



Re-opening and risk reduction plan for Bridge Short Stay Secondary School Staffordshire

Contents

Introduction

Capacity and organisation of teaching spaces

Arrival and departure from School

Student Movement around School

Learning Plan

Specialist Support

Break time plan

Lunchtime Plan

Catering

Cleaning

Toilets

Staff room and offices

Student Travel

Expectations in the classroom

Expectations in the corridor

Student expectations

Actions if a student or member of staff show COVID 19 symptoms

Actions if there is a confirmed case of COVID 19 in school



Introduction

Under the current government guidance all students are expected to return to school for the autumn term.

Capacity and organisation of teaching spaces

The school will aim to function at full capacity utilising full facilities and delivering a broad and balanced curriculum to all year groups

Arrival and departure from School

The school will be open to students from 8.30 Monday to Friday and end at 2.00 PM Mon Thursday and 1.15PM on Friday.

Student entry and exit to site must be supervised by staff through the locker room only and only one student at a time. Students are not permitted to remain on school grounds outside of the opening times of the day. Students will not be permitted to leave school site during the day.

No students will be allowed offsite for break or lunch.

Staff and students must immediately wash/sanitise hands upon entry to the building – there are to be no exceptions and any individual not complying must be asked to leave site immediately.

Student Movement around School

All non-essential movement around school should be avoided.

If students are moving during sessions, staff should supervise and ensure they use the shortest distance possible.

Learning Plan

Students will need bespoke levels of support on coming back into school and staff will need to respond accordingly with key, co-ordinated pastoral and nurture strategies where necessary. The key outcome desired for all students is effective transition and individual plans will be devised where necessary.

Specialist Support

If a student requires medical attention or intimate care, PPE must be worn by staff.

Break time plan

Official break time will be offered. Food will be served in dedicated spaces. Each space will be allocated a set group of students.



Lunchtime and catering Plan

A reduced menu will be offered for the Autumn term. The canteen will **not** be open at the start of the day. Students must order food for lunch and break upon entry to the building. Food will be served to dedicated spaces only, students will be allocated a dedicated space in small groups to reduce contact.

Cleaning

Cleaning staff will clean all spaces used by staff and students on the days site is open. Staff must send an email to Lynette Abell of all spaces used and this can be relayed to the cleaning staff.

Toilets

Students must enter toilets singularly and wash hands before exit. Staff must follow same guidelines.

Staff room and offices

Staff must only use the staff room and office spaces if they are able to social distance. The staffroom must not be used for meetings or gatherings.

Staff must use hand sanitiser on entering the staffroom.

If staff use a computer workstation they must wipe down the station after use.

Student Travel

Students must follow procedures outlined by public transport and taxis where applicable.

Staff will provide no transport for students.

Expectations in the classroom

Staff must wipe down the computer, keyboard and mouse at the start of each session.

All classrooms must have a socially distanced fixed seating point for each session.

To maximise social distancing staff must avoid movement during the lesson and work towards the front of the room.

Windows should remain open during sessions unless it disrupts learning.

Stationary and equipment should not be shared.

Expectations in the Corridor

The corridor has been detailed with social distancing guidelines marking out 2 metre spacing in yellow and black markings and passing points in grey. These must be adhered to by all staff and students.



Student expectations

Students must only attend school if they and members of their household do not have COVID 19 related symptoms.

When attending school students must adhere to the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

- 1) All students are expected to wear face coverings in communal areas.
- 2) All students will be expected to enter the building one at a time via the locker-room.
- 3) All personal items must be placed in the lockers – including mobile phones.
- 4) Upon entry to the building students must wash or sanitise their hands.
- 5) Students will not be allowed offsite at break or lunch.
- 6) Students must order food for break and lunch from the set menu at the start of the day.
- 7) Students will be allocated a dedicated room to be served food. Food must be consumed only in the dedicated rooms.
- 8) Students will be timetabled a specific teaching group and they must remain in that teaching group for lessons.
- 9) During lessons students must not approach the front of the classroom and remain seated at a front facing desk.
- 10) Students will be expected to wash or sanitise their hands at least 4 times per day.
- 11) Students must not share any items during the day and will be provided with individual equipment packs for each subject.
- 12) Students must maintain social distancing and follow guides laid out on the corridor floor and notices placed in line of sight around the building.



Actions if a student or member of staff show COVID 19 symptom



Actions if there is a confirmed case of COVID 19 in school

