



Preparing for full opening March 2021

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
Prevention			
Protective measures: Ensuring that the 7 measures highlighted by the GOV guidance are followed at all times.	<p>Minimise contact with individuals who are unwell with COVID19 symptoms or person at home:</p> <ul style="list-style-type: none">Information Sharing: Clear and direct communication between home, school & staff to ensure that all COVID symptoms are identified and reported immediately.Isolation procedure in place. (see below) <p>All staff will follow the COVID19: Cleaning of Non-Healthcare Settings guidance. All children will wash and sanitise their hands on arrival.</p> <p>Ensure face coverings are used in recommended circumstances. All adults must wear face masks / coverings when entering and waiting the school site. All staff will wear masks when talking with parents / carers.</p> <p>Clean hands thoroughly more often than usual: Hand Washing -</p> <ul style="list-style-type: none">Hand washing and drying guidance will be shared with the children and modelled by staff.All children will be encouraged to wash hands for 20 seconds using suggested songs as a guide. They will then be encouraged to dry them thoroughly.All areas of school and classrooms have hand sanitiser dispensers located on the walls.All rooms have sinks, soap dispensers and hand towels.	<p>All adults in the school building.</p> <p>All adults in the school building.</p>	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Evaluation through staff debrief and adapt to ensure best practice.</p>

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	<ul style="list-style-type: none"> • Children will be told to wash their hands after sneezing, coughing, before and after eating and after using the toilet. • Children will be encouraged not to touch their moths and faces. • Posters displayed around school as a constant reminder. <p>Ensure good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach:</p> <p>Coughs and sneezes –</p> <ul style="list-style-type: none"> • Children and staff reminded that coughs and sneezes must be caught in a tissue/elbow. • All tissues placed in bin and this bin to be emptied into black bin bag regularly for outside refuse collection (hourly). • Posters in all areas to remind all staff and children. <p>Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach:</p> <p>Surfaces -</p> <ul style="list-style-type: none"> • Surfaces that are touched by children will be wiped down by adult at regular intervals. • All rooms have anti-bacterial spray and blue roll. • Rooms have anti-bacterial wipes available at all times. <p>Minimise contact across the site and maintain social distancing wherever possible.</p> <p>Staggered start and end of the school day, separate play and lunch times will minimise contact.</p> <p>Keep occupied spaces well ventilated.</p> <p>All classroom spaces and corridors will have windows open to ensure ventilation.</p>	<p>All adults in the school building.</p> <p>All adults in the school building.</p> <p>All adults in the school building.</p> <p>All adults in the school building.</p>	

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	<ul style="list-style-type: none"> • Taps/sinks/surfaces/door handles will be cleaned routinely every 30 minutes. • Sinks and toilets must not become 'crowded'. • Extra staff member available to yr2 during PPA time to ensure supervision. • Toilets must be locked when yr1 are accessing the outdoor area. 		
Managing illness			
How we will manage new cases of Covid 19, promote hygienic practices and gate keep pupils returning from isolation	<ul style="list-style-type: none"> • We will follow all advice outlined in documents from both ELT and HMG (flow chart from ELT). • Hard copies of this documentation will be kept in SLT office for quick access. • Hard copy of flow chart in Isolation room. • Isolation room clearly labelled and all staff aware of procedure. • PPE – gloves/face masks are available in first aid packs. 	V Galt J Kelly	<p>Reacting to illness will be 'as it occurs' and we will strive to collate the best and most relevant advice.</p> <p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
Minimising contact and social distancing			
	<p>Children will be educated within their year group 'bubble'</p> <ul style="list-style-type: none"> • Older children will be supported to maintain distance and not touch each other and staff where possible. <p>Classroom management:</p> <ul style="list-style-type: none"> • Furniture will be organised so that children sit side by side to ensure restriction of face to face contact. • Shelves and resources are available to the children in the class. These will NOT be shared beyond their class / year group. 	Class Teachers + Support Staff	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>

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	<p>Shared Spaces</p> <p>Breakfast Club: Open to all children. Children enter and are placed in year group areas in the Dinner hall. Children are not to mix with other year groups. Children leave for class at staggered times so that they do not pass in the corridor. 1 Year group with Sports Coach per session</p> <p>Dinner hall: Seating available to accommodate 2 year groups at a safe distance: 11:15 – EYFS 11:45 – Year 1 11:55 – Year 2 12:15 – Year 3 12:25 – Year 4 12:30 – Year 5 12:40 – Year 6</p> <p>Sports Hall:</p> <ul style="list-style-type: none"> • All equipment used must only be shared within year group bubbles. • All equipment cleaned after use. • Timetable for hall followed. <p>Library:</p> <ul style="list-style-type: none"> • 2 week timetable for read aloud sessions with class. • Children will not take books from the library at this time. <p>STEM room:</p> <ul style="list-style-type: none"> • Furniture will be organised so that children sit side by side to ensure restriction of face to face contact. 	<p>Class Teachers + Support Staff</p> <p>MSAs</p> <p>Sports Coach</p> <p>Class Teachers + Support Staff</p> <p>MSAs</p> <p>Sports Coach</p> <p>Class Teachers + Support Staff</p> <p>Class Teachers + Support Staff</p>	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate – including MSAs, Sports Coach and kitchen staff.</p> <p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p> <p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>

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	<ul style="list-style-type: none"> Staff to encourage social distancing as much as possible during break time. Handwashing and sanitising will take place before and after any movement around school. 		Staff debrief to adapt and change where appropriate.																							
Entry/ Exit to school	<i>How we will manage the entry and exit of pupils, parents and staff</i>																									
	<p>Staggered times:</p> <p>Entry</p> <table border="1" data-bbox="672 513 1288 762"> <thead> <tr> <th>Year group</th> <th>Entry time</th> <th>Collection Time</th> <th>Door</th> </tr> </thead> <tbody> <tr> <td>Nursery morning</td> <td>8.30</td> <td>11:30</td> <td rowspan="2">Nursery</td> </tr> <tr> <td>Nursery afternoon</td> <td>12:00</td> <td>3:00</td> </tr> <tr> <td>Reception</td> <td>Between 8:30 and 9:00</td> <td>Doors open from 2:30</td> <td>Class doors</td> </tr> <tr> <td>Year 2 Year 4 Year 6</td> <td>8:30</td> <td>3:00</td> <td>KS1 entrance Glass Corridor Year 6 Door</td> </tr> <tr> <td>Year 1 Year 3 Year 5</td> <td>8:40</td> <td>3:10</td> <td>KS1 Entrance Glass corridor Upper Team Door</td> </tr> </tbody> </table> <p>LATE CHILDREN: Report to main reception. Children to register and choose lunch. Children will use hand sanitiser on entry and will be walked to class with an adult.</p> <p>Communication:</p> <ul style="list-style-type: none"> Parent protocol that clearly explains their responsibilities to ensure social distancing and reduce pinch points. Daily communication via class dojo. Staff meetings with regular updates and procedure checks. Staff and visitors sign in and out and follow hygiene protocols. Staff protocol to be read and followed. Protocols and posters displayed around the building. 	Year group	Entry time	Collection Time	Door	Nursery morning	8.30	11:30	Nursery	Nursery afternoon	12:00	3:00	Reception	Between 8:30 and 9:00	Doors open from 2:30	Class doors	Year 2 Year 4 Year 6	8:30	3:00	KS1 entrance Glass Corridor Year 6 Door	Year 1 Year 3 Year 5	8:40	3:10	KS1 Entrance Glass corridor Upper Team Door	<p>SLT All Staff</p> <p>SLT Sam Scott</p> <p>SLT (on playground)</p> <p>Class Teachers + Teaching Assistants</p>	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p> <p>SLT to monitor all procedures and adapt where necessary.</p> <p>SLT/ Sam Scott debrief to adapt and change where appropriate.</p> <p>SLT to monitor all procedures and adapt where necessary.</p>
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	<p>Rules for visiting site:</p> <ul style="list-style-type: none"> • Wear a face covering / mask • Read the visitors protocol • Follow the hygiene protocol • Only enter sight with an appointment <p>Home – school resources Clearly communicated via parent protocol Children are permitted to have:</p> <ul style="list-style-type: none"> • School coat • Packed lunch bag • Reading bag with book • Mobile phones kept in locked class box <p>PE kit – The children wear their kit on PE days</p>	<p>SLT Sam Scott</p> <p>SLT Sam Scott</p> <p>All Staff</p>	<p>Staff debrief to adapt and change where appropriate.</p> <p>SLT to monitor all procedures and adapt where necessary.</p> <p>SLT and Sam Scott debrief to adapt and change where appropriate.</p> <p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
Free time and outdoor areas	<i>How we manage the distancing of children and equipment used</i>		
	<p>Staggered Playtimes: Timetable created that ensures year groups do not mix and there is fair access to all areas and equipment.</p>	<p>SLT All Staff</p>	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>

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	<p>Outdoor fixed equipment: To be cleaned where possible. Children must wash hands after use and reminded not to touch their faces.</p>		
Provision of school meals	<i>How we will manage the safe provision of meals at dinnertime</i>		
	<ul style="list-style-type: none"> • All children to eat in the school dining hall. • Tables and benches cleaned with anti-bacterial spray after each group. • All water jugs cleaned after each group. <p>Lunch times: 11:15 – EYFS 11:45 – Year 1 11:55 – Year 2 12:15 – Year 3 12:25 – Year 4 12:30 – Year 5 12:40 – Year 6</p>	<p>SLT All Staff</p>	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
Response to Any Infection			
Engage with the NHS Test and Trace process.	<ul style="list-style-type: none"> • All staff taking part in lateral flow testing programme • SLT and staff training to be carried out so that NHS Test and Trace process is understood. • SLT/staff know how to contact their local Public Health England health protection team. • SLT will ensure that staff/parents and carers will - <ul style="list-style-type: none"> ✓ Book a test if they are displaying symptoms. ✓ Not attend school if they are displaying symptoms. ✓ Leave school as soon as possible if symptoms occur whilst in school. ✓ Self-isolate as outlined in guidance – if they test positive for COVID-19 or if they have been in contact with someone who has ✓ Provide details of anyone who they have been in close contact with if they test 	<p>SLT All Staff</p>	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>

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	<p>positive for COVID-19 or if asked by NHS Test and Trace.</p> <ul style="list-style-type: none"> ✓ Know how to access a test. <p>School must make clear that staff/parents and carers must report results to school immediately.</p> <p>In the event of a negative test staff member/child can stop isolating.</p> <p>In the event of a positive test staff member/child should follow the 'Stay at Home' guidance and continue to isolate for 7 days from the onset of symptoms.</p>	<p>SLT Sam Scott Karen Gibbon</p>	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
<p>Managing Confirmed Cases of COVID -19 Amongst the School Community.</p>	<p>SLT must take swift action in the event of someone testing positive for COVID -19 in school.</p> <ul style="list-style-type: none"> • SLT will contact the local health protection team. • The team may contact school directly if they become aware that someone who has tested positive for COVID -19 has attended school. • The team will carry out a risk assessment based on the track and trace information that they have. • The team will work directly with school to guide them through all necessary actions. • School must follow these actions implicitly, sending any identified people home to isolate for 14 days – this will include anyone who has been in 'close contact' with the person who tested positive. • Close contact with and infected person will include; <ul style="list-style-type: none"> ✓ Direct contact – face to face contact for any length of time (within 1m), being coughed on, or unprotected physical skin to skin contact. 	<p>SLT</p>	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>

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	<ul style="list-style-type: none"> ✓ Proximity contacts – extended close contact (1-2m for more than 15 minutes). ✓ Travelling in a small vehicle/car. <ul style="list-style-type: none"> • The team will provide advice on who should be sent home. • Schools must keep a record of pupils and staff in each year group. • Schools must record any incidences of close contact that takes place between children and staff in different groups (both families that reside together and incidental incidents). • Schools will receive a template letter which can be sent out on advice in the health team. • Schools should not request evidence of negative tests. 		<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
<p>Contain Any Outbreak by Following Local Health Protection Team Advice</p>	<ul style="list-style-type: none"> • SLT will know the criteria for an ‘outbreak’ (two confirmed cases within 14 days or an overall rise in sickness where COVID -19 is suspected) and take guidance from health protection team. • SLT must be prepared to receive advice from health protection team if a larger number of children and staff must self-isolate – whole year groups or whole site. • SLT must be prepared for the provision of a mobile testing unit in the event of an outbreak and testing will be in line with public health outbreak control practice. 	<p>SLT</p>	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
<p>School Operations Wider Public Transport</p>	<ul style="list-style-type: none"> • Staff should be encouraged to walk/cycle to work where possible. • Families and staff using public transport should be signposted to Covid-19 Safer Travel Guidance for Passengers. 	<p>SLT All Staff</p>	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
<p>Attendance Attendance Expectations</p>	<ul style="list-style-type: none"> • School will make it very clear that parents and carers know that from March 8th 2021 school is mandatory. 	<p>SLT Karen Gibbon Sam Scott</p>	<p>SLT to monitor all procedures and adapt where necessary.</p>

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	<p>Pupils and families who are anxious about return to school:</p> <ul style="list-style-type: none"> • School must bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. • Safety measures/measures to minimise risk should be shared with parents where and when necessary. <p>Action for all schools and local authorities:</p> <ul style="list-style-type: none"> • SLT MUST work with families to secure regular attendance from the start of autumn term. • School must communicate clear and consistent expectations around school attendance to families in the summer ahead of their return. • Staff should identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. • Attendance team must target those children who were persistently absent prior to the pandemic, • SLT must use the additional catch up funding that schools receive, as well as existing pastoral and support services to secure regular attendance. • School must work closely with other professionals as appropriate to support the return to school, including continuing to notify a social worker of a child's absences if they have one. <p>*School will follow technical guidance to record attendance and absence, including what data schools are asked to return to DFE, as it is released.</p>	<p>Ema Jackson Karen Gibbon All Class Teachers + Teaching Assistants</p> <p>SLT Ema Jackson Karen Gibbon All Class Teachers + Teaching Assistants</p> <p>SLT Sam Scott Karen Gibbon Teaching Staff</p> <p>All Staff</p>	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p> <p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>

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	<p>School Workforce:</p> <ul style="list-style-type: none"> • Staff who were in the most at risk category must take particular care when they return to the workplace – ALL hygiene protocols must be followed by all staff. • Government guidelines still advise that those that can work from home do but the DFE recognises that this will not be possible for most school staff. • Staff who were shielding due to receiving a shielding letter, clinically vulnerable staff and pregnant women should refer to HMG guidance - Staying Alert and Safe Social Distancing/ Staying Alert and Safe Social Distancing: Clinically Vulnerable People. • SLT must consider how previously vulnerable staff are deployed and be flexible in expecting how these staff members carry out their roles. • Staff who were shielding because they live with someone in the extremely vulnerable category can now attend work. <p>Staff who are pregnant:</p> <ul style="list-style-type: none"> • All staff should be aware that pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance - HMG guidance - Staying Alert and Safe Social Distancing/ Staying Alert and Safe Social Distancing: Clinically Vulnerable People. • <p>Employer health and safety and equalities duties:</p> <ul style="list-style-type: none"> • SLT must continue their legal obligation and duty to protect their employees and others from harm. SLT must continue to assess health and safety risks and consider how to ensure parity in duties in the usual way. 	<p>All Staff</p> <p>SLT All Staff</p>	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p> <p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p> <p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>

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	<ul style="list-style-type: none"> • All school staff must implement and follow all HMG and ELT guidance to mitigate the risk of COVID-19 to pupils and staff. <p>Supporting Staff</p> <ul style="list-style-type: none"> • SLT should have regard to staff work life balance and well-being. School should ensure all protection and safety measures are shared with staff and that where possible they are involved in the process of writing protocols. • SLT will ensure that their duty of care to staff extends to their mental health. • Staff should be made aware of HMG guidance – Extra Mental Health Support for Pupils and Teachers. • Staff should also be signposted to Westfield Health and the support that can be accessed through their pre-paid service. • Staff should be made aware of the Education Support Partnership free school help line www.educationsupport.org • SLT must evaluate workload to insure it does not become increased/unmanageable. 	SLT	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
Deploying Support Staff and Accommodating Visiting Specialists	<ul style="list-style-type: none"> • School must ensure that appropriate support is made for pupils with SEND by deploying TAs and enabling specialist staff to work with children in school – COVID-19 protocols will make this safe. • Teaching Assistants will be used to lead groups and cover classes as they do as part of their usual practice/as part of their job description – COVID-19 protocols will make this safe. 	SLT	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
Recruitment	<ul style="list-style-type: none"> • Recruitment will continue as normal although should be done remotely over the summer. • Safer recruitment policy must still be followed as should HMG guidance – Recruiting during Lockdown – How we did it. 	SLT S Paterson S Scott	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>

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Supply Teachers + Sport Coaches	<ul style="list-style-type: none"> • Schools can continue to use supply teachers/sports coaches and they are free to move between schools. • Schools may want to consider minimising visits to school where possible. • Supply teachers/sports coaches must be made aware of all COVID-19 protocols on arrival. 	All Staff	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
Expectations and Deployment of ITT Trainees. Other Support	<ul style="list-style-type: none"> • School will still host ITT trainees. • ITT Trainees will be made aware of all HMG guidance, ELT guidance and COVID-19 protocols when in school. • ITT Trainees will undertake ‘normal practice’ attributed to their placement route. • Normal volunteer policy can resume • All volunteers should be made aware of COVID -19 protocols when on site and as part of their initial induction plan. 	All Staff	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
Staff Taking Leave	<ul style="list-style-type: none"> • Staff must be available to work • Staff must adhere to term dates. • Staff must be made aware that holidays requiring a 14 day quarantine on return must not be booked. • Where it s not possible to avoids a staff member having to quarantine them work arrangements must be amended to enable them to work at home. 	SLT S Paterson Sam Scott	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
Safeguarding	<ul style="list-style-type: none"> • School will continue to ensure that Child Protection Policy is updated to reflect the return of more pupils. • School will continuously refer to HMG guidance – Keeping Children Safe in Education. • DSL, SLT and Inclusion Team will provide more time to help support staff and children with welfare concerns and the handling of referrals to social services in the first few weeks of term and for as long as is necessary. 	SLT Inclusion Team	<p>DSL, SLT and Inclusion Team to reflect and monitor daily.</p> <p>Staff debrief to adapt and change where appropriate.</p>

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Catering	<ul style="list-style-type: none"> • Kitchen will be fully open from autumn term – all COVID-19 protocols and risk assessments will be in place. • Kitchen staff signposted to HMG guidance – COVID-19 Guidance for Food Business. 	Kitchen Staff SLT	<p>DSL, SLT and Inclusion Team to reflect and monitor daily.</p> <p>Staff debrief to adapt and change where appropriate.</p>
Estates	<ul style="list-style-type: none"> • School are not expected to make significant adaptations to building or site as all year groups have their own toileting and hygiene facilities and potential pinch points are managed with staggered start times. • All rooms must be well ventilated – windows opened where and when possible. 	All Staff	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
Educational Visits	<ul style="list-style-type: none"> • No visits at this point but this is under review. <p>When Visits resume:</p> <ul style="list-style-type: none"> • Children should be kept in consistent groups and ratios followed in line with all COVID-19 protective measures. • As normal, school will undertake a full and thorough risk assessment in relation to educational visits. 	All Staff	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
School Uniform	<ul style="list-style-type: none"> • School will resume full School Uniform policy from March 2021 • School will not expect uniform to be cleaned more than usual or in a different ‘specialist’ manner. • Noncompliance will be carried out as per school policy. • School will be mindful of families who may be experiencing financial pressures and will help where and when appropriate. 	Karen Gibbon + All Staff	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate</p>
Curriculum Expectations	<ul style="list-style-type: none"> • All children will receive a full broad and balanced curriculum – the HGPA 3D Curriculum which will be taught from 01/09/2020. • Early reading, reading and phonics will continue to be a main focus and AIP area from September. This will include a full ‘reading at home’ launch. • In KS1 there will also be a continued focus on identifying and plugging gaps in writing and early maths. 	Class Teacher + Teaching Assistants	<p>SLT and Subject Leads to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate</p>

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	<ul style="list-style-type: none"> • In KS1 focused steps should also be in place to increase vocabulary – through vocab organisers and CLPE POR Teaching Sequences. • Gap analysis practices will take place in pre September planning meetings and the initial week of autumn term so that planned instruction can ensure rapid progress. • All areas of the HGPA Curriculum will be taught using the HGPA signature pedagogies – no areas of the curriculum will be narrowed to allow for ‘discrete catch up’. • All unit plans, teaching sequences will be followed as per ‘normal practice’. • PE sessions with sports coaches and class teachers/TSs will continue as per ‘normal practice’ although outside provision should be prioritised. • School will continue to teach RHE through Jigsaw <p>Music:</p> <ul style="list-style-type: none"> • Staff teaching music in PPA time must consider the additional risk of infection from singing, playing recorders and shouting. The risk is high even at a distance. Staff must reduce the risk by implementing extra distancing and taking lessons outside where possible. <p>*THERE IS TO BE NO SCHOOL CHOIR UNTIL FURTHER NOTICE!</p>		
EYFS Specific Points	<p>Entry to Nursery Gates open 8:30 Children wash hands upon arrival and parents not to enter the building.</p> <p>Exit from nursery Nursery children collected from nursery door at given times Reception children collected from classroom doors at given times.</p>	EYFS Staff	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>

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	<ul style="list-style-type: none"> Teachers in nursery will focus on prime areas of learning, including: communication and language, PSED and physical development. Teachers in Reception will assess and address gaps in language, early reading and maths, particularly ensuring children's acquisition of phonic knowledge and vocabulary progresses. EYFS will follow updates to the EYFS disapplication guidance – http://www.gov.uk/government/publications/early-years-foundation-stage-framework-2/early-years-foundation-stage-coronavirus-disapplications 		
Behaviour Expectations	<ul style="list-style-type: none"> Behaviour Policy is to be followed as per 'normal practice' Rules and expectations to be outlined by class teacher on first day back – as per 'normal practice'. 	All Staff	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
Assessment and Accountability	<ul style="list-style-type: none"> All staff will be aware that Ofsted inspections will remain suspended for autumn term although some selected schools will receive a visit which monitors how they have managed the return to education of all their pupils. Ofsted inspections will recommence from March 2021 	Info from SLT	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff debrief to adapt and change where appropriate.</p>
Managing health and safety	<i>Are our health and safety practices still fit for purpose eg fire assembly points, signing in to school.</i>		
	<ul style="list-style-type: none"> After scrutinising relevant policies we believe that no changes are necessary at this time. All DFE and PHE alerts are set up on SLT devices so that any guidance is received immediately. 		This will be reviewed in SLT meeting weekly.
Information sharing	<ul style="list-style-type: none"> Protocols for partial return will be shared with parents in due course. Communication between school and parents/carers will continue to be daily. 	All staff	<p>SLT to monitor all procedures and adapt where necessary.</p> <p>Daily review to happen in first week.</p>

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
	<ul style="list-style-type: none"> • Communication will be clear and reassuring in tone. Direct messaging between school and parents/carers will continue so that questions can be answered in a timely manner. • Staff emails and face / face conversations to ensure clarity and welfare 		
Sign posting to organisations	<ul style="list-style-type: none"> • Organisations which offer support have been shared with staff and parents/carers. • School welfare team will continue to engage with parents/carers, children and staff weekly. 	Welfare team	SLT to monitor all procedures and adapt where necessary.
Transparency	<ul style="list-style-type: none"> • Rational for decisions taken/any changes made are shared with relevant people (staff and parents) to ensure mutual respect, trust and understanding. 	Mrs Galt and Mrs Kelly	SLT to monitor all procedures and adapt where necessary. Discussion to be had re all communication to ensure clarity and consistency.
Clarity of expectations	<ul style="list-style-type: none"> • All staff and parents/carers have clarity re their role / expectations and outcomes. 	Mrs Galt	SLT to monitor all procedures and adapt where necessary. Conversations to take place with staff promptly if any misunderstandings occur.
Working with pupils with EHCPs/ vulnerable pupils	<i>How we will support vulnerable pupils and pupils with EHCPs in school/ at home including liaison with external agencies?</i>		
In school	EHCP provision as stated in document.	Class teachers and TAs	SLT to monitor all procedures and adapt where necessary.
Communication	<i>How do we ensure effective lines of communication with parents and members of staff?</i>		
Parents Staff	Entry and exit points will be clearly labelled and expected protocols shared with parents/carers prior to September. Communication with parents/carers will continue to be daily from Mrs Galt. Communication between parents/carers and class teachers and TAs will continue to be daily and 'open' using direct messaging on Class Dojo. Important messages will be on Class Dojo and the school website.	SLT Class teachers	SLT to monitor all procedures and adapt where necessary.

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
	<p>Communication between staff and SLT will continue to be daily and by email/in person.</p> <p>Communication between year group teams happens daily to ensure that there is consistency with home learning and support.</p> <p>Any delicate matters/messages will be given in person/ telephone.</p>		
Other considerations	<p>PPE to be worn by staff if managing a child who has become unwell with symptoms of Coronavirus if a distance of 2m cannot be maintained.</p> <p>Location of isolation room to be made clear to all members of staff - this room should be clearly labelled/signposted.</p> <p>Cleaning apparatus and PPE will be available in isolation room.</p> <p>PPE – gloves/face masks will also be available in first aid packs.</p> <p>*Refer to trust opening guidance and risk assessment documents. Ensure these documents are shared with staff prior to their rota time in school.</p>	SLT	Liaise with staff on rota to gauge confidence in safety measures and adapt where necessary.



