



Secondary School Reopening Plan
The Academy of St Francis of Assisi
Version 2
October 2020

School Reopening Plan

Statement

The Government has made it clear that it expects all schools to open in September 2020 for full time education.

A Statement from the Department of Education states.

The Prime Minister announced on the 2nd July 2020 that in September 2020, all Secondary schools in England will be able to welcome back students in every year group (Year 7 through to Sixth Form).

The plan is for secondary students, who are currently being taught in 'protective bubbles' to enter in to a larger bubbles and be allowed to be taught by various teachers who can be on a rotational basis. Social distancing has been the key stumbling block to getting all students back in to school, however this will now be lifted and therefore we are no longer dependent on social distancing in the same way as before. The aim now is to reduce the number of transmission points, to protect students and staff.

We have been asked to plan on the bases of a full school return in September 2020.

The information within this document has been collated from several Government and Public Health publications www.gov.uk/coronavirus.

If you require any further information or wish us to attend your school to discuss any issues you may have, please do not hesitate to contact us on 0800 6128162

We are all in this together, Stay Safe

The purpose of this document

This document is designed to support our planning, management and implementation, of the Government's plans to reopen schools in September 2020 safely.

Our main aim to ensure the safety of staff and students is to:

- 1) Minimise staff and students coming on site who have been exposed to COVID-19.
- 2) Ensure good hand respiratory hygiene on site.
- 3) Reduce transmission by introducing sustainable routines in the Academy.
- 4) Return to full teaching and maximise learning opportunities as soon as possible.

How we will achieve this:

Resources	<ol style="list-style-type: none">1. The Return to Work pre-questionnaire all staff were asked to complete in June 2020 will be repeated for September 2020.2. Upon receipt of the pre-questionnaire the Headteacher and SLT will ascertain which staff are able to return to work in September 2020 and in what capacity.3. This will identify staff with underlying health conditions who have been instructed to shield or classed as being at a very high risk of severe illness from coronavirus.4. Staff with underlying health conditions who have been classed as being at high risk of severe illness will have an individual risk assessment completed by N Smith have been advised to work from home if they can. This may result in extra protective measures being put in place.5. Pregnant staff may come back to work so long as an Expectant Mothers Risk Assessment takes place prior to returning.
Student, Staff Eligibility	<p>All students eligible to return in September will be encouraged to do so.</p> <ol style="list-style-type: none">1. Communication with the student's parent/carer will be made to inform them there is a place for their student as of September 2020.2. Numbers of pupils per year group will be collated by ascertaining current pupils registered at school (for the term commencing September 2020).3. Each Classroom/learning capacity will be assessed following current government social distance and subject activity guidelines.4. Key stage bubbles will be used to limited the number of students in a group. This is to minimise the number of other students they will come into contact with. Students will be taught in the same year groups for the entirety of the school day .

Classroom

We have identified bringing in Years 7 to 11 will require 3 individual groups. There will be up to 360 pupils in two-year groups and 180 in one. We will stagger start and finish times for Year 11 and put in place different entrances for each group. Staff will be assigned to meet with students at the entrance.

Week one will be an orientation week for staff and students.

Plans for Week 1 – w/c 31st August 2020

	Monday 31 st August	Tuesday 1 st September	Wednesday 2 nd September	Thursday 3 rd September	Friday 4 th September
Year 7	Bank Holiday: School closed	Staff Inset: School closed to children	In School: School day starts at 08:40 finishes at 13:00	Working at home: students should complete summer work packs	In School: School day starts at 10:00 finishes at 12:00
Year 8	Bank Holiday: School closed	Staff Inset: School closed to children	Working at home: students should complete summer work packs	In School: School day starts at 08:40 finishes at 13:00	Working at home: students should complete summer work packs
Year 9	Bank Holiday: School closed	Staff Inset: School closed to children	Working at home: students should complete summer work packs	Working at home: students should complete summer work packs	In School: School day starts at 08:40 finishes at 13:15
Year 10	Bank Holiday: School closed	Staff Inset: School closed to children	Working at home: students should complete summer work packs	In School: School day starts at 09:15 finishes at 13:15	Working at home: students should complete summer work packs
Year 11	Bank Holiday: School closed	Staff Inset: School closed to children	In School: School day starts at 09:15 finishes at 13:15	Working at home: students should complete summer work packs	Working at home: students should complete summer work packs

From week 2

Year 7&8: KS3 group will have their own entrance direct onto the KS3 yard from the main road. They will have their own toilets. Lunch will be provided in the KS3 dining room and additional outside dining has been bought in to support this. The Dining Hall will be cleaned and disinfected after each use. Students will line up on the yard before the school day, after break and after lunch. Staff members will meet with students when they line up and at the end of the day.

Year 9&10: KS4 group will have their own entrance direct onto the KS4 yard from the main road. They will have their own toilets. Lunch will be provided in the KS4 dining room. The Dining Hall will be cleaned and disinfected after each use. Students will line up on the yard before the school day, after break and after lunch. Staff members will meet with students when they line up and at the end of the day.

Year 11: All of Year 11 group From Monday 7th September 2020, **Year 11 students will return to school for a 09:50am start and 15:45pm finish each day.** Year 11 students can arrive from 09:30am each day. They will have their own entrance direct onto the KS4 yard from the main road. They will have their own toilets. Lunch will be provided in the KS4 dining room. The Dining Hall will be cleaned and disinfected after each use. Students will line up on the yard before the school day, after break and after lunch. Staff members will meet with students when they line up and at the end of the day.

	<p>As an additional measure of support students on A and B corridor will exit their rooms on to the KS3 yard by their class teacher and be lined up. They will be held here until the rest of school have moved and then be dismissed to lesson.</p> <p>KS3 students will leave lesson 2 minutes early to move to their next lesson.</p>
<p>Classroom/learning area layout</p>	<p>Heads of department will complete a challenges document and action plan from this.</p> <p>All staff should have detailed seating plans in place; this action should be in place prior to COVID-19. They will each be allocated equipment for their sole use or a thorough clean between will take place in between usage. Students will be encouraged to bring their own equipment. We are setting up a stationary shop to support student with this. Breaks will be staggered at different times and where possible taken in different areas. KS3 will leave two minutes before cross over. Students should face forward where possible.</p> <p>For practical subjects Department Heads will keep abreast of all current guidelines in relation to their specialist subjects. All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. The Department Heads will review the COVID classroom/practice area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind.</p> <p>Some national information is below.</p> <p>Singing There is scientific evidence to show that singing during the pandemic appears to spread the virus. Droplets fly particularly far and researchers say that the coronavirus can spread in respiratory aerosols which may linger in the air for an hour or more, floating farther than the 2-metre social distancing. They say that choir members are particularly vulnerable to infection from airborne particles, because they exhale and inhale deeply to sing, often at close quarters in poorly ventilated rooms therefore singing sessions will be postponed.</p> <p>Acting/ Dancing</p> <ul style="list-style-type: none"> • Small acting groups are formed and these stay consistent. • Groups should be distanced from each other. Actors should avoid travelling into each other's group. • Students instructed to stay spatially aware. • All equipment and mats are cleaned regularly. • Students to be routinely cleaning equipment.

Music

- Live musicians are assigned to a consistent studio/practice room.
- Special care taken when wind instruments are used. There is evidence that droplets of the virus can be projected a long distance through the use of the wind instrument.
- All instruments are disinfected before and after use (wind instruments are assigned to an individual student or owned by the student).
- Stationary instruments are cleaned between musicians.
- Sound equipment is cleaned before and after use.
- Volumes are lowered to avoid the teacher having to shout as there is evidence that droplets of the virus can travel further when shouting.

Performances

All stage performances have been suspended until further guidance is released.

The PE department will follow current guidelines and only introduce contact sports, indoor gym and swimming sessions when it is safe to do so.

The Department Heads will review the COVID sports area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

<https://www.sportengland.org/how-we-can-help/coronavirus>

<https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>

- Where possible all PE lessons will be conducted outside.
- Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups
- Training sessions will be structured with social distancing in mind. Some evidence suggests that there is a risk to people traveling directly behind each other; they may travel into the slipstream of droplets that have remained suspended in the air.
- All PE equipment used during the session will be cleaned after each use.
- Hand washing regimes are in place.
- Changing will not be used in the first term as children will arrive in their PE kit on their PE day.

Science/DT/ART

The Department Heads will keep up to date with national developments

<http://www.cleapss.org.uk/>

<https://www.ase.org.uk/resources/health-and-safety-resources>

<http://www.cleapss.org.uk/>

<https://www.data.org.uk/for-education/health-and-safety>

	<ul style="list-style-type: none"> • The staff will make up individual practical kits depending on the subject being taught for students to use during the lesson. • Each kit will be counted-out and cleaned upon return by the students. • Students will be instructed to maintain good hand and respiratory hygiene. • Touch points on equipment will be wiped down regularly. • PPE is worn as per equipment. COSHH requirements are in place where social distancing cannot be maintained.
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First Aid	<p>First Aid</p> <ul style="list-style-type: none"> • The requirement is for at least one person who has a full first aid certificate to be on the premises at all times when students are present. • The school will ensure all First Aiders receive refresher training to ensure they are: <ul style="list-style-type: none"> ▪ Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. ▪ Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc. ▪ Aware of the importance to keep up to date with relevant First Aid Advice. ▪ Aware of their own capabilities. <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>
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How we implemented the protective measures

Risk Assessments	<ul style="list-style-type: none"> • COVID School Reopening Risk Assessment. • Vulnerable staff and student individual risk assessment.
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Organising our groups

Refreshing the school timetable	<ul style="list-style-type: none"> • We will decide which lessons or activities will be delivered. Teachers will continue to plan in the manner that was undertaken prior to the lockdown period whilst adhering to current guidance. We are aware of the importance of pastoral support for pupils and have planned in daily opportunities for students to talk about how they are feeling in week 1. This will enable staff to intervene where necessary. • We will consider which lessons or classroom activities could take place outdoors. Heads of Department have already considered this. Use of outdoor equipment should follow the same principles as indoor equipment. • We have considered the use of 100-minute lessons or condensing the timetable so subjects have students for the whole day. On the balance of the needs of our students and the successful running of the school, we don't feel these are appropriate and we will stick to the normal pattern of the school day with some changes to our normal routines. • The layout of the school building allows for good segregation between groups during recreational time but not during cross over
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between lessons. The use of individual entrance and exit points in the building supports segregation. In the event of POD's/Year groups needing to share entrance and exit points this will be managed through good communication, staggering with timetables when required.

- Assembly will take place in week 1 but not in week 2. We will review this for week 3 onwards.

From week 2 the following plan will be followed.

	7	8	9	10
08:40-08:55	Line up and standards check. <i>Lesson 1 teachers take responsibility of students</i>	Line up and standards check <i>Lesson 1 teachers take responsibility of students</i>	Line up and standards check <i>Lesson 1 teachers take responsibility of students</i>	Line up and standards check <i>Lesson 1 teachers take responsibility of students</i>
08:55-09:55	Lesson 1 <i>Students leave 2 minutes early</i>	Lesson 1 <i>Students leave 2 minutes early</i>	Lesson 1	Lesson 1
09:55-10:55	Lesson 2 <i>Students leave 2 minutes early and teacher take them to the yard</i>	Lesson 2 <i>Students leave 2 minutes early and teacher take them to the yard</i>	Lesson 2	Lesson 2
10:55-11:10	Break <i>Lesson 3 teachers take responsibility of students in the line up.</i>	Break <i>Lesson 3 teachers take responsibility of students in the line up.</i>	Break <i>Lesson 3 teachers take responsibility of students in the line up.</i>	Break <i>Lesson 3 teachers take responsibility of students in the line up.</i>
11:10-12:10	Lesson 3 <i>Students leave 2 minutes early</i>	Lesson 3 <i>Students leave 2 minutes early</i>	Lesson 3	Lesson 3
12:10-13:10	Lesson 4 <i>Students leave 2 minutes early and teacher take them to the yard.</i>	Lesson 4 <i>Students leave 2 minutes early and teacher take them to the yard.</i>	Lesson 4	Lesson 4
13:10-13:40	Lunch <i>Lesson 5 teachers take responsibility of students in the line up.</i>	Lunch <i>Lesson 5 teachers take responsibility of students in the line up.</i>	Lunch <i>Lesson 5 teachers take responsibility of students in the line up.</i>	Lunch <i>Lesson 5 teachers take responsibility of students in the line up.</i>
13:40-14:40	Lesson 5 <i>Students leave 2 minutes early</i>	Lesson 5 <i>Students leave 2 minutes early</i>	Lesson 5	Lesson 5
14:40 -14:45	Notices in class	Notices in class	Notices in class	Notices in class
14:45- 14:50	Line up an dismissal <i>lesson 5 teachers take students to the yard.</i>	Line up an dismissal <i>lesson 5 teachers take students to the yard.</i>	Line up an dismissal <i>lesson 5 teachers take students to the yard.</i>	Line up an dismissal <i>lesson 5 teachers take students to the yard.</i>
14:50-15:20	RP	RP	RP	RP

Year 11

	Year 11
09:30-09:55	Arrive at lower gate and move to KS4 yard Line up and standards check
09:55-10:55	Lesson 2
10:55-11:55	Lesson 3
11:55-12:10	Break
12:10-13:10	Lesson 4
13:10-14:10	Lesson 5
14:10-14:35	Lunch
14:35-15:35	Lesson 1
15:35-15:45	Line up and leave
15:45-16:15	RP

- The line-up routines will be followed as in the main table.
- Year 11 should not leave before the allotted time.
- The time on the classroom PC time should be used as a reference.
- All students from the A and B Corridor will exit on the KS3 yard at the end of every lesson, 3 minutes before the designated end of the lesson time.
- All staff should take responsibility of corridor conduct.
- All normal one-way system should be used.

Tier system for maintaining good education

- Our aim is to maintain high quality face to face lessons for as many students as possible.
- We have a 6-tier system, which is in line with the 4 tier DFE response. Tier 1.5 is designed to reduce teaching that would need to be covered by agency staff. This would ensure continuity of high-quality learning and reduce disruption in school.
- All changes would be communicated with parents and safeguarding would be maintained. Remote education will be used to support children at home.

Transport

- We have considered how students arrive to school and how to reduce any unnecessary travel on coaches, buses or public transport where possible. We will ask students to avoid public transport if possible and be driven by car, walk or cycle to the school.
- We will ensure via communication; parents are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.
- We will continue to advise students to wear a face covering and wash their hands for 20 seconds prior to getting on the bus and after getting off. If they do not have access to washing facilities we advise them to use hand sanitiser.

	<p>Dedicated school transport</p> <ul style="list-style-type: none"> • Where possible students are grouped together on transport reflecting year group bubbles. • Hands are sanitised upon boarding and/or/disembarking. • The School vehicle is cleaned regularly. • Students are instructed to maintain an orderly queue and where possible are seated in order of dismemberment. • All students will wear a face covering if they are likely to come into contact with people outside their group. <p>Public Transport</p> <ul style="list-style-type: none"> • Staff and students are advised to practice social distancing. • All staff and students will wear a face covering. • The school will endeavour to encourage staff and students to walk or cycle to school or will look at staggered start and finish times to ease the congestion on public transport. <p>Car Sharing or Parents picking students up</p> <ul style="list-style-type: none"> • All staff and students will wear a face covering if they are traveling with another person from another household. • Parents are responsible for the safety of their own children. • Parents will arrange all travel arrangements between themselves. • Parents will not be allowed to collect students from the school gate. <p>Cycling</p> <ul style="list-style-type: none"> • The school has adequate bicycle security racks. <p>Training for removing face coverings</p> <ul style="list-style-type: none"> • The school will provide safe instruction to all staff and students on the importance of wearing a face covering and how to put it on and remove safely.
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When open:

- The Headteacher will assume responsibility for the safe running of the school. The Headteacher will be based in the Headteachers Office. A culture of vigilance around the safety of staff and students will be modelled, monitored, and implemented at all times. All staff will review and evaluate the effectiveness of our systems in place daily. Our risk assessment will be fluid throughout.
- A member of SLT, the designated safeguarding officer, appropriate first aiders AND fire marshals will be on site at all times. If any staffing issues arise, we will contact the Trust along with Compliance Education for further support and guidance.
- Seating plans will be completed and students will remain in the same place on a daily basis as far as possible.

Communicating

Communicating our plans to staff

- K Maddocks will deliver the PowerPoint Presentation to all staff before fully opening and explain/provide plans to manage the situation safely. Documentation will be shared throughout, and staff will be able to feedback on the implementation.
- The COVID-19 fire procedure is explained to all staff members before the school reopens to students.
- Staff will be requested to confirm have read and understood the documents provided when required and based on any updates.

Plans for Visitors and Parents/Carers	<ul style="list-style-type: none"> • A poster stating that all visitors, students, parents, contractors displaying any symptoms of coronavirus are not allowed on school grounds is in place. Essential work and meetings will only take place on site during Term 1. • Parents, visitors and contractors will not be allowed on site without a pre-arranged appointment. The school site will be locked throughout the day. Any additional access will need to be approved by the Head Teacher. • Parents are asked to restrict the number of people accompanying the student to school to one adult and this will be communicated in writing to parents. • Where necessary parents will be allocated a drop off and collection gate and time. Year 7 will gather in Denham Gardens. This will be updated as required. Parents will be asked to refrain from gatherings of large groups outside with other parents. • Letters have been sent to all parents explaining the changes. Students will be reminded of these in week 1. Systems will be trialled in principle. SLT will make further adjustments as necessary. We feel confident and secure in the system we have put in place.
Cleaning, Hygiene and Protection	
Hand washing facilities	<ul style="list-style-type: none"> • Hand sanitiser stations and loose bottles will be available at key points where hand washing is limited. All toilets have hand washing facilities and soap and water are available. • Each classroom will be provided with hand sanitiser and tissues. • Each group will be allocated a designated toilet. • Staff and students will frequently wash their hands with soap and water for 20 seconds and dry them thoroughly with a paper towel. Staff and students are required to wash their hands or sanitise throughout the day. • Hands Must be sanitised on arrival at the school, before and after eating, after using the toilet and after sneezing or coughing. If a student uses the toilet, they will be required to wash their hands. • Staff and students will be encouraged not to touch their mouth, eyes or nose. • “Catch it, bin it, kill it” is encouraged. We will actively teach hygiene. Sessions in week one will be dedicated to this. We ask our parents to teach this at home and send out resources via email to support it. • Help is available to all students who have trouble washing their hands. • Students and staff who cannot use hand sanitisers will be able to go to a dedicated hand washing point.
Toilets	<ul style="list-style-type: none"> • Each group will be allocated a designated toilet and handwashing station. • The number of students going to the toilet at any one time will be monitored and managed. • Regular toilet breaks are encouraged and should occur directly before students go outside at any point.

Face coverings	<ul style="list-style-type: none"> • Face coverings will be worn in line with national guidelines.
Adjustments to the ways we deal with young people to prevent face-to-face contact	<ul style="list-style-type: none"> • The virus affects the respiratory system so, we need to minimise our direct face-to-face contact with others. • When dealing with cuts and grazes it will be good practice to have the student side on to yourself. • Teachers do not need to bend down to student's height to provide feedback to students. • PPE will be provided where required.
General cleaning	<ul style="list-style-type: none"> • Additional cleaning staff will be brought in to support enhances cleaning procedures. • On call cleaning team will be in place to support with cleaning if a child or member staff becomes unwell in school. • All surfaces that staff and students touch throughout the day e.g. backs of chairs, door handles, sinks, toilet, bannisters will be cleaned regularly throughout the day. • Cleaning products will be available for staff should they wish to clean surfaces such as the back of chairs, door handles, sinks etc before they use them. There will be increased cleaning throughout the day by cleaning staff. Toilets will also be cleaned at regular intervals. • Staff will have to build cleaning in to the lesson routines with children.

Reducing the risk of students mixing with other students outside their own groups.

To prevent the risk of an outbreak we are attempting to formulate a group of two year groups.	<ul style="list-style-type: none"> • Students will enter their zone directly in the morning. Groups will be led into school on a staggered basis by their POD staff. Collection points will follow a one-way system as much as possible. • We have considered a one-way circulation to keep groups apart as they move through the building. Groups will move in a staggered fashion through the building. • Staggered breaks are in place to ensure that corridors or circulation routes used have a limited number of pupils using them at any one time. Staff will take KS3 students to the yard. • Students will clean hands as they leave the lesson. • Staggered lunch breaks when using Dining Hall – students and staff will clean their hands as they leave a classroom. • Groups will be kept apart as much as possible. • Students will only eat lunch in their allocated area. • We will ensure that toilets do not become crowded by limiting the number of students or young people who use the toilet facilities at any one time. • Students with support/behaviour needs who are in attendance will have individual risk assessments completed. • Increased capacity in reconciliation to support students who fail to meet these guide lines. • Increased parental support requested for students who fail to meet these guidelines.
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<p>Outside Space</p>	<ul style="list-style-type: none"> • Staggering lunch breaks - students will wash their hands before using outside space and after using the outside space. Students will have staggered lunch breaks and only be permitted to take breaks in their outdoor space. These spaces are strategically placed maximising the available space around the school, so different groups of students do not see each other. • Normal recreational activities can take place within groups, as long as good hand hygiene is maintained.
<p>For shared rooms example Main Hall</p>	<ul style="list-style-type: none"> • Use of halls, dining areas and internal and external sports facilities for lunch and exercise will be in groups. • We have staggered the use of staff rooms and offices to limit occupancy. The staffroom will have socially distanced markers in place and be subject to enhanced cleaning activities. • Staff room access will be reviewed during week 1.
<p>Reducing the use of shared resources</p>	<ul style="list-style-type: none"> • Where possible staff and students should NOT share resources. Teachers will put as much as they can onto PowerPoints that can be shared from the front of the class and avoid photocopying. • All resources should remain in school to prevent cross contamination. • Written feedback is suspended for the first term and increased use of marking crib sheets and self-assessment will be used instead. • Practical lessons can go ahead. However, all equipment and each classroom must be cleaned thoroughly before they are used by students from another group. Equipment will need to be cleaned when used by another group. • Teachers should have a method for collecting and storing exercise books • Homework should be online where possible.
<p>Fire evacuation and wet break and lunch times</p>	<ul style="list-style-type: none"> • Fire Evacuation procedures will take as normal. Further details will be shared during week one around staffing. • During wet break KS4 will be allowed to go to their dining as normal. • KS3 will remain in their classroom and be allowed to leave for the toilet one at a time. They will be dismissed in an orderly fashion 5 minutes before the start of the next lesson. • During wet lunch KS4 will have access to the sports hall as well as their dining room. They will access this through the door in the KS4 canteen. Staffing will need to be moved to support this. Students will be expected to sit on the PE benches only. • KS3 will have access to a movie in the assembly hall. They will access this via the PE stairs. Staffing will need to be moved to support this. Student will be expected to be in silence and seated in the normal chairs. • Dismissal will need to be done in an orderly fashion

Adjustments to Transport where necessary

- We will be encouraging staff and students to walk or cycle to school where possible.
- Year 11 staff who can start later on their allocated day do not need to be in school until 9:30am.
- Staff, parents and pupils will be encouraged to follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required.
- We will make sure our school transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus.
- We will make sure our school transport providers as far as possible are following hygiene rules.

Testing

Staff, pupils are eligible for testing

- Staff and pupils in all schools will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or school, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.
- Staff and parents are instructed to keep the school up to speed on their child's illness and condition.
- Depending on the result of the test the Local Health Protection Team, Compliance Education and School Governors/Trust/LA will be informed.
- All staff should download the NHS tracing app and familiarise themselves with the procedural arrangements for the test and trace process. The school will engage with the NHS Test and Trace process.
- Coronavirus Letter will be sent out to all Parents and staff who have had contact with the ill person (This is provided by LHPT).
- The school will work closely with the Local Health Protection Team and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the school.
- T Welsh is the contact point for this.
- Deep Cleaning of the school and all communal areas will be carried out.
- It will be communicated to staff, parents and carers that they will need to book a test if they are symptomatic. A small number of testing kits may be available for the school to supply.
- 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.
- School will ask parents and staff to inform them immediately of the results of any test: if they test negative, feel well and no longer have symptoms they can return to school.
- HR will book tests through Hunter street testing centre.
- System created to deal with the reporting of positive cases.

Systems for isolating students that display symptoms	<ul style="list-style-type: none"> • Students suspected of having COVID-19 symptoms will isolate in the main meeting room. • PPE equipment will be used if staff have to support the student. The door will be closed. • Parents will be contacted immediately and told to come and collect their child. • Parents will be encouraged to get a test carried out for their student and to inform school immediately upon receiving results. • We will continue to check with parents following a student being sent home. • If a case is confirmed, we will follow local and national guidelines about dealing with a school outbreak.
First Aid	<p>PPE will be worn for all first aid that cannot be carried out from a safe distance. There will be some first aid that doesn't require close contact.</p> <p>Staff will receive information for the correct use of PPE</p> <p>The school will ensure all First Aiders receive refresher training to ensure they are:</p> <ul style="list-style-type: none"> ▪ Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. ▪ Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc. ▪ Aware of the importance to keep up to date with relevant First Aid Advice ▪ Aware of their own capabilities <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>
Teachers travel	<ul style="list-style-type: none"> • Teachers will be encouraged to travel on their own by car. If this is not possible, staff will be encouraged to walk or cycle to school. • For any staff who cannot do either of the above, we will recommend that staff use a taxi service before public transport. • If public transport is the only option for staff, we will ensure staff are clear on the government guidelines regarding safe use of public transport in response to COVID 19. • We will survey all staff to ensure we are aware of any staff members using public transport.
Training for staff before opening	<ul style="list-style-type: none"> • Training will be provided for all staff to ensure they understand, and can enforce the new routines and support pupils in understanding them. • We are also factoring in time to ensure staff are familiar with revised physical arrangements before opening to a more significant numbers of pupils. These will take place during the first week of term.
Staff working in close proximity to students	<ul style="list-style-type: none"> • Students that require additional support due to SEN needs will be individually risk assessed. • Staff working closely to students are encouraged to approach them from the side and avoid front facing conversation.
Staff wellbeing/Staff workload	<ul style="list-style-type: none"> • Workload and wellbeing of staff will be central to the decision-making process of any changes to arrangements. SLT wellbeing and workload will also be considered. • ASJ will continue to run the workload committee meetings.

	<ul style="list-style-type: none"> • KM will continue to meet with Staff representatives.
Behaviour	<ul style="list-style-type: none"> • The behaviour policy has been updated and additional measures have been put in place. All parents have been informed.
Attendance	<ul style="list-style-type: none"> • The attendance policy and procedures has been updated and is in in line with government guidance
Ventilation	<ul style="list-style-type: none"> • All teaching spaces that have windows or ventilation need this to be open. • Non-fire doors will need to remain open throughout the day.
Communication	<ul style="list-style-type: none"> • Day to day communication should be via email.
Home learning	<ul style="list-style-type: none"> • We will plan for home learning to take place during the first half term.

IN THE EVENT OF A LOCAL OR NATIONAL SPIKE THE SCHOOL WILL RETURN TO OUR PHASE 1 OR PHASE 2 PLAN.