

COVID19: Full Opening Risk Assessment and Action Plan

SCHOOL NAME: Wingrove Primary School

DATE: August 2020

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 from September 2020.

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 and Safeguarding Policy
- Behaviour Management Policy
- 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:



Risk Assessment/ Action Plan Sections:

Preparing Buildings and Facilities

Emergency Evacuations.....

Cleaning and waste disposal.....

Classrooms

Staffing.....

Group Sizes.....

Social Distancing.....

Catering.....

PPE.....

Response to suspected/ confirmed case of COVID19 in school

Pupil Re-orientation including curriculum

Transition *into new year group*.....

Safeguarding.....

Communication

Governors/ Governance.....

Wingrove Risk Assessment 27.08.20

Theme	System of Control Measures	Issues	Action Required / Decision Made	Action Completed Date
<p>Preparing Buildings and Facilities</p>	<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 	<p>We do have a full time caretaker at present –he works a split shift 0700-1200 and 1500-1800</p>	<p>Investigate possibility of relief caretaker or cleaning services over lunch time due to more pupils in building and greater need for regular cleaning of toilets. Speak with Engie and LA (Keith Pratt). Carry out a formal / recorded full opening premises inspection – with union H&S reps.</p> <p>Commission staff (Engie) to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied in September – over the summer holidays as per policy.</p> <p>Catering staff to conduct full clean in preparation for September full opening.</p>	<p>Engie completed checks prior to June 1st 2020 wider opening to pupils and have continued with the process during the summer break</p> <p>No need for extra cleaning of toilets (PHE – from LA informed JM at PB meeting 8th July 2020)</p> <p>To be continued as per policy during the summer holiday</p>

				w/c 18 th May 2020 – kitchen cleaning has taken place
		Office (front) does not allow for adequate space between staff members during movement in and out of desks.	Office staff (JP, JB) initially worked from home on alternate weeks until the work was completed. Front office was re-designed to allow JP and JB to move around the space at a safe distance from w/c 13 th July 2020. JP did not feel that reorganisation allowed for safe distancing – decision made to set up a temporary desk in	

	<p>Office spaces re-designed to allow office-based staff to work safely.</p> <p>Communal spaces, rooms and offices have had signage added to advise staff.</p>	<p>Pastoral Support Office does not allow for more than two staff members to occupy applying social distancing.</p>	<p>DHT's office (DHT in class 3 days per week and can use other office space in HT office or elsewhere) – Engie /IT Services were consulted and agreed to complete work during summer break</p> <p>Pastoral Support Office - only two people working in the room at any one time. The room to be reconfigured to accommodate this at safe distance. Inclusion Manager (SA) works Monday, Wednesday and Friday and is seconded to LA Tuesdays and Thursdays. Pupil and family Support Officer (DD) to work in furthest corner of the room (new workstation to be configured). Pastoral Lead (AMc) to work in room Tuesday and Thursdays and to be based in the back of the SBM's office on other days. HLTA to work in main office at JP desk when office work to be completed or parent contact needed</p> <p>From September, with all children back in school (472) it is necessary for all staff to be on site to manage workload – unless they continue to shield (4 staff members – one of whom will begin mat leave in wk4 of the new term).</p> <p>Management restrictions in place to limit/reduce number of staff and pupils in school areas i.e. maximum occupancy signs will be displayed on the door of each room.</p> <p>Examples of restrictions are as follows:</p>	<p>Front Office changes completed 9th July. Relocation to commence w/c 30th August</p> <p>Office changes complete 10th July</p> <p>Staff consulted 29th June 2020 for update. According to guidance, all shielding staff are fit to return to work (latest guidance 7th August). Pregnant staff member has</p>
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			<p>Staff room- door will be wedged open, a maximum of 6 allowed in at one time. Repro room – only one person at a time...</p>	<p>already commenced mat leave</p>
	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p>	<p>Bottlenecks likely at entrance to school.</p> <p>Social distancing difficult to maintain.</p> <p>There are only three main entrances for parents and pupils (N-Y6) – the other gated entrances are vehicular/delivery entrances or the main entrance with security door (mag lock)</p> <p>Staggered starts difficult to manage as large families and some children will therefore miss out on areas of curriculum. Access to school is through gates onto yard and difficult to manage safeguarding if site unsecured at varying times throughout day.</p>	<p>Due to our numbers, we will have bubbles of 60 plus up to 4 staff in each bubble. Arrival to school The school will be open from 8.35am to allow a filtering of children into school.</p> <p>A one-way system will be in operation for parents. All parents bringing in EYFS, Y1 and Y2 children will enter the right gate by the Community Room. Children will filter into Y1/Y2 classrooms. Parents leave them at designated points. This will be supervised by school staff.</p> <p>Y3-Y6 children will leave their parents from the designated areas (at the bottom of pedestrian bank (Gate 2) and the yellow line at main pedestrian entrance – Gate 1) and will make their way to the classrooms.</p> <p>Children in Y3/4 will enter through the left hand gate and Y4 enter the school building through the door beside the caretaker’s office as usual.</p> <p>Y3 will come through the left hand gate and enter their classrooms from the KS2 yard as usual.</p> <p>Y5 and Y6 will enter through the right hand gate. They will follow the marked path (using tyres or other marker).</p>	

			<p>Y6 will enter through Door 1 (glass staircase). This will be clearly marked and a member of staff will be supervising the movement of the pupils.</p> <p>Y5 will enter through Door 2 (glass staircase). This will be clearly marked and a member of staff will be supervising the movement of the pupils.</p> <p>All entry/exit points and pathways will be clearly marked out and labelled.</p> <p>Parents and children will be informed of the new procedures prior to the new term (text, letter, Twitter/Website).</p> <p>Only one member of the family can accompany the child to school. Families will be encouraged to stand at 2-metre markers present on the fence and pavement in cases of congestion. (tape to be renewed). All families will be expected to walk to school.</p> <p>At home time the children will be brought onto each of the two yards and lined up in fire drill positions. Parents will use the one-way system again (through the gate on the right hand side of the building) and will collect children as they move through, starting with the youngest.</p> <p>Again, signage and staff will be in place to support and monitor.</p> <p>Staff will be available at the beginning and end of day to direct movement of pupils and adults.</p>	
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			<p>Children can use a bike/scooter to come into school and will lock up at racks at front of building – signage/tape will support children and parents with this.</p> <p>Measures and procedures will be constantly monitored by SLT and all staff, particularly at peak times of activity and kept under review to confirm they are being followed and are working.</p> <p>Parents coming to the Main Office will be supervised by PE team and encouraged to adhere to 2 metre guidance (markers in place). All parents will use sanitiser on entry to the foyer. Only one person in the office at a time and parents will line up under the canopy at 2m distances. These will be marked with cones or other marker.</p>	
	Consideration given to premises lettings and approach in place.	Hall is usually in use 2x week for Mums’ fitness and Breakfast Club and after school sessions	<p>No lettings for foreseeable future e.g. netball, Mums’ Fitness...</p> <p>No Breakfast Club or after school clubs initially – this will be reviewed during the first half term.</p>	
	Consideration given to the arrangements for any deliveries.	Delivery personnel not adhering to social distancing and congestion around the entrance.	Signage in place – deliveries as usual. Timings as usual. Clear contact information re caretaker number and site delivery times. Engie to coordinate this.	
Emergency Evacuations (fire and other – to follow same procedure as laid out in JERP (PFI) and CICP	Evacuation routes are confirmed, and signage accurately reflects these.	Current evacuation routes would cause multiple groups of people to come into contact for a short space of time.	<p>In the event of emergency the priority is getting out of the building calmly regardless of social distancing therefore we will maintain the current evacuation procedure. All fire doors on corridors are not to be wedged open due to fire risk when all pupils on site. Classroom doors and office doors can be wedged open. Additional door wedges have been purchased.</p> <p>Children will line up outside and will be distanced – they will line up in bubbles of 60 (year group).</p>	L

			<p>When reoccupying the building, following an evacuation, entrance back into the building will be staggered i.e. up to one bubble at a time to maintain social distancing. Sanitiser dispensers will be in use to support this.</p> <p>Following an evacuation, additional cleaning will be needed on the handrails and doors where significant contact has occurred.</p> <p>The evacuation procedure will be shared with staff and children.</p> <p>A fire drill will take place in the first two weeks of the children returning.</p> <p>Fire procedures will be reviewed on a regular basis in collaboration with Engie.</p>	
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.</p>	<p>School staff can not be expected to clean toilets after children have used them.</p> <p>Concerns that children are not following hygiene procedures.</p> <p>Children may fall ill or have some sort of accident where bodily fluids need to be disposed of.</p> <p>Lunch time – additional cleaning of hall and</p>	<p>Sanitiser stations will be introduced and will be placed at every entrance (inside and outside) and will be inside all classrooms, group room (without sinks) and the Interview Room. Individual bottles will be used on school visits and in additional circumstances. Classes and other rooms will also have additional bigger bottles on main desks.</p> <p>All children Y3-6 will sanitise their hands on entry at designated external sanitiser points and enter the building. Children in Y1-2 will sanitise their hands in the classrooms. Parents and visitors to school (minimal) will sanitise hands before gaining access to the school.</p> <p>Staff will be asked to sanitise surfaces used in kitchens after use. There will be a bottle of sanitiser and cloths available in the staff room, group room, medical room and in the hall.</p>	<p>Sanitiser stations to be installed 31st August by Engie</p>

		<p>toilets required – by whom?</p> <p>Not having enough toilets in school for children to use separately in bubbles. Lack of cleaning staff during key points of the day eg play and lunch times.</p>	<p>Written guidance on these procedures will be displayed clearly in the staffroom and at key points in the building.</p> <p>Each room occupied by children, will have anti- bacterial cleaner and cloths.</p> <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 hand wash are to be checked and replaced as needed by the cleaning staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Any contaminated waste/bodily fluids and/or cleaning materials used will be disposed of in the usual way i.e. yellow bags in Medical Room and Yellow Hazardous Waste Bin (locked – key in Office) in refuse store.</p> <p>At the beginning of each session, the children will be shown how to use the hand sanitiser. Staff will be reminded of this procedure.</p> <p>They will be reminded of PHE guidance by following good hand hygiene and cover any coughs or sneezes with a tissue or their elbow, dispose of tissues in the lidded bins and immediately wash/sanitise hand after (again, posters will be in place at key points across the school).</p> <p>In order to reduce touch points, classroom doors, windows and toilet doors will be kept open.</p>	<p>All in place and checked by DHT and HT 27th August 2020</p> <p>All Offices and classrooms have lidded bins.</p>
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			<p>Double fire doors on corridors will be open but not wedged. They may be wedged initially for children and staff to pass through, and then wedges removed for fire regulations.</p> <p>Using the Toilets Children will use hand sanitiser prior to leaving the class. A staff member, who will also wash hands/use sanitiser prior to leaving the classroom, will accompany the child (where appropriate) and wait outside the toilet door (again, as appropriate), which will be left open. This is not a safeguarding issue as no one inside the toilet can be seen from outside. The staff member will remind the child to wash their hands after using the toilet. Only three children to use the toilets at any one time – again, signage will act as reminder of this.</p> <p>The children will have stationery packets which will be kept in school. These will be cleaned at the end of each week. All other resources will be shared by each bubble and will be cleaned at the end of each day. Children will not bring in pencil cases from home. They will only be permitted to bring in a water bottle.</p> <p>If a child touches another area (outside their bubble) other than the desk e.g. sink and benches, then the area will be cleaned with the antibacterial cleaner.</p> <p>NB – hand sanitiser can form a barrier if there is a build-up on hands – children and staff should wash hands with warm water and soap at regular intervals to clean off build-up of sanitiser (eg once every 5 or 6 times).</p>	
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	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		<p>LA has assured HT that there is the capacity with the authority to supply more cleaning staff where needed. This will need to be reviewed ahead of September. The rooms will be deep cleaned on a rota basis as arranged with cleaning teams.</p> <p>All staff will be expected to re-watch PPE guidance video and will be reminded of the posters in the medical room.</p> <p>PPE grab bags will be in place in Medical Room.</p>	w/c 1 st June
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p>Investigation as to whether alcohol-based sanitiser is suitable for children.</p> <p>Some families may not be happy to use sanitisers.</p>	<p>Hand sanitiser available at the office foyer and at regular stations throughout the building. In Early Years, children will not use sanitiser, without supervision. They will be encouraged to wash their hands regularly.</p> <p>JB will sign in any visitors. All visitors to be given amended safeguarding policy with reference to COVID-19. Regular visitors will be given a synopsis (as will staff) as a reminder. Communicate infection control measures to staff, visitors and governors through a variety of sources.</p> <p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. All classrooms have lidded pedal bins. These will also be in place in the communal areas of the school.</p> <p>Parents asked to supply their child with sanitisers if they do not want them using school products.</p>	w/c 22 nd June
	Waste disposal process in place for potentially contaminated waste.	Staff unsure of waste disposal protocol	Any contaminated waste/bodily fluids and/or cleaning materials used will be disposed of in the usual way i.e.	w/c 11 th May

		Staff unable to locate equipment	Hazardous Waste Bin in yellow bags and into locked yellow bin in refuse site. Medical room has been audited, cleared and reorganised with all equipment clearly labelled.	
Classrooms	The number of staff and children who can use each room at any one time has been determined following the latest guidance: Guidance for Full Opening published August 7th, 2020.	<p>The shape and size of the classroom does not allow for 2m distance between pupils and teacher. There is limited scope to change this with full classes attending from September.</p> <p>There is concern over the Y1 set up as children are still very young and are not used to working in rows at tables.</p> <p>There is additional concern re EYFS who cannot socially distance and the bubbles may need to include families as they visit school initially prior to starting school.</p>	<p>Bubbles of 60 will be created with up to 4 members of staff in each bubble.</p> <p>Hand sanitiser dispenser stations will be in every classroom and additional cleaning (anti-bac) fluid and cloths.</p> <p>Stationery packs in place in class and cleaned each week.</p> <p>Head Teacher (JM) to check with Promise Board and DfE for clarification around bubble extension to families for wellbeing. This was checked and EYFS will include parents in bubbles and adults will need to socially distance unless they are in their own bubble, or are residing together as extended family members. EYFS leader informed of this. As per guidance, EYFS children do not need to socially distance from their peers. All children Y1-Y6 will sit front-facing and will ensure they do not mix their year group bubble with another year group (60)</p>	

	<p>Classrooms have been rearranged to allow as much space between individuals as practical.</p>	<p>Classrooms are small and not the best shape to allow freedom of movement and allow children to see the Smartboard.</p>	<p>Tables have been arranged according to the guidance and excess furniture has been removed.</p> <p>This system will be explained to children and parents through a range of sources i.e. text, letter, individual RA and home-school contracts as appropriate.</p> <p>Reminders of the systems re social distancing will be given to the children regularly.</p>	
	<p>Appropriate resources are available within all classrooms</p> <p>Resources which are not easily washable 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>There are many resources in the classroom which could not easily be cleaned.</p> <p>Soft toys, cushions and beanbags are not easily washable.</p>	<p>The children will have stationery packets which will be kept in school. These will be cleaned at the end of each week. Children will not bring in any equipment from home, besides a water bottle.</p> <p>Prior to choosing reading books, children and staff will sanitise their hands. Reading books will be chosen from the school or class library and will be kept on the desk or in children's drawers. When they are finished, the books will be kept in a quarantine box for 48 hours. Children will use library for book selection and not sitting on sofas.</p> <p>Guidance (July 2020) states: For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a</p>	

		<p>Unsure of children's understanding of COVID-19</p>	<p>period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Posters displayed in adult toilets :</p> <ul style="list-style-type: none"> • Horrid hands • Super sneezes • Hand hygiene • Microbe mania <p>These posters can be shared with the Y3-Y6 children.</p> <p>The curriculum will include sharing information about coronavirus i.e. current scientific guidance.</p> <p>It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats and books. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. Teachers will mark children's work as normal, but will clean their hands before and after session.</p>	
Staffing	All staff will be on site in September unless they are unwell	Concern over staffing ratios should staff contract COVID-19 over the summer holidays.	<p>Supply staff to be deployed for any absent member of staff</p> <p>Staff audit re availability to work on-site from 7th September 2020 conducted on 4th September</p>	

		<p>Budget concerns if more than one staff member contracts COVID-19 and has to isolate for September or part thereof.</p> <p>Issues over government guidelines changing over extension of shielding.</p>	<p>SLT and S/G team will be in school and will meet on July 9th and in week 6&7 of the holidays. They will review RA and Action Plan after carrying out a 'walk around' of the premises and proposed entrance and exit plan for pupils and their parents.</p>	<p>All previously shielding staff will return to work in September</p>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>		<p>Staff absence and reporting as per policy. Staff need to contact office, team leader and head teacher.</p>	
	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>		<p>Staff who continue to work from home will continue to set work on the digital platforms for shielding children and plan and resource the curriculum.</p> <p>They will also continue to contact shielding children on a regular basis and report any concerns through usual channels eg S/G teams/CPOMs.</p>	
	<p>Approaches for meetings and staff training in place.</p>		<p>Any meetings will be held in the hall, Y6 unit or computer suite. Tables will be arranged so 1 - 2m distancing will be followed. All tables will be sanitised before and after use. Teams/Zoom meetings will also continue.</p>	

	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p>	<p>TAs may be required to lead some groups as not enough teachers on site to cover numbers.</p>	<p>If redeployment is taking place, staff are aware of controls and processes in respect of tasks with which they are unfamiliar.</p> <p>As school policy, we are very reluctant to use TAs to lead class groups. This will only be done in extreme circumstances.</p>	
	<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>Some children have suffered loss during the lock down. We know of some families, but there may be more.</p>	<p>Staff are aware of available support and advice in school through Kalmer, Educational Psychologist, Pastoral Team, Speech and Language Therapist (SALT) etc...</p> <p>Kalmer Counsellor is a bereavement specialist.</p> <p>All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>HT to attend a webinar led by PHE – Dr Annette Payne prior to commencement of summer break.</p>	

	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>		<p>Response to any infection</p> <ol style="list-style-type: none"> 1. engage with the NHS Test and Trace process 2. manage confirmed cases of coronavirus (COVID-19) amongst the school community 3. contain any outbreak by following local health protection team advice <p>Engage with the NHS Test and Trace process</p> <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team.</p> <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • self-isolate if they have been in close contact with someone who develops coronavirus 	
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			<p>(COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them</p>	
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			getting tested. Advice will be provided alongside these kits.	
	The approach for inducting new starters has been reviewed and updated in line with current situation.	We have two new teachers, who will begin work in September. One is a newly qualified teacher (NQT).	Y1 teacher (LJ) will be new teacher's (CB) mentor. SK (other new team member – experienced teacher) will work closely in Y2 team with KS1 phase leader All staff, including new starters to be sent RA and Action Plan – meetings have taken place and visits coordinated for both new members of staff Training Day organised for all staff on Monday 7 th September, 2020 – all new processes will be on the agenda. Staff have been consulted on July RA.	
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.		Check with the contractor any requirements their employer has specified before visit. Share school protocols. Visitors will be discouraged except in an emergency and except for supply teachers and others – see below.	
	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.		All external adults including Kalmer Counsellor, SALT, EP, Music Peripatetic and OT (LA staff – IT technician) will be involved in sharing of documents and will receive communications in advance of September. A synopsis of relevant parts of procedure and RA will be shared with all visitors to school, prior to arrival on site. All ITT trainees will receive induction as policy and will also receive all documents referred to in above point. Pastoral team to share this with colleagues.	

<p>Group Sizes</p>	<p>Year groups (60) have been determined on the basis of consistent groups of children, that can remain separate from other people and groups as far as possible.</p>		<p>There will year group bubbles (60). The classroom environment has been organised to accommodate all children front facing where possible – except in EYFS. In EYFS the bubble will be 112 and 6 staff members – all children will not be in full time until week 5/6.</p> <p>Each group will be taught by one teacher and one TA in the main. Additional adults and specialist teachers eg mental health (Positive Energy, PE and Forest School teams) will allow for mixing across bubbles in order that all children receive specialist teaching to enable broad and balanced curriculum.</p> <p>Lunch time and playtime groupings will be maintained in bubble set up where possible, but children will pass in corridors and on the yard and visiting facilities eg toilets</p>	
<p>Social Distancing</p>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Toilet arrangements 		<p>See details in pg 4-7 of this document</p> <p>Using the toilet- Only three children at a time will be allowed to use the toilets and on return. For further details see section on Cleaning and Waste Disposal</p> <p>Signs displaying the maximum capacity in the following areas:</p> <ul style="list-style-type: none"> • Staff room • Repro room • Entrance foyer • Adult toilets <p>Staff will be briefed on arrangements before returning to school and reminded to maintain 2m distance including break times/lunchtimes, arriving/leaving school.</p>	

			<p>Measures to be regularly monitored, particularly at peak times. This task will be carried out by SLT/safeguarding team and business manager.</p> <p>Staff have been given a copy of the Risk Assessment and Action Plan each time it has been amended and staff views gathered prior to any change.</p>	
	<p>Arrangements in place for the use of the playground, including equipment.</p>		<p>The bikes are allocated to each child in a bubble (60 bikes on site) and they are cleaned at the end of the day.</p> <p>Outdoor playground equipment should be more frequently cleaned.</p> <p>Timetabled use of turf, forest school, adventure play area, outdoor classroom and yards will be in place.</p>	
Catering	<p>Arrangements in place to provide food on site, including the requirement of universal free school meals.</p>	<p>School kitchen will be reopened for all staff and pupils</p>	<p>Meeting with catering manager (PP) and SLT to plan for September</p> <p>Meeting with SLT re above and RA review</p> <p>Decision made to offer lunches in classrooms for the first 2 weeks of term. Lunches will be varied and will be improvement on original offer in March – cashless system to be introduced in order to minimise numbers of parents coming to the school office to pay dinner money each week. (Chartwell's to coordinate alongside office (JP)).</p> <p>This will mean staff will be supervising over lunch and playtimes – they will liaise with teams to share supervision and release time. This will be the safer option and will reduce lunch time period whilst we operate in</p>	<p>July 6th and July 10th</p> <p>July 9th</p>

			bubbles of 60 children and up to 4 permanent staff members (6 in EYFS as their bubble is bigger). Reception children will not be eating lunch in school until week 3.	
	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 bubbles.		Timetable has been shared with SG and SL Teams.	
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Long term approach to obtaining adequate PPE supplies (review with LA)	<p>PPE will only be required by the adult if a distance of 2 m cannot be maintained if a pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home. If contact with the child is necessary, then gloves, an apron and a face mask should be worn. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting or vomiting, then eye protection should also be worn.</p> <p>Training on the use of PPE equipment has been provided by the LA (PHE) for all staff.</p> <p>PPE equipment that has been sourced by the LA and has arrived it is in Medical Room (grab bags).</p> <p>All staff have completed the online training for use of PPE equipment. Staff will be encouraged to review this over the summer – posters also in place in Medical Room. New members of the team and all temp staff/specialists will also be encouraged to view training materials.</p> <p>A synopsis of the Government guidelines has been created and sent to staff.</p>	

<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p>		<p>Children who present with an illness will be taken to the medical room by a first aid trained member of staff. They will be supervised from a distance with windows open– if this is not possible the staff member will don PPE.</p> <p>Parents will be contacted immediately.</p> <p>Ensure all staff are aware of procedures.</p> <p>All staff have been sent a synopsis of the Government guidelines.</p> <p>The medical room will be deep cleaned once the child has gone home. (If the child uses the toilet, they will use the accessible pupils’ toilet and this will be locked after use until deep clean is carried out).</p> <p>Test will be offered to parent/carer on collection.</p>	<p>School awaiting delivery of testing kits (Aug 27th)</p>
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p>		<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact</p>	

			<p>with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p>	
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			<p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <p>Schools should not request evidence of negative test results or other medical evidence before admitting</p>	
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			<p>children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>	
Pupil Re-orientation back into school including curriculum	<p>Approach and expectations around school uniform determined and communicated with parents.</p>		<p>Children will be asked to wear full school uniform including school shoes. The exception to this is on PE and Forest School days, children will come to school wearing their PE kits. This will alleviate the need to bring in changes of clothes and excess baggage. The PE kit will be as per school policy (see prospectus).</p>	
	<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>Staff will be vigilant and will deliver a broad and balanced curriculum re current medium term plans. Handover has taken place. Data has been shared, based on end of year (EOY) predictions. Teachers have summarised gaps in learning and passed to new year group teams.</p> <p>All teachers have produced a welcome leaflet about themselves to share with all pupils. This has been shared on Seesaw and Dojo. This includes new teachers to the team. Family picnics have been conducted for EYFS and Y1 pupils and their families in order that were able to say good bye and hello to new teams.</p> <p>Welcome packs have been delivered to EYFS pupils' homes.</p> <p>All pupils know who their next teacher is.</p> <p>Resources: videos, photos, information has been shared with parents, including new parents to the Wingrove family.</p>	

		<p>Special Education Needs/disability and Autistic Spectrum Disorder (SEND/ASD) booklets have been shared with specific children and staff.</p> <p>There will be a short period of time to monitor Children's wellbeing before making any adaptations to the curriculum.</p>	
Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.		<p>Many of the learning activities in September will be designed to develop thinking skills and metacognition.</p> <p>The PE team are assessing how to safely deliver outdoor PE lessons. PE team will use guidance on phased return of sport and recreation and guidance from Sport England.</p> <p>Kalmer Counsellor and EP service have given resources which have been shared with staff and will be shared with pupils.</p> <p>PSHCE leader, Inclusion Manager and Pastoral Team have also put together resources.</p> <p>Forest School team are prepared and have adapted their planning for September.</p> <p>SLT to partake in webinar re catch up curriculum The Chartered College of Teaching – Barry Carpenter</p>	<p>completed</p> <p>July 14th 1630-1730</p>
All students have access to technology and remote learning offer.	Not all children have access to technology.	<p>Blended learning will be provided for those children who are asked to isolate – where appropriate.</p> <p>Teachers who isolating will continue to provide on line learning through Class Dojo and Seesaw.</p>	

<p>Transition into new year group</p> <p>What will need to be different this year because of COVID19?</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) 		<p>Our first priority is to ensure Y6 transition plan is underway. Initially it will be carried out by the teachers, who will plan lessons around the children's feelings towards transitions.</p> <p>Those children who have ASD and are known to find transitions difficult have a transition book/social stories. Zoom meetings have also taken place to introduce new staff members, including school dogs where apt.</p> <p>Inclusion Manager and Pupil and Family Support Officer have held handover sessions with all staff in teams on Zoom/Teams. Re SEND and Vulnerable children.</p> <p>All teams have completed handover before the end of term and all children will begin work in September as policy and will continue using their current year group exercise books.</p> <p>New nursery visits will take place in September. EYFS Phase Leader (GR) has contacted new Reception children, who have come from other setting and Class Dojo has been set up as a form of communication for parents and staff.</p>	<p>w/c 8th June and onwards</p>
<p>Safeguarding</p>	<p>Individual risk assessments are in place and welfare checks being undertaken.</p>		<p>Inclusion manager (SA) has put in place RA for all SEND pupils with Education Health and Care Plans (EHCP). This will extend this to pupils who will struggle when they return in September re distancing etc.</p> <p>Risk assessments for children will be reviewed on a regular basis.</p>	

	Updated Child Protection Policy in place.		Additions have been made to behaviour policy in light of COVID-19.	
	Work with other agencies to support vulnerable children and families.		Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support PPG/ vulnerable groups Pastoral team (LR and AMCL) will continue their work with vulnerable groups and their families.	
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.		Update through regular email, Teams, Zoom and WhatsApp groups. Arrange staff meeting for teachers and TAs before the end of term- TBC.	7 th September
	Full opening plans shared with governors.		Updates through regular emails.	July/August/September and ongoing
	Communications with parents: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 		Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Social distancing plans communicated with parents, including approach to breaches. This will be sent out in a variety of formats i.e. letter, text, website. Twitter. There will be support for any parents who do not have the appropriate literacy skills – staff on duty at key times when parents on site to guide and support.	
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable 			

	<ul style="list-style-type: none"> • Social distancing arrangements • Expectations when in school and at home • Travelling to and from school safely 		Expectations and consequences if breached will be shared with the children and their parents.	
	On-going regular communication plans determined to ensure parents are kept well-informed		Letters, website updates, social media, welfare check phone calls from class team.	
Governors/ Governance	Approach to communication between Leaders and governors is clear and understood.		The first governing body meeting took place 21/5/2020. Our initial plans were shared and agreed by all Governors. Since then we have had staffing and finance to set budget and then FGB meeting to agree budget and review plans for September 2020	25 th June 2 nd July
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.		Curriculum and Performance was cancelled. The information was emailed to relevant governors. All meetings until further notice will be held in a virtual way. All meetings have been scheduled as usual.	

Wingrove