

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: St John's School

OWNER: Mrs Osen

DATE: September 2020 (Updated January 2021)

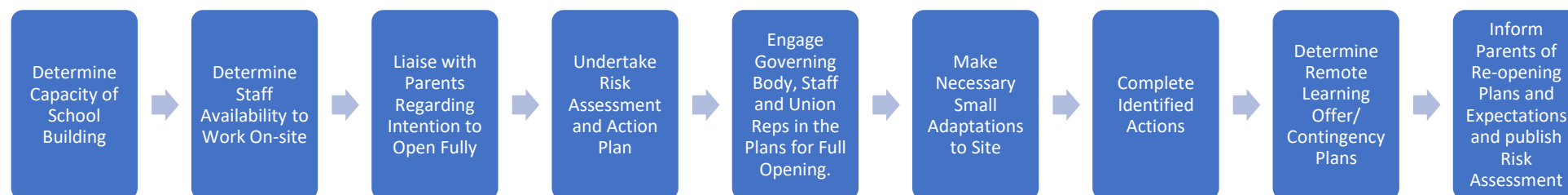
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Full Opening Preparation:



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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Engagement in Risk Assessment and Planning	Risk assessment process fully engages staff, governing body and union representatives.			Risk assessment will be shared with all staff and available to parents on request.	September 2020	L
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Site was open from 1 st June until 17 th July for pupils and to staff during the summer holidays.	M	Fire alarm checks and water checks to be completed as usual prior to the start of term.	September 2020	L

	Office spaces re-designed to allow office-based staff to work safely.	Two meters between office staff, however this area is used as a walk way for other staff.	M	Staff reminded to use alternative entrance to access the staff room.	September 2020	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	2-meter markers are present on floors. One way system in place to enter and exit the school. Parentmails to inform parents and staff available to remind parents as necessary. .	September 2020	L
	Consideration given to premises lettings and approach in place.			N/A		
	Consideration given to the arrangements for any deliveries.			Deliveries will maintain social distancing. Packages left at door and then collected by staff.	September 2020	L
Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in</p>	Evacuation routes would cause multiple groups/bubbles of people to come into contact. More appropriate alternatives are possible.	M	Staff aware that pupils should line up on the playground as usual, however the distance between each year groups' lines should be increased in order to maintain distancing.	September 2020	L

	the case of reduced numbers of staff.					
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .			<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by site staff and cleaning staff</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p>	September 2020	L
	Cleaning staff capacity is adequate to enable enhanced cleaning regime.			Site staff will be carrying out additional cleaning and some of the kitchen staff have been redeployed to carry out additional cleaning to supplement our existing cleaners.	September 2020	L

				January 2021 update: kitchen staff are no longer redeployed to assist with additional cleaning. Instead, existing site staff and school cleaner have been redeployed to clean area where pupils and staff are on site during lockdown.		
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.		M	Hand sanitiser available at the school entrance Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made.	September 2020	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff advised to leave the site by 4:30pm in order for cleaning to be undertaken.	September 2020	L

	Waste disposal process in place for potentially contaminated waste.			<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after/before normal opening hours).</p>	September 2020	L
	Process in place for safe removal and/or disposal of face masks.	<p>Pupils arriving on public transport will be wearing masks. This is more of an issue now that the Senior pupils are returning.</p> <p>Pupils in the seniors will be wearing masks when inside the buildings, except for when in lessons and when eating lunch.</p>	M	<p>Lidded bins available for disposing of disposable masks.</p> <p>Guidance given to pupils regarding how to remove and put on a mask safely. Pupils asked to bring a reusable mask and plastic bag for storage.</p>	September 2020	L
Classrooms	Classrooms have been re/arranged to allow as much space between individuals as practical.			<p>All desks and tables are front facing. Classrooms allow as much space as possible between pupils. Pupils will be spread out where possible by the teachers. UK and Junior pupils have moveable individual desks so can be spaced out within the classrooms.</p>	September 2020	L

	Classroom entry and exit routes have been determined and appropriate signage in place.			Most classrooms have only one entrance/exit. The staff will oversee when to let their pupils out into the corridor and will ensure that pupils in the seniors are wearing masks when indoors and not in a lesson.	September 2020	L
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>No COVID19 information posters currently in place. Limited reminders/ awareness for children.</p>	<p>L</p> <p>M</p> <p>L</p>	<p>Age specific resources are available so that a full curriculum can be delivered.</p> <p>Soft furnishings have been removed from Kg and Junior classrooms.</p> <p>e-Bug posters displayed:</p> <ul style="list-style-type: none"> • <u>Horrid hands</u> • <u>Super sneezes</u> • <u>Hand hygiene</u> • <u>Respiratory hygiene</u> • <u>Microbe mania</u> 	September 2020	L

	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.			All desks and tables are front facing. Classrooms allow as much space as possible between pupils. Pupils will be spread out where possible by the teachers. UK and Juniors pupils have moveable individual desks so can be spaced out within the classrooms.	September 2020	L
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 			<p>All staff in Kg have had paediatric first aid training with catch up training offered to those who were due to update during lockdown.</p> <p>DSL in school as usual as well as DDSL</p> <p>SENCO, site staff and office staff all on site.</p> <p>January 2021 update: DSL, DDSL and SENCo are no longer onsite, however they can be contacted by phone or email. The Headteacher or Deputy Headteacher will be on site and have full Safeguarding training if DSL and DDSL cannot be contacted.</p>	September 2020	L

	Approach to staff absence reporting and recording in place. All staff aware.			Staff aware of who they need to contact in case of absence.	September 2020	L
	Risk assessments in place for those staff who were previously working from home due to shielding, (clinically vulnerable and/or living with someone in these groups), and appropriate arrangements for mitigating risk are identified.			Discussions have taken place with staff member who was shielding with regards to role and suggestions to reduce risk when working.	September 2020	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.			<p>Usual cover arrangements are in place for the senior school. Where possible, this will be undertaken by the cover teacher, however, if necessary, other teaching staff will be deployed to do this. They will need to maintain 2 metre distancing.</p> <p>If a member of staff in Kg or Juniors requires cover, then we will consider the following:</p> <p>Classes combining where numbers allow. This will ensure that bubbles are maintained.</p> <p>Allocating a cover teacher from the</p>	September 2020	L

				<p>department. Once the cover teacher has entered the bubble, they will not enter another bubble for that week.</p> <p>January 2021 update: Cover arrangements are in place for staff who are teaching remotely. For staff in school, if cover was required, we would aim to cover from staff who are currently working remotely.</p>		
	Consideration given to staff clothing expectations and information shared with staff.			Staff expected to return to wearing usual clothing as expected by the school.	September 2020	L
	Approaches for meetings and staff training in place.			Meetings will be held remotely.	September 2020	L
	Staffing roles and responsibilities with regards to the continued of remote provision alongside in-school provision agreed and communicated.			<p>Staff will set work for pupils who are unable to attend school. Pupils will receive regular feedback and support.</p> <p>January 2021 update: all pupils are receiving remote learning, with the exception of Pre</p>	September 2020	L

				Reception who are in school.		
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>			<p>Some of the kitchen staff will be redeployed to assist with additional cleaning.</p> <p>January 2021 update: kitchen staff are no longer redeployed to assist with additional cleaning. Instead, existing site staff and school cleaner have been redeployed to clean area where pupils and staff are on site during lockdown.</p>	September 2020	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</p> <p>https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p>	September 2020	L

				The Bereavement Policy has been reviewed to ensure it reflects current circumstances and arrangements		
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Process in place for use of the limited number of self-testing kits.			AF attended a webinar about testing kits in school. All staff aware of procedures for testing in case of suspected case.	September 2020	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.			New staff induction will continue as usual.	September 2020	L
	Return to school procedures are clear for all staff.			Staff have received regular communication and a full update at inset.	September 2020	L
	Arrangements to return any furloughed staff in place.			All furloughed staff now returning to school. January 2021 update: some staff have been furloughed once again due to the new lockdown.	September 2020	L
	Any staff contracts that need to be issued, extended or amended			N/A		

	considering the current situation have been.					
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.			N/A		
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>			<p>Where possible, all contractors should visit when there are no children on site. In emergencies, contractors may have to access the site during school hours. In this case, we will check with the contractor any requirements their employer has specified before visit. Share school protocols.</p>	September 2020	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.			<p>September 2020: No externally employed staff in school.</p> <p>November 2020: Music perk staff will return, however, only where social distancing of 2metres is possible.</p>	November 2020	L

				January 2021 update: No peri staff in school. Some are offering remote provision by private arrangement with parents.		
Group Sizes	<p>Eligible children are included in distinct groups/ 'bubbles' that do not mix and the number of children in each bubble is as small as possible.</p> <p>All children and young people are included in distinct groups/ 'bubbles' that do not mix and the number of children and young people in each bubble is as small as possible.</p>		M	<p>Bubble set at the size of two classes/ year group.</p> <p>January 2021 update: each Pre Reception room is in a separate bubbles and we have one critical worker bubble.</p>		
	Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.			<p>Kg and Junior teachers will be allocated to their year group bubble.</p> <p>Senior teachers will maintain 2 metre distance from pupils at all times as they will be teaching all year groups in order for us to deliver the full curriculum.</p> <p>Kg LSAs will be allocated to a bubble.</p> <p>Junior and Senior LSAs will maintain 2 metre</p>	September 2020	L

				<p>distance from pupils as they will be working with multiple year groups in order for us to fully support the pupils.</p> <p>November 2020: Where practical, Junior and Senior LSAs are allocated to a year group bubble, however they are still maintaining a 2 metre distance.</p> <p>January 2021 update: each Pre Reception room is in a separate bubbles and we have one critical worker bubble with consistent staffing for each bubble.</p>		
Social Distancing	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) without reducing teaching time Staggered or limited amounts of moving around the school/ corridors Classroom design 	<p>Secondary school curriculum means multiple teachers and classrooms</p>		<p>Staggered starts and finish times in place for all parts of the school. Pupils will go straight into their classroom and will not wait in corridors. They will remain at tables during lessons. Staggered break and lunch times for Kg/Juniors and the senior school. No lunches for pupils in the</p>	<p>September 2020</p>	<p>L</p>

	<ul style="list-style-type: none"> Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches Toilet arrangements 			<p>Savoy. They will use their form rooms instead. Separate toilets for year groups where possible.</p> <p>Masks will be worn by seniors when in the corridors.</p> <p>January 2021 update: staggered starts and finish times for critical worker bubbles and Pre Reception.</p>		
	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.			<p>On arrival, pupils go straight to their form rooms and sit at a table and wait for rest of class to arrive/class to begin.</p> <p>January 2021 update: all pupils wait outside the Kg Building for staff to arrive and welcome them.</p>	September 2020	L
	Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			<p>Handwashing and cleaning (if needed)</p> <p>Conversations with parents</p>	September 2020	L

				Risks assessments and individualised approach in place for students if they struggle to follow expectations		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Currently assemblies are cancelled. Bringing all children together for assembly would breach the bubble arrangements.		Assemblies are going to be delivered remotely.	September 2020	L
	Social distancing plans communicated with parents, including approach to breaches.			Parentmail sent home	September 2020	L
	Arrangements in place for the use of the playground, including equipment.			<p>Zones allocated to each year group:</p> <p>Garden Room – Decked area</p> <p>Orchard Room – Decked area/back playground</p> <p>Reception – Front playground</p> <p>LK and UK – Section on main playground</p> <p>F1 to L5 sections on main playground</p> <p>U5 in the Quad</p> <p>Play equipment to be cleaned regularly.</p> <p>January 2021 update: Critical worker bubble uses main playground.</p>	September 2020	L

Transport	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.			Parentmail sent home.	September 2020	L
	Dedicated school transport follows the grouping/ bubble arrangement in line with the protocols in school, as much as possible.			We don't have any school provided transport.	September 2020	L
	Support in place for CYP who have no alternative, to access public transport safely, adhering to social distancing protocols where possible.			Reminders given about social distancing. Allocated bins upon arrival for disposing of disposable masks	September 2020	L
	Arrangements in place with transport providers to support any staggered start/end times.			We don't have any school provided transport.	September 2020	L
	Children and young people reminded to wear face coverings on public and school transport.			Not applicable at the moment but will remind parents and pupils before our return to school.		
Catering	Arrangements in place to provide food to CYP on site, including the		M		September 2020	L

	requirement of universal free school meals.	School kitchen has been closed for the summer holidays.		<p>Kg will have the choice of hot lunch or school provided packed lunch.</p> <p>Juniors and Seniors can have a school provided packed lunch.</p> <p>All pupils can bring a packed lunch from home if they prefer.</p> <p>Lunches delivered to classrooms by kitchen staff.</p>		
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.			<p>Children will eat lunch in their classrooms.</p> <p>November 2020: Upper 5 will eat in the Savoy.</p>	September 2020	L
	Summer Holiday Food vouchers for eligible CYP ordered.			N/A		
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.			PPE available in school with plentiful supplies. Site staff to oversee re-ordering when required.	September 2020	L
Response to suspected/ confirmed case	<p>Approach to confirmed COVID19 cases in place (within cohort of children/young people learning on-site only)</p> <p>: during school day</p>			<p>We will inform parents (within cohort of children/young people learning on-site only) if we have a confirmed case in school. Staff</p>	September 2020	L

of COVID19 in school	<ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 			should inform AA or AF who will take action to contact parents and track and trace. The class LSA or teacher will supervise the child, ideally from a distance, and will be provided with PPE. The site staff will disinfect the room and the toilets, if used.		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>Parentmail sent home.</p> <p>Ongoing cleaning to take place during breaks and lunch times when rooms are not in use. In between each lesson, the teachers will wipe down the desks and any other surfaces.</p> <p>Room change would be applied in the event of a confirmed case. We have plenty of rooms to accommodate this.</p>	September 2020	L

	<p>Process in place to engage with the Test and Trace and contract tracing process within cohort of children learning on-site only.</p> <p><i>Refer to ECC and public health guidance for more information.</i></p>			Information received from ECC and circulated to phase leaders and office staff.	September 2020	L
<p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p>	Approach and expectations around school uniform determined and communicated with parents.			Parentmail sent home.	September 2020	L
	Changes to the school day/timetables shared with parents.			Parentmail sent home.	September 2020	L
	All students instructed to bring a water bottle each day. Water fountain cleaning arrangements in place.			Parentmail sent home.	September 2020	L
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>			<p>All of Kg and Juniors returned before summer and all of the Seniors remained at home. We have maintained communication throughout so pupils have been a group even during lockdown.</p>		
	Approach to supporting wellbeing, mental health and resilience,			Bereavement policy in place.	September 2020	L

	including bereavement support is in place.			Pastoral team prepared with support measures.		
	Re-orientation support for school leavers is developed.			Support given to Upper 5 to find school places.	September 2020	L
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 			Pastoral team have allocated time during form times and lunch times to support pupils as necessary.	September 2020	L
Remote Education Contingency Plan	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed.	Bubble needs to self-isolate because of a positive case of COVID19.		Remote learning contingency available and ready to be 'switched-on' when needed. Parent distribution lists set up and senior school Teams set up. Staff aware of plans for remote learning in the event of future lockdowns.	September 2020	L

Remote Education	Intelligence around critical worker parents – numbers intending to take up provision is known.			Limited numbers of children on site and only for workers who are critical.		05/01/21
	Technology support in place.			IT Support working to support staff and pupils with accessing the remote schooling.		13/01/21
	Critical worker families communicated with regarding the need to keep children at home as much as possible.			Yes, through initial email contact with the school.		05/01/21

<p>Transition into new year group</p> <p><i>What will need to be different this year because of COVID19?</i></p>	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • Post 16 • School Leavers 			<p>Remote induction sessions offered for all pupils. Additional face to face induction provided for Pre Reception and Upper 3 in September.</p>	<p>September 2020</p>	<p>L</p>
<p>Safeguarding</p>	<p>Consideration given to any CYP who may need support with their return to school and consultation has been undertaken with the family and other agencies involved.</p>	<p>CYP previously deemed to be safer at home and family are anxious about returning to school.</p>	<p>M</p>	<p>Discussion with parents of the CYPs to identify any support or arrangements needed for their return to school.</p>	<p>L</p>	
	<p>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</p>			<p>Staff refresher training session on processes and procedures and the revised wellbeing material.</p>	<p>September 2020</p>	<p>L</p>
	<p>Updated Child Protection Policy in place.</p>			<p>Adopted most recent Child Protection Policy</p>	<p>September 2020</p>	<p>L</p>

	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable CYP to return to school.			DSL working with agencies as and when required.	September 2020	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.			This is rarely required at school, however if necessary, full PPE will be provided.	September 2020	L
	Consider any CYP who may need additional support whilst learning at home and consult with the family and other agencies involved.			Contact made with pupils and families by the Pastoral Team. Letter to parents with advice for wellbeing and useful school links as well as links to other organisation.	January 2021	L
	Arrangements for teaching pupils how to keep themselves safe online are in place.			Information about online safety on website.	January 2021	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			In most cases, pupils have accessed remote schooling so few adjustments are required. However, some pupils have not accessed learning and learning will be personalised to support them.	September 2020	L
	Consideration has been given to what activity is more difficult/ not			Discussions with teachers of Drama, Food		

	<p>possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including no contact sport • Practical science lessons • DT/ FT 			<p>Technology, Music and PE to discuss new approaches to the curriculum. Where necessary changes have been made e.g. no contact PE, practical science and Food Technology demonstrated by the teacher rather than by pupil. Some cooking tasks set for homework where parents can support with practical elements.</p>	September 2020	L
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes • utilising the DfE 'catch-up' funding and programmes • responding to DfE remote learning expectations 			<p>Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p>	September 2020	L

	Student behaviour policy reviewed and reflects the current circumstances.			Updated behaviour policy on the school website with amendments due to Covid-19.	September 2020	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.			N/A		
	Annual reviews.			N/A		
	Requests for assessment considered.			N/A		
	Consider any CYP who may need support with their return to school and consult with the family and other agencies involved. <i>Including any support required for CYP to understand new rules i.e. social distancing.</i>			N/A		
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may be anxious.			Pastoral leads will be supportive and will make contact with parents of pupils who don't attend school. We hope to support pupils to return rather than to have to enforce.	September 2020	L

	Approach to support for parents where rates of persistent absence were high before closure.			Rewards for pupils with high levels of attendance. Support for those who have lower levels.	September 2020	L
	Critical worker families communicated with regarding the need to keep children at home as much as possible.				January 2021	L
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.			Staff aware of full opening plans. Inset meeting and notes provided. This will be ongoing.	September 2020	L
	Governors consulted on full opening plans.			Regular contact between JO and AA/AF throughout the summer so all aware of decisions for the term ahead.	August 2020	L
	Union representatives consulted on full opening plans.			We have no union representatives at the school, however we have read the union advice.	September 2020	L
	Risk Assessment published on website, where more than 50 staff.			The website will be available on the shared area.	September 2020	L

	<p>Communications with parents on the:</p> <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform • Transport • Behaviour • Test and trace • Staggered start and end times • Expectations when in school and at home (if self-isolating is necessary) 			<p>Parents have been made aware of all of these issues via parentmail letters sent home on Wednesday 2nd September.</p>	September 2020	L
	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 			<p>Pupils to have an extended form time on first day back to receive updates.</p>	September 2020	L
	<p>On-going regular communication plans determined to ensure parents are kept well-informed</p>			<p>Regular communication with all parents via parentmail. Class teachers will also have regular communication with parents.</p>	September 2020	L

				Possible page on website to keep overview of all communication due to extreme situation.		
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.			Regular contact between JO and AA/AF throughout the summer so all aware of decisions for the term ahead.	August 2020	L
	Governors are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			All communication and updates shared with JO and decisions made in partnership.	August 2020	L
	Governors prepared for start of school year (clerking, etc).			N/A		
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			We have cancelled Prize Giving, Harvest Festival, Xmas plays. Staff must speak to AA or AF before booking.	September 2020	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.			N/A		
	Claims submitted for reimbursement for example, increased premises related costs;			N/A		

	additional cleaning; support for FSM					
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			N/A		
	Insurance claims, including visits/trips booked previously.			Our ski trip was due to run in January. Parents claiming for return of deposit.		
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 			N/A		
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			N/A		
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	Bubble mixing at before after school clubs could make it hard to maintain bubbles whilst offering this provision.	M	We can provide before and after school care to our Pre Reception children whilst still maintaining bubbles, however we cannot do this safely for Reception, Lower K and Upper K. Junior and Senior homework clubs will run and will ensure distancing between year groups. The Juniors will	September 2020	L

				<p>be in the Savoy and the Seniors will be spread out along the top corridor of the Green Building.</p> <p>Other school run clubs will run, however, for Junior and Kg teachers, these will only be offered to children who are in their year group bubble. Senior clubs will run but will be adjusted to ensure that social distancing can be ensured between bubbles. This may involve having one-year group only at a club, or may involve mixed year groups but reduced numbers so that pupils can maintain the 2 metre distance.</p> <p>January 2021 update: We are not running any before or after school provision.</p>		
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