

INVICTUS EDUCATION TRUST

Coronavirus (COVID-19): Risk Assessment Action Plan for opening from 3rd September 2020

SCHOOL NAME: **Wombourne High School** **REOPENING OF SCHOOL TO ALL YEAR GROUPS (V1 adaptation of original Risk Assessment from June)**

Assessment conducted by: D Willetts	Job title: Facilities & Operations Manager	Risk/Area Covered by this assessment: Areas of the school which will be used for the full reopening of the School in September
Date of assessment written: 21/8/2020	Date of next review: Live Document! but reviewed on 1/9/20, 15/10/20, 19/11/20	Areas reviewed: Wombourne High School

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, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 25 May \)](#)
 - <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> (updated 7 August)
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> (updated 1 October)
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> (updated 5 November)

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 students 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:	Unlikely = Low, Likely = Medium, Highly Likely/Certain = High 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 students 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.

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Inherent Risk Description/Area of Concern	Inherent Level of risk prior to control L/M/H	Risk Controls	Actions/Comments	Residual Level of risk is now L/M/H	Likelihood 1 Unlikely 2 Likely 3 Highly likely 4 Certain	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/social media is updated. Students updated via classrooms/email/text as necessary. Any change in information to be shared with Trustees and Chair of Governors and passed on to parents and staff by email <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	<ul style="list-style-type: none"> Regular checks on the appropriate Government websites for updated guidance's Risk assessment reviewed when required due to changes in guidance Website/social media updated with current information. A virtual tour of classrooms highlighting safety precautions will be filmed and presented on the appropriate website and social media Regular communication to students as appropriate via the available tools Regular communication to Trustees and Governors if/when changes occur then relay to parents and staff 	L	1	<p>COO/Head Teacher / F&O Manager</p> <p>Marketing & Comms</p> <p>Head Teacher / Senior Leadership Team (SLT) / HOY</p> <p>CEO/COO/Head Teacher/HR</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>COO / Head Teacher</p> <p>COO</p> <p>Head Teacher</p> <p>CEO / COO /</p>
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> All staff/students 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. <p>As a result, all students and all staff working with students are adhering to current advice.</p>	<ul style="list-style-type: none"> Schools will send emails and phone parents/staff and students so they are fully informed of the plans to reopen to all students. Ongoing communications given to all staff as plans change/evolve Risk Assessment shared onto the community gateway to enable parents to view the risk assessment 	L	1	<p>Head Teacher / SLT</p> <p>Head Teacher / SLT</p> <p>F&O Manager / Marketing HR</p>	<p>Ongoing Communication</p> <p>Ongoing</p> <p>3/9/20</p>	<p>Head Teacher</p> <p>Head Teacher</p> <p>COO / Head Teacher</p>
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 All staff, students 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 	<ul style="list-style-type: none"> Trust wide policies will be reviewed and amended as necessary by Headquarters School based policies will need to be reviewed by schools and staff instructed to read and familiarise themselves with all policies School based policies to be stored on the school local shared folder for staff access only Heads PA to email all school Staff to confirm acknowledgment of policy. Confirmation of adherence and understanding will be recorded on central records 	L	1	<p>COO / HR Manager</p> <p>SLT / F&O Manager / Heads PA</p> <p>Heads PA</p> <p>Heads PA</p>	<p>Ongoing as required</p> <p>Ongoing as required</p> <p>10/6/20</p> <p>10/6/20</p>	<p>Trust Board / CEO</p> <p>COO / Head Teacher</p> <p>Head Teacher / F&O Manager</p> <p>Head Teacher / F&O Manager</p>

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		<ul style="list-style-type: none"> - 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 letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus • Pupils are made aware of the school’s infection control procedures in relation to Coronavirus via a delivery from Staff on the morning of their first day in school. Every pupil must be informed even if they do not attend the first day. All students must be informed to tell a member of staff if they begin to feel unwell. • Students are made aware of the school’s infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 3 Sept 2020. All are informed that they must tell a member of staff if they begin to feel unwell • Weekly electronic briefing issued to staff. 	<ul style="list-style-type: none"> • Facilities & Operations Managers are the Health & Safety Responsible person in each school. The COO will be responsible for reporting to PHE. • School staff made aware of designated H&S Officer via an email from the Head Teacher • The Facilities & Operations Managers are in constant contact with the Local Authority Health & Safety officers and will relay further guidance or information to all staff as and when required. • Guidance provided to staff on first day back at School regarding infection control • Infection control procedure produced as part of the reopening plan by the Head Teacher • Communication re infection control will be made available on the school website, social media and posters positioned around the school in prominent areas • Parents advised via the Government / NHS test & trace system that if their child has COVID-19 symptoms and test positive, then the School must be informed ASAP. • Communication to all students on the first day will be delivered by a video assembly. Those students who aren’t present will receive emails • Guidance provided to students regarding infection control. This will provide a step by step guide on what to do if feeling unwell • These guidance’s will be given to students via email preferably, or in person before the first day back on 3 Sept 2020 • Weekly briefing sent to staff from the Head Teacher 			COO & F&O Manager Head Teacher F&O Manager SLT Head Teacher Marketing & Comms SLT / HOY or HOH SLT / HOY or HOH Head Teacher	Ongoing as required 8/6/20 & will be reiterated 1/9/20 Ongoing 1/9/20 Ongoing as required 1/9/20 3/9/20 3/9/20 Weekly	CEO / COO Head Teacher COO / Head Teacher Head Teacher Head Teacher COO / Head Teacher Head Teacher Head Teacher

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		<ul style="list-style-type: none"> Test and Trace system available to all staff who either have symptoms or have been diagnosed with Coronavirus Staff & Students aware of Government guidance of face covering in an education setting <p>As a result, all staff and students are aware of the policies and procedures in place to keep themselves safe in school.</p>	<ul style="list-style-type: none"> Test and Trace initiative by the Government will be communicated to all staff prior to re-opening on the 1 Sept 2020 All students and staff will wear face coverings in communal areas from Tuesday 22nd September i.e. in corridors, the dining room and all communal areas, when entering buildings and on school transport. In areas where local restrictions apply, and 1m plus social distance cannot be maintained, and where year 7 and above are educated, face coverings must be worn by adult (staff & visitors) and pupils when moving around indoors such as in corridors, communal areas and school transport. Safe wearing of face coverings requires cleaning / sanitising of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully. Pupils must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. 			Head Teacher Head Teacher Head Teacher	Ongoing 2/9/20 As and when required	Head Teacher Head Teacher Head Teacher
Poor hygiene practice – specific – spread of potential infection at the start of the school day.	H	In line with government advice: <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. Walk only access to school site for students. No parent’s cars will be allowed on school site. 	<ul style="list-style-type: none"> Student & Parent briefing document to be issued by the Schools Head Teacher via email preferably, with relevant information and guidance in regards to the following; <ol style="list-style-type: none"> Showing signs & symptoms of Coronavirus Feeling unwell whilst at school Arrival & departure procedures (including arrival & departure times) Arrival & departure drop off/collection points No parents’ cars allowed onto the School premises Transport to be provided by the school No congregating outside the main School gates / entrances Procedures for regular handwashing 	L	1	Head Teacher	To be sent before September	Head Teacher

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		<ul style="list-style-type: none"> Issue information to students in relation to restrictions on their movement around the site Inform each year group and their parents of their allocated times for the beginning and end of their school day <Timetable details in Appendix 1> Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival, following social distancing Students to be told to visit the hand hygiene station on entry to the building, when returning from breaks and when changing rooms and before eating. Students' must queue while maintaining social distancing as they wait for facilities All staff to use hand hygiene stations on arrival in school and frequently wash hands/visit stations during the school day. Make it clear to staff, parents and students that they cannot congregate at the front of school prior to the start of the school day Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. <p>As a result, the risk of infection is reduced as students and staff arrive at school.</p>	<p>i) Information on hygiene stations and the purpose of their use j) Restrictions on movement around the school site k) Behaviour procedure & expectations of the students and highlighting the zero tolerance on breaching this which will result in the child being sent home l) The School is providing food at lunch or break times, students can bring their own lunch. Changes in timetable to accommodate break & lunch times.</p> <ul style="list-style-type: none"> School staff to be designated as 'Marshalls' will be coordinating the ingress onto the school grounds and access away from the school utilising the Government guidance on social distancing. Lines stating social distancing to be painted/taped on the entrance to the school gates Students will be informed by Teaching Staff to wash hands on a regular basis. Toilet corridors will be monitored by staff to ensure students follow social distancing and hygiene stations will also be monitored to stop sanitiser ingestion Staff to follow Government guidance procedures whilst at work, this will include instruction to regularly hand wash and hand sanitize As previously mentioned, Student & Parent briefing document to be issued by the School highlighting no congregating by the school entrances and gates The Head Teacher's letter to parents / students must make it clear that congregation at the front of the school is unacceptable Regular (weekly) stock checking of hand soap, sanitiser and hand washing supplies will be conducted with minimum stock levels introduced to ensure a constant supply is available 			<p>Head Teacher / SLT</p> <p>Caretaker / Site Team</p> <p>Teaching Staff</p> <p>COO / Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Caretaker / Site Team</p>	<p>Ongoing</p> <p>1/9/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Before Sept</p> <p>Before Sept</p> <p>Ongoing</p>	<p>Head Teacher</p> <p>F&O Manager</p> <p>Head Teacher / SLT</p> <p>COO / Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>F&O Manager</p>
Poor hygiene practice – specific - end of the school day.	H	<ul style="list-style-type: none"> Issue information to parents about departure procedures, including safe pick-up Inform students and parents of their allocated times for the end of their school day <see timetable in Appendix 1> 	<ul style="list-style-type: none"> As previously mentioned, Student & Parent briefing document to be issued by the School highlighting the drop off and departure safe pick-up Allocated times will be issued on the Student & Parent briefing document 	L	1	<p>Head Teacher</p> <p>Head Teacher</p>	<p>Before Sept</p> <p>Before Sept</p>	<p>Head Teacher</p> <p>Head Teacher</p>

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		<ul style="list-style-type: none"> Inform students and their parents of the allocated exit points and pick up points, this will be the leisure centre car park of Wombourne High School Home to School transport will be provided following the department of transport guidance's and working closely with the travel provider Prospect Coaches. Students will be encouraged to wear face covering (mandatory on coaches) and hand sanitise before entering the coach / bus All prospect coaches will have enhanced cleaning schedules with fogged cleaning disinfectant to the interior before and after use including air circulation systems. Make it clear to staff, parents and students that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect students, parents are to remain in cars and park safely outside of school premises Make parents and students aware of government recommendations with regard to transport. Inform parents and students of restrictions and plans relating to school transport <p>As a result, the risk of infection is reduced as students and staff leave school.</p>	<ul style="list-style-type: none"> As previously mentioned, Student & Parent briefing document to be issued by the School highlighting the drop off and departure safe pick-up etc. This will include staggered departure times for year group bubbles including staggered home to school transport times. Staff to support and marshal students queueing for home to school transport following social distancing. Links to the Governments guidance's to be highlighted on the Schools website 			Marketing & Comms	1/9/20	Head Teacher
Poor hygiene practice in school - general	H	<ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, students, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) Students to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds or to use sufficient hand sanitiser routines 	<ul style="list-style-type: none"> Government posters will be used for consistency in schools. These posters will be positioned around the school in appropriate and easily seen areas Students to wash their hands as per the Government guidance of at least 20seconds, this will be monitored and implemented by the School Teaching staff. School Teaching staff to ensure this message is delivered to the students before every lesson 	L	1	Site Manager/ Caretaker / Site Team Teaching Staff Teaching Staff	8/6/20 Ongoing Ongoing	F&O Manager Head Teacher / SLT Head Teacher / SLT

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		<ul style="list-style-type: none"> Teachers to reiterate key messages in class-time (when directed) to students to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. 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, students 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 students are washing their hands to avoid overcrowding in hand washing areas Students will bring in their own refreshments and food, cups etc. No crockery/utensils will be available or shared by students Staff to bring in their own crockery/utensils, no crockery/utensils will be available or shared by staff Students/Staff are responsible for thoroughly cleaning their own crockery/utensils Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day, the frequency for this will be every 30minutes and paper/hand towels are refilled regularly too. <p>As a result, all students and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>	<ul style="list-style-type: none"> Large bulk orders for the Schools has been ordered and will be delivered to all schools and in time for the opening on the 1 Sept 2020. Supplies will be monitored to ensure enough stock is available to accommodate continual demand Guidance links provided by the Local Authority will be emailed to all staff / students regarding infection control as and when required if changes occur Weekly stock checks on cleaning products, hand sanitiser and soaps to be implemented to ensure ample stock. Students to wash their hands as per the Government guidance of at least 20seconds, this will be monitored and implemented by the School Teaching staff As previously mentioned, Student & Parent briefing document to be issued by the School highlighting <u>no</u> crockery/utensils will be available or shared by students As part of the staff briefing, staff informed that they have to bring their own crockery/utensils and responsible for cleaning these thoroughly. These items must not be shared. A new staff rota for cleaning staff and cleaning regime has been developed. This is to ensure cleaning staff are present on the school site at any one time. The additional cleaning duties of the School will meet Government guidance. The cleaning team will be managed by the Site Manager to ensure these rotas and regime are adhered to The increased cleaning rescheme will ensure student and staff toilets cleaned more frequently, including high footfall areas and areas where potential touching of surfaces i.e. door handles. The cleaning team will be managed to ensure these frequencies are maintained 			F&O Manager	5/8/20	COO / Head Teacher
						F&O Manager	Ongoing	Head Teacher
						Site Manager / Caretaker / Site Team	Ongoing	F&O Manager
						Teaching Staff	Continually advised	Head Teacher
						Head Teacher	Continually advised	Head Teacher
						Head Teacher	1/9/20	Head Teacher
						Site Manager / Site Team	3/6/20 & reiterated 1/9/20	F&O Manager

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Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> Clear signage in place regarding social distancing Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors Thorough cleaning of all areas that can be touched to be wiped down with appropriate cleaning solution Discourage parents from entering the school building Rearrange furniture in reception area to facilitate social distancing. If possible, arrange for a separate staff entrance to the workplace – staggered start times for staff where possible or at least maintain social distancing. <p>As a result, reception staff are protected.</p>	<ul style="list-style-type: none"> Use of Government signage around all of the Invictus Trusts schools will ensure continuity Barrier screen to be erected on open plan reception areas The additional cleaning duties of the School will meet Government guidance. The cleaning team will be managed by the Site Manager to ensure all areas are cleaned appropriately Parents reminded that the main reception will be closed to parents. The automatic doors to the main entrances to the reception will remain closed to stop access, but will open in an emergency situation Staff will ensure they maintain social distancing when entering the school and leaving 	L	1	Site Manager / Site Team Site Manager / Caretaker Site Manager / Caretaker / Cleaning Supervisor Head Teacher Site Manager / Caretaker Head Teacher / SLT	8/6/20 5/6/20 15/6/20 Sept Ongoing Continually advised	F&O Manager F&O Manager F&O Manager Head Teacher F&O Manager / Head Teacher Head Teacher
Poor hygiene practice – specific – office spaces.	H	<ul style="list-style-type: none"> Start and end times for administrative staff are staggered to support social distancing Tissues/hand sanitiser to be available in office locations Each individual is responsible for wiping down their own work area before and after use. Staff to wash hands on arrival at school <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<ul style="list-style-type: none"> Staff will ensure they maintain social distancing when entering the school and leaving All offices and Teaching work stations will have a bottle of hand sanitizers, tissues and cleaning wipes to clean down areas Staff must follow Government guidance’s whilst at work, this will include instruction to regularly hand wash and hand sanitize 	L	1	Head Teacher / SLT Site Manager / Caretaker COO / Head Teacher	Continually advised 9/6/20 Continually advised	Head Teacher F&O Manager / Head Teacher COO / Head Teacher
Poor hygiene practice – specific – toilet/changing facilities.	H	<ul style="list-style-type: none"> Staff to wear additional PPE when supporting students with toileting routines – mask, gloves, apron All changing surfaces to be cleaned before and after each use Nappies/soiled items to be disposed of in yellow bags Staff to follow specific intimate care procedures Any soiled clothes are put into a plastic bag (double bagged) and sent home. 	<ul style="list-style-type: none"> Students who require this level of personal care will have received an individual risk assessment via the Head of Inclusion / SENco Staff will be provided PPE packs including guidance’s on use and disposal 	L	1	Head of Inclusion / SENco	1/9/20	SLT/ Head Teacher

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		As a result, safe practices are followed and the risk of infection is reduced for staff and students.						
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 students 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 Cleaners to act upon guidance normally linked to ‘thorough cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room). <p>As a result, high standards of cleanliness are maintained in school.</p>	<ul style="list-style-type: none"> Senior Leadership Team (SLT) will regularly carry out H&S internal inspections and monitor standards of cleaning and identify additional cleaning measures by checking the cleaning standards checklist has been adhered to. Site Manager / Cleaning Supervisor will monitor the cleaning and report back to SLT on a weekly basis A new staff rota for cleaning staff and cleaning regime is has been developed. This is to ensure cleaning staff are present on the school site at any one time. The additional cleaning duties of the School will meet Government guidance. The cleaning team will be managed by the Site Manager to ensure these rotas and regime are adhered to Additional PPE and wipes / sprays be provided in locations where needed on items which may be required to be used by more than one person i.e. use of photocopiers The increased cleaning rescheme will ensure student and staff toilets cleaned more frequently, including high footfall areas and areas where potential touching of surfaces i.e. door handles. The cleaning team will be managed to ensure these frequencies are maintained 	L	1	SLT Site Manager / Cleaning Supervisor Site Manager Site Manager / Caretaker Site Manager / Cleaning Supervisor	As required Ongoing Weekly 3/6/20 & 1/9/20 10/6/20 11/6/20	Head Teacher Head Teacher F&O Manager F&O Manager F&O Manager
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 and high temperature, loss of smell and taste 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 	<ul style="list-style-type: none"> COVID-19 government guidance’s to Safe Working Procedure to be issued to staff incorporating procedure for dealing with ill health in school. Staff who are designated first aiders or have to be in proximity to an area where s student or employee who is poorly with 	L	1	F&O Manager / Head Teacher Head Teacher / F&O Manager	1/9/20 1/9/20	Head Teacher Head Teacher / COO

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		<ul style="list-style-type: none"> Students/staff displaying symptoms of coronavirus do not come in to contact with other staff/students A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained If contact with a staff member or child is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn The relevant member of staff calls for emergency assistance immediately if the staff/student's symptoms worsen 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. Any pupil who displays signs of being unwell is immediately referred to the school first aider and arrangements made to be sent home Any staff member who displays signs of being unwell immediately refers themselves to school first aider and is sent home Ensure all staff absences are appropriately recorded. Where the named person is unavailable, staff ensure that any unwell students are moved to an empty room 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 Unwell students who are waiting to go home are supervised in the Home room (next to the medical room) where they can be at least two metres away from others Areas used by unwell students who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated 	<p>COVID-19 symptoms must wear the appropriate PPE. This will be provided as specified by Government guidance's</p> <ul style="list-style-type: none"> Form to be produced by HQ for those with suspected Covid-19 symptoms to ensure appropriate guidance is provided, testing carried out plus results are communicated to school. Medical isolation room or designated outdoor areas to be identified, set up and clearly signed. Medical isolation areas will be cleaned thoroughly before and after use. Staff who enter this area to be provided with full PPE as specified by the Government guidance's 			<p>COO /HR</p> <p>SLT</p> <p>Site Manager / Cleaning Supervisor</p>	<p>1/9/20</p> <p>1/9/20</p> <p>Ongoing</p>	<p>COO</p> <p>Head Teacher</p> <p>F&O Manager</p>
			<ul style="list-style-type: none"> All absences will be recorded in detail by the Heads PA Medical isolation room or designated outdoor areas to be identified, set up and clearly signed. Any Student or member of staff shows signs of COVID-19, will be sent home and advised that a test must be taken ASAP, then isolate for 14days and contact or ensure contact with the NHS Test & Trace team. Designated bathroom / toilets to be identified for staff and pupils. These toilets will be cleaned frequently or after use of a 			<p>Head PA</p> <p>Site Manager</p> <p>SLT</p> <p>Site Manager / Cleaning Supervisor</p>	<p>As required</p> <p>12/6/20</p> <p>As required</p> <p>8/6/20 & As and when required</p>	<p>Head Teacher Head Teacher / F&O Manager</p> <p>Head Teacher</p> <p>F&O Manager</p>

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		<ul style="list-style-type: none"> If a staff/pupil needs to use the bathroom, they should use a separate bathroom which will be cleaned after use (Opposite medical room). <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>	staff member who potentially become poorly with COVID-19 symptoms					
A student is tested and has a confirmed case of coronavirus.	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 The Facilities manager will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. NHS Test & Trace team will contact Parents to enable identification of people of whom the Student may have been in contact with <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<ul style="list-style-type: none"> Form to be produced by HQ for those with suspected COVID-19 symptoms to ensure appropriate guidance is provided, testing must be carried out with results being communicated to school. A request on the Head Teacher briefing note to Students / Parents will state any positive test result must be relayed to the School Head Teacher / Senior Leader without delay SLT to review suspected cases to ensure COVID-19 test results are communicated to the school. COO or Head-teacher is to contact Public Health England (PHE) immediately 	L	1	<p>SLT</p> <p>SLT</p> <p>COO / Head Teacher</p>	<p>9/6/20</p> <p>As and when required</p> <p>Ongoing</p>	<p>Head Teacher /COO</p> <p>Head Teacher</p> <p>COO</p>
A member of Staff is tested and has a confirmed case of coronavirus.	H	<p>In line with government advice:</p> <ul style="list-style-type: none"> Staff are required to undertaken a Coronavirus test. Results of the Test must be shared with the school immediately upon receipt. If member of staff is tested positive to Coronavirus then school will report to PHE. Then PHE's local protection teams will conduct a rapid investigation and will advise school on appropriate action. NHS Test & Trace team will contact the member of staff to enable identification of people of whom the staff member may have been in contact with 	<ul style="list-style-type: none"> Form to be produced by HQ for those with suspected COVID-19 symptoms to ensure appropriate guidance is provided, testing must be carried out with results being communicated to school. A request on the Head Teacher briefing note to Staff will state any positive test result must be relayed to the School Head Teacher / Senior Leader without delay SLT to review suspected cases to ensure COVID-19 test results are communicated to the school. COO or Head-teacher is to contact Public Health England (PHE) immediately 	L	1	<p>COO / HR</p> <p>SLT</p> <p>COO / Head Teacher</p>	<p>9/6/20</p> <p>9/6/20 & 1/9/20</p> <p>Ongoing</p>	<p>COO</p> <p>Head Teacher</p> <p>COO</p>

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		As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.						
Poor management of pupil numbers reduces the ability of students and staff to practice social distancing.	H	<ul style="list-style-type: none"> Leaders to identify and communicate clearly to parents and students who is to attend and the times they are to attend Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that students can remain social distant apart where possible and where practicable All classrooms will be set up in advanced utilising the social distancing rules. This will determine the capacity of desks / students that each room can safely accommodate. Each classroom will include an exclusion zone where the class teacher will teach the class from. Enabling the staff member to remain 2metres away from any students and utilise the computer, marker boards etc. 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 students. <p>As a result, staff and students are clear about where they should be, the times that they should be there and what they are delivering.</p>	<ul style="list-style-type: none"> The Head Teacher will send emails and arrange presentations to parents/staff and students so they are fully informed of the plans to reopen to all students. Ongoing communications to all as plans change/evolve. Classroom capacities to remain with small adaptations to be made to support social distancing without compromising fire safety routes. social distancing rules and monitored by the class Teacher to ensure social distancing is followed. Only defined areas of the school to be used, signage to be clear, desk spacing to be arranged and flooring marked to aid social distancing at all times. Year groups will be designated to particular rooms and limited to specific parts of the school. 	L	1	Head Teacher Class Teacher SLT SLT	Before September 15/6/20 & 3/9/20 onwards 9/6/20 & 20/8/20 Before September	Head Teacher SLT Head Teacher Head Teacher
Insufficient staff to run face-to-sessions for students.	H	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded (clinically extremely vulnerable) and clinically vulnerable adults for their school 	<ul style="list-style-type: none"> Invictus HR to compile list of employees who are clinically extremely vulnerable and clinically vulnerable, to be shared with the Senior Leadership Team, Individual risk assessments will have been completed to enable staff to return to work for September considering additional control measures 	L	1	HR / Heads PA SLT	15/6/20 – Ongoing	Head Teacher Head Teacher

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		<ul style="list-style-type: none"> Protocols for staff to inform leaders if they need to self-isolate are clearly in place Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for students.</p>	<ul style="list-style-type: none"> SLT will send emails and arrange meetings for staff so they are fully informed of the plans to reopen to all students. Ongoing communications to all as plans change/evolve. SLT to develop a Teaching & non-Teaching rota to ensure cover is available if staff have to self-isolate 			SLT	<p>9/6/20 – Ongoing</p> <p>15/6/20 – Ongoing</p>	Head Teacher
Student movement between lesson, at breaktime and lunchtime increases the risk of infection.	H	<ul style="list-style-type: none"> Staggered starts to be put in place for breaktime and lunchtime One-way circulation where possible to be put in place for students arriving and leaving shared lunch space/lessons Allocated outdoor areas for each year group to be identified for breaktime and lunchtime Lunchtime to be staggered for different groups when applicable Students advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited Students to be supervised in washing hands before and after lunch or to use hand sanitise fully In canteen/eating spaces, consideration given to marking seats that can be used and removing other seating. Bench style seating clearly marked Food is provided by the catering team and put into grab bags. Food will be pre ordered electronically. Students can also bring a packed lunch, which can be eaten in classrooms Tables to be cleaned between year groups if lunchtime facilities are used 	<ul style="list-style-type: none"> Floor to be taped with arrows highlighting the direction of the walk way system Areas highlighted for breaktime and lunch to be communicated to all staff and students where applicable. Staff to prohibit the use of any balls/play equipment whilst supervising break duties Students will then wash hands and then sanitize at the hygiene station before re-entering the classroom. Eating spaces to be clearly marked for social distancing guidance's and supervised during lunch periods Students & Staff to be clearly informed that they can order food via the wise, or can bring their own refreshments & lunch. All tables and chairs will be cleaned thoroughly between groups and coordinated by the Site Manager & Cleaning Supervisor 	L	1	<p>Site Manager / Caretaker</p> <p>SLT</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>SLT</p>	<p>9/6/20</p> <p>1/9/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>1/9/20</p> <p>9/6/20 & 1/9/20</p> <p>15/6/20 - Ongoing</p>	<p>F&O Manager</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>Head Teacher</p> <p>F&O Manager</p>

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		As a result, the risk of infection during unstructured time is reduced.				Site Manager / Cleaning Supervisor		
Spread of infection in classrooms/shared areas.	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 	<ul style="list-style-type: none"> Unnecessary items have been removed from classrooms. Soft furnishings removed or cordoned off to prevent use. 	L	1	Site Manager / Caretaker	5/6/20	F&O Manager
		<ul style="list-style-type: none"> Students to be directed to specific seats in classrooms and to maintain seats during the day as far as possible 	<ul style="list-style-type: none"> Students to be directed to their seats. 			Class Teacher	15/6/20-Ongoing	Head Teacher
		<ul style="list-style-type: none"> Tissues and hand sanitiser to be located in each classroom/learning space 	<ul style="list-style-type: none"> Hygiene Hand-sanitiser stations set up at door of each classroom as well as in other areas of the school. 			Site Manager / Caretaker	8/6/20	F&O Manager
		<ul style="list-style-type: none"> Bins to be emptied at least twice daily in classrooms. 	<ul style="list-style-type: none"> Bins to be emptied by site team during breaks and at the end of the school day 			Site Manager / Caretaker	Ongoing	F&O Manager
		<ul style="list-style-type: none"> Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open when this doesn't distract learning 	<ul style="list-style-type: none"> Classroom doors will remain open; however, corridor doors will remain closed to conform with Fire regulations. These doors/ push plates will be wiped down / cleaned frequently. Taps to be changed to push taps in WC areas. 			Site Manager / Caretaker	Ongoing	F&O Manager
		<ul style="list-style-type: none"> Where possible, windows to be opened to provide ventilation. 	<ul style="list-style-type: none"> As weather permits relevant classroom windows to be opened by site team during unlocking at the start of the day. 			Site Manager / Caretaker	15/6/20 – Ongoing	F&O Manager
		<ul style="list-style-type: none"> Remind students to bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection. One set of equipment to be given to students at the beginning of term. 	<ul style="list-style-type: none"> IT equipment will be wiped by students before and after use in addition to school cleaning protocols. Wipes provided for staff to clean keyboard, mouse and desk before and after use. 			Teaching Staff	15/6/20 - Ongoing	SLT
		<ul style="list-style-type: none"> Students/staff to clean IT equipment (especially keyboards) with anti-bacterial wipes before and after each use 	<ul style="list-style-type: none"> Teachers to use their individual set of board marker etc or to clean shared equipment prior to use. 			SLT	15/6/20 - Ongoing	Head Teacher
		<ul style="list-style-type: none"> Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use 	<ul style="list-style-type: none"> Cleaning wipes / cleaning solution to be made available, Staff instructed to avoid sharing keyboards/telephones and wipe down equipment before and after use. 			Site Manager / Caretaker	15/6/20 - Ongoing	F&O Manager
		<ul style="list-style-type: none"> Shared teaching resources to be cleaned prior to and after use on a daily basis 						
		<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Gloves and other PPE to be made available to site team for removal of items as necessary. 			Site Manager / Caretaker	15/6/20	F&O Manager

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		<ul style="list-style-type: none"> The staff room kitchen area will not be in use for staff, staff will bring their own drinks and food into school. A maximum of 3 staff members can work in the staff room on computers at any one time and no more than 8 members of staff can be in the staffroom at any one time. Guidance issued to staff on the staff toilet area, including maximum numbers at any one time <2 members of staff maximum, any additional staff wanting to use the toilet to stand at least 2 metres away from the toilet door>. 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. Teaching staff advised to leave students books/papers at the rear of the classroom when collecting in for marking and leave for at least 48hrs before being marked Teaching staff will ensure they have washed and sanitised their hands before and after marking of student books and before receiving/opening Christmas Cards etc. <p>As a result, the risk of infection to staff and students in classrooms is reduced.</p>	<ul style="list-style-type: none"> Signage displayed in staff room to promote adherence to Covid-19 guidance. Wipes and signage displayed next to shared photocopiers to facilitate cleaning before and after use. Staff to be informed via staff briefing that they must bring their own crockery, plates and utensils etc Staff informed/reminded that books/papers can be marked however, follow the guidance of leaving books at the rear of the classroom for at least 48hrs and to wash and sanitise hands before and after marking. Staff informed that Christmas Cards can be received however please remember to sanitise before and after receiving/opening. Leaving the card for 48hrs before opening is also advised. 			Site Manager / Caretaker	12/6/20	F&O Manager
						Site Manager / Caretaker	15/6/20	F&O Manager
						SLT	10/6/20	Head Teacher
						SLT	23/11/20	Head Teacher
Poor pupil behaviour increases the risk of	H	<ul style="list-style-type: none"> Students are reminded of the behaviour policy on their return to school 	<ul style="list-style-type: none"> Students will be expected to follow school policies at all times, which include social distancing procedures. Key procedures 	L	1	SLT	9/6/20 & 1/9/20	Head Teacher

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the spread of the infection.		<ul style="list-style-type: none"> Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to students and parents. Behaviour policy is adjusted as a consequence Students' individual behaviour plans are reviewed and specific control measures identified and shared with students and staff where necessary. <p>As a result, students and staff understand the behaviour policy/individual plans in context.</p>	<p>will be sent to students prior to their return to school and teachers will remind students of procedures on a regular basis.</p> <ul style="list-style-type: none"> The updated student behaviour policy can be seen in appendix 2. 					
Students 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 students' 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 students Prepare additional social stories to support students with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and students prior to students returning to school. <p>As a result, students with complex needs are well supported.</p>	<ul style="list-style-type: none"> When appropriate individual students' handling plans to be reviewed by the SENCO in collaboration with external agencies. Close proximity for communication is not needed for work with current students. The SENCO to ensure appropriate plans are in place should this become necessary. SENCO to work with students with autism/learning difficulties and their families prior to their return to school to ensure they understand social distancing procedures and how the school will be laid out. 	L	1	SENCO	15/6/20 - Ongoing	SLT
Vulnerable students and students 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 students returning to school Agree what returning support is available to students with SEND in conjunction with families and other agencies. <p>As a result, students with SEND and those concerned about returning to school are well supported.</p>	<ul style="list-style-type: none"> An autumn term focus on mental Health through tutor group, assemblies (if possible), C4L curriculum. Directed by trained mental Health leads. Student support/Home room/Hub/SEN teams to continue to meet with individual students 	L	1	RTH JCR	Ongoing	Headteacher
Increased number of safeguarding concerns reported after lockdown.	H	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning students Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns 	<ul style="list-style-type: none"> Safeguarding policy updated A member of the safeguarding team will be contactable at all times during the school day. Additional staff trained in safeguarding will be available if required. All staff will be reminded of the use of CPOMS to refer any safeguarding concerns. 	L	1	JCR	Ongoing	Headteacher

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		<ul style="list-style-type: none"> Follow up any referrals made by staff swiftly, while maintaining social distancing. <p>As a result, safeguarding remains of the highest priority and practice.</p>	<ul style="list-style-type: none"> Any safeguarding concerns will be dealt with swiftly by the SG lead and Deputy, maintaining social distancing. Emergency contact numbers for safeguarding support all noted. Communication between services will be maintained where appropriate. The first day of term will be a tutor day with focus on wellbeing and to ensure students are comfortable with new procedures. Ongoing signposting to Young Minds website. 					
Emergency evacuation due to fire etc.	H	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained Leaders to communicate procedures to all staff Classroom staff will be responsible for the safe evacuation of the classroom Staff to try and maintain social distancing whilst evacuating students Staff to evacuate to assembly point Staff to communicate emergency evacuation procedures to students at the beginning of each day. No re-entry of buildings until instructed <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	<ul style="list-style-type: none"> Evacuation procedure will be reviewed All tutor groups practise fire drill procedure (where to line up etc) on the first day of term. All fire escapes remain in use Teaching staff to continually advise students to social distance whilst evacuating the site Evacuation Assembly Point to be clearly marked for assembly within social distancing guidance. Evacuation drill to be carried out to ensure emergency evacuation procedure under social distancing guidance is clear. Teaching staff to will announce emergency evacuation procedures at start of lessons 	L	1	F&O Manager / Head Teacher Site Manager / Caretaker Teaching Staff Site Manager / Caretaker Teaching Staff	15/6/20 & 1/9/20 15/6/20 – Ongoing Ongoing 15/6/20 & ongoing 15/6/20 – Ongoing	COO / Head Teacher F&O Manager Head Teacher F&O Manager SLT
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 with contractors to ensure that there is no contact within 2 metres of staff or students Agree arrival and departure times with visitors to minimise contact with staff or students (e.g. parental meetings before and after school where possible). All visitors to comply with face covering, distancing and hygiene protocols. Visitors to be supervised at all times with staff members. 	<ul style="list-style-type: none"> Contractors/visitors will remain external to the school and only come into the school where it is urgent or where timings and procedures have been agreed with the school in advance to allow sufficient planning. Contractors/visitors will be met in outdoor areas. Visitors to have a notified appointment with reception. Reception not open to casual visitors. 	L	1	Site Manager / Caretaker Site Manager / Caretaker	15/6/20 – Ongoing 15/6/20 - ongoing	F&O Manager F&O Manager

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		<ul style="list-style-type: none"> All contractors/visitors to wash hands/hand sanitise 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. Contractors to provide school with copy of their Safer Working Practices to ensure they are managing work sites in line with Government advice. 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 beyond reception when making deliveries. Reception staff will control the exterior door to ensure minimal numbers of people in reception at any one time. 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>	<ul style="list-style-type: none"> Hand-Sanitiser provided in reception for all contractors/visitors use, along with signage and request by school receptionist that hands are to be washed & sanitised on entry to the school. Cleaning Teams informed of areas contractors are using so that these can be cleaned when vacated. Site Team/Reception to be advised on procedure for dealing with deliveries. Staff to ensure hands are washed & sanitised after dealing with any deliveries Cleaners regime to include delivery location for daily cleaning. 			Site Manager / Caretaker / Cleaning Supervisor Site Manager / Caretaker Site Manager / Caretaker Site Manager / Caretaker	15/6/20 – Ongoing 15/6/20 - ongoing Ongoing 25/6/20 - ongoing	F&O Manager F&O Manager F&O Manager F&O Manager

[School-specific arrangements relating to risk assessment that may need additional detail:](#)

Capacity and organisation of teaching spaces

Arrival to and departure from school

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Movement around the school

Classroom allocations

Timetable arrangements

Role of teaching assistants

Breaktime plan

Lunchtime plan

Catering staff

Cleaning

Toilets

Staffroom and offices

Transport

Classroom expectations

Pupil expectations

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>
 - 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>
 - Students’ 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 students 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>

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- 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>

Appendix 1 Letter to parents August 2020 giving timings of the school day



Wednesday 26th August 2020

Dear Parents and Carers

I hope this letter finds you well and I hope you had a restful summer. We are very much looking forward to welcoming students back to school next week, it has been a long time since the school has been full, and so much has happened since the day we partially locked down in March.

We know coming back to school will be a significant event for many of our students in all year groups, and we appreciate there will be some nerves. That is why the first day will be spent in tutor groups. We will also be listening to students and addressing their concerns. However, we must stress that we are really looking forward to seeing our students again, we are confident that the many procedures we have put into place will allow students to learn in a safe environment.

I wrote to you in July outlining the principles on how the school would operate in September. I am writing to confirm our plans for a full re-opening to students on Thursday 3rd September. I have repeated much of the information from the July letter below, but I have also added additional detail where necessary.

Students will be in their tutor group for the entire day on Thursday 3rd September. On this day students will go through their timetable and have a thorough induction on how the school will operate. They will know their tutor group and where this will be located when Wise switches to the new academic year on Tuesday 1st September. We recommend that students look to see where their tutor group will be located and remember this location. This is the key thing for students to try to remember for their first day of term. However, even if they forget there will be staff available to help them as they come through the gate.

Due to the opening of the new build room numbers have changed over the summer. However, if students can remember their room number we will direct them to their tutor room (within their year group zone) on the first day.

Year 7 students will be sent their tutor group and location via e-mail on the afternoon of Tuesday 1st September as students do not yet have access to Wise (our computer system). All Year 7 tutor groups are based in the practical block and staff will be available to show students where this is on the very first day of term.

Year group bubbles with staggered starts

Each year group will be in their own bubbles, the school will be zoned and students will remain in a set part of the building. Some specialist rooms will be used by more than one year group, but these will be cleaned between use. There will be an emphasis of students remaining in the same room with the same group of students for many of their lessons, or only moving a small distance to their next lesson. The zones of the school will be:

Year 7	Practical block
Year 8	Geography corridor and half of the 3 storey building
Year 9	Half of the 3 storey building
Year 10	Science block and 2 rooms in the Maths huts
Year 11	New block

The times of the day will be staggered to avoid different year group bubbles coming into contact with one another in the dining room or at the school gates.

	Lesson time	
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Lesson 1	Year group start time – 10.00am	Year 7 begin lessons at 8.40 Year 8 at 8.50 Year 9 at 9.00 Year 10 at 9.10 Year 11 at 9.20
Lesson 2	10.00 – 11.35	Year 7 15 min break at 10.00 Year 8 break at 10.15 Year 9 break at 10.30 Year 10 break at 10.45 Year 11 break at 11.00
Tutor time	11.35 – 11.50	
Lesson 3	11.50 – 1.30	Year 7 30 min lunch at 11.50 Year 8 lunch at 12.10 Year 9 lunch at 12.30 Year 10 lunch at 12.40 Year 11 lunch at 1.00
Lesson 4	1.30 – Year group end time	Year 7 leave at 2.40 (2.30 for the first 2 weeks) Year 8 leave at 2.50 Year 9 leave at 3.00 Year 10 leave at 3.10 (or 3.30 on 1 night - Friday) Year 11 leave at 3.20 (or 3.30 on 3 nights – Tues to Thursday)

Students will not be in a vertical tutor group for the 2020-2021 academic year, but instead will be in a tutor group with members of their own year group. Students will spend the first day (Thursday 3rd September) in that tutor group so they can get used to the new structure of the day and the new procedures for movement around the building.

Preventing transmission

The use of year group bubbles, staggered timing, and regular hand hygiene is the schools key way of preventing transmission of the virus.

We will ask students to remain 1metre + from each other whenever possible, for example whenever they are queuing to get food from the dining room or moving around school. See uniform section for details on face masks.

In classrooms students will be sat facing forwards. Where possible the number of different classes a student will be in will be minimized to ensure the number of students a student sits next to is minimized. For example, students in Year 7 to 9 are likely to be in 3 groupings, one for tutor and non-core lessons, one set by ability for Core subjects and one for languages (Year 8 – 9 as language options have been chosen). Seating plans will be written by teachers ahead of students returning to class.

Following government guidance staff will remain 2 metres away from students in a part of the classroom indicated by tape on the floor.

The risk assessment the school has in place will be on the school web-site from Tuesday 1st September detailing all control measures the school has in place.

Curriculum

The curriculum will remain broad and balanced. There are small modifications for each year group as we have to cut back on some practical subjects due to the logistics of room use and cleaning. We will ensure students have the opportunity to catch up on lost learning time, particularly in Maths and English, however we believe that it is also important to offer some Performing Arts and Art and Design subjects. We will have the flexibility to rotate some subjects at each term to ensure a broad curriculum.

Assessment

Assessment of what students have grasped in their studies during lockdown and what they have struggled with will be made in the autumn term. This will take place both by informal class discussions with students and by formal assessments. This will not be a priority over the first 2 weeks as we welcome back students into the school and ensure they are happy and comfortable.

After school activities

After the first few weeks of term, once staff and students are confident working in the new structure, extracurricular activities will return. We will offer limited activities to begin with and gradually build up to a wider offer. Activities will take place within year group bubbles.

Year 11 will be expected to attend after school lessons whenever they are scheduled to ensure they are fully prepared for their GCSE exams and to ensure any gaps in their learning are fully covered.

PE kit and Uniform

Students will not be able to get changed for PE at school and will therefore need to come to school in smart PE kit on the days when they have a timetabled lesson of PE. Tracksuit bottoms will therefore become a mandatory part of the uniform from September 2020, as we will not accept students in the main part of the building in shorts and skorts. Navy jogging trousers that have the logo have always been an optional part of our uniform, but we hope you understand why all students need these from September. We do appreciate that many families are struggling financially at this time and for this year only we will therefore relax the rule on the jogging trousers having the logo. We will accept a plain navy jogging trouser as long as the jogging trousers are not tight fitting (strictly no leggings) and are plain. Should any family be struggling financially and not be able to purchase a pair of these jogging trousers please let us know.

We have had several queries regarding uniform which is why Mr Crook has re-sent the uniform policy out to parents. The answers to common questions are:

- We are happy to continue to accept uniform with the old Ounsdale logo on it.

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- School trousers do not have to have the school logo on, but they do need to be the acceptable school style and any type of tight fitting trouser/legging is not accepted.
- We are very grateful to families that have donated uniform that no longer fits their son/daughter and if any families would like to make use of this uniform of excellent quality, due to their own financial pressures, do let us know.
- Girls can wear shorts or skorts for PE. These need to be worn under tracksuit trousers ready for their PE lesson.
- Shoes need to be black and polishable with no logos.

PPE

Wombourne High School students need to wear masks when on school transport and when embarking/disembarking from school transport. Staff, students need to wear masks when moving along corridors, going into the dining room or other communal areas, in addition to busier parts of the school where they will find it difficult to keep sufficiently distanced from students. Some members of staff may choose to wear a visor. It is important that they wash/sanitize their hands after touching their mask to remove it. Staff must wear full allotted PPE when dealing with a suspected case of COVID-19.

School equipment

Sharing of equipment will be limited. Shared equipment, such as computers and musical instruments will be cleaned prior to use. We are going to be issuing each student with a clear pencil case containing essential items on their first day in school (glue, scissors, mini-whiteboard, white-board pen and white-board erasure, black pen, green pen, purple pen, pencil and a highlighter) it is important that students look after these items and remember them each day. We recommend students bring in additional items (spare pens and pencils, rubbers, coloured pencils etc) to add to the essential pack.

We are not going to charge any student for this first set of stationary (additional sets will be charged), but we would ask any family that is not currently under the financial strain of furlough or redundancy to make a financial contribution through the school fund via ParentPay.

Please also remember students need a scientific calculator of their own which will shortly be available from school via ParentPay.

School lockers will not be available while we operate in year group bubbles.

Transport

A Year 7-9 coach will operate arriving in school for 8.35 am and leaving at 3.05 pm. Students will go directly to their classrooms on arrival in school. Year 8 and 9 students will need to read a book while waiting for their lessons to begin. If a Year 8 or 9 classroom is not staffed and available for any reason when students arrive into school students will go to the theatre and sit socially distanced from one another.

Year 7 and 8 students released from classes between 2.30 and 2.50 and needing to wait for the coach will wait in the dining room and theatre.

A Year 10/11 coach will arrive at school at 9.05 am and depart at 3.35 pm. On arrival in school students can go right to their classrooms and prepare for their lessons by reviewing work from their previous lesson.

Students released from classes at 3.10 and needing to wait for the coach will wait in the dining room/theatre.

All students will need to wear masks on the coach and when embarking/disembarking unless they are medically exempt. When students disembark any disposable mask will need to be placed in a school bin and their hands sanitised. Any students wearing a non-disposable mask can store it in their school bag if desired and sanitise their hands.

Students will be sat in positions on the coach that minimise social interactions across year groups, but that prevent too much movement as students get on the coach at different stops.

Additional information regarding coaches will be sent to individual families by Mr Willetts (Facilities and Site Manager).

Mr Willetts will also be contacting families who qualify for coach provision provided by Staffordshire County Council.

Provision of food

Students will be able to buy food from the dining room at lunch time and students in receipt of a free school meal will also be provided for. The choice of food will be limited and the menu will be available on our web-site. Students need to book what food they would like using their Wise accounts and will then need to bring the appropriate amount of money into school to pay when they collect their lunch from the dining room.

Food will largely take the form of a hot or cold grab bag.

Students are also encouraged to bring their own packed lunches into school to avoid crowding in the dining room.

Students will be able to eat their food at their desk before going outside for a break. Students who have purchased a school lunch can take it back to their classroom. The dining room is too small for it to be a safe place for student to sit and eat their lunch. At break and lunch time students will be in particular outdoor zones of the school corresponding to their year group. The staggered lunches will avoid cross over of year group bubbles in the dining room.

The dining room will not be available to students at break time. Limited food options will be on sale in the outdoor area corresponding to the year group bubble. However, again it is recommended that students bring snacks with them into school.

The first day of term – Thursday 3rd September

The new school year will start for students on Thursday 3rd September with a greater staggered start than will normally be in operation (see below). Students arriving in school on the coaches can wait in the dining room/theatre until the appropriate time of their year group arrival, unless parents are able to drop them off at the appropriate time. Students will spend the first day in their tutor group so they will not need to be in PE kit or bring books into school, apart from a reading book. We recommend they bring into school stationery and any food and drink for break/lunch (or money to purchase lunch).

Year Group	Time of arrival on the first day	Time of departure on the first day
Year 7	8.40 am	2.30 pm
Year 8	10.00 am	2.50 pm
Year 9	10.30 am	3.00 pm
Year 10	11.00 am	3.10 pm
Year 11	9.20 am	2.20pm (Coach students can wait in the theatre until departure)

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Key personnel

Heads of Year for the 2020-2021 academic year are listed below. We ask parents to contact tutors for information as their first port of call. However, Heads of Year are also an important contact point for families to have.

Year Group	Head of year
Year 7	Miss Thornwaite
Year 8	Mr Hartlebury
Year 9	Miss Thandi
Year 10	Mr Askin
Year 11	Miss Parkes
6 th Form	Mrs Stokes

Sickness

Please err on the side of caution and keep your child away from school if they are not well. Please ensure the school attendance officer is made aware of absence in the normal manner.

If a student has symptoms of Coronavirus (a high temperature, a cough, loss of taste/smell) keep your child at home, inform the school (gdickens@wombournehighschool.co.uk) and contact NHS 119 (or NHS test and trace web-site) to book a test. Please keep the school informed at all times.

If a student falls ill during the school day and there is a possibility that they may have contracted Coronavirus you will be asked to collect your child from school. You will need to come to reception so we know of your arrival, and then your child will exit from the back of the school (leisure centre car park), you will need to book a test with the NHS.

We very much hope the transmission rate in the general community remains low and that we do not need to follow these procedures. However, please be assured that we have procedures in place to care for students, and the rest of the school, should anyone fall ill.

We also expect all families to fully comply with quarantine and NHS track and trace self-isolation procedures. Please inform the schools attendance officer if you have been asked to self-isolate via NHS (gdickens@wombournehighschool.co.uk).

Virtual lessons

If a year group bubble, or the whole school, were placed in isolation school lessons will immediately return to virtual learning. Year 7 students will be shown this system in their first few weeks in school. We hope that we do not need to return to this method of learning, even though successful, and that we can teach lesson in the 2020-2021 academic year in a face-to-face manner.

If an individual student was asked to self-isolate they will be set individual work by their teachers and using national on-line resources. We will not be able to provide virtual lessons for individuals in the same way as we have provided them for classes as teachers will be delivering lessons in school.

Thank-you for taking the time to read this detailed information. Should you have any queries please contact the office via e-mail and they will direct your query to the most appropriate person.

It has been a pleasure to work closely with families in these extraordinary times. We will continue to endeavour to work alongside families to ensure students receive the education they deserve so that they can go on to achieve fabulous results and progress to exciting futures. Please be assured we have worked incredibly hard to ensure the school is a safe environment, that the timetable and procedures minimise contact, and that risk assessments on all activities have been extensive. If you have concerns about individual student needs we will do our best to find solutions as it is in the interests of all our young people that they are back in the classroom learning and progressing.

With Kind Regards,



Dr G Smith
Headteacher, Wombourne High School

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