

SEPTEMBER 2020 FULL RETURN OF ALL STUDENTS

COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: ST JOHN PAYNE CATHOLIC SCHOOL

OWNER: Headteacher: Mr T COEN

11/01/21 UPDATE INCLUDING REQUIREMENT TO ADMINISTER TESTING PROGRAMME

IN PREPARATION FOR STUDENTS TO RETURN IN GREATER NUMBER, THE DOCUMENT RETAINS THE RATIONALE FROM 02.11.20 & THE 21 HEALTH & SAFETY MEASURES DETAILED IN HEADTEACHER LETTER TO PARENTS 15.10.20

Purpose of this document:

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

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

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy (CP Policy during school closure + COVID19 CP & Safeguarding Policy Addendum added April 2020)
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Re-opening Preparation:



Contents

Preparing Buildings and Facilities 3

Emergency Evacuations 6

Cleaning and waste disposal 7

HR..... 10

Social Distancing 14

Catering..... 15

PPE 16

Response to suspected case of COVID19 in school 16

Response to confirmed case of COVID19 in school 17

Transition into new year group..... 17

Safeguarding 18

Curriculum / learning environment 19

Curriculum / learning environment..... 19

Catch-up..... 20

CYP with SEND..... 21

Attendance..... 21

Communication..... 21

Governors/ Governance..... 22

School events, including trips 22

Finance 23

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action	Date	Risk Level Post-Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Site Manager is unavailable	M	Capacity with Residential Senior Caretaker and caretaker	10/07/20	L
		Food stored over summer	M	Recorded full pre-opening premises inspection.	14/08/20	L
				Commission water treatment specialist to chlorinate and flush the complete system for all hot and cold-water systems and certify the water system is safe before the buildings are reoccupied.	14/08/20	L
				Determine with the catering manager how left over frozen food should be dealt with and action as appropriate.	20/05/20	L
<ul style="list-style-type: none"> • Mass testing site 	Staff involved in setting up testing site and testing test positive	M	New networked alarm tested. Drill planned for 24.09.20 Social distancing and PPE rules followed	07/01/21	M	

		themselves - protocol shared with staff 11.01.21		Covid –19 National Testing programme rules and regulations followed		
	Office spaces re-designed to allow office-based staff to work safely. Adequate space between staff members		L	Desks repositioned. Reception doors & interior office door open for ventilation	03/09/20	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required are in place	<p>Bottlenecks possible at entrances to school.</p> <p>Year groups will have designated entrances/exits close to their home building. These will be supervised.</p> <p>We will not operate staggered start times. Buses cannot operate different routes/times, and staggered starts would require groups beginning at later times to be supervised, since they would arrive at the regular time and congregate outside the school waiting to be allowed in.</p> <p>One-way systems introduced to limit instances of students from different Years passing. Passing will be only momentary, and masks will remain compulsory.</p> <p>One way systems ensure potential for bottlenecks & congestion is reduced. Guidance from H&S consultant. Enhanced staff supervision of corridors, stairwells</p>	M	<p>2-meter markers around teacher desks</p> <p>Supervision/also mitigated by phased arrival/departure from site – students naturally arrive at different times between 07.45-08.45</p> <p>One-way system in place to enter and exit the school site. Signage in place. (Site Manager)</p> <p>Outside the entrance- to have a board outside of the main gate visible to all students/parents.</p> <p>Access only to students & staff Parents & carers please call reception</p> <p>Different entrances and exits for each year group. Slightly staggered end times for year groups to avoid congestion.</p> <p>Hand dryers will be off; paper towels will be provided. Windows to remain open wherever possible.</p> <p>Layout of building considered when devising entrances and exits of buildings.</p> <p>BOSCO: one way systems via maths corridor and separate flow system throughout art &</p>	04/09/20	L

	<p>Vulnerable and critical workers to use the Aquinas main entrance and exit due to lower student numbers.</p> <p>Appropriate rooms with access to live on-line learning provided for Vulnerable children and children of key workers are provided.</p>	<p>& communal areas during lesson change overs.</p> <p>This is in consideration of year group bubbles causing congestion in some areas as some students have been restricted to one corridor. Using the whole site will reduce instances of students changing classrooms within one floor or building.</p> <p>No risk</p> <p>Supervision and timetabling Lack of computer and audio equipment</p>	<p>L</p> <p>L</p>	<p>photography/ICT. Where possible students will enter and exit via fire exits to limit passage through the building.</p> <p>MERICI: one way system on ground and upper floor; stairways UP (music end) and DOWN (library end).</p> <p>AQUINAS: two separate one way systems to allow flow at each end of the building; students to enter and exit all ground floor rooms via fire exits; other entrances/exits assigned to particular suites of classrooms within closest proximity to reduce congestion; clear signage in place throughout the building.</p> <p>Clear distance floor markings and one-way system signs put up around each building.</p> <p>Year group zones to remain during break and lunch. Staff presence during lesson changeover to be heightened.</p> <p>Students are reminded of the entrances and exits daily.</p> <p>Support staff rota CDV order in headphones Use laptops bought with Catch-up money Students advised to bring in own headphones Acquired laptops from county</p>	<p>07/1/20</p> <p>07/01/20</p>	<p>L</p>
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	Consideration given to premises lettings and approach in place.	All lettings cancelled up to April 2021	L	Lettings risk assessment completed (site manager); continue to review guidance in light of government Tier identification system	20/05/20	L
	Consideration given to the arrangements for any deliveries.	All deliveries to be to new site office in Aquinas.	L	Signage required and deliveries to be scheduled to departments.	22/05/20	L
Emergency Evacuations	Evacuation routes confirmed, and signage accurately reflects these. NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.	Common assembly point is Aquinas playground for all Years. As of September Year groups were assigned separate playgrounds: <ul style="list-style-type: none"> • Y7 & 10 Bosco • Y9 & 11 Merici • Y8, 12 & 13 Aquinas Follow normal protocol - students line up in their Forms/Years at assembly point nearest home building rather than all on Aquinas playground. Successful 24.09.20 fire evacuation drill conducted under revised guidelines.	M	September fire drill Walkie-talkies have been purchased for all members of SLT & Fire marshals to assist communication.	03/09/20 24/09/20	
	Vulnerable and key worker students evacuated safely in the event of an emergency.	N/A	L	For vulnerable and key worker students, assembly point will be on the Aquinas Playground. Information communicated to SLT and staff on duty.	07/01/21	

Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	SITE MANAGER TO SET OUT ROUTINES WITH SLT	M	<p>Enhanced cleaning schedule implemented, ensuring that contact points, worksurfaces, door handles, taps etc. are cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by site staff and cleaning staff.</p> <p>Cleaning routines & responsibilities shared with all staff (see below).</p> <p>Teams to report to HOD where replenishments are required.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Site manager</p> <p>Individual staff risk assessment where necessary.</p>	19/10/20	L
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		M	Prioritise schedule and areas.	03/09/20	L

	<p>Adequate cleaning supplies and facilities kept replenished.</p> <p>Arrangements for longer-term continual supplies also in place.</p>	<p>Hand sanitiser for visitors at reception.</p> <p>Classrooms will be provided with hand gel/wipes/paper towels</p> <p>Low supply of soap.</p> <p>Staff to spray down desks after each lesson and students to wipe down desks using paper towels issued by teacher before leaving. Paper towels to be placed in bin, and hands sanitised either from personal or classroom supply. Normal cleaning programme to be upheld.</p> <p>As appropriate for the room and equipment, classrooms/colleagues will be provided with:</p> <ul style="list-style-type: none"> • sanitising spray • wipes • paper towels • hand sanitiser 	M	<p>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</p> <p>Stock check and ordering schedule reviewed and order made.</p> <p>Ample supply confirmed.</p> <p>Spray and wipes to be placed in each room. Ensure increased availability</p> <p>It will be necessary for students to pack away their belongings and stand behind their chairs slightly earlier than usual in order to leave surfaces clear and ready to be sanitised. Whilst it may be appropriate to allow a student to apply sanitising spray, it should preferably be applied by the teacher.</p> <p>Students can be asked to wipe down surfaces using paper towels. If students are wiping surfaces, paper towels can be screwed up and placed into the bin prior to the students leaving the room, or alternatively left on desks for teachers to dispose of. If the teacher is disposing of paper towels, they need to be cleared prior to</p>	<p>03.09.20</p> <p>02/11/20</p> <p>02/11/20</p>	<p>L</p> <p>L</p>
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	<p>Adequate cleaning supplies and facilities kept replenished.</p> <p>Arrangements for longer-term continual supplies also in place.</p>	<p>None</p>	<p>L</p>	<p>the following class entering the room. Students should be reminded to sanitise hands prior to leaving, either using their own or the classroom's supply.</p> <p>When a teacher leaves their zone, they are encouraged to wear a mask. Before students leave the room, please ensure all students are wearing their masks.</p> <p>Staff to check communal areas are not congested when releasing their students from lesson. It may be appropriate to ask the class to wait for a short moment while areas clear.</p> <p>Key workers and vulnerable students are grouped into year groups and allocated a specific room and desk.</p> <p>Students to wipe down borrowed headset at the end of the day. Rooms and equipment are cleaned at the end of each day.</p>	<p>02/11/20</p> <p>07/01.21</p>	
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	Waste disposal process in place for potentially contaminated waste.		L	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours	03/09/20 L
	2m distance markers to be marked around all teacher desks				01/09/20 L
	Minimal sharing of equipment. If sharing is necessary i.e. IT, cleaning procedures in place; distancing tape around all teacher desks; sanitiser beside doors, and sign reminding to use on entry & exit. Where equipment is too difficult to clean between use, it will either not be used or we will ensure 72 hrs between use.		L	Teachers prop doors open at start and end of lessons, so students do not need to contact	03/09/20 L
	Information posters displayed in classrooms, corridors, main entrance, school gate, in the staffroom and in all toilets. COVID19 information posters in place.				03/09/20 L
HR	Approach to staff absence reporting and recording in place.	Staff to email HR who will then communicate with SLT/HOD	M	Individual staff risk assessment where necessary.	22/05/20 L

	<p>Risk Assessments completed for those in a vulnerable category</p> <p>Staff to notify HT of any travel plans with implications for ability to return to work in September.</p> <p>For set period from 04/01/21 :Staff given the option of delivering remote learning from home or from a classroom without students present.</p>	<p>Devices and access to internet speeds that allow live lessons to run effectively.</p>	L	<p>Staff questionnaire sent out on January 02/01/21</p> <p>LSA rota designed to support the T&L of live lessons. If staff have to enter the site, a signing in and out sheet is filled in and they teach in their normal teaching room without students present.</p>	04/01/21	L
	<p>Plans to respond to increased sickness levels in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	<p>SLT/back-up staff assigned to each teaching group to offer support if needed</p>	M	<p>New cover staff employed.</p>	03/09/20	L
	<p>Consideration given to options for redeployment of staff to support the effective working of the school.</p> <p>Staff aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>LSA and Technicians assigned specific roles in addition to regular duties continuing in part</p> <p>Staff training</p>	L	<p>Support staff to facilitate organisation, preparing & delivering resources to rooms; supervising corridors & liaising with teachers to ensure safe & efficient practice; overseeing access to toilets.</p>	03/09/20	L

	<p>Staff can use Show My Homework if they are off sick. Staff can cover live lessons via TEAMS and appropriate work set on this platform.</p>		L	<p>Staff training sessions run during September INSET and followed up with a refresher briefing on 04/01/21. Regular updates and training material sent to staff.</p>	04/01/21	
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear. Staff aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>Feedback from staff confirms that the policy of encouragement & support, and no expectations that have the potential to compromise staff wellbeing, has been well received.</p> <p>Staff health and wellbeing during lockdown.</p>	M	<p>Bereavement Policy reviewed to reflect current circumstances</p> <p>M</p> <p>For set period from 04/01/21 :Staff given the option of delivering remote learning from home or from a classroom without students present. SLT have identified the potential added pressure of teaching from home and access to devices. Therefore, the option of coming onto site to access resources is available on a flexible basis.</p>	01/06/20	L	

			<p>Lessons have been reduced from 50 minutes to 40 minutes and staff have been encouraged to include activities that take students and staff away from the screen.</p> <p>PSHE lessons are now wellbeing lessons and staff and students are encouraged to complete physical activities away from the screen.</p> <p>Parents' evening: Periods 5 & 6 resources uploaded to Show My Homework to allow staff to have afternoon away from their computers before a 3 hour virtual parents' evening.</p> <p>Staff questionnaire on health and wellbeing</p> <p>Line manager meetings to continue virtually.</p> <p>Staff offered weekly testing</p> <p>Students advised to have PCR test before returning to school. Students offered a lateral flow test in school.</p>	<p>07/01/21</p> <p>07/01/21</p> <p>21/01/21</p> <p>15/01/21</p> <p>07/01/21</p> <p>07/01/21</p> <p>14/01/21 18/01/21</p>	
<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance. Workers and students exhibiting symptoms of the virus would be referred to medical staff, who would seek advice from local health services. Self-isolating arrangements would apply.</p>			<p>03/09/20</p>	<p>L</p>	

	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: employer may require them to wear PPE. This should be documented as part of Contractor risk assessment	L	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	03/09/20	L	
	Arrangements in place for externally employed adults e.g. sports coaches, music tutors. Protocols and expectations shared.	Outside agencies follow government guidelines.	L	Share amended procedures, obtain assessments outlining controls, e.g. only offer limited activities	03/09/20	L
Social Distancing	<p>Revert to original room allocations to reduce congestion during lesson change over. One-way system to reduce instances of students in different Year groups passing. Masks compulsory in all indoor communal areas other than classrooms. Maintain bubbles during social time - each Year assigned a designated supervised area. Maintain enhanced corridor supervision. Equipment list shared with parents & carers via letter 10/07/20 (staff unable to lend equipment). For practical subjects such as DT/Art/Music/PE, equipment will be assigned specific Year bubbles, with appropriate time as recommended by guidance between use, students sanitising hands prior to and after use. All staff clear on working arrangements. Staff mindful of heightened vulnerability of BAME community.</p> <p>Social distancing and mask rules apply to vulnerable and critical worker students.</p>			02/11/20	L	
	Information shared with parents regarding pupils travelling to school. Link to GOV.UK guidance on safe travel			10/07/20	L	
	<p>Approach to potential breaches of Year bubble zones in place, including in the case of repeat or deliberate breaches. Expectations detailed in letter to parents; Sanctions Tariff lists as HIGH: Deliberate refusal to co-operate to the detriment of other's learning or health and safety, any student whose behaviour represents a compromise to health & safety will be sent home.</p> <p>As a one-way system will be introduced, it will be important for all students to be shown this prior to the change. A site map and instruction will be sent to all students and parents before the implementation of a one-way system.</p>	L	<p>Handwashing on arrival at school, return from breaks, change rooms, before and after eating</p> <p>Sanitiser stations at each entrance, and each room will have sanitiser</p> <p>Distance markers, floor arrows and signage to direct students in the correct way.</p> <p>M</p> <p>Areas where staff could congregate, eg rest rooms, canteens, changing rooms, reception, meeting rooms have been considered and guidance sent to staff.</p>	04/09/20	L	

	<p>Yr7 Form tutors to walk the site with their form groups as they have not seen Merici or Aquinas to familiarise students with the site. (SEND department to offer support to our SEND/Vulnerable students)</p> <p>Enhanced signage to ensure students are familiar with and adhere to one-way systems and the need to wear masks.</p> <p>KS3 to leave school at 3.20pm to stagger student numbers with supervision from class teachers.</p> <p>Students and staff are able to socially distance.</p>		<ul style="list-style-type: none"> A maximum of 20 students per room. All meetings to take place online One-way systems in corridors using marker tape on the floor limiting the number of people on site at one time via a staff rota system Non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation All lessons, assemblies and form time are conducted online <p>These measures will be reviewed periodically in light of national & local circumstances.</p>	04/01/21	
	<p>Partial closure has resulted in all assemblies being virtual. This will remain the case when students are able to return in greater number, when we will retain the assessment of assembly viability on an ongoing basis. Ongoing</p>			04/09/20	L
	<p>Arrangements in place for the use of the playground, including equipment. Sporting items to be designated for individual Years' use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). All activity planned with PHE & the Association for Physical Education guidance</p>			04/09/20	L
Catering	<p>Arrangements in place to provide food, including the requirement of universal free school meals. Grab & go to aid supervision of canteen and hall and reduce numbers using service points. Staggered access to service points within same lunch break. Canteen one-way system. If the weather is poor, students to return to classrooms.</p> <p>Limited offer, students maintain social distance at Aquinas canteen. Outside areas open for break and lunch. FSM students receive vouchers.</p>			04/09/20 04/01/21	M L

Commented [MB1]: I thought physical assemblies had ceased in October if so this should be noted

Response to confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: outside school hours Cleaning procedure in place. Arrangements for informing parent community in place. Advice from NHS 119/DFE&PHE (SJP checklist)	M		04/09/20	M
	Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.	L	HOYS/Chaplain/PASTORAL/DSL & DDSL: Re-orientation support. Sign up in school/Daily reminders in Form.	04/09/20	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. Students/families signposted to support agencies.	L	Wellbeing meetings for those returning. Welfare checks continue for students not attending. Wellbeing newsletter sent to parents.	01/06/20 Ongoing	L
	Consideration of the impact of COVID19 on families and whether any additional support may be required (HOYS/Finance/Chaplain/Pastoral team/HOY/SLT): Financial, Increased FSM eligibility, Referrals to social care and other support, PPG/vulnerable groups, Bereavement support			01/06/20 Ongoing	L
Transition into new year group	Online/ website support for families and young people around transition. Videos from HT, HOY, Tutors & Pastoral team sent to parents & cares/students, letters, preparation/getting to know you activities, New Beginnings booklet Year 7 will be offered the same transition support they would have received in September. Tutors will escort their tutor group on a tour of the site, and teachers will collect them from Bosco playground and accompany them to all lessons until we can be confident students are familiar with the site.				
What will need to be different this year because of COVID19?	Primary to Secondary Vulnerable children Children with SEND Physical and sensory needs, including adaptations, equipment etc (lead in times) Post 16	HOY form sent out Year 6 to Year 7 transition information from primary schools Vulnerable children individually invited in for a s-d tour of the school.	L	Taster days Monday 20 th - Weds 22 nd July.	Ongoing L

	School Leavers	HOY maintaining contact/Rayleigh Careers Advice & Guidance				
Safeguarding	Individual risk assessments are in place and welfare checks being undertaken.	DSL & DDSL Risk assessments and welfare check process reviewed and updated.	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements. Maintain overview & contacts with vulnerable families established during partial closure (SJP Procedures for supporting students)	04/09/20	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	DSL & DDSL Preparation for supporting pupils and receiving disclosures (process reminder, refresher training)	M	Staff refresher training session on processes and procedures and the revised wellbeing material.	04/09/20	L
	Updated Child Protection Policy. Work with other agencies has been undertaken to support vulnerable CYP and families.	DSL & DDSL: Approach to responding to the safeguarding elements of Mental health and wellbeing.	L	Supporting families with vulnerable CYP to attend. Welfare checks for those not in school are happening, actions taken where necessary. Have regular keep in touch meetings/calls with people working at home to talk about any work issues. Line managers to contact staff on a weekly basis. Keep workers updated on what is happening so they feel involved and reassured. Pastoral team contacting any student who is not accessing online learning. Deployment of laptop and wifi equipment. Resources delivered to houses without printers.	04/09/20 Ongoing	L

				During lockdown, PSHE lessons to be dedicated to student well-being. Year 12 and 13 tutors to use form time to contact targeted students to support health and well-being.		
	Consideration given to the safe use of physical contact in context of managing behaviour. Online Behaviour		L	Review individual consistent management plans to ensure they include protective measures. Behaviour monitored through chat room. Staff to contact parent and HOD. Recording of behavioural incidents recorded on SIMS.	04/09/20 04/01/21	L
Curriculum / learning environment	The school will continue to offer a full broad and balanced curriculum, with no student required to drop a subject. Full curriculum delivered online live lessons. 04/01/21					
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered. Curriculum plans revised to accommodate Ofqual adaptations to 2021 assessment. Whole school approach to adapting curriculum (S/M/L term), including: Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes. Online learning provision and home communication to be a focus with Show My Homework & Edulink. Provision & capacity is enhanced, with teachers trained in delivering live lessons via Microsoft Teams				Ongoing	
	Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> • Art/Photography • PE • Practical science lessons • DT/ FT 	M	All practical rooms will become available for all Year groups. Risk mitigated by enhanced cleaning schedules. Sets of equipment allocated for each Year group, to be sanitised between use. Where equipment is too difficult to clean between use,	To resume after lockdown		

	<ul style="list-style-type: none"> • Drama/Dance • Music 		it will either not be used or we will ensure 72 hrs between use.		
	PE lessons to be delivered		<p>PE lessons will be planned with PHE & the Association for Physical Education guidance. To avoid using changing rooms, students will be required to arrive wearing their PE kit on the days they have PE. Prior to and after their lesson, they will be able to wear items over their kit. Some lessons will allow students to participate in their normal school uniform, changing into trainers rather than full kit.</p> <p>Live PE lessons for all vulnerable and key worker students in school.</p>	To resume after lockdown	12/01/21
	Behaviour policy amended. Expectations revisited with students upon return in September in welcome assemblies and via Form tutors. Our Sanctions Tariff accounts for deliberate refusal to co-operate to the detriment of other's learning or health and safety.	L	Students advised of updated expectations (parents & carers informed). No encroaching other bubble zones, no deliberate physical contact, no misuse of sanitiser or toilets	04/09/20	L
	Physical Activity: students will receive the statutory 2hrs for PE, with some KS3 classes receiving 2½ hrs. Extra-curricular activity will be introduced within DFE & AFPE (Association for Physical Education) guidance.				
Catch-up	Catch-up funding will be assigned to HODs to deploy for academic enrichment and professionally delivered revision sessions within the school day, and to HOYs for Pastoral care. We will guard against students simply being required to complete more work. Work provided during partial school closure has supported students to progress. A programme of intensive tuition and intervention would compromise the environment we wish to establish to	L	<p>Teachers will assess students' learning throughout partial school closure, prioritising aspects of the curriculum for specific attention. As is custom, support will be targeted where it is most required.</p> <p>Catch-up funding used to buy laptops so that students who do not have a computer at home can access on-line learning.</p>		

	support students' mental health & wellbeing so that they are able to fulfil their potential.					
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies. Annual reviews, requests for assessment	SENDCO: Approach to provision of the elements of the EHCP including health/therapies.	M	Virtual meeting with SEND Inclusion partner	29/05/20 13/5/20 Ongoing	L
Attendance	Approach to supporting attendance for prioritised year groups determined. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, access to remote learning will be provided. AO to continue liaison with MECES.		L	Attendance officer support for students not attending Communication - parents to inform the school if a child is not attending. AO to monitor-parent portal (Edulink) to allow parents to monitor their child attendance. Attendance of online learning to be logged via SIMS. Pastoral team/teachers to follow up with students who are not signing up to online learning. HOY to be informed. Parental contact is made.	29/05/20 04/01/21	L
	Approach to support for parents where rates of PA were high before lockdown.		L	AO to contact parents of non-attenders to seek verification/Reason	29/05/20 ongoing	L
Communication	Detailed plan to revert to original rooms shared with staff, and communicated to parents 15.10.20	Headteacher & SLT	L		30.09.20/ 15.10.20	
	Plan to revert agreed by virtual meeting of the FGB on 12.10.20.					

	immediate term, including school trips.					
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM		Awaiting form to claim. Cost centre in place for additional costs and spreadsheet.		
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting. Budget adjustments have been allowed for and discussed by the Governors' Finance committee			Consider a phase approach to re-instating lettings.		
	Insurance claims, including visits/trips booked previously.					
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering All in house. Some catering staff furloughed					
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.					