

## HT Message – Mr. David Jeapes

I sincerely hope that you and your family are well and have managed some down time during the Summer Break.

Welcome to this edition of the Mayfield Messenger, not only the first one of the academic year – but also the first version written from our new building!

Throughout the Summer, many staff have been in to:

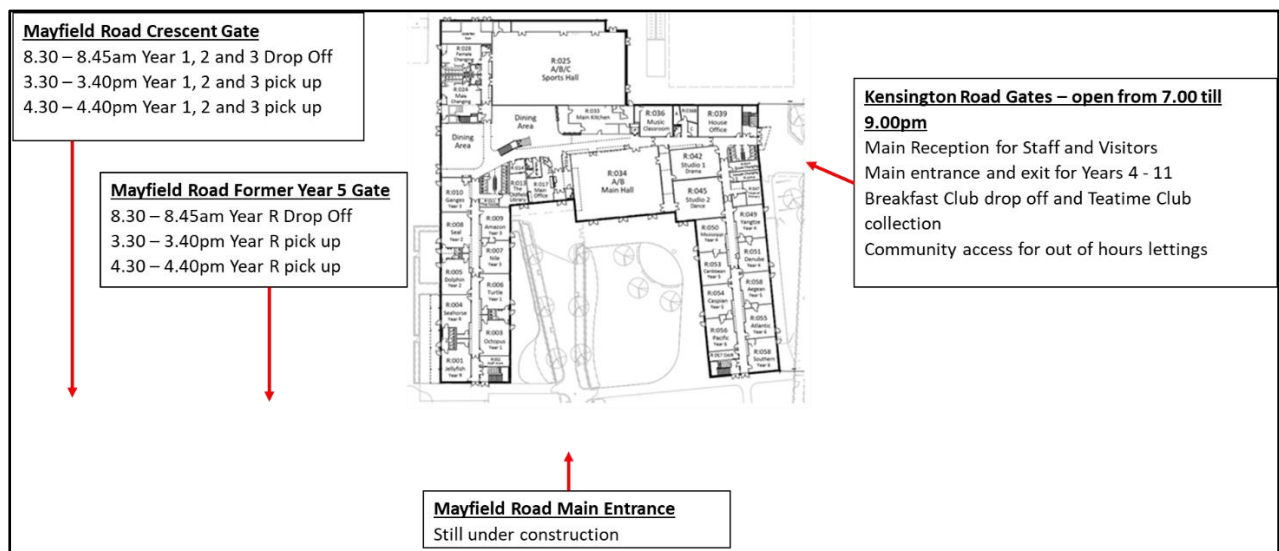
- Support with GCSE results day
- Run summer school
- Decant and unpack ready for the return of pupils

I am very grateful for their efforts, and I am pleased to share with you that the new school building is looking amazing! The initial feedback from staff has been very, very positive.

Notwithstanding the above, our building contractor, Kier, have confirmed that the works for the main entrance on Mayfield Road will not be complete until mid – to – late October. Consequently, we will need to set up a temporary:

- reception for visitors which can be accessed via the gate on Kensington Road. This reception will operate between 8:30am and 4:30pm and be the main entrance and exit for Year 4 to 11;
- Year R entrance via the old Year 5 gate on Mayfield Road
- Year 1, 2 and 3 entrance via the old ‘crescent’ entrance outside the old building on Mayfield Road.

In summary:



To accommodate the above, we have set up a staggered start with the following arrival times/gates for the first day back:

Year R between 9:45am and 10:00am on Tuesday 7<sup>th</sup> September – Year R gate on Mayfield Road

Year 1 between 9:15am and 9:30am on Tuesday 7<sup>th</sup> September - Crescent gate on Mayfield Road

Year 2 between 8:45am and 9:00am on Tuesday 7<sup>th</sup> September - Crescent gate on Mayfield Road

Year 3 between 8:15am and 8:30am on Tuesday 7<sup>th</sup> September - Crescent gate on Mayfield Road

Year 4 between 9:15am and 9:30am on Tuesday 7<sup>th</sup> September - Kensington Road

Year 5 between 8:45am and 9:00am on Tuesday 7<sup>th</sup> September- Kensington Road

Year 6 between 8:15am and 8:30am on Tuesday 7<sup>th</sup> September - Kensington Road

Year 7 between 7:45am and 8:10am on Tuesday 7<sup>th</sup> September – Kensington Road

Year 8 between 7:45am and 8:10am on Wednesday 8<sup>th</sup> September – Kensington Road

Year 9 between 8:15am and 8:40am on Wednesday 8<sup>th</sup> September – Kensington Road

Year 10 between 8:15am and 8:40am on Wednesday 8<sup>th</sup> September – Kensington Road

Year 11 between 8:15am and 8:40am on Tuesday 7<sup>th</sup> September – Kensington Road

If your child is in the Senior Section and you intend to meet them after school – please agree a meeting point as pupils may leave either via Hewett or Kensington Road.

We will keep the arrival ‘window’ for Primary Section children between 8:15am and 8:45am until Friday 10<sup>th</sup> September and then from Monday 13<sup>th</sup> September, we intend to revert to our original times of 8:30am to 8:45am. Please make every effort to arrive at the right time, but if you do arrive late – then use the entrance on Kensington Road.

### **Updated Covid Guidance for Schools for September**

Revised Covid Guidance for September was published this week. Some of the main changes are:

- An end to the Bubble system. Assemblies can resume and children from different year groups can mix in playgrounds and at lunchtimes
- There will be no requirement for staff to maintain social distancing in offices and classrooms
- Schools will no longer need to carry out their own track and trace procedures. The NHS Track and Trace service will now work with families to identify the close contacts if a child tests positive
- Face coverings will no longer be advised for pupils, staff, parents or visitors in classrooms, communal areas or school minibuses
- Clinically extremely vulnerable pupils should attend school and clinically extremely vulnerable staff are no longer advised to shield

Some important safety control measures will stay in place for the new academic year including:

- Maintaining a risk assessment that advises the school community on controlling the virus
- Ensuring good hygiene through regular washing and sanitizing of hands and ‘catch it, bin it, kill it’
- Keeping classrooms and office spaces well ventilated
- Following the current public health advice on self-isolation
- Having a contingency plan in the event of a localised outbreak that could mean reverting to remote education

Please find attached a copy of our risk assessment and below a link to the latest guidance we are working to:

[What parents and carers need to know about early years providers, schools and colleges - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges)

As ever, if your child is presenting any symptoms of COVID 19 please DO NOT send them to school and arrange for a PCR test using the link below:

[Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/get-a-free-pcr-test-to-check-if-you-have-coronavirus-covid-19)

### **Lateral Flow Testing**

Thank you to all of the pupils that took part in the LFT number 1 this week. The dates and times for the second test are below. If your child missed their first test, then please do encourage them to come in regardless.

Monday 6 <sup>th</sup> September	LFT Number	Year 7 and 11 use the Hewett Road gate
Tuesday 7 <sup>th</sup> September	LFT Number	Year 8, 9 and 10 use the Hewett Road gate

The arrival times are by House Group:

Discovery (Red Tie)	9:00am to 10:30am
Intrepid (Green Tie)	10:30am to 12:00pm
Victory (Yellow Tie)	12:00pm to 1:30pm
Endeavour (Blue Tie)	1:30pm to 3:00pm

Current guidelines are that all staff and pupils MUST take a LFT twice weekly. In order for us to monitor participation, please inform us of the results, even if this is negative using the link below:

### **Primary Leadership**

I am writing to update you reference the leadership of the Primary Section from September 2021.

Our new school building has been purposely designed as an 'all through' school and as such we have planned for the Primary Section to operate out of the ground floor east and west wings with year groups clustered within them. With this change in structure, we have also appointed two Deputy Heads of School to work across the Primary Section follows:

Mrs. Jo Buck	Parental Engagement/Rewards/House System
Mrs. Pippa Andrews	Curriculum

With this change, Miss. Jen Lewis will take up a new leadership role working with pupils across all Primary year groups. We are very grateful to Miss. Lewis for her work as the Head of the Junior Section and wish her well in this new role.

### **Uniform and Equipment**

We ask that all children in our Senior Section have the following items in a pencil case or their book bag:

<b>Year 7 to 11</b>
Black Pen plus spare
Pencil plus spare
Ruler
Rubber
Purple Pen
Highlighter Pen
Glue Stick
CASIO Fx Series Calculator
Reading Book for Year 7, 8 and 9 ONLY

In order to support families we have put together the above items in packs which can be purchased – at cost – from the school via the Scopay app. For support with Scopay, please email Mr. Danny Backhouse, on:

[BackhouseD@mayfield.portsmouth.sch.uk](mailto:BackhouseD@mayfield.portsmouth.sch.uk)

In Year 6, we encourage children to bring their own pencil case which could contain:

Handwriting Pen, Pencils, Ruler, Rubber, Purple Pen, Highlighter Pens and a Glue Stick

If you are experiencing any issues in obtaining school uniform, or require financial support, then please email Mrs. Erika Anders, on:

[AndersE@mayfield.portsmouth.sch.uk](mailto:AndersE@mayfield.portsmouth.sch.uk)

### **Medication**

If your child needs to take any medication during the school day OR you wish to give us permission for them to use a school inhaler due to Asthma. Then please complete the form below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=17eMxmGmGkarCHowINbkEaHjIq47r0VGrz2BEQDkaAhUQ0pZVjYxT0o3OURaNzJBR0xUQ004NjFQMi4u>

If you have any questions about how we manage medication or support children with underlying health issues or immunisations, please contact Mrs. Sally Rowntree, Health and Welfare Officer on:

[healthandwelfare@mayfield.portsmouth.sch.uk](mailto:healthandwelfare@mayfield.portsmouth.sch.uk)

At the start of every year, we re-issue medical passes and toilet passes, unless your child has an ongoing medical need. If your child has need for a pass, then please contact Mrs Erika Anders on the email address above – please note that we may ask for supporting evidence.

## PORTSMOUTH CITY COUNCIL – HEALTH & SAFETY RISK ASSESSMENT FORM

<b>Site/ Location:</b>	Mayfield	<b>Assessment No:</b>	1	<b>Assessment Date:</b>	1 <sup>st</sup> September 2021
<b>Section/Department:</b>	School Based Staff	<b>Assessment Type</b> (Delete as appropriate: see Note 1)			
		<b>1. Specific/formal</b>	<b>2. Generic</b>	<b>3. Dynamic Assessment</b>	
<b>Activity/Process:</b> School operations during the new academic year as 'we learn to live with Covid-19'. This risk assessment is a live document and will be updated as new information is received by Government or our Covid threat level changes.					
<b>Assessor</b>			<b>Manager Acceptance</b> (See Note 2)		
<b>Name:</b>	<b>Matt Stedman</b>	<b>Name:</b>	<b>David Jeapes</b>		
<b>Job title:</b>	Director of Business Operations	<b>Job title:</b>	Headteacher		
<b>Signature:</b>		<b>Signature:</b>			
<b>Hazards and potential Risks</b>					
(Detail description of activity, identified hazard and persons who can be affected) i.e. <b>there is a risk that .....</b> !	<b>Actions identified to plug Gaps in Controls</b> (Each control measure is to be specific and managed)			<b>Management Plan</b>	
		<b>Lead Manager</b>	<b>Target Date</b>	<b>Comp Date</b>	
Children, staff or visitors coming into school with coronavirus symptoms and spreading the virus.	<ul style="list-style-type: none"> <li>The symptoms of coronavirus and the procedure for getting a test are outlined and revisited in our communications on the website, Mayfield Messenger and social media.</li> <li>Posters on entrances and the main reception reinforce the stay at home message when displaying symptoms of Covid-19.</li> <li>Maintain staggered start to the school day to support social distancing with different entrances for different sections and year groups</li> <li>Implement strict handwashing or sanitising regimes to ensure that pupils wash or sanitise their hands as they come into school and at regular intervals throughout the day.</li> <li>All senior section pupils to take two Lateral Flow Tests prior to returning to school in September to identify asymptomatic cases.</li> <li>Continue routine twice weekly LFT testing at home for staff and senior section pupils to identify asymptomatic cases and ensure that these isolate</li> </ul>	STE STE RGR RGR STE STE	Sep-21 Sep-21  Sep-21 Sep-21	Sep-21  Sep-21	
Children or adults falling ill during the day and spreading the virus.	<ul style="list-style-type: none"> <li>Children or adults with suspected Covid symptoms to be sent to Medical Room for further investigation</li> <li>Ensure procedures developed for managing suspected and confirmed cases are in line with latest DfE and PHE guidance.</li> <li>Key staff in Medical Room, Facilities Team and Attendance to be provided with additional training on how to manage a suspected case during the day.</li> <li>Additional PPE is available for staff who are waiting with a child with suspected symptoms.</li> <li>Interview Room in Main Reception to be used an isolation area with good ventilation and PPE.</li> </ul>	All staff STE STE STE	Sep-21 Sep-21 Sep-21	Sep-21	
The virus spreading through the air, e.g. through coughing.	<ul style="list-style-type: none"> <li>Where possible, staff should still follow the principles of social distancing, e.g. by sitting at separate tables during meetings and keeping a respectful distance when talking with colleagues or visitors.</li> </ul>	All staff		Sep-21	

	<ul style="list-style-type: none"> <li>From September 2021, classrooms no longer have to be configured in forward facing rows. However, staff should give consideration to achieving the maximum spacing between pupils in the space available. Forward facing rows are still recommended unless this detracts from the learning.</li> <li>Staff and pupils may choose to wear face coverings in classrooms, corridors and communal areas where social distancing is not possible.</li> <li>Where social distancing for staff is not possible (e.g. with younger children or vulnerable children with SEN), limit the amount of time spent at less than 2m and work side-by-side with the pupil rather than face-on</li> <li>Perspex screens to be made available for smaller classrooms and offices where social distancing is more difficult.</li> <li>Children and adults reminded to follow the golden rules of hygiene</li> <li>Ensure that classrooms, social spaces and offices are well ventilated.</li> <li>Good supply of tissues throughout the school which are topped up regularly</li> </ul>	All staff		Sep-21
		All		Sep-21
		All staff		Sep-21
		OLD/DYE	Sep-21	
		All staff		Sep-21
		All staff		Sep-21
		Cleaning team		Sep-21
The virus falling on surfaces.	<ul style="list-style-type: none"> <li>Children and adults reminded to follow the golden rules of hygiene.</li> <li>Enhanced cleaning rota put in place with three cleaners working around the school throughout the day focusing on the cleaning of high touch points</li> <li>Cleaning station available in each classroom with hand sanitiser, disinfectant, tissues, antibacterial wipes and face masks for seniors.</li> <li>Daily checks of classroom cleaning stations by cleaning team to identify where stocks of hand sanitizer are low so that these can be quickly replenished.</li> <li>Routine fogging of classrooms and high usage areas by Site and Cleaning Team</li> <li>Classroom surfaces to be kept free of clutter to support enhanced cleaning rota</li> <li>Where possible, staff to continue to use 'COVID friendly' marking strategies.</li> </ul>	All staff		Sep-21
		STE		Sep-21
		STE		Sep-21
		Cleaning Team		Sep-21
		OLD/DYE		Sep-21
		All staff		Sep-21
		All staff		Sep-21
The virus being transmitted through the sharing of equipment.	<ul style="list-style-type: none"> <li>Pupils and adults reminded to follow the golden rules of hygiene</li> <li>Pupils to sanitise their hands on their way into each lesson or session</li> <li>Each Primary pupil provided with their own named equipment pack to be kept on their desk</li> <li>Each Senior pupil to bring their own equipment packs to be checked visually on the gate</li> <li>Additional resources provided in classrooms to minimise sharing</li> <li>Enhanced cleaning rota put in place for equipment that is used frequently by pupils from several year groups, e.g. computer keyboards, laptop trolleys, Music keyboards</li> </ul>	All staff		Sep-21
		All staff	Sep-21	
		H of School		Sep-21
		H of School		Sep-21
		All staff		Sep-21
		STE		Sep-21
The virus spreading within and between 'bubbles'	<ul style="list-style-type: none"> <li>The strict bubble system is no longer recommended from September 2021. However, contingency plans are in place for bubbles to be reintroduced at short notice in response to a local outbreak.</li> <li>Assemblies can restart from September.</li> <li>Pupils are able to mix across year groups at break times, in Extra-Curricular and Breakfast Club.</li> <li>Face-to-face staff meetings can restart from September. Virtual staff or team meetings can continue where these are viable.</li> </ul>	H of School		Sep-21
Some areas of the school curriculum have been identified as carrying a higher risk of transmitting the virus.	<ul style="list-style-type: none"> <li>Ensure that DfE and CLEAPSS guidance is implemented in Early Years, PE, Science, Design Technology, Music and Performing Arts</li> <li>These subjects to undertake a Risk Assessment of their curriculum and develop contingency plans in response to a local outbreak</li> <li>Day trips and visits are allowed from September in line with DfE guidance</li> <li>Sports fixtures against other schools can resume</li> <li>Residential trips and visits will be allowed from July 2021 in line with DfE guidance</li> </ul>	QL		Sep-21
		SL		Ongoing
		SL/STE		May-21
		SL/STE		May-21
		SL/STE		July-21

Some staff and pupils are clinically extremely vulnerable or clinically vulnerable and are at risk of a more severe outcome if they become infected.	<ul style="list-style-type: none"> <li>Staff who are identified in these categories or live with people in these categories to discuss their individual circumstances with STE</li> <li>Occupational Health and HR advice to be taken to support individual risk assessment and adaptations</li> <li>Ensure that Individual Risk Assessments are kept under regular review as individual circumstances or the Covid threat level changes</li> <li>Pupils who are clinically extremely vulnerable and extremely vulnerable to be identified by SENCO. SENCO to arrange parental meetings and reintegration/home learning plans as required</li> </ul>	STE STE STE AND		As required As required As required As required
Visitors and contractors bringing the virus into school	<ul style="list-style-type: none"> <li>Posters on all entrances reinforce the stay at home message if visitors have symptoms</li> <li>Where possible, meetings with external agencies or visitors should take place using MS Team or over the phone.</li> <li>NHS Track and Trace information available on Reception for visitors to check-in</li> <li>Risk assessments and procedures shared with permanent contractors, e.g. Sunbeams, Nviro and Caterlink</li> <li>Sunbeams, Cleaning and Catering staff invited to take part in asymptomatic testing programme</li> </ul>	STE All staff  Office staff STE  STE	Sep-21	Sep-21  Sep-21 Sep-21  Sep-21
Staff or pupils are exposed to the virus during work related travel	<ul style="list-style-type: none"> <li>Staff and pupils are encouraged to walk or cycle to school where possible</li> <li>Where staff or pupils must use public transport, face coverings are recommended</li> <li>Face coverings are also recommended for senior section pupils using the school minibuses</li> </ul>	All staff All staff All staff		Sep-21 Sep-21 Sep-21
Some staff work in roles that could involve considerable face-to-face interactions with other adults and home visits	<ul style="list-style-type: none"> <li>Where possible, external meetings should take place virtually or over the phone.</li> <li>Additional mobile phones made available to support remote working</li> <li>Ensure that meeting rooms are well ventilated or hold the meetings in an outdoor confidential space</li> <li>Additional PPE to be made available in Medical Room for home visits</li> </ul>	All staff STE All staff  ROW		Sep-21 Ongoing Sep-21  Sep-21
Staff well-being has suffered during the pandemic	<ul style="list-style-type: none"> <li>Ensure good channels of communication are maintained with staff and parents through staff meetings, the Mayfield Messenger and E-Bulletin</li> <li>Signpost avenues of support to colleagues through the E-bulletin, e.g. Employee Assistance Programme</li> <li>Line Managers and Appraisers to ensure that there are half-termly wellbeing check-ins with each colleague</li> <li>Offer of individual discussions with staff who are concerned about their wellbeing</li> </ul>	JEA  JEA  HIL  STE		Weekly  Ongoing  Half-termly Ongoing

### Manager Assessment Review

Review Date:	29 <sup>th</sup> May 2020	Review Date:	5 <sup>th</sup> June 2020	Review Date:	25 <sup>th</sup> June	Review Date:	17 <sup>th</sup> July
<b>Name/Job Title:</b>	Director of Business Operations	<b>Name/Job Title:</b>	Director of Business Operations	<b>Name/Job Title:</b>	Director of Business Operations	<b>Name/Job Title:</b>	Director of Business Operations with Andy Kill from PCC
<b>Signature:</b>	M. Stedman	<b>Signature:</b>	M. Stedman	<b>Signature:</b>	M Stedman	<b>Signature:</b>	M Stedman
<b>Review Date:</b>	<b>18th August 2020</b>	<b>Review Date:</b>	<b>8<sup>th</sup> September 2020</b>	<b>Review Date:</b>	<b>11<sup>th</sup> November 2020</b>	<b>Review Date:</b>	1 <sup>st</sup> January 2021

<b>Name/Job Title:</b>	Director of Business Operations	<b>Name/Job Title:</b>	Director of Business Operations	<b>Name/Job Title:</b>	Director of Business Operation	<b>Name/Job Title:</b>	Director of Business Operations
<b>Signature:</b>	M. Stedman	<b>Signature:</b>	M. Stedman	<b>Signature:</b>	M. Stedman	<b>Signature:</b>	M. Stedman
<b>Review Date:</b>	<b>25<sup>th</sup> February 2021</b>	<b>Review Date:</b>	11 <sup>th</sup> May 2021	<b>Review Date:</b>	1 <sup>st</sup> September 2021		
<b>Name/Job Title:</b>	Director of Business Operations	<b>Name/Job Title:</b>	Director of Business Operations	<b>Name/Job Title:</b>	Director of Business Operations		
<b>Signature:</b>	M. Stedman	<b>Signature:</b>	M. Stedman	<b>Signature:</b>	M. Stedman		

These arrangements will be checked through daily walks of the site by the Heads of School and Director of Business Operations. Members of the Governing Body also carry out half-termly unannounced compliance checks of these procedures. Staff must also report any instances of these controls not being followed to their Line Managers.

#### Links to Government Guidance:

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>



