

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

02/03/21 UPDATE INCLUDING REQUIREMENT TO ADMINISTER TESTING PROGRAMME

IN PREPARATION FOR STUDENTS TO RETURN FROM 8.03.21, with updates from 17.05.21 THE DOCUMENT RETAINS THE RATIONALE FROM 02.11.20 & THE 21 HEALTH & SAFETY MEASURES DETAILED IN HEADTEACHER LETTER TO PARENTS 26.02.21 & 12.05.21

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:



Risk Assessment/ Action Plan Sections:

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action	Date	Risk Level Post-Action
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements <ul style="list-style-type: none"> • Mass testing site 	Site Manager is unavailable	M	Capacity with Residential Senior Caretaker and caretaker	Reviewed 13/05/21	L
		Food stored over summer	M	Recorded full pre-opening premises inspection. 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.	10/07/20 14/08/20	L L
		For detailed information, please refer to Appendix C / Risk Assessment for mass testing which can be located on :	M	Determine with the catering manager how left-over frozen food should be dealt with and action as appropriate. New networked alarm tested. Drill planned for 24.09.20 Social distancing and PPE rules followed	14/08/20 20/05/20	L L
				Covid –19 National Testing programme rules and regulations followed	02/03/21	M

		https://www.sjp.essex.sch.uk/about-us/covid-19/			
	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>	02/03/21 Reviewed 13/05/21 L

		<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>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. Students are reminded of the entrances and exits daily.</p>	<p>07/1/20</p> <p>Reviewed 01/03/21</p> <p>Reviewed 13/05/21</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	<p>Evacuation routes confirmed, and signage accurately reflects these.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p>	<p>Common assembly point is Aquinas playground for all Years. As of September Year groups were assigned separate playgrounds:</p> <ul style="list-style-type: none"> • Y7 & 10 Bosco • Y9 & 11 Merici • Y8, 12 & 13 Aquinas <p>This will be reviewed once the Year 11 and 13 students have finished their curriculum and assessments.</p> <p>Follow normal protocol - students line up in their Forms/Years at assembly point nearest home building rather than all on Aquinas playground.</p> <p>Successful 24.09.20 fire evacuation drill conducted under revised guidelines.</p>	M	<p>September fire drill</p> <p>Walkie-talkies have been purchased for all members of SLT & Fire marshals to assist communication.</p>	<p>03/09/20</p> <p>24/09/20</p> <p>Reviewed 13/05/21</p>	
	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	Enhanced cleaning schedule implemented, ensuring that contact points, worksurfaces, door handles, taps etc. are cleaned and disinfected regularly.	19/10/20	L

Cleaning and waste disposal				<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>	Reviewed 13/05/21	
	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.</p>	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>03/09/20</p> <p>Reviewed 13/05/21</p>	L

		<p>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 		<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 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>02/11/20</p> <p>02/11/20</p> <p>02/11/20</p>	
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				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.	Reviewed 13/05/21	
	Waste disposal process in place for potentially contaminated waste.	L		Waste bags and containers - kept closed and disposed of in general waste.	04/03/21	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

				New staff cover manager employed		
	<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>	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> <p>Support staff used to supervise mass asymptomatic testing: 4/3/21 - 17/3/21</p>	01/03/21	L
	<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>		M	<p>Bereavement Policy reviewed to reflect current circumstances</p>	01/03/21	L

	Staff health and wellbeing during lockdown.				
	Arrangements for mass asymptomatic testing of students, as well as the accessing of home testing for staff and students 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.			03/03/21	L
	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.</p> <p>One-way system to reduce instances of students in different Year groups passing.</p> <p>Masks are now no longer compulsory for students in all indoor communal areas and classrooms. Practical subjects may request for students to wear masks if they feel this is necessary. This is in reference to government guidance from 17.05.21</p> <p>Maintain bubbles during social time - each Year assigned a designated supervised area.</p> <p>Maintain enhanced corridor supervision.</p>			02/11/20 08/03/21 Reviewed 13/05/21	L

	<p>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.</p> <p>Staff mindful of heightened vulnerability of BAME community.</p>			
	<p>Information shared with parents regarding pupils travelling to school. Link to GOV.UK guidance on safe travel</p> <p>Information regarding mass testing and phased return to school sent to parents by letter and video link.</p>	<p>10/07/20</p> <p>26/02/21 2/03/21</p>	<p>L</p>	
	<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> <p>Yr7 Form tutors have familiarised 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 3.30pm in line with KS4.</p> <p>Students and staff are able to socially distance.</p>	<p>L</p> <p>M</p>	<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>Areas where staff could congregate, eg rest rooms, canteens, changing rooms, reception, meeting rooms have been considered and guidance sent to staff.</p> <ul style="list-style-type: none"> • 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 	<p>04/09/20</p> <p>04/01/21</p> <p>Reviewed 01/03/21</p> <p>Reviewed 13/05/21</p> <p>L</p>

			potentially improve workplace ventilation		
	From 07/06/21 HOY assemblies will be physical. HT assemblies will continue virtually.			01/03/21	L
	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			04/09/20 Reviewed 01/03/21	L
Catering	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. Limited offer, students maintain social distance at designated food venues canteen. Outside areas open for break and lunch.			04/09/20 Reviewed 01/03/21	M L
PPE	Amended masks policy communicated by letter to parents on 26.02.21 and explained in assemblies, reinforced on a periodic basis by all staff with reminders to wear masks when leaving classrooms and entering any communal area. Enhanced signage to ensure students wear masks. PPE requirements understood and appropriate supplies in place. Under government guidelines staff will not be provided with face masks unless fulfilling medical room cover. Medical room staff will be provided with masks & gloves. Students will be able to wear a mask if they source their own Provision of gloves for other staff as supplies allow (need for worksheets will be minimal, and where necessary, staff will wash hand before distributing, gloves providing a false sense of security and possibly bearing contamination) Masks compulsory in all indoor communal areas from 14.09.20 PPE measures still apply.			From 08/03/21 14/09/20 06/01/21 Reviewed 01/03/21	M M

<p>Response to suspected case of COVID19 in school</p>	<p>COVID response checklist established</p> <p>Students and staff are advised they must not attend if they are at all symptomatic. Staff and students exhibiting symptoms will be referred to medical staff, who will seek advice from local health services. Self-isolating arrangements would apply</p> <p>Which staff member/s should be informed/ take action (HOD/SLT link and HSCO). Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated until they can go home/be collected</p> <p>Cleaning procedure in place</p> <p>Arrangements for informing parent community in place</p> <p>Staff to complete seating plans so we can identify students within 2m teacher zone in event of suspected/confirmed infection</p>	<p>M</p>	<p>Thermometer purchased; another on order. Temperatures will not be taken as routine, but will be of anyone displaying symptoms.</p> <p>CONSULT H&S CONSULTANT/LA/GOVS</p> <p>Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves.</p> <p>Office staff to be trained on government guidelines and the sharing of statutory information with parents.</p>	<p>04/09/20</p> <p>Reviewed 13/05/21</p>	<p>M</p>
<p>Response to confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: outside school hours</p> <p>Cleaning procedure in place. Arrangements for informing parent community in place. Advice from NHS 119/DFE&PHE (SJP checklist)</p>	<p>M</p>		<p>04/09/20</p>	<p>M</p>
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p>	<p>L</p>	<p>HOYS/Chaplain/PASTORAL/DSL & DDSL: Re-orientation support. Sign up in school/Daily reminders in Form.</p>	<p>08/03/21</p>	<p>L</p>
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place. Students/families signposted to support agencies.</p>	<p>L</p>	<p>Wellbeing meetings for those returning. Welfare checks continue for students not attending. Wellbeing newsletter sent to parents.</p>	<p>01/06/20</p> <p>Ongoing</p>	<p>L</p>

	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	HOY form sent out Year 6 to Year 7 transition information from primary schools	L	Taster days Monday 20 th - Weds 22 nd July.	Ongoing	L
	Children with SEND	Vulnerable children individually invited in for a s-d tour of the school.				
	Physical and sensory needs, including adaptations, equipment etc (lead in times)	HOY maintaining contact/Rayleigh Careers Advice & Guidance				
	Post 16 School Leavers					
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 Ongoing	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.	DSL & DDSL: Approach to responding to the safeguarding	L	Supporting families with vulnerable CYP to attend.	04/09/20 Ongoing	L

	Work with other agencies has been undertaken to support vulnerable CYP and families.	elements of Mental health and wellbeing.		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.		
	Consideration given to the safe use of physical contact in context of managing behaviour.		L	Review individual consistent management plans to ensure they include protective measures.	04/09/20	L
Curriculum / learning environment	The school will continue to offer a full broad and balanced curriculum, with no student required to drop a subject.					
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 	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	08/03/21		

	<ul style="list-style-type: none"> • DT/ FT • Drama/Dance • Music 		equipment is too difficult to clean between use, 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>Changing rooms to open from 07/06/21. Cleaning arrangements organised to facilitate this.</p>	08/03/21	Reviewed 13/05/21
	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	08/03/21	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	L	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.		

	intervention would compromise the environment we wish to establish to support students' mental health & wellbeing so that they are able to fulfil their potential.			Catch-up funding used to buy laptops so that students who do not have a computer at home can access on-line learning. An online tutoring programme commissioned for selected students.		
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.	08/03/21	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 Reviewed 13/05/21	
	Plan to revert agreed by virtual meeting of the FGB on 12.10.20.					

	<p>Parents and students are informed of changes to curriculum, examinations and school procedures.</p>	<p>Arrangements & expectations outlined by Headteacher/HOY</p> <p>Students briefed in assemblies w/b 08/03/21 and by Form tutors during Reg.</p>	L	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Year bubbles & zones • Expectations when in school Travelling to & from school safely • Updates of one-way system sent to all staff, parents and students. • Updates on Year 11 and 12 exams <p>Following the Prime Minister’s announcement and in light of latest DfE guidance, masks are no longer required for students in any area of the school as of next Monday 17th May.</p> <p>Students are welcome to continue wearing one if they prefer, in which case they are to be worn over the mouth and nose and are not to be treated as an accessory. Staff and visitors will be required to wear one in communal areas where distancing is not possible. The following measures will remain.</p> <ol style="list-style-type: none"> 1. One way systems. 2. Year group zones during break & lunch. 3. Designated entrances & exits to the site. 4. Designated Year group toilets. 	<p>w/b 08/03/21 – ongoing</p> <p>Reviewed 04/01/21</p> <p>Reviewed 13/05/21</p>	L
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				<p>5. Designated service points for food collection.</p> <p>6. Fountains for bottle refill only.</p> <p>7. Virtual HT assemblies (HOY assemblies of one Year group in halls).</p> <p>8. Continued promotion of safe hand hygiene.</p> <p>9. Sanitiser in all rooms, and students advised to have a personal supply.</p> <p>10. Desks, chairs & equipment sanitised between lessons.</p> <p>11. Rotation of shared equipment. Heads of Department have created sets for different Years, or consistent with guidance will ensure sufficient time between use (DT/PE).</p> <p>12. Students attend in PE kit on the days they have PE lessons (changing rooms will be available after half term, when students will return to attending in full uniform)</p>		
	On-going regular communication plans determined to ensure parents are kept well-informed. Weekly update letters sent to parents	L	Letters, website updates, social media	Weekly	L	
Governors/ Governance	Meetings and decisions that need to be taken prioritised.			Ongoing		
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			Ongoing		
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.			Ongoing		

School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	Plan in place for reviewing future events.	H	Plan for re-instating school trips. Individual trips to be risk assessed as usual, and with particular regard for COvid-19 restrictions & guidelines. Geography field trip is running on 10/05/21-14/05/21 in line with government guidance.	AUGUST 2020 Reviewed 13/05/21	M	
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.						