

Preparing for full re-opening 4th September 2020

As you consider your actions please maintain a focus on the MUSTs set out by the Trust:

(These will be added as we gather further information and advice from the DfE)

| Focus Key considerations. (reference number to Trust document) | Actions | Responsibility | Monitoring/Evaluation strategy inc timescales |
|---|---|----------------|--|
| Entry/ Exit to school | How we will manage the entry and exit of pupils, parents and staff | D.T/K.G | |
| <ul style="list-style-type: none"> • Staggered start/ end times. | <p><u>Arrange for groups of pupils to arrive at school and leave at different times.</u> Whole school will have staggered start and finish times depending on family/surname. <u>Start of the Day.</u> Surnames A-F start at 8.40am, G-L start school at 8.50am, M-R start school at 9.00am, S-Z start school at 9.10am.</p> | DT/KG | <p>This will be one of our biggest challenges due to numbers of people needing to access the site and limited number of access points.</p> <p>Signage put up in preparation to inform pupils and parents which entrances and exits to be used by</p> |

| | | | |
|---|--|--|--|
| <p>• Alternative access points utilised.</p> | <p><u>End of the Day.</u> Surnames- A-F exit school 2.45, G-L exit school 2.55, M-R exit school at 3.05, S-Z exit school at 3.15.</p> <p><u>Year 6</u> to use entrance onto Heneage Road. Allocated start times relating to surnames. Y6 children will use this exit at the end of the day. Leaving times will be staggered again using surnames. New bicycle/scooter racks to be purchased for this year group in small area outside entrance. New electric fob system to enable us to lock gates but linked to fire alarm system. Parents can come into new year 6 entrance area (this will be limited to 6 at any time) but will socially distance also socially distance along the side of the school building on the street. Hand washing facilities (4 wash basins) plus sanitiser at entrance into school building. All children to use before going upstairs into classrooms and sanitise as they leave building.</p> <p><u>Reception, Year 1, 2, 3, 4 &5</u> to use entrance on Welholme Road. See above for start and finish times relating to surnames. Parents allowed onto playground – allocated areas of playground for dropping off and picking up for each year group bubble. Areas clearly labelled and social distancing barriers in place to indicate one way route on and off playground. Teaching Assistants will be at drop off station for each bubble and take children into classrooms. Markers on playground</p> | | <p>each group. Signage to inform parents about social distancing. Signage in place before start of September. We will trial the new measures with current parents in school on 20th & 21st July 2020.</p> <p>Entrances and exits will be supervised by a member of the SLT/pastoral Team every day. Staff to have radios to communicate. Staff will take messages to relay to class teachers.</p> <p>SLT to monitor and review the measures by end of first week.</p> <p>Letter to parents to inform of starting and leaving times before end of summer term. Text sent to all parents on Wednesday 2nd September as a reminder of arrangements for first day back on September 3rd. SLT on gates to remind parents of arrangements.</p> |
|---|--|--|--|

| | | | |
|--|---|--|---|
| | <p>floor to ensure parents keep to social distancing rules in each area.</p> <p>All children to wash/sanitise hands before going into classrooms and sanitise as they leave building.</p> <p><u>Nursery</u> to use entrance on Heneage Road.</p> <p>Allocated start times/end times. AM/PM places allocated only to ensure we retain group bubbles. Small bubble of full time places. Parents will be allowed into designated entrance area only at dropping off time if child needs reassurance.</p> <p>No parents will come into the building at pick up time but will socially distance along the side of the school building on the street.</p> <p>Handwashing facilities in nursery area.</p> <p><u>Maintain separation between staff and parents and parents and parents on entry and exit from school.</u></p> <p>DT/KG to supervise entrances/exits plus a member of the Pastoral Team to supervise each entrance and exit. Teaching Assistance from each bubble to collect children at beginning and end of day.</p> <p><u>Late children:</u></p> <p>Report to main reception. Children will use hand sanitiser on entry and will be walked to class by an adult.</p> <p><u>Communication to highlight the importance of social distancing.</u></p> <p><u>Staff to use entrance from car park or main front entrance.</u></p> <p><u>Breakfast Club.</u></p> <p>8am- 8.30- in KS2 hall. Hall to be sectioned off into zones for year group 'bubbles'.</p> <p>This will not start until Monday 7th September.</p> | <p>EYFS lead and nursery staff.</p> <p>All staff.</p> <p>Office staff.</p> <p>All staff</p> <p>All staff</p> | <p>Rotas for nursery children depending on fulltime/part time eligibility. We will only offer a full-time group and a morning or afternoon group. Groups will not be mixed.</p> <p>Transition package put in place for all new nursery and reception children for 3rd/4th September and week beginning 7th September. Routines will be communicated during this.</p> <p>Staff briefings to adapt and change where appropriate.</p> |
|--|---|--|---|

| | | | |
|---|--|----------------------------------|--|
| | Limited number of places (20) to ensure social distancing- limited to critical workers. | | |
| Management of learning spaces | How we will organise environments to ensure the safety of pupils and staff. | DT/KG | |
| | <p><u>Children will be educated within their year group ‘bubble’</u></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><u>Classroom management.</u></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. Each child will be allocated their own table. They will not move around tables throughout the day. Resources are available to the children in the classroom. These will NOT be shared beyond their class / year group. Each child will have their own stationary pack on their desk, they will not share stationary. | All staff | |
| Movement around school/ breaktimes | How we will minimise contact and manage unstructured times such as playtime, including social distancing. | D.T/K.G | |
| <ul style="list-style-type: none"> Organisation of playtime/ playtime equipment. <p>Playtime organisation considers social</p> | <p>Staggered playtimes for each year group of children. We will section off large playground into zones so children are isolated from other year groups.</p> <p><u>Morning playtime:</u></p> <p>Year 1 10.10-10.25 (KS1-playground) Exit and entry via Y1 doors</p> <p>Year 1 afternoon playtime- 2pm-2.15pm.</p> <p>Y2 10.30-10.45 (KS1 playground) Exit and entry via</p> | <p>D.T/K.G</p> <p>All staff.</p> | <p>1 teacher on duty on 3 day rota. TAs will be on playground duty at playtime, 2 teachers to take break. TA break after/before playtime. 1 nominated TA on first aid duty from each year group.</p> |

| | | | |
|---|---|--|---|
| <p>distancing, transitions in and out of classrooms and the safe use of equipment.</p> <p>Contact games should be avoided.</p> <p>Organise for only one group of children the same play area at any time.</p> | <p>Y3 10.50-11.05-(KS1 playground) Exit and entry via Y3 fire exit.</p> <p>Y4 10.40-10.55 (KS2 playground) Exit and entry via main Y5 stairs.</p> <p>Y5 10.55-11.10 (KS2 playground) Exit and entry via main Y5 stairs.</p> <p>Y6 11.15-11.30 (KS2 playground) Exit and entry via main Y5 stairs.</p> <p>Reception and Nursery to use EYFS areas for continuous provision.</p> <p>Play equipment such as moveable toys should be cleaned regularly and all children to clean hands before and after use.</p> <p>Playground equipment allocated to specific groups of children. Equipment put into 4 boxes (A,B,C,D) and rotated over 2 day period for playtime and lunchtime to minimise risk of virus passing between children and allowing time for virus to become less effective between usage of equipment.</p> <p>Equipment to be sprayed after use.</p> <p>Trim trail to be cleaned regularly and all children to wash hands before and after use.</p> <p>Handwashing: Children to wash hands before and after playtime. Sanitisers on all entrances to the building.</p> <p>Keep to the left rule on all corridors to be implemented strictly and modelled by all staff.</p> | <p>Nursery & reception staff</p> <p>All staff.</p> <p>Site manager & all staff</p> <p>All staff</p> <p>All staff</p> | <p>Keep to the left rule especially important to maintain in KS2 narrower corridors and on stairs to be monitored by SLT.</p> |
|---|---|--|---|

| | | | |
|---|---|---|--|
| | Only 1 adult and 1 child in lift at a time to go upstairs only. Only staff/pupils with medical need to use. | All staff. | Staff briefings to adapt and change where appropriate. |
| Provision of school meals | How we will manage the safe provision of meals at dinnertime. | D.T/K.G | |
| <ul style="list-style-type: none"> • Food options offered. • Packed lunches. • Managing lunchtimes-children. | <p>Social distancing in place at mealtimes. Kitchen will be fully open from autumn term – all COVID-19 protocols and risk assessments will be in place. Menu agreed with Mellors.</p> <p>Any children bringing a packed lunch from home will keep their lunch in their own locker/allocated space.</p> <p>Lunch breaks organised into sittings for each group of pupils so that lunchtime can be staggered to ensure that social distancing can be maintained, and all children can have time to eat and have some physical activity. This will also allow staff to have time to have their break/lunch.</p> <p>Reception children to eat in EYFS unit. Meals brought to them on trolley. Can split sittings- packed lunches/school dinners to avoid overcrowding in the EYFS unit.</p> <p><u>First sitting 11.45-12.15.(playtime 12.15-12.45)</u> EYFS-lunchtime 11.45 followed by playtime in EYFS area 12.15-12.45pm. Y1 –lunchtime 11.45 in studio- followed by playtime in KS1 playground area 12.10-12.45pm</p> | <p>Lunchtime staff. D.T/Cook.</p> <p>D.T/K.G</p> <p>D.T and catering team.</p> <p>All staff</p> | <p>All TAs will cover lunch times and lunchtime playtimes whilst teachers have lunch break. TAs will have their lunchbreak before/after their children have had lunch break.</p> <p>Mid-day supervisors will supervise in the dining room from 12.00-1.45 with Teaching assistants.</p> <p>SLT to monitor and review routine by end of the first week. Meeting with catering staff to review new system.</p> <p>Year groups go into dining room in sittings and sent a table at a time to collect their meal.</p> <p>Staff need to be aware of entry in and exit out of dining room to avoid congestion.</p> |

| | | | |
|--|---|-------------------------------------|---|
| <ul style="list-style-type: none"> • Managing lunchtimes-staff. | <p>Y3- lunchtime in dining room 11.45 followed by playtime in KS2 playground 12.15-12.45 <u>Second sitting 12.25-12.55 .(playtime 11.55-12.25)</u> Y2- 11.55-playtime in KS1 playground followed by lunchtime in studio 12.25-12.55 Y4- 11.55 playtime in KS2 playground followed by lunchtime dining room 12.25-12.55 <u>Third sitting 1pm-1.20.(playtime 1.20-1.45)</u> Y5- lunch in studio followed by playtime in KS1 playground- 1.20pm-1.45pm. Y6- lunch in studio followed by playtime in KS2 playground- 1.20pm-1.45pm.</p> <ul style="list-style-type: none"> • Staff to take responsibility for ensuring their own social distancing in the staff room when taking their lunch and other breaks. Staff lunch breaks will be staggered. Furniture in staff room and PPA room organised to ensure social distancing. Community room will also become an alternative staff room space at lunchtime. • Staff to take responsibility for washing their own utensils in the sink using the hot water and soap provided. Dish washer will not be used. Staff to spray the area they have been using before they leave. Staff to ensure they clean the microwave and toaster after use. • Staff to use their own mug continually. • No cups/plates etc to be left in sink area. | <p>All staff.</p> <p>All staff.</p> | <p>Tables cleaned in between each sitting.</p> <p><u>Staff lunch breaks.</u> Teachers EYFS, Y1&3- 12.00-12.45. Teachers take children into playground/dining room 11.45-12.00 EFYS- TAs-12.50-1.20 Teachers Y2&Y4-12.10-12.55 Y2&Y4 TAS 1pm-1.30pm. Teachers Y5&Y6-1pm-1.45pm TAs Y5&Y6- TAs- 12.25-12.55pm</p> <p>Signage in staff room to ensure social distancing expectations and communicate maximum numbers allowed at any time. Staff regularly reminded of self-hygiene in briefings.</p> |
|--|---|-------------------------------------|---|

| | | | |
|--|--|--|--|
| | <p><u>Ensure good respiratory hygiene by promoting the ‘Catch it, bin it, kill it’ approach:</u> 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. <p><u>Enhanced cleaning, including cleaning frequently touched surfaces:</u> Surfaces -</p> <ul style="list-style-type: none"> • Surfaces that are touched will be wiped down by adult at regular intervals. • All rooms have anti-bacterial spray and blue roll. <p><u>Learning resources:</u> Classes will ensure that the resources they use are not shared outside of their year group.</p> <ul style="list-style-type: none"> • All children will have an individual resource packs with basic stationary equipment, learning scaffolds and books. • 1 Ipad trolley allocated to each year group bubble– these will be cleaned with anti-bacterial spray at the end of each day. • Each KS2 year group bubble will be allocated one day each week to use ICT suite. Computers will be cleaned with antibacterial wipes after each session. • Children will read the books available to them within their class selection. Books will not be shared across classrooms. | <p>Site manager. All staff.</p> <p>All staff.</p> <p>ICT technician.</p> <p>ICT technician.</p> <p>All staff.</p> <p>All staff.</p> | <p>Each area of school clearly allocated to cleaning team as a responsibility and expectations clearly communicated. Weekly meetings with cleaning team and daily meetings with business manager and Site manager to monitor.</p> <p>TAs at intervals during the day to clean down tables and equipment to relieve pressure on the cleaners. All chairs to be placed on desks at end of the day to help ensure cleaners can lean floors and chairs well before cleaning desks.</p> |
|--|--|--|--|

| | | | |
|--|--|--|--|
| | <ul style="list-style-type: none"> • Home reading books will be brought into school to be changed weekly (Friday). Books returned to school will be put into a box and left over the weekend before being returned to shelves on Monday. • Each child has their own named water bottles, cleaning of bottles will be daily using Milton. <p><u>Toilets:</u></p> <ul style="list-style-type: none"> • Taps/sinks/surfaces/door handles will be cleaned routinely throughout the day. • Sinks and toilets must not become ‘crowded’. The number of children allowed at any one time in the toilets will depend on number of toilets and size of the toilet area No more than 3 children at any time in any toilet area. Signage outside toilets with clear instructions. • Each year group will be allocated a specific toilet area. <p><u>Staff Toilets</u></p> <ul style="list-style-type: none"> • All cleaning products available in each toilet. Staff reminded of self-hygiene. <p><u>KS2/KS1 Hall and studio for PE</u></p> <ul style="list-style-type: none"> • All sports equipment used must only be shared within year group bubbles. • All equipment cleaned after use. • Timetable for hall followed. • Weather permitting use the school field for PE rather than indoor hall space. • All PE will be brought in a bag on Monday and stored in lockers or on pegs. It will all go home on Friday to be washed. Cloakrooms and lockers must be emptied. | <p>Site manager.</p> <p>All staff.</p> <p>All staff</p> <p>PE lead. All staff.</p> <p>All staff.</p> | <p>Milton in every room to cater for the cleaning of bottles daily- teaching assistants to liaise with cleaning team to ensure adequate supplies daily.</p> <p>Letter to parents reminding them of expectations of PE kit and reminder of suitable PE for outdoor PE in autumn term.</p> |
|--|--|--|--|

| | | | |
|-----------------------------------|---|---|--|
| | <p><u>Library.</u></p> <ul style="list-style-type: none"> • Weekly timetable for read aloud sessions with class. • Children will not take books from the library at this time. • No lunchtime library club in autumn term. <p><u>Aspire room, nurture rooms, sensory room.</u></p> <ul style="list-style-type: none"> • Timetabled to support children with social and emotional needs for specific children. • Children will only access these rooms with small groups of children from within their year group bubble. No mixed year groups. • All equipment cleaned after use. <p><u>Community rooms, Tardis.</u></p> <ul style="list-style-type: none"> • Where possible all meetings will be held virtually. • If face to face meetings needed they must be planned in advance. • Once used the cleaning expectations to be followed. • Visitors to enter via side door in main office. | <p>All staff. Literacy lead.</p> <p>K.G</p> <p>K.G/D.T Pastoral team.</p> | |
| Managing health and safety | How we will ensure our health and safety practices are fit for purpose eg fire assembly points, signing in to school. | DT/KG | |
| | <p>Staff sign in/out is contactless.</p> <p><u>Procedures for visitors to the Academy.</u> School office staff will sign all visitors in/out. They will be given information about following the hygiene protocol They will only enter the sight with an appointment.</p> <p><u>Fire procedures.</u></p> | <p>D.T/K.G Business manager.</p> | |

| | | | |
|--|--|---|--|
| | <p>Children and staff will leave the building via their allocated fire exit points. Fire assembly points will be reallocated to use the whole of the playground space to ensure social distancing.</p> <p><u>Deliveries.</u> Deliveries will be left at front entrance then put into an isolation room for 48 hours before being unpacked. Office staff when placing orders will ensure delivery arrangements are clear. Kitchen deliveries will be left outside kitchen entrance and received by kitchen staff.</p> <p><u>First Aid.</u> Each year group bubble will have own first aid room for minor bumps and accidents. Year group Teaching assistants will be the first aiders for their bubble. First aid room not to be overcrowded. Limit number of children in first aid room- 1 child in at time. First aid space will be sprayed after each use and cleaned regularly. Staff to monitor daily first aid provisions. Adults dealing with First aid and intimate care to wear gloves, aprons and masks.</p> | <p>D.T/K.G/business manager & site manager.</p> <p>Business manager.</p> <p>D.T/K.G</p> | <p>New fire evacuation plan to communicate to staff and children. Staff to model new procedures. Fire practice within first 2 weeks of new term.</p> |
| <p>Organisation of staffing</p> | <p>How we will organise staff to manage our provision, ensuring the safety of staff and pupils inc first aid</p> | <p>D.T/K.G</p> | |
| <p>Academy staff.</p> | <p>Staff allocated to a class of children who they will responsible for and the room that they will be working in. Each year group 'bubble' has at least 2 teaching assistants who are first aid trained.</p> | <p>DT/KG/business manager</p> | <p>Staff returning from maternity leave/adoption leave/shielding will need support and induction on return.</p> |

| | | | |
|--|---|------------------------------|---|
| <p>Supply teachers and Sport Coaches.</p> | <p>Class teachers and Teaching assistants in each year group bubble to cover breaks, lunchtimes for children and staff. Members of staff not allocated to one class will be allocated to a maximum of 3 year group bubbles for additional support and PPA cover/leadership cover.</p> <p><u>Supply staff and sports coaches.</u></p> <p>Schools can continue to use supply teachers/sports coaches and they are free to move between schools. We will minimise visits to school where possible in curriculum time.</p> <p>After school clubs run by coaches will be opened up to children within a year group 'bubble' only. Supply teachers/sports coaches must be made aware of all COVID-19 protocols on arrival.</p> | <p>D.T/K.G. PE lead.</p> | <p>SLT to monitor all procedures and adapt where necessary.</p> <p>Staff briefings to adapt and change where appropriate.</p> |
| <p>Music teachers.</p> | <p><u>Music teachers.</u></p> <p>All regular weekly visiting music teachers will have undertaken training with MAPAS at the start of the new term. Music teachers must be made aware of all Academy COVID-19 protocols on arrival.</p> <p>All music classes will be held in the classrooms. All music lessons will follow 'back to basics' programme for autumn term.</p> <p>This will be in preparation for instrumental lessons in the spring term. There will be no instrumental lessons in autumn term up to year 5.</p> <p>Year 5 and year 6 continuous provision of cello lessons will take place for a select number of children. They will each have their own labelled cello used only by this child.</p> | <p>D.T/Music leads.</p> | <p>To liaise with MAPAS to monitor and review effectiveness of arrangements.</p> |

| | | | |
|---|---|--|--|
| <p>Provision of PPA time</p> | <p>We will minimise visits to school where possible for enrichment but will take part in some virtual music opportunities arranged by MAPAS.</p> <p><u>Ensuring that staff receive their entitlement to PPA.</u></p> <p>Staff to follow PPA timetable. Where possible PPA will be organised on a Friday afternoon. Staff will use staff room, PPA space, library, and studio or community room for PPA space to maintain social distancing.</p> | <p>All staff.</p> | <p>SLT to review by end of autumn term.</p> |
| <p>Establishing a curriculum</p> | <p>What will the primary focus of our curriculum be? How will we organise our offer?</p> | <p>DT/KG/LB</p> | |
| | <p>We will have a 2 week whole school topic based around our Power of Reading Text helping children to understand their place in the world and recent events.</p> <p>All classes will cover 3 Jigsaw PSHE lessons- everybody doing the same unit on the first day back.</p> <p>We will assess for gaps in literacy and mathematics and then focus will be on revision of basic skills, concepts and revision of previous learning in preparation for the new school year.</p> <p>Phonics will be a focus in year 1 and year 2 for mission critical children.</p> <p>Our high expectations of presentation and handwriting will be revised.</p> <p>To re-engage children back into learning and back into school routines and expectations will be a priority.</p> <p>Year 1 children will have access to the outside quad classroom for the first term for continuous provision as we recognise that they did not have a chance to finish the EYFS curriculum and some children will not be 'year 1 ready'.</p> | <p>D.T/K.G/L.B.</p> <p>R.C/L.PSHE leads.</p> <p>All staff.</p> | <p>A feelings assessment will be conducted on the first day of term and then again at the end of the first full week. This assessment will help staff to monitor children's social and emotional needs. Staff will then be responsible for liaising with pastoral team for additional support as appropriate for individual children.</p> <p>SLT to monitor and adapt where necessary.</p> |

| | | | |
|---|---|------------|--|
| | By the beginning of the third full week of term, we will follow our school curriculum planning for topic for the autumn term. | | |
| Reviewing the way we teach | Is there anything we need to adapt in our approaches to teaching? | DT/KG/LB | |
| | Teachers are adapting the way they teach to ensure social distancing is maintained in the classroom. Partner work and group work will need to be adapted. School visits will only be local during the Autumn term- walks around area, to the park. They should be kept to a minimum. | All staff. | SLT to monitor and adapt where necessary. |
| The provision of homework/ reading books | How will we manage the provision of homework and reading books whilst promoting safe practices? | DT/KG/LB | |
| | Class Dojo has been set up for every child since lockdown. This will continue to be the method of providing homework and home learning. E-books purchased for EY and KS1 children Reading Plus and Lexia will continue for KS2 children. Reading books allocated once a week returned on Friday and left in class box until returned to shelf on Monday. Timestables Rockstars will continue for pupils in years 2-6. | All staff. | SLT to monitor all procedures and adapt where necessary. |
| Reassuring staff and parents/carers. | How will we support the wellbeing of staff and reassure them and parents that we will minimise risk? | DT/KG/LB | |
| | Staff. 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 agreeing protocols. | D.T | SLT/pastoral team to monitor all procedures and adapt where necessary. |

| | | | |
|--|--|---|--|
| | <p>Staff training day with all staff prior to reopening on 2nd September to ensure plans are fully understood. Staff briefings will then continue 3 times a week to update guidance/safeguarding procedures. Support offered for staff who need it through Westfield, Applied Psychology, LA EP, Fortis Therapy and DHT who is trained in supervision support.</p> <p><u>Parents/carers.</u> Letter to all parents before end of summer term to explain new procedures. Information on school website and class dojo. Reassurance will be given to parents/carers at the school gate by SLT/pastoral team, through telephone conversations and class Dojo messages with class teachers. Pastoral team to offer telephone conversations with parents who need additional support. Support offered by Attendance Matters and Pastoral Team.</p> | <p>D.T/K.G</p> <p>D.T/K.G</p> <p>D.T</p> <p>Class teachers. SLT/pastoral team.</p> <p>D.T</p> | |
| <p>Managing illness</p> | <p>How we will manage new cases of Covid 19, promote hygienic practices and gatekeep pupils returning from isolation</p> | <p>DT/KG</p> | |
| <p>Engage with the NHS Test and Trace process.</p> | <p>SLT know how to engage in test and trace procedures and know how to signpost parents and staff. SLT will ensure that staff/parents and carers will:</p> <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. | <p>D.T/K.G Business Manager.</p> | |

| | | | |
|---|---|--|--|
| <p>Managing Confirmed Cases of COVID -19 Amongst the School Community.</p> | <ul style="list-style-type: none"> • 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 positive for COVID-19 or if asked by NHS Test and Trace. • Know how to access a test. <p>SLT must make it clear that staff and parents/ 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 must use updated Trust flowchart (June 8th, 2020).</p> <p>SLT must inform DH/JM/LP if staff or pupils are subject to T&T measures.</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. • School must send 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. • Schools must keep a record of pupils and staff in each year group. | | |
|---|---|--|--|

| | | | |
|---|---|--------------|--|
| <p>Staff or pupils developing symptoms on the school site.</p> | <ul style="list-style-type: none"> Schools must record any incidences of close contact that takes place between children and staff in different groups. <p>Any child/adult showing symptoms in school will be isolated whilst waiting for them to go home. We will use the Aspire room as this is well ventilated.</p> <p>Staff waiting with a child to be collected must wear apron, gloves and mask. They need to wash hands thoroughly when child has been collected. PPE will be discarded in a bin liner and placed in a sealed bin.</p> <p>Room will be cleaned afterwards. No child or adult will be allowed back into school until a clear test result has been shown to office staff or 14 days quarantine completed.</p> | | |
| <p>Working with pupils with EHCPs/ vulnerable pupils</p> | <p>How we will support vulnerable pupils and pupils with EHCPs in school/ at home including liaison with external agencies?</p> | <p>DT/KG</p> | |
| | <p>Provision will continue to support these children. Any external agencies will be allowed to come into school whilst maintaining social distancing.</p> <p>The community room will be allocated for meetings and one to one discussions with the children. This will be thoroughly cleaned after they leave.</p> <p>No parents/carers will be invited onto the site but any essential meetings will be held virtually.</p> <p>Review of EHC Plans and external provision will continue but meetings around this will not be held in school if possible.</p> <p>Parents/carers will share their views on the progress and</p> | | |

| | | | |
|--------------------------------|--|--------------|--|
| | <p>provision of the child virtually, electronically or on the telephone. The information will be collated by SENCOs and sent to the LA for updates.</p> | | |
| Attendance Expectations | <p>How we will support pupils and parents to maintain high standards of attendance and punctuality.</p> | | |
| Attendance | <p>SLT will make it very clear to parents/ carers that from September school is mandatory. SLT will make expectations around punctuality very clear.</p> <p>Procedures outlined in Welholme Academy Attendance Policy will be in place from September. Attendance recording and reporting will continue through SIMS. SLT will make parents aware that sanctions/fixed penalty notices will be issued. SLT to ensure that all parents, carers and staff know the importance of all children returning to school and the effects this will have on minimising the long term academic and emotional impact of COVID-19. Support will be given from Attendance Matters.</p> | D.T/ J.E/H.S | |
| School Uniform | <p>School will resume full School Uniform policy from September 2020.</p> | | |