



St. Joseph's R.C. Middle School - Reopening Plan (Revised August 2020)

This plan, which is part of a wider reopening plan and risk assessment, serves to support pupils through the reopening of the school after a period of partial closure due to Covid-19 and has been informed by the following Government guidance:

[What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

[Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

The plan is subject to change as a consequence of renewed advice from Public Health England, (PHE), UK Government and Department for Education and any other relevant body.

The plan has been agreed by the governors of St. Joseph's R.C. Middle School and St. Mary's R.C. First School.

The governors of the Federation of St. Mary's R.C. First School and St. Joseph's R.C. Middle want to assure all families that all of our schools and staff are working hard to ensure that your child is not only provided with the possible support, guidance and provision during these very unsettled times but is also kept safe and well. The Senior Leadership Team has completed a Federation Risk Assessment, designed to reflect the individual needs and circumstances of each school. Our Senior Leadership Team, with the full support of the Governors, will be making decisions and plans about what happens in each school on a day-to-day basis based on their own information, requirements and provision.

The impact of the plan will be reviewed weekly by the school senior leadership team, or sooner if necessary.

Thank you for your continued support.

P. Naughton
Executive Headteacher

Gavin R Simpson
Assistant Headteacher and Designated Safeguarding Lead

So that we can apply the necessary actions to keep pupils and staff as safe as possible, the following strategy for grouping the children will apply:

KS2	<ul style="list-style-type: none"> Y5 will start school on Wednesday, 2nd September 2020. Y6 will start school on Thursday, 3rd September 2020 Children will be taught in their form class “bubbles”, of no more than 30 children and will not move around the school apart from mathematics, which will be in ability sets and may require the pupils to move to another classroom
KS3	<ul style="list-style-type: none"> KS3 will start school on Thursday, 3rd September 2020 Children will be taught in their form class “bubbles” of no more than 30 children and will not move around the school apart from mathematics, which will be in ability sets and may require the pupils to move to another classroom.

The arrival and departure times are as follows:

Year groups	Arrival	Departure
KS2	08:35	15:10
KS3	08:45	15:20

Please note, If bus pupils are unable to arrive at the designated time they must wait in the bottom yard with staff supervision.

Form Group line-up points, entry/exit point, assigned classrooms, assigned toilets and washing stations:

	Line up point	Form Base	Entry / Exit Door	Assigned Toilets	Assigned handwashing area
5M	Top yard	Base 9	Y5 entrance	Upstairs	B9
5G	Top yard	Base 10	Y5 entrance	Upstairs	B10
6D	Kitchen railings	M2	Mobile main entrance	Downstairs	Yard
6H	Top yard	New classroom	New classroom door	Upstairs	Yard
6S	Bottom of the ramp	M1	M1 fire door	Downstairs	Yard
7H	Bottom yard	Base 1	Y6 door	Downstairs	Downstairs toilet
7R	Top yard	P1	Lunchtime queuing door	Upstairs	P1
7S	Bottom yard	Base 2	Y6 door	Downstairs	Downstairs toilet
8C	Bottom of the ramp	Base 3	Y6 door	Upstairs	Upstairs toilet
8D	Top yard	Base 7	Lunchtime queuing door	Upstairs	B7
8S	Kitchen railings	P2	Lunchtime queuing door	Downstairs	P2

Form Teachers for the academic Year 2020/21:

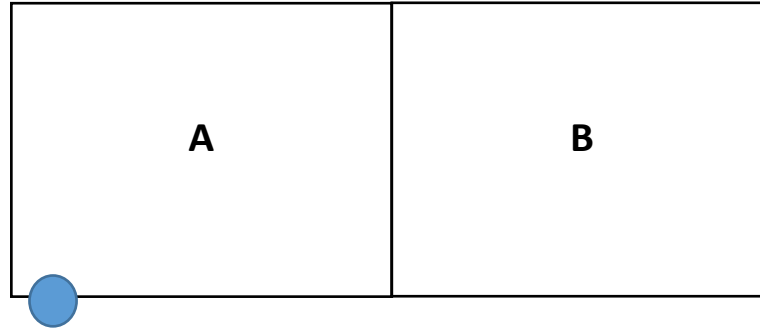
Old Form Class	New Form Class September 2020	Room
	5G (<i>Mrs Gelson</i>)	B10
	5M (<i>Miss Mooney</i>)	B9
5G	6D (<i>Miss Dodds</i>)	M2
5S	6S (<i>Mr Simpson/ Mr Rosier</i>)	M1
5A	6H (<i>Mr Hudson</i>)	OC
6H	7H (<i>Mrs Hagger</i>)	B1
6D	7S (<i>Mr Secker</i>)	B2
6M	7R (<i>Mr Rogstad</i>)	P1
7S	8D (<i>Mrs Dotchin</i>)	B7
7R	8C (<i>Mrs Coulson</i>)	B3
7H	8S (<i>Mr Seddon</i>)	P2

Break / Lunch times and play areas:


New Form Class September 2020	Breaktime	Lunchtime (Eating)	Lunchtime (Play)	Play Area – Week 1	Play Area – Week 2
5G (<i>Mrs Gelson</i>)	10:50 – 11:05	11:45 – 12:05	12:05 – 12:35	Field – A	Top yard – B
5M (<i>Miss Mooney</i>)	10:50 – 11:05	11:45 – 12:05	12:05 – 12:35	Field – B	Top yard – A
6D (<i>Miss Dodds</i>)	10:50 – 11:05	11:45 – 12:05	12:05 – 12:35	Lower yard – A	Lower yard - A
6S (<i>Mr Simpson/ Mr Rosier</i>)	10:50 – 11:05	11:45 – 12:05	12:05 – 12:35	Top yard – B	Field – A
6H (<i>Mr Hudson</i>)	10:50 – 11:05	11:45 – 12:05	12:05 – 12:35	Top yard – A	Field – B
7H (<i>Mrs Hagger</i>)	11:05 – 11:20	12:35 – 12:55	12:55 – 13:25	Lower yard – A	Top yard – B
7S (<i>Mr Secker</i>)	11:05 – 11:20	12:35 – 12:55	12:55 – 13:25	Lower yard – B	Field – A
7R (<i>Mr Rogstad</i>)	11:05 – 11:20	12:35 – 12:55	12:55 – 13:25	Top yard – A	Field - B
8D (<i>Mrs Dotchin</i>)	11:05 – 11:20	12:35 – 12:55	12:55 – 13:25	Top yard – B	Lower yard – A
8C (<i>Mrs Coulson</i>)	11:05 – 11:20	12:35 – 12:55	12:55 – 13:25	Field – A	Lower yard – B
8S (<i>Mr Seddon</i>)	11:05 – 11:20	12:35 – 12:55	12:55 – 13:25	Field - B	Top yard – A

Playground / Field Zone Map:

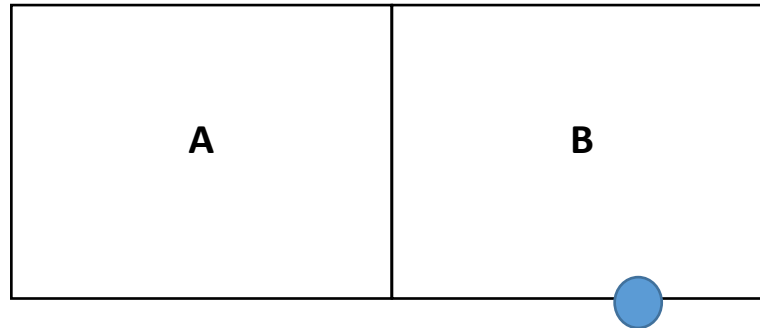
Lower yard:



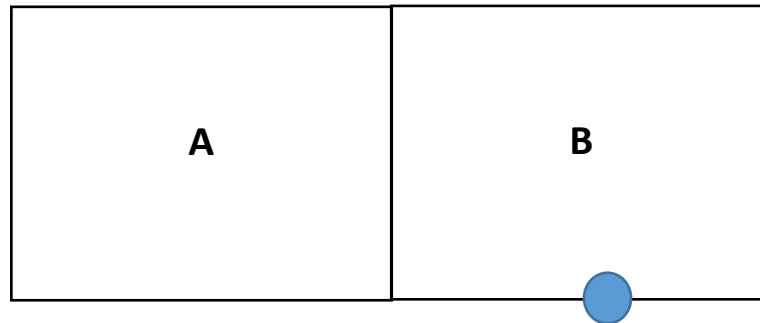
KEY:

 = ENTRANCE / EXIT
POINT OF PLAY AREA

Upper yard:



Field:



Section 1: St. Joseph's R.C. Middle School – Covid-19 School Reopening Risk Assessment

Date of Assessment: August 2020	Review Date: October 2020	Persons involved in activity: P. Naughton, G. Simpson, K. Seddon	
School re-opening following partial or full closure and lack of statutory testing/maintenance	Equipment / system failure leading to enhanced physical or biological risks to people	<p>The school has been open and operating since 23/3/20. Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas supply/safety, fire alarm system, emergency lighting, fixed electrical installation, play/sporting equipment have taken place and maintained as normal during the Summer break.</p> <p>Headteacher has ensured all necessary checks/paperwork/maintenance is up to date prior to school opening. Consideration given to; check of known asbestos sites for damage, potential pest/rodent activity, cleanliness/general safety of kitchen facilities, electrical equipment, site security measures, fire safety measures (extinguishers, door mechanisms etc.) and general building(s) integrity and serviceability.</p> <p>Fire evacuation procedures have been reviewed and a fire drill is planned [roll call lists updated/each class or bubble/cohorted group should stay together and assigned predetermined evacuation points which are sufficiently distanced from other groups - 'walk throughs' will be undertaken by form teachers. Bubble groups won't mix during evacuation. Children will be familiar with sound of the evacuation alarm and be able to respond to it. In an emergency situation, a full evacuation will take place as usual.</p>	<p>See guidance on <u>Managing school premises during the coronavirus outbreak</u></p> <p>Fire Drill scheduled and provision in place to practice, make adjustments and revisit fire drills</p> <p>Fire risk assessment has been reviewed and the associated modifications / additional measures implemented to maintain an effective fire strategy (e.g. escape routes, doors 'chocked' open etc). Any changes to the fire drill risk assessment have been communicated to all staff.</p>

<p>People at risk</p>	<ul style="list-style-type: none"> • Pupils • Staff • Parents/carers accompanying children to school 	<p>Additional Information: <u>guidance on completion: risk assessment form</u> Existing service/task specific risk assessments and guidance provided by the government/Public Health England and internally at NCC.</p> <p>Government/Public Health England Advice: https://www.gov.uk/coronavirus / Coronavirus (COVID-19): guidance for schools and other educational settings</p> <p>HSE Advice: https://www.hse.gov.uk/news/coronavirus.htm</p> <p>NCC Guidance: http://staff/Communications/Coronavirus-information.aspx</p> <p>Northumberland Education: http://northumberlandeducation.co.uk/coronavirus/</p> <p>DFE Advice: DfE.coronavirushelpline@education.gov.uk</p> <p>NCC PPE Risk Assessment; NCC Staff Risk assessment</p> <p>NCC Health and Safety Team webpage</p> <p>Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control</p> <p>NCC Control of Infection Policy</p> <p>Public Health - Q&A for Teachers and Parents (current as of 30 June - further revision likely September 2020)</p> <p>NCC Corporate Health and Safety Advice - FAQs for School Head Teachers</p> <p>Vulnerable Staff - Risk assessments (including BAME)</p> <p>Corporate H&S Briefing Note - 10/7/2020</p>
<p>Risks Identified</p>	<ul style="list-style-type: none"> • Infection through droplets which can be inhaled into the lungs • Infection through touching contaminated surfaces or objects or infected person and then touching their own mouth, nose or eye • Infection through lack of social distancing • Mental Health/ Anxiety • Impact of reduced family income on uniform, packed lunches etc • Communication to families • Limitations of learning opportunities due to current restrictions • Meeting the additional needs of children. 	
<p>Hazard Identified and/or Area of Consideration</p>	<p>Action Taken to Reduce Risk</p>	

Rapidly Changing Government, PHE and DfE Information and Guidance	SLT to monitor Government updates daily and plans reviewed and changed in light of any updated guidance. ALL PUBLIC HEALTH ADVICE WILL BE IMPLEMENTED FULLY
	Families to be informed of updated information in a timely manner to avoid confusion and anxiety
Mental ill health, anxiety	Families made aware via website and ParentMail that school mental health and support telephone services are available.
	Welfare calls and chats to families made by form teachers, ISO and the SLT
	Families signposted to www.Childline.org.uk ; https://www.nspcc.org.uk/ ; https://www.annafreud.org/on-my-mind/self-care/
	Maintain contact with families via: school website, ParentMail, phone calls and School360
	Weekly well-being and PSHE sessions on reopening of school to support pupils with any anxiety or mental health issues
	Bereavement support to be offered when appropriate: https://www.winstonswish.org/ ; https://www.childbereavementuk.org/ ; https://www.cruse.org.uk/ ; https://www.nhs.uk/service-search/other-services/Bereavement%20support/LocationSearch/314
	Families directed to resources to help children understand Covid19 on website
Online abuse	Families signposted to https://www.saferinternet.org.uk/ ; https://www.ceop.police.uk/safety-centre/ ; https://www.thinkuknow.co.uk/ ; https://www.internetmatters.org/ and https://www.net-aware.org.uk/
Financial concerns due to reduced family income	Parents notified how to apply for free school meals via ParentMail
	Welfare calls to families when pupils are not attending school – form teacher first then a member of the SLT.
	<ul style="list-style-type: none"> Families signposted to Northumberland County Council, Benefits and Support - https://www.northumberland.gov.uk/Benefits-support.aspx Citizens Advice (Northumberland) - https://www.citizensadvicenorthumberland.org.uk/contact/hexham-office/
	Families signposted to the West Northumberland Foodbank https://www.westnorthumberlandfoodbank.org.uk or 01434700068.
	Full school uniform is required from September 2020 (new or old) and is encouraged to be washed as often as possible.
Needs of children with EHCP are not met	Review individual circumstances with parents - follow up with telephone calls as appropriate
	Individual plans and risk assessments are in place prior to reopening.
	Staffing and EHCP targets to be reviewed upon reopening and the necessary measures to be put in place to ensure compliance with

	the statutory requirements
Communication	Families and staff to access Google Classroom, School360, website and school online social media platforms which will be updated at least weekly
	Reopening letters and information to be shared on all platforms
	Staff have been issued with this risk assessment and asked to read and confirm they understand the procedures.
Wider reopening of school	All safety and security checks completed by Mr Gavin R Simpson, and wider SLT, prior to reopening.
	Ongoing inspection is undertaken in accordance with the day to day working practice as part of the Executive Head Teacher role. This being a check/review of how the safety arrangements are working and where appropriate supplementing them or making adjustments to ensure they are effective. Staff feedback on these arrangements has been encouraged and will be ongoing.
	School to be “deep cleaned” prior to reopening.
	Furniture etc to be arranged to allow for social distancing, keeping the teacher at least 2m apart from the pupils.
	There will be no assemblies or whole school activities, including liturgies, leavers’ events and sports day
	The emergency evacuation plan and relevant policies has been revised prior to opening Provision is in place to make adjustments and revisit fire drills in the event further pupils return throughout the term. THERE WILL BE A FIRE DRILL AT THE END OF THE FIRST WEEK TO ENSURE THAT PROCEDURES AND SYSTEMS ARE EFFECTIVE FOR A RAPID AND SAFE EVACUATION FROM THE SCHOOL.
	No visitors will be allowed in school except in an emergency or for essential work.
	First aid will be administered when necessary. First aiders must wear gloves, aprons and masks.
Arrival	<u>Pupil arrivals:</u> Please see page 2 of this risk assessment as to when various groups of children will arrive/depart school and where they will line up.
	Staff arrive via the main office door and maintain social distance whenever possible throughout the day. When staff arrive, their temperature will be taken and recorded by a member of the Admin team in the main school office.
	Staff and pupils advised to wear clean clothes every day – it is expected that all pupils wear full uniform (new or old).
	Staff are advised not to wear jewellery
	Staff to sanitise hands on entry and exit to school
	Pupils will line up outside, at set positions, before the start of the school day. Pupils are asked not to arrive at school before 08:30 so that they can be supervised.

	Wherever possible children should walk to school to avoid public transport and parking congestion around school
	One carer only to accompany children to assembly area
	Designated entry and exit points for all classes. See attached map.
	No waiting on school playground
	Teachers and SLT who are on duty to greet pupils on entry in to the school grounds and to monitor movement
	Poster outlining Covid-19 symptoms to be displayed on all school entrances
	Staff to escort their form classes into school, making sure they keep at least 2m apart from the pupils
	All children must wash their hands as they enter and leave the classroom
	Children should bring minimal resources to school. Coats and essential bags to be placed on the back of their chair in their classrooms or under the desk.
	Essential pupil medication etc... must be handed in at Reception, to a member of the Admin team and should be clearly labelled with the child's name and details. School meal payments should be made online via ParentMail - no money will be exchanged in school.
	Children may bring one simple, washable water bottle clearly labelled with their name
	Parents / carers must not enter the school building, apart from the Reception area where they will maintain the 2m rule. All other communication from parents/carers should be done via email or telephone, except in an emergency
Movement around school	Staff escort children to and from play areas.
	Children visit the toilet on their own and strictly one at a time from each group and support staff to monitor corridor areas when possible. Children will have their own card to show whether or not the toilet room is engaged.
	Only essential movement around school is permitted
	Classroom doors are to be wedged open to avoid touching handles etc... except when to do so would increase the risk of the spread of fire or abduction etc. ALL FIRE DOORS WILL STAY CLOSED
Teaching areas	Children allocated to identified teaching areas in groups of 30 or less.
	<p>Cohort (bubble) Groups (see also <u>H&S briefing for Heads</u>)</p> <p>DfE guidance 27 July 2020: Teachers can operate across different classes or groups to facilitate delivery of timetable. In KS3, teachers should try and keep their distance from pupils and 2m distance from other adults. Teachers in primary school can work across groups if that is needed to enable a full educational offer. The school has bubble groups so that teachers and other staff and pupils generally only mix with others in a consistent group and keep away from other people/groups as much as possible. Contact</p>

with other groups is brief and transitory only. Group sizes are kept as small as possible (under 30), taking into account delivery of the curriculum, and are detailed below as bubbles:

- Y5 – 2 classes of no more than 30 pupils per class (classes not to mix)
- Y6 – 3 classes of no more than 30 pupils per class (classes not to mix)
- Y7 – 3 classes of no more than 30 pupils per class (classes not to mix, apart from maths)
- Y8 – 3 classes of no more than 30 pupils per class (classes not to mix, apart from maths)

These bubbles accommodate setting arrangements in KS3 maths. Mixing of the bubbles is minimised as much as possible.

A timetable record is kept of staff/pupils within each group and any close contact between different groups in the event of an outbreak of Covid19.

Social Distancing

As the school is fully open to all year groups, it is accepted that social distancing cannot always be achieved (especially for younger children). However, it should be applied wherever possible. For older children and staff this is more achievable and should be more robustly implemented. The general arrangements below have been put in place to mitigate the risk where distancing cannot always be achieved.

General arrangements

- Ensure all children are cared for within our setting
- Pupils taught to adopt good hand and respiratory hygiene, to maintain suitable distancing (where possible) and to report if they are unwell.
- Staff explicitly supervise health and hand hygiene arrangements for younger children and those with additional needs. Measures are in place to ensure more independent older pupils are following good hygiene practices.
- Staff informally monitor for presence of symptoms.
- Regular cleaning initiated by bubble lead as they know which surfaces have been contaminated.
- Cleaners deep clean in shifts working their area as per the area map. .

- Where possible the same teaching staff work with the same groups
- Where possible, the same groups are taught in the same classrooms or where this isn't possible, larger bubble groups are assigned 'zones' within the building. This limits the amount of movement around the school and potential contact with other groups.
- Where possible the same desks are used by the same pupils each day and desks are front facing, with pupils sat side by side rather than face to face.
- Timetabling has been reviewed re school activities (PE, Outdoor Learning, assemblies, break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents.
- Equipment use has been revised and measures to prevent simultaneous (as well as cleaning) use and reduce consecutive use have been introduced.
- Where possible areas will be well ventilated, doors propped open (where safe to do so, taking into account fire safety and safeguarding) to limit use of door handles.
- St. Joseph's shall "flex" the curriculum to facilitate catch up of most important subjects e.g. reduce science from 3 to 2 to increase Maths; reduce humanities to increase English or Maths; teach English across the curriculum in History/Geography; thread PSHE in RE/Citizenship; and active healthy lives in PE.
- Some pupils will be taken out of their lessons for additional catch-up work. Rooms to be used are displayed at the end of this document.
- Each class has an extra 'Catch-up' lesson once a week. This will be used to ensure all pupils are kept up to date with Google Classroom in case of local lockdown (please see the timetable for Base 6). If it is unavailable then the iPad must be booked out for use by pupils. All iPads / computers and desks must be wiped down at the end of every lesson.
- Some pupils will be receiving interventions and therefore these pupils maybe required to move rooms.
- Ensure the systems of control are explicit in each classroom
- Early identification and intervention of pupils who would benefit most from small groups and catch up work utilising extra teaching.
- Additional attention to support disadvantaged and vulnerable children.

Hygiene resources available in each teaching area - pupils are reminded to allow sanitiser to dry before touching anything. Handwashing / hand-sanitising facilities are available in all classrooms. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. Disposable tissues are provided along with lidded bins for used tissues and other waste. This waste is double bagged and disposed of. Face coverings should not be worn in schools as a general rule. Arrangements have been put in place should a pupil arrive wearing one - disposable masks to be put into a bin bag in a lidded bin, reusable covering to be placed by the pupil into a bag to take home.

Cleaning resources available in each teaching area **(MUST BE STORED OUT OF CHILDREN'S REACH)**

	Lidded bins to be provided in each teaching area where possible. These are to be emptied across the day.
	Each pupil will have their own set seat and a seating plan kept by the classroom teacher, so that if a COVID-19 outbreak happens, pupils in the vicinity can be identified and their families contacted.
	Classes will be kept well ventilated. Air conditioning units will not be used.
	Soft furnishings removed where possible
	Surfaces cleared as much as possible and non-essential equipment placed in storage
	Children to be directed and supervised to wash their hands every time they enter or before they leave the classroom and when they are about to use equipment
	Stationery- whenever possible children will use their own allocated stationery stored in named A3 plastic wallets which are to be wiped daily. When this is not possible, limited stationery resources to be made available. Groups of children accessing a set of stationery should be kept to a minimum; the same group should use allocated stationery to reduce use by multiple children. Whenever possible, resources should be cleaned before being used by another child/small group of children.
	Equipment - Limited equipment should be made available. Equipment should be allocated to a small group and before they are used by another group they should be cleaned.
	Books - Each child will be given their own reading book to be kept in school. This will be cleaned daily
	IT equipment must be used minimally and cleaned after each child has used it.
	Exercise books - children should only use their own books. Staff will not be touching the childrens' exercise books. The books will remain in school
	Pedagogy- teachers should remain at a distance of 2m from children whenever possible. Children should record individually using individually allocated resources. Teachers will formally assess pupils, which will involve giving written feedback in their exercise books. However, live, verbal feedback will be encouraged in all lessons.
Toilet Areas	Only one child per group is allowed to visit the toilet at any time.
	Children to be directed NOT to enter a toilet area if another child is already there (card on the door system)
	When possible, support staff to monitor corridor areas to ensure children do not linger
	On site cleaner to clean toilets regularly and to ensure soap and towel supplies are maintained
	Paper towels to be provided in each toilet area
	Toilet areas are allocated to each teaching room.

	Anyone displaying symptoms of Covid19 must use the disabled toilet adjacent to Main Office. This toilet should then not be used until it is cleaned - A sign must be placed on the door to indicate this.
Break / Lunchtime	Each class, of up to 30 children, is allocated a designated play area and the play areas is on a bi-weekly rota basis.
	Minimal allocation of playground equipment for use by children but must avoid touching and balls to be cleaned after recreational use.
	Staff escort the children to and from the designated area and supervise them throughout
	Staggered playtimes for each class or year group of children
	First Aid provided by the designated first aiders.
	Children and staff should wash their hands before leaving or on re-entering the classroom
	<ul style="list-style-type: none"> • If children are eating a packed lunch, these will be eaten in the pupil's classroom at their own, assigned table. Before pupils eat, they will wash their hands and desks will be wiped down, before and after eating. • Children who require a meal provided by school - lunches will be provided to all children by school meals service; these are to be paid for online (FSM measures will still be in place). Parents who may have difficulty in paying for a school meal and are not entitled to FSM should contact the school so that support can be put in place. Parents can provide a packed lunch for their child if preferred. Pupils will eat their "school lunch" in the school hall, on a rota basis, on an assigned table for their class (see map of the school hall). Between sittings, the tables and chairs will be wiped down with anti-bacterial cleaner.
	Class tables, in the school hall, to be set 2m apart, in order to maintain "class bubbles" (SEE ATTACHED MAP)
	Tables and backs of chairs to be cleaned after each use
	Staff to escort groups to their designated play area before/after the eating of their lunch.
	Children and staff should wash their hands before leaving or on re-entering the classroom
STAFF BREAK / LUNCH – As the staffroom can only accommodate up to 5 people at a time (social distancing measures), the round tables in the canteen area have been allocated for staff.	
Departure	Children and staff should wash their hands before leaving the classroom
	Children to line up at their set outside positions before being dismissed
	If a parent collects their child, only one adult permitted to collect each child or siblings/family
	Social distancing measures applied in approach to and from school
	No waiting on school playground

		<p>On arriving at home, pupils and staff are advised to undress and shower immediately. Clothes should be washed immediately or placed in a separate bag until they can be washed. Water bottles should be washed immediately in hot, soapy water.</p> <p>Children and staff should wash their hands before leaving the classroom</p> <p>Children to line up at their set outside positions before being dismissed</p> <p>Parents to collect children from line- only one adult permitted to collect each family</p>
Personal Protective Equipment (PPE)		<p>The school has purchased adequate supplies of PPE for use by staff and which are replenished as required</p> <p>Staff have been provided with PPE packs for use if they feel appropriate. Once used staff dispose of and obtain replacement packs from the Administration Office</p> <p>PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.</p> <p>Mask wearing, for KS3 pupils and staff, will be optional in corridors / communal areas unless guidance changes or a local lockdown happens.</p>
		<p>The school has purchased adequate supplies of cleaning and hygiene products and will replenish as required.</p> <p>Cleaning resources to be available in each classroom</p> <p>ALL CLEANING PRODUCTS MUST BE KEPT OUT OF CHILDREN'S REACH</p> <p>Surfaces to be cleaned before other children/adults use them</p> <p>Resources to be cleaned after each person has used them, including ipads/iPads and laptops</p> <p>Cleaner to be on site to clean door handles, desks, switches, surfaces, toilets, finger plates, photocopiers etc. Site manager to adapt cleaning schedule.</p> <p>ALL CLEANING PRODUCTS MUST BE KEPT OUT OF CHILDREN'S REACH</p> <p>After-school thorough cleaning regime to be maintained in all school areas.</p>
		<p>Advice about Covid19 symptoms can be found at: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p>
	Staff	<p>Sent home immediately and directed to request Covid19 test via the national test and trace programme</p> <p>Where the staff member tests negative, they can return to their setting when they are medically fit to do so, following discussion with line manager and appropriate local risk assessment.</p> <p>Where the staff member tests positive, the rest of their class should be sent home and advised to self-isolate for 14 days from the</p>
Cleaning		
Person displaying Covid19 symptoms:		

	<p>date the staff member became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>Areas occupied by the member of staff to be cleaned and all other people who have been in contact with them should thoroughly wash hands and face</p> <p>Staff with Covid-19, or living with someone with Covid-19, should isolate as directed by medical advice and an isolation note should be sent to school: https://111.nhs.uk/isolation-note/</p>
Pupils	<p>Parents informed immediately and directed to collect the child urgently. Parents advised to seek medical advice online at https://111.nhs.uk/ and Covid test should be requested via the national test and trace programme</p> <p>Pupil taken to outdoor area or AHT office to be supervised by a senior leader until the child is taken home - all surfaces and non-essential items to have been removed from the room. Child should leave by nearest door.</p> <p>Classroom areas occupied by the child to be evacuated then cleaned and all other people who have been in contact with them should thoroughly wash hands and face</p> <p>Supervising staff in AHT office to wear fluid-proof face mask, apron, gloves, eye protection</p> <p>Window in room to be open and supervision to be at 2m if possible</p> <p>Area to be deep-cleaned when vacated</p>
	<p>Where the pupils tests negative, they can return to their setting when they are medically fit to do so, following discussion with the school and appropriate local risk assessment.</p> <p>Where the pupil tests positive, the rest of their class should be sent home and advised to self-isolate for 14 days from the date the pupil became symptomatic. We would advise the parents to get a COVID-19 test straightaway so that pupils can come back to school as soon as possible but school must be informed of their result before they come back. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>
Person confirmed as having Covid19	<p>NO ONE WITH COVID-19 SHOULD COME TO SCHOOL</p> <p>Carers should inform school if their child or anyone in their household have Covid19.</p> <p>Parents of children in the same group to be notified immediately and children directed to self-isolate for 14 days.</p> <p>Staff who have had contact with ill person to self-isolate for 14 days.</p>

General Health	Staff	<ul style="list-style-type: none"> • Anyone with underlying health conditions should follow medical advice regarding risk to their own health. • Staff who are ‘clinically vulnerable’, pregnant or from a BAME background, are able to return to work and an individual risk assessment is in place for these individuals. Staff who are ‘clinically extremely vulnerable (who were previously shielding) continue to work from home where this is possible e.g. some admin roles. Where this isn’t possible, their job role and activities have been reviewed to ensure they can work remotely or are able to socially distance from others. An individual risk assessment is in place for each staff member recording the details of the medical condition and what reasonable adjustments have been made to their job role <u>prior</u> to the staff member returning to school. Advice is sought from the school’s own HR/Occupational Health provider where necessary and always for staff who have previously been shielding.
		Only use public transport if necessary; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.
		Only use public transport if necessary; use alternative methods of transport where possible - car, bicycle, walking - maintaining social distancing where possible.
		Staff shielding other home occupants should follow medical advice in order to protect others
		Staff feeling unwell should consider the risk to themselves and others before attending school. NO ONE WITH THE SYMPTOMS OF COVID19 SHOULD COME TO SCHOOL AND SHOULD SEEK IMMEDIATE MEDICAL ADVICE AND REQUEST COVID19 TEST
		<ul style="list-style-type: none"> • Staff breaks are shared between bubble staff to facilitate breaks and avoid congestion in staff rooms. Staff can use their own or shared equipment and the dishwasher • Measures are applied within shared offices and staff room to implement social distancing. • Clear use and cleaning guidance for staff toilets are in place to ensure they are kept clean and social distancing is achieved as much as possible. • Staff maintain 2m distance from pupils where possible (especially between adults and with older children). Face to face contact within 1m of anyone is minimised. • Supply staff and other temporary workers can move between schools, but school leaders are to consider how to minimise the number of visitors to the school where possible. • Temporary, peripatetic staff and visiting staff are expected to comply with the school’s arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. • Review and implementation of longer-term staff contracts/arrangements across a broader time period to minimise numbers of contacts.
	Pupils	<ul style="list-style-type: none"> • Parents of children with underlying health conditions should follow medical advice regarding risk to their child’s health. • Most pupils in the “Clinically Extremely Vulnerable” who have been shielding are now able to return to school (with a small number of exceptions identified by the child’s consultant/GP) along with those children classed as “Clinically Vulnerable”. An individual risk assessment has been carried out in consultation with the child’s parents and the relevant healthcare

	<p>professional(s). Advice from health professionals/GP involved in the child's care is essential in these circumstances. Individual Healthcare Plans are checked to ensure they are up to date and include advice from the relevant health professional and must be in line with <u>PHE guidance</u></p>
	<p>NO ONE WITH THE SYMPTOMS OF COVID19 SHOULD COME TO SCHOOL AND SHOULD SEEK IMMEDIATE MEDICAL ADVICE. PUPILS ARRIVING WITH SYMPTOMS WILL BE SENT HOME IMMEDIATELY.</p>

I consider the risk assessment suitable to control the risks to health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name	Paul Naughton	Gavin R Simpson
Job Title	Executive Head Teacher	Assistant Headteacher and DSL
Signature		
Date	18th May 2020 Revised 17th June 2020 (17.06.2020) Revised 24th August 2020 (24.08.2020)	

HALL SEATING ARRANGEMENTS FOR LUNCHTIME (SCHOOL LUNCH ONLY)

5M / 7H	5M / 7H
---------	---------

6D / 8C	6D / 8C
---------	---------

5G / 7R	5G / 7R
---------	---------

6H / 8D	6H / 8D
---------	---------

7S	7S
----	----

6S / 8S	6S / 8S
---------	---------

BASE 6 TIMTEABLE:

	1	2	3	4	5
Monday			7R Catch up	8S Catch up	7S Computing
Tuesday			6H Computing	6S Computing	5G Computing
Wednesday	8D Computing		6H Catch up	7R Computing	8D Catch up
Thursday		8S Computing	6D Computing		5M Computing
Friday		8C Computing		7H Catch up	7H Computing

OTHER CATCH-UP LESSONS – 7S/8S AND 6H/6D CAN SWAP:

Class	Ipad tower	Collect and return to	Time
5G	3	P2	Tuesday lesson 4
5M	2	Base 3	Monday lesson 4
6D	1	M1	Wednesday lesson 3
6S	1	M1	Thursday lesson 5
7S	2	Base 3	Monday lesson 4
8C	2	Base 3	Thursday lesson 2

INTERVENTION ROOMS FOR DIFFERENT YEAR GROUPS:

Year group	Intervention room
5	Year 5 area
6	Sanctuary
7	Base 4
8	Base 4