

Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from September 2020

Greenfield Primary School

Assessment conducted by: Claire Stylianides	Job title: Headteacher	Covered by this assessment: Staff, Pupil, Parents and Visitors
Date of assessment: July 2020	Date of next review: Sept 2020	



The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term while reducing the risk of coronavirus transmission. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference:
 - [Actions for schools during the coronavirus outbreak](#)
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add additional information
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Information on the school website is updated. Pupils updated via classrooms as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by Parentmail and ClassDojo <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	L	M	Headteacher	3/9/2020	
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems Headteacher to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents via website and signposted on ClassDojo. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	L	M	Headteacher	3/9/2020 and ongoing	
Lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated 	M	M	Headteacher and deputy head	3/9/20	

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		<ul style="list-style-type: none"> • All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy - Intimate care policy - Behaviour policy - Staff absence reporting procedures • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The 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’ - DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school’s infection control procedures in relation to coronavirus via email • Parents are made aware of the school’s infection control procedures in relation to coronavirus via Parentmail, ClassDojo and poster at entrance to school – they are informed that they 			<p>All staff</p> <p>Headteacher</p> <p>Headteacher</p>	<p>3/9/20</p> <p>01/06/2020 & 3/9/20</p> <p>28/05/20 & 3/9/20</p>	

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		<ul style="list-style-type: none"> • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • Pupils and staff do not share cutlery, cups or food. • Staff to bring in their own cups and utensils • All utensils are thoroughly cleaned before and after use • Teaching assistants and Mid-Day staff are trained to carry out additional cleaning. Tables, door handles, doors and toilets are cleaned at lunchtimes in addition to the usual daily clean and as and when required. Paper/hand towels are refilled regularly. • Hand sanitiser provided for the occasions when people can’t wash their hands • Signage and posters around school about hand washing or using hand sanitiser 			<p>All staff, parents and pupils</p> <p>All staff</p> <p>Site Manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>1/6/20 and 3/9/20</p>	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> • Clear signage in place regarding social distancing for visitors and for distancing between bubbles. • Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors • Areas touched to be wiped down • Discourage parents from entering the school building – advised to make contact by telephone, email or ClassDojo • Rearrange furniture in reception area to facilitate social distancing. Max of 3 persons can space at any one time. • Carpark/playground gates open between 7:15-8:15am for staff to maintain social distancing on arrival at school. Staff use additional entrances and sign in online register. Staff arrival and teaching and support times are staggered in any case. • Hand sanitiser station in the front entrance – visitors to the site asked to use hand sanitiser before entering the school <p>As a result, reception staff are protected.</p>	M	M	Head, site manager and Admin team	01/06/20 and 3/9/20	
Poor hygiene practice – specific – office spaces.	M	<ul style="list-style-type: none"> • Admin staff have separate rooms with glazed partition and glazed reception screen remains closed. • Tissues/hand sanitiser to be available in office locations • Staff to wash hands on arrival at school • Hand sanitiser provided for use during the day • Offices display maximum occupancy 	L	M	SBM	03/09/20	

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		<ul style="list-style-type: none"> Each individual is responsible for wiping down their own work area before and after use. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>					
Poor hygiene practice – specific – shared classroom spaces and intervention rooms (ICT suite, Enrichment Room).	H	<ul style="list-style-type: none"> As with classrooms, minimal clutter and maximise spacing. Arrange seating so pupils will not sit facing each other. Rooms to be booked for use/timetabled. Desks, chair backs, handrails and handles to be cleaned between use. Use equipment (e.g. pencils) from own class bubble. Staff maintain 2m distance from pupils but, if TAs working closely (face to face within 1 metre) with pupils, they need to wear visors and facemasks. Pupils wash hands before session and afterwards before returning to class. Use only with pupils from same bubble. In some circumstances a member of staff could work with pupils from more than one bubble, provided that pupils from different bubbles are socially distanced 2m from each other and they do not share equipment or surfaces. These rooms tend to not have windows so doors should be propped open to keep as well ventilated as possible. 	M	M	All staff	3/9/20	
Poor hygiene practice – specific - spread of	H	In line with government advice:	M	H	Headteacher	48 hours before pupils	



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<p>potential infection at the start of the school day.</p> <p>Notes: – avoid cutting into teaching time/reducing length of school day. -avoid times being too far apart as this may encourage loitering and unpunctuality and may cause confusion</p>		<ul style="list-style-type: none"> • Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus • Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up • Inform each year group and their parents of their allocated times for the beginning and end of their school day: <ul style="list-style-type: none"> ○ Y5/6 8:45am and 3:20pm ○ Y3/4 8:55am and 3:30pm ○ Y1/2 9:00am and 3:35pm ○ Reception 8:55am and 3:20pm ○ Greenfield Preschool is 9:00am and 3:15pm ○ Times are subject to change following safety review. • Parents/carers to wear face covering when dropping off pupils • Staff supervising drop off of pupils to wear face covering • Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival. See school plan for routes which will be shared on the website and ClassDojo. • Cloak area supervision to ensure bubbles are not mixing when pupils store coats. • Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Soap and water is the best approach to this and pupils will use classroom sinks. Y5/6 Cook class need to use KS2 toilets if we 			<p>Headteacher</p> <p>Assigned staff</p>	<p>are brought in and ongoing</p> <p>03/09/20</p> <p>Ongoing</p>	

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		<p>cannot get a sink installed – they have priority use at peak times (e.g. returning from playtime). The correct hand washing routine should be followed.</p> <ul style="list-style-type: none"> • hand sanitiser ‘stations’ are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings. Y5/6 Cook class may need station if no sink is installed. • ensure supervision of hand sanitiser use given risks around ingestion. • Small children and pupils with complex needs should continue to be helped to clean their hands properly. • All staff to wash hands on arrival in school • Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day – see start letters with confirmation and reminders on website and ClassDojo. • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport. <u>No school transport in use.</u> • Issue information to pupils in relation to restrictions on their movement around the site • Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. 			<p>Assigned staff</p> <p>Class teachers</p> <p>Site manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	



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		As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor hygiene practice – specific – toilet/changing facilities.	M	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Staff to follow specific intimate care procedures – see policy Any soiled clothes are put into a plastic bag (double bagged) and sent home. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>	L	L	All staff	Ongoing	
Poor hygiene practice – specific - end of the school day.	H	<ul style="list-style-type: none"> Issue information (website, ClassDojo, return/start confirmation letters) to parents about departure procedures, including safe pick-up Inform pupils and parents of their allocated times for the end of their school day: <ul style="list-style-type: none"> Y5/6 8:45am and 3:20pm Y3/4 8:55am and 3:30pm Y1/2 9:00am and 3:35pm Reception 8:55am and 3:20pm Greenfield Preschool is 9:05am and 3:15pm Times are subject to change following safety review. Parents/carers to wear face covering when collecting pupils Staff supervising collection of pupils to wear face covering 	M	M	Headteacher Class teachers and headteacher	48 hours before groups start back 03/09/20 and ongoing	




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		<ul style="list-style-type: none"> Inform pupils and their parents of the allocated exit points and pick up points – same as AM – see school route plan. Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. Internally, Teachers stagger times where pupils collect coats from same areas so that bubbles don't mix. TAs supervise. <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>			<p>Headteacher</p> <p>All staff</p>	<p>3/9/20</p>	
Ill health in school.	H	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and loss of taste and smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell 	M/H	M	<p>Headteacher</p> <p>SBM</p> <p>Headteacher</p>	<p>28/5/20 and ongoing to reflect updates</p> <p>01/06/20 & checked 2/9/20</p> <p>01/06/20 & ongoing</p>	

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		<ul style="list-style-type: none"> • All staff are informed of the procedure in school relating a pupil becoming unwell in school • All staff advised of the procedure in school if a member of staff becomes unwell. • Ensure all staff absences are appropriately recorded. • Any pupil who displays signs of being unwell is immediately referred to sited Teaching Assistants • Any staff member who displays signs of being unwell immediately refers themselves to the headteacher or deputy in her absence and is sent home • Where the named person is unavailable, staff ensure that any unwell pupils are moved to the Care Room (or the Medical Room if in use) whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the bathroom, they should use the toilet in the Care Room (or the disabled toilet if isolated in Medical Room) which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained 			<p>SBM</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	



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		<ul style="list-style-type: none"> If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, visors should also be worn The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen Unwell pupils who are waiting to go home are supervised in the Care Room or Medical Room where they can be at least two metres away from others Box of items to keep child busy or comforted while waiting for parents Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>			Designated staff	Ongoing	
Poor management of pupils/class bubble organisation reduces the ability of staff to practice social distancing and social distancing between bubbles.	H	<ul style="list-style-type: none"> Leaders to calculate capacities of classrooms. Classrooms allocated for provision and small adaptations made to support distancing where possible without compromising safety routes or fire escapes. Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow. 	M	M	Headteacher	24/7/20 & 1/9/20	



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		<ul style="list-style-type: none"> Classrooms to be arranged to support adults to avoid face to face contact and minimise time spent within 1 metre of anyone. Timetable reviewed and refreshed and programme communicated to teachers and staff Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms Leaders to consider how best to supplement remote education with face-to-face support for pupils. <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>					
<p>A pupil is tested and has a confirmed case of coronavirus.</p>  <p>Schools Symptom Management S...</p>	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> The rest of the class/group should be advised to self-isolate for 14 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP) The Headteacher will contact PHE. Then PHE’s local protection teams to conduct a rapid investigation and will advise school on appropriate action. <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	M	M	Headteacher and SBM	Ongoing	

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		<ul style="list-style-type: none"> • Pupils advised of any restrictions (e.g. not close face to face) around contact games at breaktime or lunchtime. Outdoor equipment is used and shared within a ‘class bubble’ but not shared between ‘class bubbles’ and must be cleaned thoroughly before use of another bubble. Only Reception bubble to use main climbing frame. • Pupils to be supervised in washing hands before and after lunch • In canteen/eating spaces, ‘class/bubbles’ have separate tables – 2-3 m spacing between these to allow for movement. Infant pupils will not go to counter to collect food – meals plated and MDS staff serve to tables and collect used crockery etc. Tables to be pre-set with drinks to limit movement. • Touch terminals/cashless catering is not used. Parents pre-order meals online. Pupils will have bands • issued in class to identify meal choices. • Tables to be cleaned between class bubbles using lunchtime facilities. Although minimal changeovers as little time for this. • Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness • Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. Packed lunch storage spaces (additional trollies purchased) for each KS2 class so no mixing of bubbles. 			<p>All staff</p> <p>Dudley Catering & all staff</p> <p>All staff</p>	<p>03/09/20 & ongoing</p> <p>03/09/20</p>	



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		<ul style="list-style-type: none"> Pupils need supervision in cloak areas to avoid mixing bubbles. <p>As a result, the risk of infection during unstructured time is reduced.</p>					
Spread of infection in classrooms/shared areas e.g. staffroom, corridors.	H	<ul style="list-style-type: none"> All unnecessary items to be removed from classrooms and learning environments and stored elsewhere All soft furnishings and items that are hard to clean to be removed Follow new guidance re class sizes for primary Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible - Follow new guidance re class sizes for primary Tissues and hand sanitiser to be located in each classroom/learning space Bins to be emptied/monitored twice daily in classrooms. Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open Where possible, windows to be opened to provide ventilation. Inform all the pupils that they must not bring equipment to school to reduce the risk of infection Pupils have own set of pencil, pen, wbd and pens – all name labelled and stored in wallet. Y5/6 pencil cases – if allowed will need to be kept in school. Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use 	M	M/H	<p>All staff</p> <p>Headteacher Class teachers</p> <p>Site manager</p> <p>TAs and cleaning staff</p> <p>Class teachers</p> <p>Admin staff</p>	<p>20/07/20</p> <p>03/09/20 Ongoing</p> <p>Ongoing</p>	



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		<ul style="list-style-type: none"> • Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use • Shared teaching resources to be cleaned prior to and after use of another 'class bubble'. Teachers will touch equipment used by pupils so must continually wash hands/sanitise before and after dealing with equipment. • If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned • Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time (as per door labels). Staff to be reminded to adhere to social distancing at all times • Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc • Staff must wash and dry their own cups, plates and utensils, using disposable towels. • Est-eem cleaning product provided to clean equipment before and after use e.g. hot water dispenser, fridge • Toilets cleaned several times a day – staff wear PPE when cleaning the toilet areas <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>			<p>TAs and group teachers</p> <p>Headteacher</p> <p>Site manager</p> <p>All staff</p>		



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Poor pupil behaviour increases the risk of the spread of the infection.	M	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. The SLT/pastoral team will ensure that appropriate materials are on hand to support children's wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus. <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	L	M	<p>Head/ deputy and Group teachers</p> <p>Headteacher and SENCo</p>	<p>03/09/20 and ongoing</p> <p>Ongoing</p>	
Pupils with complex needs are not adequately prepared for a return to school or safely supported.	H	<ul style="list-style-type: none"> Leaders and staff should review individual pupils' handling plans, including the use of PPE Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy) Review individual communication plans where close proximity is expected e.g. on-body signing Plans should be understood, shared and followed consistently by all staff working with those pupils 	M	M	<p>Deputy and SENCo</p> <p>All staff</p>	13/7/20 and ongoing	



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		<ul style="list-style-type: none"> Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. <p>As a result, pupils with complex needs are well supported.</p>			Deputy & SENCo		
Vulnerable pupils and pupils with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	M	M	Deputy and SENCo	20/07/20 03/09/20	
Mental health and wellbeing affected through isolation or anxiety about coronavirus	M	<ul style="list-style-type: none"> Regular keep in touch meetings/calls with any staff members who are isolating/working at home Staff are able to talk about their anxieties and know how to raise a concern Staff are kept up to date on changes in guidance so that they feel reassured 	L	L	Head and Deputy		
Increased number of safeguarding concerns reported after lockdown.	M	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly, while maintaining social distancing. 	L	L	Head and DSL Head DSL	03/09/20	

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		As a result, safeguarding remains of the highest priority and practice.					
Emergency evacuation due to fire etc.	M	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained between bubbles Leaders to communicate procedures to all staff Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. <p>As a result, social distancing between bubbles is maintained in the event of an emergency evacuation or fire drill.</p>	L	L	Headteacher Class teachers	03/09/20	
Cleaning is not sufficiently comprehensive.	H	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning Whilst pupils are at breaktime/lunchtime, identified member of staff to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards Disposable gloves/wipes/sprays are next to photocopiers/printers etc 	M	M	Site manager SBM Headteacher Assigned staff Site manager	03/09/20 Ongoing	



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		<ul style="list-style-type: none"> Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). <p>As a result, high standards of cleanliness are maintained in school.</p>					
Contractors, deliveries and visitors increase the risk of infection.	H	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential visitors prior to entry to the school Agree arrival and departure times (not in Drop Off and Pick Up period) with contractors to ensure that there is no contact with staff or pupils All contractors/visitors to wash hands either prior to or on entry to the school site Contractors and visitors are directed to specific/designated handwashing facilities All areas in which contractors work are cleaned in line with government guidance Contractors to bring own food, drink and utensils onto site. Staff who receive deliveries to the school to wash hands in line with government guidance after handling Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries 	M	M	Admin team Site manager	Ongoing	



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
<p>Increased risk of transmission in delivering curriculum PE Music</p> <p>Reading – books Assemblies</p>	H	<ul style="list-style-type: none"> Assemblies will be pre-recorded and played on screen in class. Pupils need reading books. After pupils return, books are stored in boxes and returned to shelves after 72 hours. Class readers – pupils have own copy of text and have name labelled bookmarks for identification. School trips are permitted to resume but will not take place at least in the Autumn term because the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools is not conducive with guidance. Given that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen in groups of more than 15 and when it does take place, children need to be side-by-side and not facing one another. This has implications for our music curriculum and adjustments will need to be made. 	M	M			



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> • PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease is reduced in the outdoors. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session. Contact sports are to be avoided. External coaches can still deliver PE sessions as long as they also follow the protective measures – including 2m distancing from adults and pupils. • Swimming will not take place until a detailed risk assessment has been provided by the pool and leaders are confident that social distancing and safety measures can be maintained travelling to and from the pool. 					

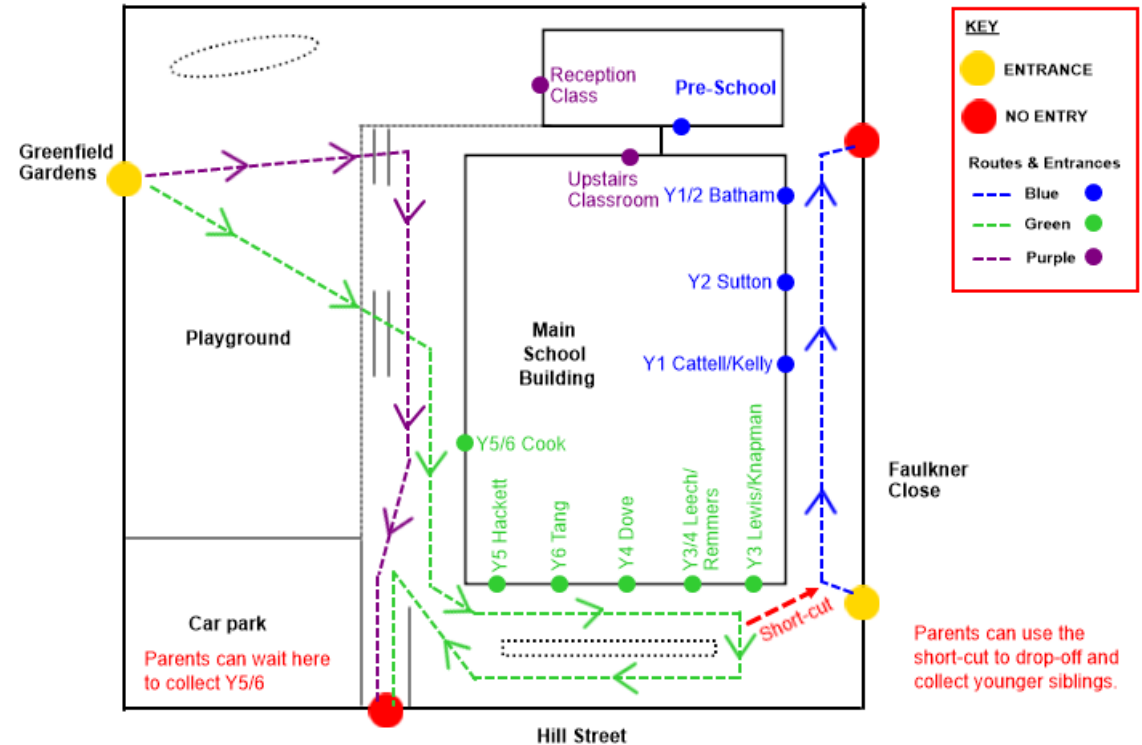
School-specific arrangements relating to risk assessment that may need additional detail:

Arrival to and departure from school



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- At least 2 members of school staff will support and guide – one at each entrance/exit.
- Times are staggered:
 - Y5/6 8:45am and 3:20pm
 - Y3/4 8:55am and 3:30pm
 - Y1/2 9:00am and 3:35pm
 - Reception 8:55am and 3:20pm
 - Greenfield Preschool is 9:05am and 3:15pm
 - Times are subject to change following safety review.
- Parents will be provided with clear instructions for drop off and collection times, along with the route plan. They will be notified of which classroom their child will be in and external doors will be clearly sign posted.
- Parents dropping off siblings should start dropping off and collecting from the earliest time given for their children. It is manageable to drop off older children leave via Hill Street and re-enter at Faulkner close in the times allowed.
- Routes and one way systems will have clear signs to guide.
- Excluding the Blue route, the same routes will be used to take pupils to the playground during the day.
- Parents will be asked to adhere to 2m distancing
- Parents are not to enter the building and must leave their child as they approach the classroom door. They are not to stop and speak to the teacher and telephone the office to leave a message.
- Only one parent should bring/collect a child from school to avoid large groups gathering. Parents of Y5/6 will be encouraged to not enter the site.
- To maintain isolation of pupils, parents should not collect children from another household and not in the same bubble and should not walk home in mixed groups.



- Other visitors and deliveries will not be allowed at pick up/collection times.

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Movement around the school

Except for Blue Route classrooms, movement to the playground will be via external classroom doors to limit the internal movement through narrow corridors. Blue route classrooms will need to move internally. There is a partial one-way system (two narrow enclosed corridors and entry/exit to the hall) and this will be clearly marked on doors and floors to guide pupils and staff. Some corridors/areas do not have a one-way system as pupils need to get to the toilets. All classroom doors will be clearly labelled. With a one-way system, pupils in two classrooms (Y3 and Y3/4) have to take a slightly longer route to the toilet (can use either KS2 or those in KS1 cloak area) – this will need to be practised with pupils. In two way areas, the floor space will be divided with floor tape and arrows to reduce possibility of pupils and staff bumping into each other. Cloaks storage is in corridors around school. These have been separated as far as possible but pupils do need to take care to avoid pupils in other bubbles getting coats. Staff will need to stagger cloakroom visits and ensure supervision. Items on cloak pegs need to be kept to a minimum.

Capacity, organisation of teaching spaces and classroom allocations

Classrooms will be named in September.

Classroom Name	Pupils	Maximum Pupil Occupancy	Teacher/member of staff
Donaldson	Reception	40	Sarah Hawker Jade Stephenson Helen Lees TA
	Year 1	27	Mrs Cattell/Mrs Kelly
	Year 1/2	26	Miss Batham
	Year 2	27	Mr Sutton
	Year 3	27	Miss Lewis/Mrs Knapman
	Year 3/4	26	Mrs Leech/Mrs Remmers
	Year 4	27	Mr Dove
	Year 5	27	Mrs Hackett
	Year 5/6	26	Mrs Cook
	Year 6	28	Miss Tang
	Total	281	

There are 2-3 tables at 3 shared areas around school. These are a base for TA and for use with SEN pupils, providing social distancing is maintained with the member of staff supporting.

Other teaching rooms – these need to be cleaned between use of other groups



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Upstairs classroom	AM2 - Y5 maths with Mrs Knapman; available AM1 and PM sessions
Enrichment Room	AM1 – Year 1 phonics
ICT Suite	Required for Accelerated reading as well as ICT – each class needs one combined slot (reading and ICT)
Hall	PE and lunch times are timetabled

Timetable arrangements

This timetable provides approximate timings and general arrangements and is subject to variation.

	Reception	KS1 – Y1/2	LKS2 – Y3/4	UKS2 – Y5/6
Arrival at school	8:55am	9:00am	8:55am	8:45am
AM 1	9:00am	9:05am	9:00am	8:50am
Break	N/A	10:15am	10:55am	10:35am
AM 2		10:30am	11:10am	10:50am
Lunch	11:45am - 12:30pm	11:45-12:10 playground 12:10 hygiene & eat	12:15pm Hygiene & eat 12:50pm playground	12:15pm playground 12:45pm Hygiene & eat
PM 1	12:45pm	12:45pm	1:15pm	1:15pm
Break	N/A	2:05pm	N/A	N/A
PM 2		2:20pm	2:15pm	2:15pm
Home time	3:20	3:35pm	3:30pm	3:20pm

Preparation and remote education

- PPA is in place but restrict number of groups adults cover as far as possible.
- Ensure all parents are connected to ClassDojo. Ensure Y5/6 pupils at least are connected and know how to log in and add to portfolio.
- Maintain collaboration with parents on ClassDojo by sharing weekly overview of learning for each class
- Share resources where possible on ClassDojo and encourage pupils to revisit to help stick in memory and so parents are familiar with content
- Homework set (tasks) and submitted via Portfolios on ClassDojo
- Subject leaders to identify links to relevant Oak Academy materials
- Where necessary, remote education will be provided via ClassDojo. Staff can use video recording facility for more complex learning activities. Individual contacts can be made through MS Teams and Zooms.
- Pupils are to take home their individual stationery packs and their current exercise books in the event of a closure or lockdown.
- SLT and phase teams to support sharing daily learning content where class teacher is ill.



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- Where pupils can't access the internet, they will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household. Netbooks will be distributed to eligible families.

The principles for delivery of remote education will be as follows:

- Pupils will receive learning opportunities for a range of subjects each day
- Learning will be sequenced as per our current curriculum model
- High quality explanations will be made by the teacher using video links from school (e.g. recording in ClassDojo or uploading to Vimeo or /DropBox)) or through curriculum resources such as Oak National or WhiteRose Maths
- Work will be checked through uploads to Class Dojo Portfolios
- Teachers will be available vis ClassDojo so that they can further tailor the learning as a result of feedback.
- Lessons will be of the equivalent length of a normal school day.
- Oak National content that specialises in SEND will be offered accordingly, alongside packages made available through the class teachers with support of TAs.

Role of teaching assistants

TAs have been allocated to phases/classes and individual pupils. However, there is a large number allocated to class/pupils in Y4-Y6 area which does not facilitate social distancing between staff. There should be a max of 2 staff in any of these areas. TAs can be in class at times but due to capacity and room for social distancing between adults and between pupils and adults, this is limited and will be individually guided depending on room and pupils being supported.

There will be a teaching assistant to support supervision at each shared area:

- KS1 Library Area – Mrs Spence
- KS2 D&T Area – Mrs Westley-Smith
- KS2 Library Area – Mrs Denton/Mrs Vanden-Branden/ Mrs Hadley

TAs provide for supervision of pupils visiting the toilets and cloak areas - ensuring maximum numbers are not exceeded and pupils maintain good behaviour, including distancing and hygiene measures. They also support lunch and playtime supervision.

TAs ensure classroom tables, door handles etc are cleaned in their area (shared area and adjacent classrooms) at lunchtime and when necessary during the day. Toilets to be cleaned at 11:30am.

TAs provide first aid and support when pupils are ill. PPE to be used as necessary.

TAs are able to support EHCP and SEND pupils but support and interventions need to be timetabled for space/room to work and pupils. This is done through liaison with Teacher, SENCo and Headteacher. This needs to include time for cleaning spaces between use of pupils from different bubbles.

Back-up TA (Tracey Hewines) provides further back-up support and cleaning in other main areas.

TAs will be used to cover a class, under the direction of the teacher, should there be any teacher shortages.

Break-time plan



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Teachers to bring and take their group to the playground. TAs to monitor for toileting and collecting coats – use 5-10mins before break to avoid queues. Head and Deputy (if not assigned to a class) and TAs will support supervision at playtimes to allow teachers to get a quick toilet break.

	KS1	LKS2	UKS2
AM (15 mins)	10:15am	10:55am	10:35am
PM (15 mins)	1:45pm	N/A	N/A

Afternoon break has been worked around time for PE lessons. Adjustments can be made as hall will be free if PE is outside.

Reception pupils have break-time in their outdoor area and the garden area as directed by the teachers. Teachers may also take them to the playground when not in use. Led and supported by the Deputy Head, staff will encourage pupils to take part in exercise activities that do not require contact (such as Daily Mile). No large/climbing equipment can be used, including the climbing frames – except Reception pupils have been allocated the large climbing frame. Small equipment (e.g. hoops and skipping ropes) will be taken out for phase but must be cleaned before another class/bubble uses it. Have set/box for each class?

Pupils are allowed to bring a snack for break-time. Handwashing needs to take place before (if having snack) and after break.

Lunchtime plan

Head and Deputy (if not assigned to a class) will have overall supervision at lunchtimes. Lunchtimes of 60 mins include time for toileting and handwashing routines before eating and are staggered for key stage phases. Groups have a 25min timeslot for playground.

	REC	KS1	LKS2	UKS2
Time to Eat/where	11:45-12:30pm Hall (go 5 mins earlier if necessary)	12:10-12:45pm wash hands (TA supervision) then Hall	12:15-12:50 Class/hall (school meal only)	12:45-1:15pm Classrooms
Playground 3 MDS on duty	N/A	11:45am-12:10 pm	12:50-1:15pm	12:15-12:45pm
Supervision notes	Reception pupils eat their lunch in the hall under supervision of MDS staff and but settled by teachers. REC TA will be in class for when they begin returning. One MDS staff return with them.	TA to oversee KS1 handwashing at 12:10 and send pupils to hall. After eating, pupils can return to class & teacher from 12:30pm. Quiet activities available.	Teacher supervise handwashing and start of lunch in class – inc. pupils collecting hot lunch from hall. TA can take over. Teacher collect from playground.	Teacher drop off at playground. TA take back to class at 12:45 and supervise handwashing and collection of lunch/settling until teacher returns.
Teacher non-contact /rest	11:55-12:40	11:45-12:30	12:30-1:15	12:15-1:00



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Something needs to be available for chn to play with when they go back to class if lunch break not over.

In the hall – Reception class served at table by adults. Tables to be set – with drink – no trays. Meals need to be plated up – chn have coloured sticker to indicate which meal. Desserts on tray and take around. We have 10 tables x16 seats. 2x16 seat table each per KS1 class = 6 and 3x16 for REC.

The assigned area TAs will clean tables, handles etc in their classrooms before going for their lunch break. Liaise lunch breaks with head.

Playground – class/bubbles have equipment for play and to keep busy/get exercise. Equipment not shared between bubbles or cleaned before.

One Midday will be assigned to First Aid and should use PPE as necessary (all will be outside ready for less serious cases).

At the end of the allocated time, we will ring a bell to instruct pupils to stand still then the class teacher/assigned adult will begin leading back to class, socially distanced between bubbles and external route.

Pupils wash hands after lunch play.

Should it be a wet lunchtime, pupils stay in their classroom and are supervised from the doorway by Midday Supervisors to ensure teachers get a rest break. Pupils can use wet play games and can doodle/draw with materials that will be available. They stay in their classrooms and do not go in other classrooms.

Catering staff and lunch arrangements

Dudley Catering is responsible for ensuring that catering staff prepare and handle food safely, following strict guidelines. They should also ensure their staff read the risk assessment and follow the school's procedures.

Hot school meals will be available/provided. Meals are provided free to Infants and pupils entitled to FSM – parents pre-order online using SchoolMoney system. KS2 hot meals are pre-ordered and prepaid.

Infant pupils eat in the hall. We have 10x16 seat tables. 3 tables for REC (start on 7th Sept with gradually increasing numbers) and 2 per KS1 class plus one spare. Use full extent of hall to keep class bubbles 2m apart. Should infants eat more quickly than previously it may be possible to have a second sitting but not initially because tables and seats would need to be cleaned in between sittings.

Tables will be pre-laid by MDS staff with cutlery and juice/drink. Catering staff will plate up meals and MDS staff will deliver to tables. To match the correct meal to the child, we will use stickers (instead of coloured wrist bands for now) which teachers/TAs will have given pupils in the classroom. MDS staff will also serve desserts from a tray. The children should not be visiting the counter etc. plates will also be collected from table – scraped and stacked for catering staff to clean.

KS2 pupils will eat in the classroom. They will collect school/hot lunches from the hall. Grab bags will be set out on a large grey table in class columns for collection so mixing can be avoided. Hot dinner pupils will collect a tray with cutlery already on it before collecting meal order – coloured meal order cards are to be used (these are issued in class by teacher). One MDS staff to supervise lines and ensure that pupils distance between bubbles. The counter will need to be cleaned between class bubbles.

Cleaning

After school, teachers/staff must leave classrooms while cleaning is in progress to allow it to be done thoroughly. Only the teacher should access the classroom after cleaning and have minimal contact with surfaces used by pupils.



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The assigned area TAs will clean sinks, desks, handles etc. in their classrooms and shared/corridor area before going for their lunch break. They will also check the bins for emptying if necessary. A set of cleaning materials will be available in each shared area. It will be stored out of the reach of pupils.

Antibacterial wipes will be in the classrooms to wipe tables after a child coughs/sneezes.

Some doors will be wedged open to reduce contact with handles (e.g. where door would need to be pulled rather than pushed).

A member of staff will be assigned to cleaning seats, sinks and door handles in the toilets at lunch time.

A member of the Admin team will clean door handles etc in the main general areas and staffroom.

The site manager and cleaning staff will follow guidelines for cleaning procedures before and after the school day: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Toilets

Maximum numbers allowed in toilets at any one time is limited to the number of cubicles. There needs to be some liaison between teachers and TAs to reduce congestion at peak time. For example, Y5/6 Cook class (which has no classroom sink) need to use immediately after break for handwashing so other classes should not visit at that time.

Waiting is not allowed in toilets and if cubicles are being used, pupils/staff must wait outside – clear of door and distanced.

Opportunities for going to the toilet are reduced but can be in lesson time to reduce queues at break times. Group teachers to explain this to pupils.

TAs provide for supervision of pupils visiting the toilets - ensuring maximum numbers are not exceeded and pupils maintain good behaviour, including distancing and hygiene measures.

A member of staff will be assigned to cleaning seats, sinks and door handles in the toilets at lunch time. They also check soap and handtowels. Admin staff will top up when running low.

Staffroom and offices

Maximum occupancy is clearly labelled on the doors. Staff should make sure they adhere to 2 m distancing when seated.

Surfaces are kept tidy to allow for cleaning. Belongings should not be left in the staffroom.

There is no signing in sheet for staff and pens etc. should not be shared. Staff use the Integris register or Admin staff do it for them when not possible.

Admin staff sign in visitors.

Staff should clean their own pots and utensils using washing up liquid and dry using a paper towel and put the items away. Generally, risks can be reduced if staff bring/keep their own utensils and bring drinks bottle/flasks to last the day.

Meetings should not be held in confined rooms/offices.

Staff need to wipe telephones and keyboards with antibacterial wipes on first use and after anyone else has used it.

Transport

We do not provide school transport but a small number of pupils do come by public transport. Need to ensure appropriate hygiene for removing facemasks.



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Parents are asked to walk to school where possible and avoid using a car. If a car is necessary, please do not park on Hill Street or Faulkner Close as there is not room and it will be hard to maintaining distancing with people getting out of cars etc. The staff carpark will be closed and only used for staff while at work – although parents of Y5/6 can wait to collect pupils who leave premises on their own to avoid congestion on the street. Where necessary, parents of disabled pupils should contact the office to discuss arrangements for getting into school.

Classroom expectations

Except for the Reception classroom, desk/tables are arranged to allow for 2m distancing between the pupils and the teacher at the front of the classroom. Teachers will remain at the front of the classroom as far as possible. For year 1 desks/tables are arranged to allow for 2m distancing between pupils and teachers. From year 2 pupils/desks tables will be organised in rows facing the front, with pupils sitting next to each other rather than facing each other. Unnecessary furniture etc has been removed to allow 2m distancing between teacher and pupils and ease of access.

The Reception class will have equipment, tables and areas as normal as pupils can share now but minimise clutter for ease of cleaning.

Pupils will have their own pack to keep all necessary equipment (e.g. pencils, pens and whiteboards) and work so they can limit movement around class but they can share some equipment (e.g. scissors, crayons). Everything must be in their tray at home time to allow access for cleaning.

Any central equipment (e.g. science) must be cleaned before a different bubble uses it.

Each class has a separate cloakroom area (clearly signed) for pupils' coats. Teachers need to ensure that classes are staggered going to their area to avoid congestion and mixing bubbles. TAs to supervise these areas.

Each class has a designated separate area or trolley to stow lunch boxes.

PE kits should be collected into a box for storage in a designated area. These are kept in school all half term and are brought out of storage for lessons. There can be no sharing of PE kit – teachers contact parents when pupils do not have appropriate kit.

Sink areas should be clear of furniture etc and allow room for handwashing. Teacher to manage handwashing routines to maintain order.

Pupils are able to refill water bottles at the classroom sinks – but should avoid bottle neck and tap touching.

Surfaces should be kept as clear as possible for ease of daily cleaning.

Displays boards only to be used for ease of cleaning and to avoid distraction from posters with key messages (about handwashing for example).

Wet play games etc to be kept together in class in storage boxes – these may be used by GMGAC.

Antibacterial wipes will be in the classrooms to wipe tables after a child coughs/sneezes.

Time should be allowed as part of the lesson for pupils to check and mark their own work wherever possible to reduce the amount of books being taken out of class, to home etc.

Pupil expectations – staff will ensure pupils fully understand these in their first day at school.

Always follow the behaviour rules, including the new rules for good hygiene and social distancing.

- Keep within your bubble and protect it as much as you can
- Wash your hands properly with soap for at least 20 seconds



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- Wash your hands when you arrive at school, before and after morning break, before lunch, after lunch play, before and after playtime in the afternoon, after you have coughed, sneezed or blown your nose and every time you go to the toilet.
- Follow the catch it, bin it, kill it procedure for coughs and sneezes and blowing your nose (on the poster in the classroom).
- Follow class organisation and layout – sit side on to classmates and not facing each other.
- No shouting or singing and avoid close up talking to other children.
- Although you can sit next to other children in your class, avoid touching them.
- Keep 2m distance from all adults in school – including your teacher.
- Keep 2m away from other children that are not in your class bubble
- Always stick to the routes and directions you have been given (including the arrows etc on doors and floors) for getting around school. As much as you can, avoid touching handles and furniture outside your classroom.
- When passing others within a 2m space (e.g. in corridors) do not touch them.
- Ask for permission to go to the toilet. When you have permission, go straight there. Wash your hands after using the toilet and return immediately to the classroom. If cubicles are full when you go to the toilets, wait outside away from the door (see floor marking).
- Stay in your designated area of the playground and stay 2m distanced from other class bubbles. Do not pass any equipment to children in other bubbles.

Tell the teacher immediately if you have any symptoms of coronavirus (on the poster in the classroom).

Do not bring any other belonging to school other than your coat, lunch, book bag and water bottle. PE kit to be brought in on first day.

Year 5/6 may bring a pencil case with equipment on their first day but will not be able to take it home again until the end of the term.

Look after these belongings - keep them at your table/space and do not leave them lying around anywhere else. Do not touch anyone else's belongings.

Follow instructions quickly and fully.

Understand that your teacher cannot help you at your desk so you need to try hard to do as much as you can by yourself.

If school is closed you have to stay home to self-isolate, keep up with the learning and lessons set on ClassDojo. Upload your work for feedback.

Expectations of parents

Contact the school office if your child is going to be absent. Do not send your child to school if ill and/or showing any symptoms of Covid. Engage with NHS test and trace process should it be necessary.

Adhere to the social distancing measures we have put in place for pick-up and collection times. Please check the route plan and adhere to the routes and times given.

Please be prompt – being late has a knock on effect on other pickup/collection times, can cause congestion and interrupts class learning. Procedures will be reviewed and gaps between times will be increased if there are any issues with congestion etc.

Except by strict telephone appointment, do not enter the school building. Leave your child as you approach the classroom door. Telephone school or use ClassDojo to pass on any message to the teachers. Do not try to have discussions with staff while they are ensuring pupils get safely in and out of school.

If you do have to go to the school office for any reason, please use the hand sanitizer provided. Please understand that the glass screen must remain closed so stand well back to allow privacy for anyone else who is at the counter.



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Only one parent should bring/collect a child from school to avoid large groups gathering. Parents of Y6, avoid entering the school site, including playground. Once you have dropped off/collected your child, leave the school site immediately, following the one way systems, and do not stop for chats etc close to school and entrances/exits.

To maintain the isolation of children, parents should only collect children from their own household or child's class bubble and not walk home in mixed groups. Send their child with a snack for break time (REC and Y1/2 should get free fruit), a packed lunch (if not having school lunch) and a water bottle. Pre-order school lunches online– we cannot provide last minute orders.

Pupils should wear school uniform. They need their own PE kit including trainers – PE will be outdoors as much as possible. Kits will be left in school for each half term. There be no sharing of PE kits. Kits need to be in a name-labelled drawstring bag.

Do not send your child with any other personal belongings other than a coat. Year 5/6 may bring in a pencil case with equipment but will not be able to take it home again until the end of the term.

To ensure your child is safe outside in hot/sunny weather, apply long lasting sun-screen at home as it cannot be administered at school. Send a sun hat.

Should your child need medication, telephone the school office to let them know. Complete the medication form and email it to the school office. Take the medication to the school office at drop off time (just after you have dropped off your child) and collect it at the end of the day (just before you collect your child).

Help your child to follow the hygiene and distancing procedures by practising at home – information is shared on ClassDojo and on the school website.

When your child is not attending school, check ClassDojo for the home learning material. Contact school if you need further help or materials.

Where required, arrange/book wrap around care (GMGAC) monthly in advance wherever possible. Please note space is limited and advance booking helps secure places and avoids disappointment.

Wrap around care

- To enable safe provision of the GMGAC wrap around care, no clubs will be available during the Autumn term.
- In order to minimise the number of contacts children have throughout the day, the children will be organised into their different 'class bubbles' and encouraged to socially distance (2m) from other 'class bubbles'. Use large dining table for larger groups. If only a couple of children in a bubble, they can use either end of a dining table but not middle seats, allowing 2m distance. To define area, use PE mats for REC pupils but clean after use.
- Parents informed that, as all children attending GMGAC will be in a large room together, we cannot guarantee they will not come into close contact with children from other 'class bubbles'.
- All school staff will be instructed to keep to 2m socially distanced guidelines (from children and from each other).
- Staff will keep all contact with parents to a minimum. Staff ask parents to wait outside or contact the school office with any queries. Payments and bookings made on ParentMail only. Childcare vouchers accepted but no cash or cheques. Late bookings made by telephone call to T Hewines.
- In order to provide space for social distancing and keeping 'class bubbles' apart, GMGAC will operate from the school hall (largest space and can work with ratios – 27 pupils to 3 adults max), at least in the autumn term. Hall will be cleaned after use – site manager.



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- Children will also be able to play in the outside playground (again in bubbles and socially distanced) as long as the weather permits. Only use this area before/after all staggered drop off and collection times to avoid coming into contact with other pupils and parents. Use staffroom door for entry/exit. Handwashing after play outside. Equipment can be used but must be cleaned with disinfectant/Protect between groups.
- The children will not be allowed to attend if they are unwell.
- The children will leave and enter via the main doors – wedge inner door and hall doors open to provide good ventilation and reduce touching handles. Parents will alert staff of their arrival using the usual intercom (move from conservatory if possible) or by ringing the club telephone but must wait outside the building.
- Staff will sign the children out but parents will confirm that they agree with the leaving times recorded – this will be checked and recorded at the time.
- Coats etc to be taken to usual class pegs and storage areas on arrival and not taken into the hall. Pupils use the one way routes.
- Staff will have a number of quiet activities for the children to take part in. These will be sets of wet play games/equipment from their class/bubble – they will be returned to class after the session. Group pots of pens/pencils/felt tips. Equipment specifically allocated to that group for the duration of a week for example. It will be cleaned before being used by another group.
- Breakfast and afternoon snacks will be provided but may be varied/restricted to meet with any protective measures. Staff to prepare, Use basic hygiene measures. Dirty plates/cups collected – these are cleaned in catering kitchen dishwasher/sink. This area and counter must be cleaned afterwards. All prep in the hall – may need table and toaster. Breakfast/snacks are served on children’s arrival after handwashing procedures.
- Children will be reminded/encouraged to remain in their ‘class bubble’ area within the hall and to socially distance (2m) from staff and children in other ‘class bubbles’.
- Children will wash their hands on arrival and after any physical or outdoor activity. They will also wash their hands when they go to their classroom.
- Enhanced cleaning measures will be in place and there will be limitations on use of equipment to avoid cross contamination between groups.
- In order to safely manage numbers and prepare for bubbles, stricter management of bookings. Parents book monthly and through ParentMail.

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>



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- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
 - Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
 - SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
 - Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
 - Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
 - Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
 - Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
 - Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
 - Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
 - Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
 - Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
 - Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
 - Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
 - PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
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- Public health England <https://www.gov.uk/government/organisations/public-health-england>
 - NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
 - Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 - DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
 - A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
 - Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

