21a | Additional costs incurred due to COVID19 are understood and clearly documented. | *Monitoring finance throughout process.*  *We will not get this money back.*  *Working hard to not go back into debt, but there are expenses on furniture and cleaning products to make sure we have a safe environment for all.* | *L* | *New accounting cost code is being used to record covid related expenditure.* | *DWA* | *Ongoing* | *L* |
| 21b | Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM | *As per above. Records are been kept in preparation for submitting a claim*  *Can not be claimed back.* | *L* | *No action required yet* | *DWA* | *Ongoing* | *L* |
| 21c | Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. | *Reduction in income and expenditure has been assessed as likely to result in a neutral impact on the schools finance* | *L* | *Covid related changes to income and expenditure will be continually monitored* | *DWA* | *Ongoing* | *L* |
| 21d | Insurance claims, including visits/trips booked previously. | *None outstanding that will have an impact on the schools finances* | *L* | *Continue to monitor* | *DWA* | *Ongoing* | *L* |
| 21e | Reintroduction or re-contracting services, such as:   * Cleaning * IT support * Catering | *Contracts are still in place and have not been financially impacted by covid* | *L* | *Continue to monitor* | *DWA* | *Ongoing* | *L* |