

Franciscan Primary Risk Assessment & School Opening Plan September 2020

Franciscan Primary School Risk Assessment

		Hazard/Risk factors/issue	Area/Who Affected Premises Staff Pupils Visitors/Contractors Curriculum	Action needed	Status of action H/M/L	Risk owner	Residual Risk
	Date 6.11.2020	Overall Risk Rating = M/L until routines are established L- once routines and compliance are upheld			Review Date: 4.12.20		
Prevention	Health & safety School Site	<ul style="list-style-type: none"> How clean is the school? Poor cleaning/contaminated surfaces increases risk of Covid-19 spread 	Premises Staff Pupils Visitors/Contractors	Contact with Braybourne – ensure they have guidance Prioritise cleaning of rooms that are in use Ensure sufficient supply of protective equipment for additional cleaning duties Increased level of enhanced cleaning of relevant areas (and visibility of cleaning being done) Increased focus on cleaning of touch points Cleaning to follow the COVID-19: cleaning of non-healthcare settings guidance	Ongoing H	PAW	L

Prevention		<ul style="list-style-type: none"> • School Entrance <ul style="list-style-type: none"> - Increased risk of Covid-19 spread - Office staff vulnerable - Visitors vulnerable 	Office staff Visitors Contractors	<p>Use of office screen at all times</p> <p>No entrance into the office for non-office staff/essential need</p> <p>Deliveries via back entrance – clear signage about deliveries</p> <p>Limiting parents or visitors</p> <p>Ensure communication with contractors and visitors</p> <p>Staff to use personal swipe cards to sign in/out. Staff observe social distancing when signing/out each day especial during busy times</p> <p>Staff and visitors wear masks in corridors and communal areas. Masks do not need to be worn in classrooms or when teaching.</p>	M		
		<ul style="list-style-type: none"> • Security <ul style="list-style-type: none"> - Unauthorised access - Increased risk of Covid-19 spread 	Staff Pupils	<p>Ensure all rooms that are not in use are adequately secured</p> <p>Carry out regular monitoring of areas to detect any security breach</p> <p>Ensure all external doors / windows secured to prevent unauthorised access.</p> <p>Main door closed promptly at designated time</p> <p>External gates closed at designated time</p>	M	PAW MB	L
Prevention		<ul style="list-style-type: none"> • Equipment cleaning <ul style="list-style-type: none"> - Keyboards/desks/chairs in classrooms - photocopiers - music equipment - EY equipment - specialist equipment 	Premises Staff Pupils	<p>Cleaning in each area</p> <p>EY equipment cleaned /steamed</p> <p>Gloves/wipes provided in each room</p> <p>Break times – staggered breaks</p>	M	Bray MB	L

				No sharing of equipment across buildings Use of Chromebooks and ICT suite - devices wiped down after us			
		<ul style="list-style-type: none"> Fire/first aid emergencies <ul style="list-style-type: none"> Injury Illness Loss of property/life Burns 	Premises Staff Pupils Visitors/Contractors	Review general RA for rooms and shared areas Review emergency evacuation procedures – staff briefed First aiders in each building First aid involving contact with pupils to wear gloves and apron - mask/visor to be worn	L	PAW	L
Prevention		<ul style="list-style-type: none"> Management of contractors/visitors <ul style="list-style-type: none"> Maintaining social distancing Increased risk of Covid-19 spread with unknown people 	Premises Staff Pupils	Protocols for contractors on site needed – ensure contacts numbers are available Only essential contractors in the school building during the school day Work to take place outside school hours where available	L	MB	L
Prevention		<ul style="list-style-type: none"> Use of toilets for students/staff <ul style="list-style-type: none"> How to maintain distancing (one in one out) 	Staff Pupils Visitors	Premises officer to do checks Pupils to use toilets in own building Checks for soap/paper towels Ensuring handwashing – where needed supervision of pupils Handwashing posters visible Pupil with possible symptoms isolated in spare classroom until pupil is collected. Room cleaned after pupil leaves	H	MB CT	L
Prevention		<ul style="list-style-type: none"> Library/Computer Suite 	Staff Pupils	Gloves and wipes needed in each room	M	MB CT	L

Commented [1]: Additional cleaning of toilets

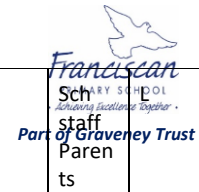
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		<ul style="list-style-type: none"> - use of computers – increased risk of Covid-19 spread 		<p>Equipment cleaned before use</p> <p>Limited use of library/computer suite</p> <p>Use of Chromebooks where possible</p> <p>Children given seating plan – use for older year groups</p> <p>Selected year groups in ICT room</p>			
Prevention		<ul style="list-style-type: none"> • Shared offices e.g. departments, <ul style="list-style-type: none"> - Social distancing? - Break times – staggered breaks - No sharing of equipment 	Staff	<p>All offices to have gloves/sanitizers and wipes</p> <p>Pupil use different parts of the playground</p> <p>Boxed equipment for each class for breaks - to be organised by TAs</p>	M	MS AT MB	L
	Staffing, Pupils Social distancing	<ul style="list-style-type: none"> • Availability of staff to return to work <ul style="list-style-type: none"> - Consider reluctance, vulnerability etc. - Insufficient staff ratio - Insufficient supervision - Admin staff shortages – reduced communication - Cleaning staff shortages – reduced cleaning standards 	Staff Pupils	<p>Teachers and TAs for each class</p> <p>Minimum staff pupil ratio maintained</p> <p>Where possible LT cover shortages</p> <p>If necessary notify parents of partial class closures</p> <p>Neighbouring schools to liaise and consider combining services to ensure minimum staff to pupil ratio, taking in consideration social distancing measures</p> <p>Explore the option to share support staff with neighbouring schools or combine services without affecting social distancing where possible</p> <p>LT to assume health and safety core functions</p> <p>Additional cover arrangements</p> <p>Prioritise cleaning for rooms in use</p>	M	PAW JW	L

		<ul style="list-style-type: none"> DSE <ul style="list-style-type: none"> Eye strain Back injury RSI 	Staff	<p>DSE assessments and daily self-assessments to be carried out if staff is moved from their regular place of work</p> <p>Ensure sufficient breaks are taken away from the keyboard/mouse</p> <p>Use of outdoor areas when not occupied by pupils</p> <p>Line managers to be notified of any concerns</p>	L		
Prevention		<ul style="list-style-type: none"> PPE <ul style="list-style-type: none"> Used for intimate care 	Staff Pupils	<p>Gloves/wipes/sanitizer available in changing areas</p> <p>Follow procedure for children who have toileting accidents</p> <p>Procedure for children who require first aid (pupils self administer cold compress etc where possible)</p> <p>Sanitise cold compress after each use/ use disposable compresses</p>	M	MB CT TAs	L
Prevention		<ul style="list-style-type: none"> Management of social distancing <ul style="list-style-type: none"> Contact with persons infected with Covid-19(symptomatic/asymptomatic) 	Premises Staff Pupils Visitors/Contractors	<p>Staff and visitors wear masks in corridors and communal areas. Masks do not need to be worn in classrooms or when teaching.</p> <p>Where possible minimise the number of pupils if limited space</p> <p>Pupils accompanied by one parent or carer</p> <p>No gathering at school gates</p> <p>No handshaking /hugging</p> <p>Drop off to staff at designated entrance</p> <p>Social distancing signs around the school</p> <p>Walking on the left</p>	M	PAW Sch staff	L

			<p>-Entry and exit to school – staggered start and finish times</p> <p>Use of different gates</p> <p>Minimal mixing of groups/contact in school and outside</p> <p>Staff/pupils wash hands when entering the school/ after breaks/ before and after eating regularly during the day - pupils to be reminded by staff</p> <p>Staff work with the same group /same room each day</p> <p>Pupil seating clear - named tables - Pupils facing the front removing other furniture where necessary - no social distancing between pupils in class groups</p> <p>Staggered breaks/lunch times</p> <p>Limited numbers using toilets/staffroom</p> <p>Use of additional rooms for staff - Phase Leader room, Classroom in Okeburn building</p> <p>No group contact games at break</p> <p>Signage in the playground</p> <p>Staff social distance in staff room and use of Phase leader room for breaks</p> <p>Supply teachers/ peripatetic teachers (music/dance maintain social distancing from school staff and pupils</p> <p>Staff meetings via Google Meet Briefings to be online/ via email Planning meetings via Google Meet Meetings with Senco/PL/ feedback meetings via Google Meet where possible</p>			
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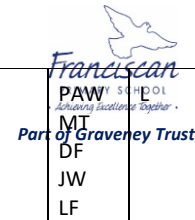
<p>Prevention</p>		<ul style="list-style-type: none"> • Transport arrangements <ul style="list-style-type: none"> - Increased risk of Covid-19 spread 	<p>Staff Pupils</p>	<p>Parents and pupils to be encouraged to walk or cycle to school where possible</p> <p>Bikes and scooters not stored on site</p> <p>Schools, and staff to follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning travel to and from school</p> <p>Staff use of temporary parking permits to reduce use of public transport</p>	<p>M</p>	<p>School staff Parents</p>	
<p>Prevention</p>		<ul style="list-style-type: none"> • Staff and pupils with greater susceptibility (Shielded - clinically extremely vulnerable pupils and staff - underlying medical conditions - pregnancy - age - BAME or other risk category) <ul style="list-style-type: none"> -Greater risk of contracting Covid-19 	<p>Premises Staff Pupils Visitors/Contractors</p>	<p>Pupils and staff who have been classed as clinically extremely vulnerable due to pre-existing medical conditions - Follow guidance</p> <p>Where staff receive formal communication from NHS to work from home – inform HR, discussion with member of staff to take place</p> <p>Continual monitoring for any changes in personal health of any staff working and pupils</p> <p>Monitor changes in guidance (e.g. for protection of BAME background individuals), and adjust strategy as and where necessary. PPE available for staff use as required.</p> <p>Clinically vulnerable individuals who cannot work from home or intend to return to work must carefully assess and discuss with line management whether this involves an acceptable level of risk-should the level of risk be unacceptable, or medical advice is to remain at home – should not return to work</p>	<p>M</p>	<p>PAW HR</p>	<p>L</p>
<p>Response to any Infection</p>		<p>Suspected or confirmed Covid-19 cases amongst pupils, staff and household</p> <ul style="list-style-type: none"> -Asymptomatic Covid-19 cases -Display of Covid-19 Symptoms -increased risk of Covid-19 spread 	<p>Staff Pupils</p>	<p>Schools to remain open only for pupils not in the affected class group unless informed school has to close</p> <p>Restrict access to school for only essential staff and visitors</p>	<p>M</p>	<p>PAW</p>	<p>L</p>

			<p>Pupils, parents, carers or any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus</p> <p>Staff, parents and pupils to notify immediately the school of suspected and confirmed cases in the family</p> <p>Staff and pupils who develop a continuous cough, to remain in isolation at home for 10 days and the rest of the household in isolation for 14 days). Follow COVID-19: guidance for households with possible coronavirus infection guidance</p> <p>Staff and pupils who become unwell with a new, continuous cough or a high temperature in the premises, must be sent home and advised to the PHE advice on self-isolation periods - pupils self isolate for 10 days and book a test</p> <p>Where a pupil or staff tests positive, the rest of their class or group should be sent home and advised to self-isolate for 14 days</p> <p>School to contact DFE helpline 0800 046 8687 and selecting the option for reporting a positive case</p> <p>School has been provided with a limited number of tests. These can be given to parents/staff using the criteria. Parents must follow procedures to request a test</p> <p>Close rooms used for 72 hours and follow current PHE advice of deep clean and disposal of contaminated waste</p> <p>Contact parents and provide general information about sickness etc. and the key next steps such as closure of a class, school or maintaining services open</p> <p>School engage with the NHS Test and Trace process</p> <p>If a child is awaiting collection, moved to a spare classroom for isolation - door closed, open window with a</p>		
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				<p>supervising adult. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If the child needs to use the bathroom before they are collected it must be cleaned and disinfected afterwards, before being used by other pupils or adult.</p> <p>Staff wear PPE if social distancing can't be maintained while caring for an unwell child.</p> <p>Anyone coming into contact with a child or adult with symptoms must wash their hands thoroughly for 20 seconds with soap and water or use hand sanitiser</p> <p>Area a child or adult has been must be cleaned</p> <p>Health protection team contacted if a child/adult test positive - follow advice</p> <p>Letter sent to parents as advised</p> <p>Staff who are advised to isolate are to work from home. Teachers to plan and provide lessons for pupils in school or and online</p> <p>Teaching assistants to be provided with work by their class teacher where possible.</p> <p>Staff to be available online/ via email and to attend appropriate online training such as staff meetings or phase meetings as required.</p>			
		<ul style="list-style-type: none"> Use of face masks/coverings/PPE - Increased risk of Covid - 19 spread 	<p>Staff Pupils</p>	<p>Signage for hand washing</p> <p>Signage – Catch it, Bin it, Kill</p> <p>Staff and visitors wear masks in corridors and communal areas. Masks do not need to be worn in classrooms or when teaching.</p> <p>Staff have access to PPE</p>	M		L

Prevention		<ul style="list-style-type: none"> Lunchtimes – use of hall <ul style="list-style-type: none"> - Lunch trolleys - Serving trolleys - Kitchen closure 	Staff Pupils	<p>Staggered lunch times</p> <p>Short spaced queues for lunch</p> <p>Pupils spaced out on tables as much as possible - sit in class groups</p> <p>Cleaning between sittings</p> <p>Staff to wear face mask in the dinner hall</p>	M		
Prevention		<ul style="list-style-type: none"> Contact points <ul style="list-style-type: none"> - designated areas - rotated/staggered times - Surface contamination - Increased risk of Covid-19 spread 	Staff Pupils	<p>Play equipment to be cleaned before use of another group</p> <p>EY equipment cleaned regularly</p> <p>Wipes/gloves/sanitizers made available</p>	M	Bray MB	L
	Curriculum & Teaching	<ul style="list-style-type: none"> Curriculum – what essentials will be covered <ul style="list-style-type: none"> - Use of PE/music/French - Possible spread of Covid-19 when they teach different groups 	Staff Pupils	<p>Pupils stay in class groups - record of pupils/staff in groups</p> <p>Focus on wellbeing of pupils – PHSE lessons</p> <p>Use of LM time to support</p> <p>PE teacher use playground whenever possible – social distanced in the hall</p> <p>Music/French teacher conduct lessons in each groups classroom (music room not used - if advised Limit the number instruments used</p> <p>WSM – Year 3 lessons conducted in the hall from 7th Oct</p> <p>All subjects covered – decision on core areas decided by class teacher based on assessment of work pupil have covered during school closure</p> <p>Pupil desks arranged so pupils face forward.</p>	L	CT JW	L

				<p>Furniture removed from the classroom if possible and storage available</p> <p>Teachers/staff maintain social distancing as much as possible. Where possible avoid face to face contact</p> <p>121 TA work as much as possible with target pupils - limit close contact as much as possible depending on need</p> <p>Different parts of the playground used - playground divided up</p> <p>Pens/pencils not shared across classes</p> <p>Other classroom items such as maths equipment books and resources can be shared but cleaned regularly or not used for 48-72 hours</p> <p>Classes having own boxed playtime equipment and not shared with others</p> <p>No building assemblies or parent invitees assemblies. Make use of video and live assemblies through Google meet/Classroom</p> <p>Essential items brought to school by pupil such as packed lunch boxes, book bags</p> <p>Pupils wear PE kit on their PE day. - No use of changing rooms</p>			
Prevention		<ul style="list-style-type: none"> Managing the needs of EHCP/vulnerable 	Staff Pupils	<p>Staff and pupil parents/carers to follow medical advice</p> <p>Use of 121 TA for pupils with EHCP</p> <p>Constant health monitoring and support on hygiene measures for vulnerable pupils</p> <p>Individual care plans in place when needed</p>	L	JB	L



	Wellbeing	<ul style="list-style-type: none"> Stress & Anxiety Pupils unable to concentrate/focus Mental health concerns 	Staff Pupils Parents	<p>Monitor signs of stress and anxiety for both staff and pupils</p> <p>Consider pupils and staff mental health and wellbeing and identify additional need for support</p> <p>Use of LA support and outside agencies</p> <p>Staff - EAP</p> <p>Contact and support by line manager for staff as required</p> <p>All staff have a 121 meeting with senior leader at the beginning of term</p> <p>PPA – PE & Music cover</p>	M	PAW MT DF JW LF	
		Pupils who are shielding					

Franciscan Primary School

School Opening Plan September 2020

Pat- Headteacher (DSL)

Jackey- Deputy head (DSL)

Diane- Y4-6 Phase leader (DSL)

Maria-Y1-3 Phase leader Lisa – EY Phase Leader (DSL) Juliette Beedie – Senco

		School Procedure/Advice	Who
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Information	Pupil data/ information	Contact list updated for pupils on G drive. Staff will be given appropriate pupil information as required	Tish/Marian
	Staff data/ information	Ensure that all staff information is up to date in with contact numbers for all staff on G drive	Tish
	Trust Information	Ensure that school LT have Trust contacts in case of need	PAW
	Information for parents	Send out the most recent information to parents via email. Updates via Twitter and website as appropriate	Office
	Information for children	Use the Public Health England/ BBC Newsround information to keep the hygiene message high profile.	Class teachers via Classroom
	Information for Governors	Share with the Governors/Trust school opening plan	PAW/Office
	Senior Leaders	Read information sent out Leaders who not shielding to be in school to provide support and information	Leadership Team
	Office Staff	Office staff in school	Office Team
	Site staff / Cleaning staff	Site cleaning to continue All frequent used areas such as halls/ computer suite/keyboards to be cleaned regularly/ daily by cleaners Premises officer – ensure appropriate cleaning	Cleaning company
	Website	Continue to provide information and updates on the school website to keep all stakeholders informed.	Office/Mandy
	Staff Communication Chain	Staff communication chain e.g. e-mail, WhatsApp or equivalent to aid quick communication with all staff. Phase meetings in school social distancing as advised LT meetings in school social distancing	Phase Leaders LT



	Social Media (Twitter/email)	Use social media/parent mail to ensure parents are kept up to date of developments at the school.	PAW/Office
	Staff Illness	Sickness to be recorded in the usual way If member of staff is unwell and or needs to self – isolate they must call PAW and leave message on staff absent line – follow normal absence reporting procedures Staff member to keep PAW updated	PAW/JW
	Attendance	Attendance recording as normal from September Parents advised about compulsory school attendance EWO involved with pupils not returned to school DFE form completed each day	Marian/Hannia PAW
	Guidance	Current Government guidance:	
Visits / Trips	Day Trips to indoor venues in England	No trips involving the use of public transport for autumn term.	PAW.
	Day trips to outdoor venues in England	Local trips allowed	PAW
	Residential trips in England	PGL TBC	PAW
	Sporting/joint events with other schools	No events	PAW
	Swimming lessons Year 4	No swimming Autumn term	
	Use of public transport for school event, trip or visit	No use of public transport	



Meetings	Staff Meetings	Where/if possible meetings conducted in school adhering to social distancing rules Meetings in Phase Groups - separate rooms TAs separate meetings as required	Arranged by PAW/Phase Leaders
	Parent evening	Phone meetings with parents 12- 15 th Oct	Teachers completing target sheets for parents
	Governor Meetings	Virtual meetings to continue in Aut term	
	Whole school events and celebrations	Events TBC - depending on government advise First half term no public events - assemblies to be videoed and posted on Classroom for parents School Tours - virtual tour Induction information for parents - to be videoed and sent out / additional information to be posted on website	
	Safeguarding/CP meetings, i.e. core groups, CP conferences	Details of all upcoming meetings to be collated, shared with all DSLs/ staff calendar. Meetings conducted via Zoom/Microsoft Teams etc Information updated on My Concern	Continue with programme, in liaison and with agreement from professional partners.
	Onsite training	Follow normal school guidance on social distancing and hand hygiene Use of hall for larger groups Follow additional procedures required by trainer	LT
	Training events at other venues	Training - continue online training	LT



Facilities	Child Care facilities/Breakfast clubs	Continue to provide a service for parents Ensure staff are aware of procedures and ensure that appropriate hygiene practices are in place.	Sharon to contact parents as required
Premises	After School Clubs / Activities	Clubs no clubs in Aut term Possible music lessons during lunchtimes FFS from 14th September	
	PPA Companies	Booked as required French to continue from 7th September	
	Lettings	Lettings - Possible start after Oct half term	Tamil School Weight Watchers
	Access to and locking the school building	Mark Wright available for school access and lockup	PAW
	Parents in the school building	Parents not allowed to cut through to get to other parts of the school	LT
	Social distancing reminders	Observe 1m+ social distancing as appropriate Staff and visitors wear masks in corridors and communal areas. Masks do not need to be worn in classrooms or when teaching.	LT/whole staff
		Procedure/Implementation	
Children & Staff	Pupils in School and social distancing	Procedure for children and staff who display symptoms of virus - See Risk Assessment EY spending more time outside - weather permitting Messages around health and safety routines- , class talks, posters /signs across the school - toilets etc	Whole staff



		<p>Ask parents about any potential mental health issues arising from the lockdown (e.g. anxiety, bereavement) that may need to be addressed upon return to school. NO MASKS – as not recommended</p> <p>Strategy around equipment sharing in EY/KS1 in particular (e.g. toys, stationery, sand pit)</p> <p>No Use of fountains in playgrounds – parents to provide child with their own bottle</p> <p>2.9.20 Apple, Cherry Nursery - (53) Elm - Rec (25) Beech Y1 - 30 Laurel Y1 - 12 (Y2) - 12 Willow Y2 - 23 Cypress Y3- 35 Linden - Y4- 30 Aspen - Y5 - 26 Maple - Y6 - 25 Chestnut - Y6 - 22 Oak - Y6 -19</p> <p>PE lessons outside as much as possible - support from TA/ apprentice</p>	
	Breaks	<p>Classes to have staggered morning/afternoon break in divided playgrounds. Free flow limited to class times in the playground. Teacher/TA break cover</p> <p>See table at the end of the document</p>	
	Hygiene	<p>Pupils & staff to wash hands regularly for 20 seconds / use sanitizer</p> <p>Staff and visitors wear masks in corridors and communal areas. Masks do not need to be worn in classrooms or when teaching.</p> <p>Tissues/paper towels provided in all classrooms and regularly checked in bathrooms</p> <p>Sanitizers provided in each room</p> <p>Keeping doors hooked open to avoid unnecessary contact.</p>	



		<p>Cleaning equipment after each session Emptying bins regularly open windows/ ventilation Designated entry to school- using different entrances Washing hands after treating sick child/ toileting/ Keep children's exercise books in individual trays Class equipment kept in classroom Gloves provided for when wiping surfaces and equipment</p> <p>EY equipment to be cleaned before reopening Remove soft cover toys /furnishings</p> <p>Procedure for children who have toileting accidents</p> <p>Procedure for children who require first aid (pupils self administer cold compress etc where possible)</p>	
	<p>New nursery and reception admissions</p>	<p>Induction days in Sept for nursery & reception pupils</p>	
	<p>In Class Learning</p>	<p>PHSE/mental well being lessons for all pupils</p> <p>Provide additional support to children who have not accessed formal learning during the school closure - may not necessarily be the children you expect.</p> <p>Teachers recap work from summer term - key knowledge/gaps in understanding Use of maths support materials - key concepts to support new learning Phonics review for EY /Y1&2 Rec- FSP profile review Y6- Core subjects Well being / mindfulness sessions</p>	

	<p>Classroom/Online Learning</p> <p>Core & Foundation subjects</p> <p>Work is appropriate for class with continued high expectations</p> <p>Planning across year groups should be similar and differentiated as required</p> <p>All core subjects to be covered each week with an appropriate amount of work to provide support and challenge</p> <p>Work to be differentiated as appropriate considering EAL and additional needs</p>	<p>Continue use of Google Classroom. This will be in the form of homework for pupils. Homework books for pupils without a device. Use of Oak Academy for teaching videos</p> <p>Pupils who are isolating - work to be provided online or hard copies by class teacher</p> <p>If required due to a local lockdown online learning for selected or all pupils would resume</p> <p>Year group newsletters and Curriculum maps to be emailed out to parents</p> <p>Teachers to post work each week for pupils to complete related to in class learning – consolidation work. Revision work.</p> <p>Work to be cross curricular as possible to provide opportunities to apply new learning in creative way.</p> <p>Work is to be differentiated appropriately</p> <p>Pupils to submit work and teachers to provide feedback as soon as possible</p> <p>Continue to direct pupils to work on Education City, Mathletics, Study ladder, Spellzone, BBC Bitesize, English Hub – Phonics, Phonics Play</p> <p>French – French teacher in school lessons</p> <p>PE – to be done in the playground as much as possible</p> <p>Classes continue with the international links and link school projects</p>	<p>Teachers</p>
	<p>Monitoring of planning/ learning</p> <p>Year groups to share planning across all subjects</p>	<p>Phase leaders and LT have access to all planning</p> <p>Teachers to set mini assessment tasks/quiz at the end of a topic to help gauge learning/understanding in class</p> <p>Teachers will use Target Tracker to support the tracking of learning over the half term and update statements as required. This will support in the writing of end of year reports.</p>	



<p>Assessment/Progress/Attainment</p>	<p>No formal assessment tests at the start of term. Teachers to provide opportunities for pupils to demonstrate their understanding through in class work/ informal quizzes etc</p> <p>Balance the need to move on with the curriculum with the more important need to re-build relationships and mark the new start.</p> <p>Teachers will make judgements based on work done from home learning packs or online learning</p> <p>Formal tests such as NFER will not be done until further into the autumn term to benchmark pupils. Tests be done week beginning 12th Oct year 6 week beg 5th Oct</p> <p>Use of Target Tracker statements to support judgements.</p>	<p>Teachers</p>
<p>Pupil Wellbeing</p>	<p>It will take time to re-establish and re-learn the expectations of school behaviour and learning.</p> <p>Separation anxieties The majority of children will have become used to being with their parents and immediate family for an extended period. There will be children who struggle with this separation and experience anxiety while they are in school, particularly where their family includes key workers or those going back to work in crowded spaces.</p> <p>PHSE lessons to support pupils returning to school.</p> <p>Bereavement Where children have lost a family member they need to be given the opportunity to share if they want in a safe space. Even for those who have not experienced a death in their family or community, any illness will become a greater source of anxiety as the link between illness and death will have been reinforced in a way that was not common in our experience. It is essential that we are clear with children who are not returning to our school for - house moves, job changes, parents deciding to continue with home education, etc.</p> <p>Learning mentors Provision of safe places and trusted adults for children to talk to. Contact pupils of concern who are not attending school</p> <p>Children may leave school without a chance to say 'goodbye'. It will be essential to mark this transition. Small group events to say goodbye before the end of term.</p> <p>Special needs</p>	<p>Teachers</p>

		The impact of returning to school will be greater for those with special needs. Their learning will have been impacted as well issues of being or not being in school, managing change, routines and anxieties. Pupils and parents will need support to manage the change and also for changes in Sept.	
	Behaviour	Update behaviour policy where appropriate Email update to staff Email summary policy to parents	JW
	Staff Wellbeing	Supporting our staff, including those who have experienced loss and trauma. Some will have been in school throughout the crisis, while others may have been working exclusively from home. Allow staff time to rebuild and reform our school communities. Staff meeting for all staff – opportunity to share/offload experiences Risk Assessments for staff where applicable - assurance about personal safety Where possible governors providing support for school staff – eg deadlines Staff mentor system	LT
	EHCP	EHCP review meetings will be conducted remotely if required. New EHCP applications will continue as before and will be submitted. Risk assessments	JB
	Pupils with Care Plans	Risk Assessments - if pupils deemed clinically vulnerable PPE - staff using PPE when providing intimate care	JB
	School Uniform	Children to wear school uniform	All staff
Staff Work			



	Social distancing	<p>Staff will maintain social distancing where possible</p> <p>No collective break or lunch times as much as possible - use of different rooms eg Phase Leader office</p> <p>Teachers to have breaks at different times/ separate playgrounds – TA and teacher swapping breaks</p>	All staff
Safeguarding	Availability of Social Workers and other professionals	<p>Safeguarding Refresher Training Staff to have Safeguarding training in September - awareness of signs to look out for</p> <p>Review all pupils on the vulnerable pupil list and identify those for who have not returned to school. Make contact with family asap. Where appropriate contact social worker</p> <p>Regularly check LA and other agency websites so that any changes to working arrangements and/or capacity to meet needs of vulnerable children and families are known.</p>	DSL
	Identification of, and planning for, pupils at risk	<p>Pupil contact details are up to date and where appropriate remote access to systems is provided to DSLs.</p> <p>DSL/LT/EWO to contact vulnerable pupils who are not in school on a regular basis</p>	<p>Communication with relevant social workers/ social care EWO as necessary</p> <p>Staff still log on Google drive/ My Concern to log safeguarding concerns</p>
	Guidance and support for pupils	Highlight, signpost, share leaflets, etc, for key sources of support for children that they can access directly, i.e. ChildLine,	
Catering			
	Catering contractors	<p>Catering services provided by Edward & ward on the school site. Hot meal</p> <p>Catering for all pupils – staggered lunch break - see table</p>	



		Tables etc cleaned between each sitting	
Lunch	Lunch times	If required staggered lunch and cleaning gaps between sittings See table below	
		<p>Department for Education guidance</p> <p>Our guidance to support education providers, local authorities and parents during the coronavirus (COVID-19) outbreak can be accessed using the links below:</p> <ul style="list-style-type: none">• Guidance for early years and childcare providers• Guidance for schools• Guidance for further and higher education providers• Guidance for local authority children's services• Guidance for holiday or after-school clubs and other out-of-school settings <p>If you are unsure about your child's symptoms you can refer to information at: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ Refer to the website below which identifies the difference between the coronavirus, flu and the common cold. https://lloydspharmacy.com/blogs/coronavirus/difference-between-coronavirus-flu-cold-and-pneumoni</p>	



		<p>Further information for all schools and further education providers on how to order additional coronavirus (COVID-19) test kits can be found in our guidance on coronavirus (COVID-19) test kits for schools and further education providers.</p> <p>The Department of Health and Social Care has provided new guidance on shielding and protecting people who are clinically extremely vulnerable (CEV) from coronavirus (COVID-19). The guidance is less restrictive than previous shielding guidance and includes advice at each Local COVID Alert Level.</p>	
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Year group start times/ break/lunch and finish times

Year Groups	Entrance/Exit	Morning Play	Lunch Time (hall)	Lunch Play
Nursery Apple Cherry	Pedestrian Gate 8.55am/3.15pm 2 classes	Free Flow	11.15am	Free Flow
Reception Elm	Pedestrian Gate 8.45am/3.10pm 1 class	As appropriate	11.30am	12-1pm
Year 1/Year ½ Beech Laurel	Vehicle Gate 8.55am/3.15pm 3 Classes	Office End 10.00am	12.00pm	12.20pm
Year 2 Willow			Laurel and Beech 12.15-12.30 Cypress and Willow	Laurel & Beech Office End 12-12.20 12.30-1.00pm Cypress & Willow MB Football Pitch
Year 3 Cypress	Vehicle Gate 8.45am/3.10pm 1 class	Office End 10.15-10.30am		

Year 4 Linden	Okeburn Gate 8.45am (5 classes) 3.10pm- (3 classes)	10.15-10.30am Y4 MB Football pitch	12.30-12.45- Y4 with Aspen (Alternate first lunch)	Y4 with Aspen Kings Square Area 1pm MB Football Pitch
Year 5 Aspen Maple		10.15-10.30 Y5 OKE Football pitch/King Square/ alternated	12.45-1.15pm. Year 6 with Maple Class (Alternate first lunch)	12.30-1.00pm Year 6 with Maple Class OKE Football Pitch
Year 6 Chestnut Oak	Okeburn Vehicle Gate 3.10pm 2 classes	10.30-10.45 Y6 OKE Football pitch/King Square/ alternated		