

## Franciscan Primary Risk Assessment & School Reopening Plan

Date	Event	Actions
<b>Wb 11<sup>th</sup> May</b>	Information gathering phase and creation of plan	<ul style="list-style-type: none"> <li>- Engage with all stakeholders to get feedback from draft plan</li> <li>- Read all DFE/government guidance thoroughly and take key points into consideration for risk assessment</li> <li>- Create plan for return</li> </ul>
<b>Wb 18<sup>th</sup> May</b>	Sharing and revising of plan	<ul style="list-style-type: none"> <li>- Share plan with staff</li> <li>- Revise where necessary subject to consultation with staff and governors and any further government guidance</li> <li>- Create final plan</li> </ul>
<b>Wb 18<sup>th</sup> May</b>	Creating and sharing a parent plan	<ul style="list-style-type: none"> <li>- Share key information with parents</li> <li>- Send questionnaire to parents of pupils in YN, YR, Y1 and Y6</li> <li>- RA on website</li> </ul>
<b>Wb 25<sup>th</sup> May HALF TERM</b>	Set up week	<ul style="list-style-type: none"> <li>- Set the school up to allow for the routines to take place</li> <li>- Photograph key areas of school and new routines to share with parents and children during first week</li> </ul>
<b>Wb 1<sup>st</sup> June</b>	Plan starts	<ul style="list-style-type: none"> <li>- All staff follow the plan</li> </ul>
<b>1st June</b>	Orientation day	<ul style="list-style-type: none"> <li>- Staff day to discuss and familiarisation with new guidance</li> <li>- Teacher planning with TAs</li> </ul>
<b>2nd June</b>	Pupils start	<ul style="list-style-type: none"> <li>- pupils in selected year groups return</li> </ul>
<b>22nd June</b>	<b>New pupils start</b>	<ul style="list-style-type: none"> <li>- <b>pupils in rec, y1, y6 return</b></li> </ul>

## 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
Reviewed Date 17.6.20	Overall Risk Rating = M/L until routines are established Additional measures highlighted	L- as routines and compliance are upheld		Review Date: 30.6.20		
<b>Staffing, Pupils</b>  <b>Social distancing</b>  <b>Increased numbers of pupils from 22nd June</b>	<ul style="list-style-type: none"> <li>Availability of staff to return to work               <ul style="list-style-type: none"> <li>Consider reluctance, vulnerability etc.</li> <li>Insufficient staff ratio</li> <li>Insufficient supervision</li> <li>Admin staff shortages – reduced communication</li> <li>Consider needs of BAME staff - individual risk factors</li> </ul> </li> <li>Cleaning staff shortages – reduced cleaning standards</li> </ul>	Staff Pupils	Contact with staff with medical needs. RA carried as required  Timetable of teaching groups – all staff Teaching assistants used to provide cover under teacher supervision  Minimum staff pupil ratio maintained  Prioritise groups as per guidance  Where possible LT cover shortages  If necessary notify parents of partial class closures  Neighbouring schools to liaise and consider combining services to ensure minimum staff to pupil ratio, taking in consideration social distancing measures  <b>Limiting the number of pupils in school</b>  <b>Teachers making more use of online platforms to engage with pupils such as Google Meet</b>  Teaching assistants to provide temporary cover for admin staff shortages  Encourage parents to only contact school in the event of an emergency	M	PAW JW	L

			<p>Explore the option to share support staff with neighbouring schools or combine services without affecting social distancing where possible</p> <p>LT to assume health and safety core functions</p> <p>Discuss with cleaning contractor additional cover arrangements</p> <p>Prioritise cleaning for rooms in use</p>			

	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 18.5.20	Overall Risk Rating = M/L until routines are established L- once routines and compliance are upheld			Review Date: 10.6.20		
<b>Health &amp; safety</b>  <b>School Site</b>	<ul style="list-style-type: none"> <li>How clean is the school?</li> <li>Poor cleaning/contaminated surfaces increases risk of Covid-19 spread</li> </ul>	Premises Staff Pupils Visitors/Contractors	<p>Contact with Braybourne – ensure they have guidance</p> <p>Prioritise cleaning of rooms that are in use</p> <p>Ensure sufficient supply of protective equipment for additional cleaning duties</p> <p>Increased level of enhanced cleaning of relevant areas (and visibility of cleaning being done)</p> <p>Increased focus on cleaning of touch points</p> <p>Cleaning to follow the COVID-19: cleaning of non-healthcare settings guidance</p>	Ongoing  H	PAW	L
	<ul style="list-style-type: none"> <li>School Entrance</li> <li>Increased risk of Covid-19 spread</li> <li>Office staff vulnerable</li> </ul>	Office staff Visitors Contractors	<p>Use of office screen at all times</p> <p>No entrance into the office for non-office staff/essential need</p>	M	PAW	L

	<ul style="list-style-type: none"> <li>- Visitors vulnerable</li> </ul>		<p>Deliveries via back entrance – clear signage about deliveries</p> <p>Limiting parents or visitors</p> <p>Ensure communication with contractors and visitors</p> <p>Staff to use personal swipe cards to sign in/out. Staff observe social distancing when signing/out each day especial during busy times</p>			
	<ul style="list-style-type: none"> <li>• Security <ul style="list-style-type: none"> <li>- Unauthorised access</li> <li>- Increased risk of Covid-19 spread</li> </ul> </li> </ul>	<p>Staff Pupils</p>	<p>Ensure all rooms that are not in use are adequately secured</p> <p>Carry out regular monitoring of areas to detect any security breach</p> <p>Ensure all external doors / windows secured to prevent unauthorised access.</p> <p>Main door closed promptly at designated time</p> <p>External gates closed at designated time</p>	M	PAW MB	L
	<ul style="list-style-type: none"> <li>• Equipment cleaning <ul style="list-style-type: none"> <li>- Keyboards/desks/chairs in classrooms</li> <li>- photocopiers</li> <li>- music equipment</li> <li>- EY equipment</li> <li>- specialist equipment</li> </ul> </li> </ul>	<p>Premises Staff Pupils</p>	<p>Cleaning in each area</p> <p>EY equipment cleaned /steamed</p> <p>Gloves/wipes provided in each room</p> <p>Social distancing</p> <p>Break times – staggered breaks</p> <p>No sharing of equipment</p>	M	Bray MB	L
	<ul style="list-style-type: none"> <li>• Fire/first aid emergencies <ul style="list-style-type: none"> <li>- Injury</li> <li>- Illness</li> <li>- Loss of property/life</li> <li>- Burns</li> </ul> </li> </ul>	<p>Premises Staff Pupils Visitors/Contractors</p>	<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
	<ul style="list-style-type: none"> <li>• Management of contractors/visitors <ul style="list-style-type: none"> <li>- Maintaining social distancing</li> </ul> </li> </ul>	<p>Premises Staff Pupils</p>	<p>Protocols for contractors on site needed – ensure contacts numbers are available</p>	L	MB	L

	<ul style="list-style-type: none"> <li>- Increased risk of Covid-19 spread with unknown people</li> </ul>		<p>Take temperature of contractors/visitors – ask if they have been unwell</p> <p>On essential contractors in the school building</p> <p>Work to take place outside school hours where available</p>			
	<ul style="list-style-type: none"> <li>● Use of toilets for students/staff <ul style="list-style-type: none"> <li>- How to maintain distancing (one in one out)</li> </ul> </li> </ul>	<p>Staff</p> <p>Pupils</p> <p>Visitors</p>	<p>Premises to do checks</p> <p>Pupils to use toilets in own building</p> <p>Checks for soap/paper towels</p> <p>Ensuring handwashing – where needed supervision of pupils</p> <p>Handwashing posters use</p>	H	<p>MB</p> <p>CT</p>	M
	<ul style="list-style-type: none"> <li>● Library/Computer Suite <ul style="list-style-type: none"> <li>- use of computers – increased risk of Covid-19 spread</li> </ul> </li> </ul>	<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 by small groups</p> <p>Children given seating plan – use for older year groups</p>	M	<p>MB</p> <p>CT</p>	L
	<ul style="list-style-type: none"> <li>● Shared offices e.g. departments, <ul style="list-style-type: none"> <li>- Social distancing?</li> <li>- Break times – staggered breaks</li> <li>- No sharing of equipment</li> </ul> </li> </ul>	<p>Staff</p>	<p>All offices to have gloves/sanitizers and wipes</p> <p>Pupil use different ends of the playground</p> <p>No equipment out at breaks</p>	M	<p>MS</p> <p>AT</p> <p>MB</p>	L
<p><b>Staffing,</b></p> <p><b>Pupils</b></p> <p><b>Social</b></p> <p><b>distancing</b></p>	<ul style="list-style-type: none"> <li>● Availability of staff to return to work <ul style="list-style-type: none"> <li>- Consider reluctance, vulnerability etc.</li> <li>- Insufficient staff ratio</li> <li>- Insufficient supervision</li> <li>- Admin staff shortages – reduced communication</li> </ul> </li> <li>- Cleaning staff shortages – reduced cleaning standards</li> </ul>	<p>Staff</p> <p>Pupils</p>	<p>Contact with staff with medical needs</p> <p>Timetable of teaching groups – all staff</p> <p>Teaching assistants used to provide cover under teacher supervision</p> <p>Minimum staff pupil ratio maintained</p> <p>Prioritise groups as per guidance</p> <p>Where possible LT cover shortages</p> <p>If necessary notify parents of partial class closures</p>	M	<p>PAW</p> <p>JW</p>	L

			<p>Neighbouring schools to liaise and consider combining services to ensure minimum staff to pupil ratio, taking in consideration social distancing measures</p> <p>Teaching assistants to provide temporary cover for admin staff shortages</p> <p>Encourage parents to only contact school in the event of an emergency</p> <p>Explore the option to share support staff with neighbouring schools or combine services without affecting social distancing where possible</p> <p>LT to assume health and safety core functions</p> <p>Discuss with cleaning contractor additional cover arrangements</p> <p>Prioritise cleaning for rooms in use</p>			
	<ul style="list-style-type: none"> <li>DSE <ul style="list-style-type: none"> <li>Eye strain</li> <li>Back injury</li> <li>RSI</li> </ul> </li> </ul>	Staff	<p>DSE assessments and daily self-assessments to be carried out if staff is moved from their regular place of work</p> <p>Ensure sufficient breaks are taken away from the keyboard/mouse</p> <p>Use of outdoor areas when not occupied by pupils</p> <p>Line managers to be notified on any concerns</p>	L	MS AT	L
	<ul style="list-style-type: none"> <li>PPE <ul style="list-style-type: none"> <li>Used for intimate care</li> </ul> </li> </ul>	Staff Pupils	<p>Gloves/wipes/sanitizer available in changing areas</p> <p>Follow procedure for children who have toileting accidents</p> <p>Procedure for children who require first aid (pupils self administer cold compress etc where possible)</p>	M	MB CT TAs	L
	<ul style="list-style-type: none"> <li>Management of social distancing <ul style="list-style-type: none"> <li>Contact with persons infected with Covid-19</li> </ul> </li> </ul>	Premises Staff Pupils Visitors/Contractors	<p>Where possible minimise the number of pupils if limited space</p> <p>Pupils accompanied by one parent or carer</p>	M	PAW Sch staff	L

	(symptomatic/asymptomatic)		<p>No gathering at school gates</p> <p>No handshaking /hugging</p> <p>Drop off to staff at designated entrance</p> <p>Social distancing signs around the school</p> <p>Walking on the left</p> <p>-Entry and exit to school – staggered start and finish times</p> <p>Use of different gates</p> <p>Minimal mixing of groups/contact in school and outside</p> <p>Consistent pupils in groups max 15 in a group</p> <p>Staff/pupils wash hands when entering the school/ regularly during the day - pupils to be reminded by staff</p> <p>Staff work with the same group /same room each day</p> <p>Plan of each classroom</p> <p>Pupil seating clear - named tables</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>			
	<ul style="list-style-type: none"> <li>Transport arrangements</li> <li>- Increased risk of Covid-19 spread</li> </ul>	<p>Staff Pupils</p>	<p>Parents and pupils to be encouraged to walk or cycle to school where possible</p> <p>Bikes and scooters not stored on site</p>	<p>M</p>	<p>Sch staff Parent s</p>	<p>L</p>

			<p>Schools, and staff to follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning travel to and from school</p> <p>Temp parking permits from LA for staff</p>			
<ul style="list-style-type: none"> <li>Staff and pupils with greater susceptibility (Shielded - clinically extremely vulnerable pupils and staff - underlying medical conditions - pregnancy - age - BAME or other risk category)</li> <li>-Greater risk of contracting Covid-19</li> </ul>	<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 should not attend school</p> <p>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>	M	PAW HR	L	
<p>Suspected or confirmed Covid-19 cases amongst pupils, staff and household</p> <ul style="list-style-type: none"> <li>-Asymptomatic Covid-19 cases</li> <li>-Display of Covid-19 Symptoms</li> <li>- increased risk of Covid-19 spread</li> </ul>	<p>Staff Pupils</p>	<p>Schools to remain open only for those children eligible to attend</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>Consider screening of staff before entering school grounds for signs of temperature, general signs of illness 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>	M	PAW	L	



			<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>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</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>			
	<ul style="list-style-type: none"> <li>Use of face masks/coverings/PPE</li> <li>- Increased risk of Covid -19 spread</li> </ul>	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 has access too PPE</p>	M		L
	<ul style="list-style-type: none"> <li>Lunchtimes – use of hall</li> <li>- Lunch trolleys</li> <li>- Serving trolleys</li> <li>- Kitchen closure</li> </ul>	Staff Pupils	<p>Staggered lunch times</p> <p>Short spaced queues for lunch</p> <p>Pupils spaced out on tables</p> <p>Cleaning between sittings</p> <p>Alternative arrangements made by Edward &amp; Ward – providing sandwiches</p> <p>Parents provide school lunch</p>	M	PAW E&W	L
	<ul style="list-style-type: none"> <li>Contact points</li> </ul>	Staff	Play equipment to be cleaned before use of another group	M	Bray	L

	<ul style="list-style-type: none"> <li>- designated areas rotated/staggered times</li> <li>- Surface contamination</li> <li>- Increased risk of Covid-19 spread</li> </ul>	Pupils	<p>EY equipment cleaned regularly</p> <p>Wipes/gloves/sanitizers made available</p>			
<b>Curriculum &amp; Teaching</b>	<ul style="list-style-type: none"> <li>• Curriculum – what essentials will be covered           <ul style="list-style-type: none"> <li>- What will be available for pupils who do not return</li> <li>- Use of PE/music/French</li> <li>- Possible spread of Covid-19 when they teach different groups</li> </ul> </li> </ul>	Staff Pupils	<p>Focus on wellbeing of pupils – PHSE lessons</p> <p>Use of LM time to support</p> <p>PE teacher use playground whenever possible – social distanced in the hall</p> <p>Music/French teacher conduct lessons in each groups classroom ( music room not used) Limit the number instruments used</p> <p>Music lessons focus on singing / lessons not needing equipment</p> <p>WSM – Year 4 lessons conducted in small groups. Where possible lessons in classrooms rather than hall</p> <p>Core subjects covered – decision on core areas decided by class teacher based on assessment of work pupil have covered during lockdown</p> <p>Pupils at home to be provided with homework for classes in school</p> <p>Continued online learning for pupils in year groups not in school</p> <p><b>Use of Google Meet by class teachers for group contact</b></p>	L	CT JW	L
	<ul style="list-style-type: none"> <li>• Managing the needs of EHCP/vulnerable/IG students</li> </ul>	Staff Pupils	<p>Staff and pupil parents/carers to follow medical advice</p> <p>Use of 121 TA where possible for pupils with EHCP</p> <p>Constant health monitoring and support on hygiene measures for vulnerable pupils</p> <p>Individual care plans in place when needed</p>	L	JB	L
<b>Wellbeing</b>	<ul style="list-style-type: none"> <li>• Stress &amp; Anxiety</li> </ul>	Staff Pupils	<p>Monitor signs of stress and anxiety for both staff and pupils</p>	M	PAW MT	L

	<ul style="list-style-type: none"> <li>- Pupils unable to concentrate/focus</li> <li>- Mental health concerns</li> </ul>	Parents	<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>Regular contact and support by line manager for staff</p> <p>PPA – how will this look and whether this will be possible in the short term attaching a TA to every teacher to cover</p>			

## Franciscan Primary School

## School Opening Plan June 2020

Pat- Headteacher (DSL)

Jackey- Deputy head (DSL)

Diane- Y4-6 Phase leader ( working from home) (DSL)

Maria-Y1-3 Phase leader (working from home)

Lisa – EY Phase Leader (DSL) Juliette Beedie – Senco

		School Procedure/Advice	Who
<b>Information</b>	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 in the form of a letter to parents via email. Updates via Twitter and website as appropriate Questionnaire before returning to school regarding attendance	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 Chair of Governors via email school opening plan	PAW/Office
	Senior Leaders	Read information sent out & man the school office as required Leaders who not shielding to be in school to provide support and information	Leadership Team
	Office Staff	Office –Maxine & Mandy return to office Marian two days in office to support admission work	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 adhered to LT meetings in school social distancing Regular Zoom meetings with LT and Phase leaders with their phase – dependent on phase return to school. If phased return and staff still shielding meetings held via Zoom	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  Timetable /rota for staff in school If staff member – minimal movement of staff	PAW/JW
	Attendance	Pupils attending school to be recorded each day and recorded on the DFE website.  Attendance recorded as advised	PAW
	Guidance	Current Government guidance:  § <a href="#">Opening schools for more children and young people: initial planning framework for school in England</a>  § <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a>  § <a href="#">COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus</a>  § <a href="#">Actions for education and childcare settings to prepare for wider opening from 1 June 2020</a>	
<b>Visits / Trips</b>	Day Trips to indoor venues in England	Day trips cancelled until further notice	.
	Day trips to outdoor venues in England	All cancelled until further notice	

	Residential trips in England	PGL cancelled	PAW
	Sporting/joint events with other schools	Cancelled until further notice	
	Swimming lessons	Swimming cancelled until further notice from Tooting Leisure Centre	
	Use of public transport for school event, trip or visit	All trips cancelled until further notice	
<b>Meetings</b>	Staff Meetings	Phased Return Where/if possible meetings conducted in school adhering to social distancing rules To be conducted via Zoom/Meet LT meetings twice weekly via Zoom/Meet	Arranged by PAW/Phase Leaders
	Parent evening	Face to face meeting on 2 <sup>nd</sup> July cancelled	Teachers completing End of year reports
	Governor Meetings	Face to face meetings cancelled Google Meet to be used for gov meeting in May/June	
	Whole school events and celebrations	All school events cancelled	
	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	No attendance at face to face events. If possible or organised training can be done online/Zoom meeting	

<b>Facilities</b>	Child Care facilities/Breakfast clubs	Continue to provide a service for parents who request it during the school opening for pupils. Ensure staff are aware of the Public Health England poster information and ensure that appropriate hygiene practices are in place.	Sharon to contact parents as required
<b>Premises</b>	After School Clubs / Activities	All clubs cancelled until further notice No FFS while school is closed	
	PPA Companies	Bookings cancelled until further notice	Junior Jam.
	Lettings	Lettings cancelled until further notice	Tamil School Weight Watchers
	Access to and locking the school building	Mark Wright available for school access and lockup	PAW
	Hot Water Facilities	Ensure EY building boiler working	
	social distancing reminders	2m markings around buildings / playgrounds – where possible	
<b>Procedure/Implementation</b>			
<b>Children</b>	Pupils in School and social distancing	<p>Phased Return            Procedure for children and staff who display symptoms of virus - See Risk Assessment            EY spending more time outside - weather permitting            Keeping groups the same : adults/children            Messages around health and safety routines- assemblies, class talks, posters /signs across the school - toilets etc            Making the issue visible to raise awareness of safety            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            Strategy around equipment sharing in EY/KS1 in particular (e.g. toys, stationery, sand pit)            No Uue of fountains in playgrounds – parents to provide child with their own bottle</p> <p>1.6.20            Apple, Cherry,Elm, Beech/Laurel Chestnut &amp; Oak</p>	

		<p>Nursery am- 44 Nursery – pm -40 ( variable each day)          Four groups          Apple 1 - Teacher &amp; TA Apple 2 NN &amp; TA          Cherry 1 Teacher &amp; TA(hall) Cherry 2 NN &amp; TA</p> <p>Elm ( Rec) - 44 children          Elm- TA/TA          Rainbow- Teacher/TA          EY Res Room - Teacher/TA</p> <p>Beech ( Y1) - 24 Laurel ( Y1) - 13</p> <p>Use of Beech &amp; Laurel classrooms ( Teacher/ TA) ( HLTA/ TA)</p> <p>Chestnut (Y6)- 24</p> <p>12 - in one classroom (Teacher)          12 - in one classroom (TA)</p> <p>Oak (Y6) - 23          12 - in one classroom (Teacher)          11 - in one classroom (TA)</p> <p>No more than 12 children per classroom          Tables to be spaced - appropriate distance - one child per table. Pupils to use own equipment</p> <p>2 classes in each building each day – spread out into other classrooms.</p> <p>Nursery – pupils keep to their normal days</p> <p>Work is repeated for afternoon children</p> <p>Daily PE session carried out by school staff. – if possible</p>	
	<p>Breaks</p>	<p>Classes to have staggered morning/afternoon break in separate playgrounds. Free flow limited to class times in the playground. Teacher/TA rota break</p> <p>Apple/Cherry - TBC          Elm - Rec playground - times TBC          Beech/Laurel - Break 10.00 &amp; 10.15 KS1 playground          Chestnut - Break - 10.30 10.45 KS2 playground          Oak Break - 10.45 KS2 playground</p> <p><a href="#">2 meter markings taped on floor so children know what it looks like</a></p>	



	<p>Hygiene</p>	<p>Pupils &amp; staff to wash hands regularly/ 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/ remove soft toys Keep children's exercise books in individual trays Pupils use their own equipment - kept on their own table in class</p> <p>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>No onsite visits for new pupils this term (possible virtual tour?)</p> <p>Information to be sent out to parents via email/post with start dates for September</p> <p>Nursery pupils staggered start dates with initial induction day prior to starting</p>	
	<p>Learning Packs</p>	<p>Copies of paper packs for children who are not returning to school</p>	<p>Class teachers as required</p>
	<p>In Class Learning</p>	<p>Provide additional support to children who have not accessed formal learning during the lockdown - may not necessarily be the children you expect.</p> <p>Teachers go over work from the end of the spring term and review/revise work from summer 1 What learning will look like specifically/aims: Classroom includes new learning Phonics review for Y1/Rec Rec- FSP profile review Y6- Core subjects/Sec school prep Well being / mindfulness sessions</p>	

	<p>Classroom/Online Learning</p> <p>Core &amp; 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>Learning objectives should relate to the work the pupils would be doing for their year group</p> <p>Feedback should be timely and relate to the work set and or specific pupil targets</p>	<p>Continue use of Google Classroom. This will be in the form of homework for pupils who are in school</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>YouTube story videos uploaded by staff for EY pupils</p> <p>Year 4 music lessons continue to be done online via Wandsworth music service</p> <p>KS1 music opportunities – video provided by music teacher</p> <p>French – French teacher to provide online learning via Google Classroom</p> <p>Where pupils are not accessing online office will make contact with parents via phone or email.</p> <p>PE – Pupils directed to Joe Wicks video and PE teacher to produce videos for the school</p> <p>Teachers to provide opportunities for cross curricular work and outdoor learning where appropriate - mini projects including Art/DT activities</p> <p>Classes continue with the international links and link school projects</p> <p>PE in school for pupils - Teacher and apprentice provide PPA cover for teachers - provision outside whenever possible</p>	<p>Teachers</p>
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	<p>Online teaching</p> <p>Teachers to provide lessons to support pupils and parents with learning</p>	<p>Teachers continue reading their Power of Reading Book each week and or other topic related text to provide rich texts and to ensure pupils have the foundation for the next year.</p>	<p>Class 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 learning materials being posted and monitor the work each week.</p> <p>Teachers to set mini assessment tasks/quiz at the end of a topic to help gauge learning/understanding in class and online.</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>Not to start with formal assessments of what children have learnt. 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 the autumn term /spring terms as well as work completed from home learning packs or online learning/ in class learning after school return and assessments.</p> <p>If we return during the summer term the use of end of year tests such as the NFER tests will be reviewed. Formal tests such as NFER will not be done if pupils have limited time in school.</p> <p>At the beginning of the new academic year teacher assessment and tests may be used to benchmark pupils.</p> <p>Use of Target Tracker statements to support judgements.</p>	
	<p>Pupil Wellbeing</p>	<p>It will take time to re-establish and re-learn the expectations of school behaviour and learning.</p> <p><b>Separation anxieties</b> 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><b>Bereavement</b></p>	

		<p>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><b>Learning mentors</b> 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><b>Special needs</b> 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.</p>	
	Behaviour	<p>Update behaviour policy where appropriate</p> <p>Email update to staff</p> <p>Email summary policy to parents</p>	
	Staff Wellbeing	<p>Staff returning to school before pupils return.</p> <p>Supporting our staff, including those who have experienced loss and trauma. Some will have been in school without a real break throughout the crisis, while others may have been working exclusively from home. Others will not have been working at all. Allow staff time to rebuild and reform our school communities.</p> <p>Staff meeting for all staff – opportunity to share/offload experiences</p> <p>Saying goodbye to staff who are leaving Risk Assessments for staff- assurance about personal safety</p> <p>Where possible governors providing support for school staff – eg deadlines</p>	
	EHCP	<p>EHCP review meetings will be conducted remotely.</p> <p>New EHCP applications will continue as before and will be submitted. Risk assessments</p>	

	Pupils with Care Plans	Pupils should continue to shield at home if medically vulnerable Risk Assessments PPE - staff using PPE when providing intimate care	
	School Uniform	Children will need to be welcomed back into school, not penalised for not having the right uniform.  Uniform code to allow for children who are not able to get new uniform and/or whose old uniform does not fit.	
<b>Staff Work</b>	Working from home for staff who are still shielding	Tasks/work which staff could carry out working from home. Planning, assessment, curriculum work/programmes of study, subject leadership work, resource creation, writing of end of year reports etc.  Office manager/receptionist to continue with office work/website updates and communications as needed	
	Social distancing	Staff will maintain social distancing where possible  No collective break or lunch times.  Teachers to have breaks at different times/ separate playgrounds – TA and teacher swapping breaks  When signing in/out staff to observe social distancing in the foyer	
<b>Safeguarding</b>	Availability of Social Workers and other professionals	<b>Safeguarding Refresher Training</b> Staff will need to be really vigilant about children who have experienced abuse during the lockdown. Staff need to be aware of this as a possibility for all our children, not just the ones we had identified as vulnerable. We need to be aware of the threats and possible abuse that children may have experienced online – including Peer on Peer abuse. Children may communicate the abuse through behaviour and other indicators, rather than through disclosure. All staff need to be aware of this and able to respond appropriately and immediately.  Review all pupils on vulnerable pupil list and identify those for who have not returned to school. Make contact with family asap. Where appropriate contact social worker  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.	
	Identification of, and planning for, pupils at risk	Pupil contact details are up to date and where appropriate remote access to systems is provided to DSLs.	Communication with relevant social workers/

		DSL/LT to contact vulnerable pupils who are not in school on a regular basis	social care EWO as necessary Staff still log on Google drive/ My Concern to log safeguarding concerns
	Guidance and support for pupils	Highlight, signpost, share leaflets, etc, for key sources of support for children that they can access directly, i.e. ChildLine,	
<b>Catering</b>	Poverty, especially food	Follow DFE guidance on FSM vouchers	
	Catering contractors	Phased Return Catering services provided by Edward & ward on school, site. Hot meal option included  Catering for all pupils – staggered lunch break  Tables etc cleaned between each sitting	
<b>Lunch</b>	Lunch times	Only FSM pupils stay for lunch - TA /LT supervision  Alternative – All FSM pupils have packed lunch due to FSM voucher  Staff on rota to have lunch on rota system while pupils attending school are supervised  All day in school Nursery - 8.30 EY - 8.40 - Use main gate Year 1 - 8.55 - Use Franciscan road entrance - vehicle gate Year 6 - 8.55 - Okeburn road entrance  Parents not allowed to cut through to get to other parts of the school  <i>communicating entrances to parents and strict rules for use of these entrances/exits only Markings/cones /parking 'children' to mark no crossing to use different exit -take other children to different building</i>	

TA lunch – 11.00- 11.30/ 11.30-12.00  
Teacher lunch – 12.00-1.00

Staggered lunchtimes – depending on the number of pupils in school

Pupils in school all day - Lunchtimes - two groups at a time sitting spaced out on tables

Nur - 11.15- 11.45

Rec- 11.50- 12.30

Y1 - 12.35 - 12.55

Y6 - 1.00 - 1.30

Above dependent on numbers in each year group