

Franciscan Primary Risk Assessment & School Opening Plan September 2020

Date	Event	Actions
Wb 6th July	Information gathering phase and creation of plan	<ul style="list-style-type: none"> - Engage with all stakeholders to get feedback from draft plan - Read all DFE/government guidance thoroughly and take key points into consideration for risk assessment - Create plan for return in September - share with governors and staff
Wb 13th July	Sharing and revising of plan	<ul style="list-style-type: none"> - Revise where necessary subject to consultation with staff and governors and any further government guidance - Create final plan
Wb 20th July	Creating and sharing a parent plan	<ul style="list-style-type: none"> - Share key information with parents - RA on website
Wb 24th August	Set up week	<ul style="list-style-type: none"> - Set the school up to allow for the routines to take place - Photograph key areas of school and new routines to share with parents and children during first week
Wb 31st August	Plan starts	<ul style="list-style-type: none"> - All staff and pupils to follow the plan
1st September	Inset Day	<ul style="list-style-type: none"> - Staff day to discuss and familiarisation with new guidance - Teacher planning with TAs - Safeguarding Training - Key school points
2nd September	Pupils start	<ul style="list-style-type: none"> - pupils start - nursery, Y1- Y6
3rd - 5th	Nursery & Reception Induction Days	<ul style="list-style-type: none"> - Morning and afternoon sessions for pupils
7th Sept	Nursery pupils Reception pupils start	<ul style="list-style-type: none"> - nursery pupil start according to their days - reception pupils start full time

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 17.7.20	Overall Risk Rating = M/L until routines are established L- once routines and compliance are upheld			Review Date:		
Prevention	Health & safety School Site	<ul style="list-style-type: none"> How clean is the school? <ul style="list-style-type: none"> Poor cleaning/contaminated surfaces increase 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	Use of office screen at all times No entrance into the office for non-office staff/essential need Deliveries via back entrance – clear signage about deliveries Limiting parents or visitors Ensure communication with contractors and visitors Staff to use personal swipe cards to sign in/out. Staff observe social distancing when signing/out each day especial during busy times	M	PAW	L

		<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		
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> <p>No sharing of equipment</p>	M	Bray MB	L
		<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	<p>Review general RA for rooms and shared areas</p> <p>Review emergency evacuation procedures – staff briefed</p> <p>First aiders in each building</p>	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	<p>Protocols for contractors on site needed – ensure contacts numbers are available</p> <p>Only essential contractors in the school building during the school day</p> <p>Work to take place outside school hours where available</p>	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	<p>Premises officer to carry out checks</p> <p>Pupils to use toilets in own building</p> <p>Checks for soap/paper towels</p>	H	MB CT	L

				<p>Ensuring handwashing – where needed supervision of pupils</p> <p>Handwashing posters visible</p>			
Prevention		<ul style="list-style-type: none"> Library/Computer Suite <ul style="list-style-type: none"> - use of computers – increased risk of Covid-19 spread 	<p>Staff</p> <p>Pupils</p>	<p>Gloves and wipes needed in each room</p> <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>	M	<p>MB</p> <p>CT</p>	L
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 outside agreed groupings 	<p>Staff</p>	<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	<p>MS</p> <p>AT</p> <p>MB</p>	L
	<p>Staffing, Pupils</p> <p>Social distancing</p>	<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 	<p>Staff</p> <p>Pupils</p>	<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>	M	<p>PAW</p> <p>JW</p>	L

				Additional cover arrangements Prioritise cleaning for rooms in use			
		<ul style="list-style-type: none"> DSE <ul style="list-style-type: none"> Eye strain Back injury RSI 	Staff	DSE assessments and daily self-assessments to be carried out if staff is moved from their regular place of work Ensure sufficient breaks are taken away from the keyboard/mouse Use of outdoor areas when not occupied by pupils Line managers to be notified of any concerns	L	MS AT	L
Prevention		<ul style="list-style-type: none"> PPE <ul style="list-style-type: none"> Used for intimate care 	Staff Pupils	Gloves/wipes/sanitizer available in changing areas Follow procedure for children who have toileting accidents Procedure for children who require first aid (pupils self-administer cold compress etc where possible) Sanitise cold compress after each use/ use disposable compresses	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	Where possible minimise the number of pupils if limited space Pupils accompanied by one parent or carer No gathering at school gates No handshaking /hugging Drop off to staff at designated entrance Social distancing signs around the school Walking on the left -Entry and exit to school – staggered start and finish times	M	PAW Sch staff	L

				<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>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 as appropriate</p>			
Prevention		<ul style="list-style-type: none"> Transport arrangements <ul style="list-style-type: none"> Increased risk of Covid-19 spread 	Staff Pupils	<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>	M	Sch staff Parents	L

<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) -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>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>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>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 7 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</p>	<p>M</p>	<p>PAW</p>	<p>L</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>All staff and pupils who are attending school will have access to a test if they display symptoms of coronavirus, including members of the household - School provided with home testing kits to give to parents/staff if required</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 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>		
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		<ul style="list-style-type: none"> Use of face masks/coverings/PPE <ul style="list-style-type: none"> Increased risk of Covid-19 spread 	Staff Pupils	<p>Signage for hand washing</p> <p>Signage – Catch it, Bin it, Kill</p> <p>Face masks available for staff if required but not for use by pupils</p> <p>Face masks – not recommended for school settings - staff have access to PPE</p>	M		
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>	M	PAW E&W	L
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 group’s classroom (music room not used - if advised Limit the number instruments used</p> <p>WSM – Year 3 lessons conducted in the hall</p>	L	CT JW	L

				<p>All subjects covered – decision on core areas decided by class teacher based on assessment of work pupils have covered during school closure</p> <p>Pupil desks arranged so pupils face forward.</p> <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</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</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>	L	JB	L

				<p>Constant health monitoring and support on hygiene measures for vulnerable pupils</p> <p>Individual care plans in place when needed</p>			
	Wellbeing	<ul style="list-style-type: none"> • Stress & Anxiety - Pupils unable to concentrate/focus - Mental health concerns 	<p>Staff</p> <p>Pupils</p> <p>Parents</p>	<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>PPA – PE & Music cover</p>	M	<p>PAW</p> <p>MT</p> <p>DF</p>	L
		Pupils who are shielding		Contact with parents to support returning to school as appropriate	M	JB	L

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
Information	Pupil data/ information	Contact list updated for pupils on G drive. Staff will be given appropriate pupil information as required	Maxine/Marian
	Staff data/ information	Ensure that all staff information is up to date in with contact numbers for all staff on G drive	Maxine
	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 Parent informed that attendance from September is compulsory Families to be contacted as necessary to ensure school attendance Information to be sent out during August, posted on website and on school notice board	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	Marian/Hannia
	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	TBC	PAW
	Swimming lessons Year 4	TBC	MT
	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	TBC - for October - possible event over four days - fewer parents in school - 3.45- 6pm x2 Video call option to be considered	Teachers completing End of year reports
	Governor Meetings	TBC - possible video meetings to be continued	
	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 - TBC 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.
	Training events at other venues	Training TBC - face to face or online	
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 TBC - possible no clubs autumn Possible FFS for childcare from 2 September	
	PPA Companies	Booked as required French to continue from 7th September	Junior Jam.
	Lettings	Lettings TBC for September start	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	

	social distancing reminders	Observe 1m+ social distancing as appropriate	
		Procedure/Implementation	
Children & Staff	Pupils in School and social distancing	<p>Procedure for children and staff who display symptoms of virus - See Risk Assessment</p> <p>EY spending more time outside - weather permitting</p> <p>Messages around health and safety routines- , class talks, posters /signs across the school - toilets etc</p> <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 (30) Beech Y1 - 30 Laurel Y1 - 14 (Y2) - 13 Willow Y2 - 23 Cypress Y3- 36 Linden - Y4- 32 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>	

	<p>Hygiene</p>	<p>Pupils & staff to wash hands regularly for 20 seconds / use sanitizer</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. 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>Teacher handover</p>	<p>Current class teachers to provide a detailed handover of information on their class</p>	
	<p>In Class Learning</p>	<p>PHSE/mental wellbeing 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</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</p> <p>Use of Target Tracker statements to support judgements.</p>	
	<p>Pupil Wellbeing</p>	<p>Class swap video to be posted for pupils to meet new teacher</p> <p>All staff wellbeing training- July</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 The impact of returning to school will be greater for those with special needs. Their learning will have been impacted as well as 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 e.g. Year 3 pupils moving to Okeburn building. - Use of class swap video</p>	

		Pupils with additional needs that require parental support –discussion on individual basis. When required parent allowed access to the building.	
	Behaviour	Update behaviour policy where appropriate Email update to staff Email summary policy to parents in autumn term	
	Staff Wellbeing	Inset Day -Staff returning to school before pupils return. Teachers return to school to set up rooms - school open week beginning 24th August 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	
	EHCP	EHCP review meetings will be conducted remotely if required. New EHCP applications will continue as before and will be submitted. Risk assessments	
	Pupils with Care Plans	Risk Assessments - if pupils deemed clinically vulnerable PPE - staff using PPE when providing intimate care	
	School Uniform	Children to wear school uniform	
Staff Work	Shielding paused from 1st August	Follow updated guidance and focus on individual needs All staff should be able to return to work from 1st September	
	Social distancing	Staff will maintain social distancing where possible No collective break or lunch times as much as possible - use of different rooms eg Phase Leader office Teachers to have breaks at different times/ separate playgrounds – TA and teacher swapping breaks	

<p style="text-align: center;">Safeguarding</p>	<p>Availability of Social Workers and other professionals</p>	<p>Safeguarding Refresher Training Staff to have Safeguarding training either face2face or online in September - awareness of signs^{Pe} 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>	
	<p>Identification of, and planning for, pupils at risk</p>	<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 Staff still log on Google drive/ My Concern to log safeguarding concerns</p>
	<p>Guidance and support for pupils</p>	<p>Highlight, signpost, share leaflets, etc, for key sources of support for children that they can access directly, i.e. ChildLine,</p>	
<p style="text-align: center;">Catering</p>			
	<p>Catering contractors</p>	<p>Catering services provided by Edward & ward on the school site. Hot meal to be provided.</p> <p>Catering for all pupils – staggered lunch break - see table</p> <p>Tables etc cleaned between each sitting</p>	
<p style="text-align: center;">Lunch</p>	<p>Lunch times</p>	<p>If required staggered lunch and cleaning gaps between sittings</p> <p>See table below</p>	

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

[COVID-19: cleaning of non-healthcare settings guidance.](#)

[testing and tracing for coronavirus website 'stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#)

[current advice on shielding](#)

[clinically-vulnerable, including pregnant women](#)

[COVID-19: review of disparities in risks and outcomes report.](#)

Year group start times/ break/lunch and finish times (This is subject to change)

Year Groups	Entrance/Exit	Morning Play	Lunch Time (hall)	Lunch Play
Nursery Apple Cherry	Pedestrian Gate 8.55am/3.10pm 2 classes	Free Flow	11.15am	Free Flow
Reception Elm	Pedestrian Gate 8.45am/3.00pm 1 class	As appropriate	11.30am	12-1pm
Year 1/Year ½ Beech Laurel	Vehicle Gate 8.55am/3.10pm 3 Classes	Office End 10.00am	12.00pm	12.20pm
Year 2 Willow			Laurel and Beech Office End	Laurel & Beech Office End
Year 3 Cypress	Vehicle Gate 8.45am/3.00pm 1 class	Office End 10.15-10.30am	12.20-12.40pm Cypress and Willow	12-12.20 12.40-1.00pm Cypress & Willow MB Football Pitch

Year 4 Linden	Okeburn Gate 8.45am (5 classes) 3pm- (3 classes)	10.15-10.30am Y4 MB Football pitch	12.40-1pm- Y4 with Aspen (Alternate first lunch)	12.30- 12.40pm-Stay in class 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	1-1.30pm. 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 3pm 2 classes	10.30-10.45 Y6 OKE Football pitch/King Square/ alternated		