

Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from 1st June 2020
Herefordshire Council

Holmer C E Academy

Assessment conducted by: R J Maund	Job title: Head Teacher	Covered by this assessment: Holmer C E Academy
Date of assessment: 21 st May 2020	Date of next review: 29/5/2020	

The sole purpose of this risk assessment is to support schools in preparing for the possibility of providing some face-to-face contact with pupils in year groups - R, 1, 6 and Key Worker children **while reducing the risk of coronavirus transmission.**

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

Key:

Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context. Add <additional information>
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	High	To ensure that all relevant guidance is followed and communicated: - The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly - Information on the school website is updated. - Pupils updated via classrooms/email/text as necessary. - Any change in information to be shared with Chair of Governors and passed on to parents and staff by email As a result, the school has the most recent information from the government, and this is distributed throughout the school community.	M	Unlikely	Jayne Maund Anna Keating	Keep up to date Daily	A Banks
Poor communication with parents and other stakeholders	Medium	All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems	M	Unlikely	Jayne Maund	29th May	A Banks

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		- Headteacher to share risk assessment with all staff – done 22nd May and also on school website - Parents notified of risk assessment plan and shared with parents via website. As a result, all pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures	Medium	- School leaders will ensure that all policies impacted on by coronavirus controls are updated - All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: - Health and Safety Policy - Infection Control Policy - First Aid Policy - Intimate care policy - Behaviour policy - All staff have regard to all relevant guidance and legislation including, but not limited to, the following: - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.	<u>Low</u>	<u>Unlikely</u>	<u>Jayne Maund</u>	<u>29th May</u>	<u>A Banks</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		- Staff are made aware of the school's infection control procedures in relation to coronavirus via email - Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus - Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 1 June 2020. All are informed that they must tell a member of staff if they begin to feel unwell - Daily electronic briefing issued to staff. As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					
Poor hygiene practice in school - general	Medium	- Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) - Pupils to wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds - Teachers to reiterate key messages in class-time (when directed) to pupils to: - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands.	Medium	Unlikely	J Maund R Anderson All staff C Bramble	29th May	J Maund

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		- Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors - Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance - Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas - Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas - Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils - All utensils are thoroughly cleaned before and after use - Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.					
Poor hygiene practice – specific – school entrance	Medium	- Clear signage in place regarding social distancing - Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors - Areas touched to be wiped down - Discourage parents from entering the school building - Rearrange furniture in reception area to facilitate social distancing.	<u>Low</u>	<u>Unlikely</u>	<u>J Maund</u>	<u>28th May</u>	<u>A Banks</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, reception staff are protected.					
Poor hygiene practice – specific – office spaces	Low	- Start and end times for administrative staff are staggered to support social distancing – Different office space used and any within the main office remain 2 m apart. - Tissues/hand sanitiser to be available in office locations - Staff to wash hands on arrival at school - Each individual is responsible for wiping down their own work area before and after use. As a result, office practice in office spaces limits the risk of the spread of any infection.	<u>Low</u>	<u>Unlikely</u>	<u>J Maund</u>	<u>28th May</u>	<u>A Banks</u>
Poor hygiene practice – specific - spread of potential infection at the start of the school day	Medium	In line with government advice: - Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus - Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up – Letters 18th May - Inform each year group and their parents of their allocated times for the beginning and end of their school day -Letter to parents 18th May - Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival Letter to parents 18th May - Pupils to be supervised in accessing hand-washing facilities on arrival, ensuring that pupils queue while maintaining social distancing as they wait for facilities - All staff to wash hands on arrival in school	<u>Medium</u>	<u>Fairly Likely</u>	<u>J Maund</u>	<u>28th May</u>	<u>A Banks</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		- Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day - Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport - Issue information to pupils in relation to restrictions on their movement around the site - Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day. As a result, the risk of infection is reduced as pupils and staff arrive at school.					
Poor hygiene practice – specific – toilet/changing facilities	Medium	- Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron - Any child who soils themselves Parent will be called to collect /assist. Child will be supported to clean and change themselves whilst waiting for parent - All changing surfaces to be cleaned before and after each use - Staff to follow specific intimate care procedures - Any soiled clothes are put into a plastic bag (double bagged) and sent home. As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.	Medium	Fairly Likely	J Maund	28th May	

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Poor hygiene practice – specific - end of the school day.	Medium	- Issue information to parents about departure procedures, including safe pick-up - Inform pupils and parents of their allocated times for the end of their school day See letters dated 18th May - Inform pupils and their parents of the allocated exit points and pick up points See letters dated 18th May - Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day. If waiting to collect pupils, parents are to remain in cars and park safely - Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. As a result, the risk of infection is reduced as pupils and staff leave school.	<u>Low</u>	<u>Fairly Likey</u>	<u>J Maund</u>	<u>29th May</u>	<u>A Banks</u>
Ill health in school.	Medium	- Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste and smell, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus - Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell - All staff are informed of the procedure in school relating a pupil becoming unwell in school - Any pupil who displays signs of being unwell is immediately referred to J Maund	<u>Medium</u>	<u>Fairly Likely</u>	<u>J Maund</u>	<u>29th May</u>	<u>A Banks</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		- Any staff member who displays signs of being unwell immediately refers themselves to j Maund and is sent home - Where the named person is unavailable, staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing - If a pupil needs to use the bathroom, they should use a separate bathroom disabled toilet which will be cleaned after use. - Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained - If contact with a child or young person is necessary, then gloves, an apron and a face mask should be work by the supervising adult. If there is a risk of splashing, eye protection should also be worn - The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen - Unwell pupils who are waiting to go home are supervised in <medical room or school hall where they can be at least two metres away from others - Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.					
Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.	Medium	- Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend – letters 18th May - Leaders to calculate capacities of classrooms. Classrooms allocated for provision and arranged so that pupils can remain 2 metres apart where practicable - Timetable reviewed and refreshed and programme communicated to teachers and staff - Where possible, pupil movement to be limited to make social distancing easier - Leaders to consider how best to supplement remote education with face-to-face support for pupils. As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.	<u>Low</u>	<u>Unlikely</u>	<u>J Maund</u>	<u>28th May</u>	<u>A Banks</u>
A pupil is tested and has a confirmed case of coronavirus.	Medium	In line with government advice: - The rest of the class/group should be advised to self-isolate for 14 days - The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action. As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.	<u>Medium</u>	<u>Unlikely</u>	<u>J Maund</u>	<u>29th May</u>	<u>A Banks</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Insufficient staff to run face-to-sessions for pupils.	Medium	- Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school - Protocols for staff to inform leaders if they need to self-isolate are clearly in place - If both staff are off sick and not Covid 19 related from a pod the pod may close until staff return As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.	Medium	Unlikely	J Maund	29th May	A Banks
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	Medium	- Staggered starts to be put in place for breaktime and lunchtime Individual entrances where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. Lunch to be eaten in classrooms - Allocated outdoor areas for each year group to be identified for breaktime and lunchtime with staggered times - Lunchtime to be staggered for different year groups - 3 zones on playground. See operational plan - Pupils advised not to play contact games at breaktime or lunchtime. Ball games and shared outdoor equipment to be prohibited - Pupils to be supervised in washing hands before and after lunch - All Food to be eaten in classrooms. Grab bag sandwiches supplied for FSM children - Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness	Medium	Fairly Likely	J Maund	29th May	A Banks

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		Pupils who bring a packed lunch, to eat in classrooms to reduce movement and maintain social distancing. As a result, the risk of infection during unstructured time is reduced.					
Spread of infection in classrooms/shared areas.	Medium	- All unnecessary items to be removed from classrooms and learning environments and stored elsewhere - All soft furnishings and items that are hard to clean to be removed - Class sizes reduced to ensure social distancing can be adhered to, with all desks 2m apart and group sizes not exceeding 15 - Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible - Tissues and hand sanitiser to be located in each classroom/learning space - Bins to be emptied at least twice daily in classrooms. - Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open - Where possible, windows to be opened to provide ventilation. - Pupils to be given individual stationary that is not shared - Pupils/staff to clean iPad equipment (esp keyboards) with anti-bacterial wipes before and after each use - Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use - Shared teaching resources to be cleaned prior to and after use	<u>Low</u>	<u>Fairly Likely</u>	<u>J Maund</u>	<u>29th May</u>	<u>A Banks</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		- If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned - Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Each Pod to keep separately. Staff toilets – 1 in one out. Staffroom one in one out. Staff to be reminded to adhere to social distancing at all times. Posters displayed - Hand sanitiser to be in place at photocopiers/shared keyboards/telephones etc - Staff must wash and dry their own cups, plates and utensils, using disposable towels. As a result, the risk of infection to staff and pupils in classrooms is reduced.					
Poor pupil behaviour increases the risk of the spread of the infection	Low	- Pupils are reminded of the behaviour policy on their return to school - Sanctions (and how they will be applied in the context of social distancing) are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence - Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. As a result, pupils and staff understand the behaviour policy/individual plans in context.	<u>Low</u>	<u>Fairly Unlikely</u>	<u>J Maund</u>	<u>29th May</u>	<u>A Banks</u>
Vulnerable pupils and pupils with SEND do	Low	Appropriate planning is in place to support the mental health of pupils returning to school	<u>Low</u>	<u>Unlikely</u>	<u>J Maund</u>	<u>29th May</u>	<u>A Banks</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
not receive appropriate support		Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. As a result, pupils with SEND and those concerned about returning to school are well supported.					
Increased number of safeguarding concerns reported after lockdown	Medium	- Agree safeguarding provision to be put in place to support returning pupils - Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns - Follow up any referrals made by staff swiftly, while maintaining social distancing. As a result, safeguarding remains of the highest priority and practice.	<u>Low</u>	<u>Unlikely</u>	<u>J Maund</u>	<u>28th May</u>	<u>A Banks</u>
Emergency evacuation due to fire etc	Low	- Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained - Leaders to communicate procedures to all staff - Staff to communicate emergency evacuation procedures to pupils at the beginning of each day. As a result, social distancing is maintained in the event of an emergency evacuation.	<u>Low</u>	<u>Unlikely</u>	<u>J Maund</u>	<u>29th May</u>	<u>A Banks</u>
Cleaning is not sufficiently comprehensive.	Medium	- Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening - A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures - Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning	<u>Medium</u>	<u>Fairly Likely</u>	<u>J Maund</u>	<u>28th May</u>	<u>A Banks</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		- Whilst pupils are at breaktime/lunchtime / outdoors, (Renata Schmit) to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards - Disposable gloves/wipes/sprays are next to photocopiers/printers etc - Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). As a result, high standards of cleanliness are maintained in school.					
Contractors, deliveries and visitors increase the risk of infection	Low	- All contractors to be checked to ensure that they are essential visitors prior to entry to the school - Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils - All contractors/visitors to wash hands either prior to or on entry to the school site - Contractors and visitors are directed to specific/designated handwashing facilities - All areas in which contractors work are cleaned in line with government guidance - Contractors to bring own food, drink and utensils onto site. - Staff who receive deliveries to the school to wash hands in line with government guidance after handling - Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries	<u>Low</u>	<u>Unlikely</u>	<u>J Maund</u>	<u>28th May</u>	<u>A Banks</u>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		- If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building - Surfaces to be cleaned after any deliveries have been made. As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.					

School-specific arrangements relating to risk assessment with additional detail:

Reopening plan for 1st June – Years R, 1 and 6

Start and end of the School Day

- All parents will be informed of specific entrances and staggered time to bring their children to and from school
- RP to enter through the red door at the front of the school – 9 to 9:15am arrival – 3:00pm collection
- RS to enter through the Gate nearest the road at the Leisure centre – parents to walk their child down to the LC on the internal path and use the external pavement to walk back up 9 am - 9:15am arrival 3pm collection
- 1C and 1GB to enter through the big gate at the back of the playground, walking down the area adjacent to the racecourse. 8:45am - 9am arrival -3pm collection 1GB, 3:15 collection 1C
- Year 6 to enter through the black gates in the school car park – 8:40am to 8:50am arrival – 3:10pm / 3:20pm collection. One way system in through the black gates, out across the playground and through the Year R outdoor area
- Key workers children to enter through the main entrance – 8:30am arrival – 3:15pm collection
- Children will go straight in to their learning area classroom
- On a Friday school will end at lunch time to enable the school to be deep cleaned and teachers to plan for the following week both in school and home learning work.
- Year R to be collected at 12 noon, 1C at 12 noon, 1GB at 12:15, 6H at 12:10pm and 6W at 12:20pm.

Classes throughout the day

Year R

- RP will use the two Year R classrooms and Year R outdoor area

- RS will use the pre school , old 3J classroom and pre school outside area
- Classes will be split into two groups with 15 maximum in each class.
- Each child will be given a designated area within the classroom and a designated set of resources that they use as far as possible. Some resources will be shared but frequent hand washing will be encouraged.
- Time in the outside area will be timetabled for each group throughout the day where as far as possible activities that do not involve sharing of resources will be planned. Each of the two groups sharing an outdoor area will not use the same resources or the resources will be sanitised between the two groups.
- At the end of the day Parents of RS will be asked to line up socially distancing up by the LC gate and the children will be brought to them – socially distanced
- At the end of the day RP parents will be asked to line up, socially distanced and the children will be brought to them.
- Children will eat in classrooms – pack lunch meals to be delivered to them in pre packed bag from AIP if school lunch – no hot lunches
- Toilets – one child in, one out where possible. Each group / bubble of children will have a different set of toilets so pods do not share the same toilets.
- Hand washing frequently encouraged throughout the day
- All resources to be cleaned at end of the day
- Resources that can't be cleaned will be stored away

Year 1

- Year 1 will be split in to 4 groups across the Year 1 and 2 classrooms
- Each child will be allocated a desk that they use every day. Desks will be spread 2 meters as far as possible.
- Cloakrooms not used. Bags under desks. No reading books brought in – oxford owls used at home.
- Resources will not be shared. Each child will have their own set of stationary, ipad and any practical resources.
- Lunch will be eaten at desks.
- Outside time will be planned and timetabled throughout the day so only the half class group are out in an area together and they do not interact with other class groups.
- At the end of the day 1C children will be taken to the playground and lined up 2 m apart. As parents queue socially distanced children will be brought to them.
- 1GB will follow the same system 10 minutes later.
- Toilets one in, one out. Handwashing frequently throughout the day
- The classes will be covered by Year 1 / 2 teachers where transition will be aided as Y2 teachers will be teaching the children in September
- Increased cleaning at end of day

Year 6

- Year 6 will be split in to four groups
- 6H will be in the Williams building
- 6W will be in the old year 6 classes / new year 4 classes
- As children arrive they will go straight in to their classroom areas to their desks.

- Desk allocated per child and stationary given
 - Cloakrooms not used. – bags under desks
 - Lunch at desks
 - Outside time will be planned and timetabled throughout the day so only the half class group are out in an area together and they do not interact with other class groups.
 - At the end of the day Parents asked to stand socially distanced in the back playground for 6H and 6W in the area outside the block. 6H collected at 3:10pm 6W 3:20pm .
- A one way system will operate whenever parents enter through the black gate and leave through the playground and round through Year R area
- Toilets – one in one out – frequent handwashing

Key Workers Children

- Arrive through main entrance from 8:30am - 8:45am
- Accommodated in the Year 3 classrooms in the main school
- Children allocated a desk
- Stationary and resources allocated and not shared, including IPad
- Toilets – one in one out
- Lunch eaten at desk
- Outside time planned and zoned so no cross over
- Parents to collect from main entrance at 3:15pm – socially distanced as now
- Frequent handwashing in sink outside classroom

OUTSIDE

The playground will be split in to three areas – the field, and two hard court areas. Timetabling for outside will be:

Year R – own outside areas:

	9:30 -10 :30	10-20 – 11:30	11:30- 12:30	12:30- 1:1;15	1:15- 2	2 – 2:45
RS 1 RP 1						
RS 2						

RP 2						
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Year 1 Bottom Playground (not allowed on play equipment)

	9:30 -10	10- 10:30	10:30- 11	11- 11:30	11:30 - 12	12 – 12:30	12:30 -1	1- 1:20	1:20 – 1:40	1:4- – 2:10	2:10 – 2:30	2:30 – 2:50
1C 1												
1C 2												
1GB 1												
1GB 2												

Year 6 - field

	9:30 -10	10- 10:30	10:30- 11	11- 11:30	11:30 - 12	12 – 12:30	12:30 -1	1- 1:20	1:20 – 1:40	1:4- – 2:10	2:10 – 2:30	2:30 – 2:50
6H 1												
6H 2												
6W 1												
6W 2												

Key workers – top playground

	9:30 -10	10- 10:30	10:30- 11	11- 11:30	11:30 - 12	12 – 12:30	12:30 -1	1- 1:20	1:20 – 1:40	1:4- – 2:10	2:10 – 2:30	2:30 – 2:50
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KW 1												
Kw 2												

The yellow free times can be booked / allocated as we see the need

Office / Staff room

Staff to contact school office by telephone or talk through internal glass screen

Office staff to socially distance themselves.

Staff to give each other a break throughout the day so each have 30 minutes lunch break.

Staff to bring own mug (thermal lidded if you have it) and only use their own mug.

Doors throughout the school to be propped open as now

2 members of staff will be allocated a classroom and a small group of children to work with. Numbers will be no more than 15. Those 2 members of staff will form a little pod or bubble and have no contact with anyone else within the school.

All classes to have tissues, lidded bins and cleaning spray and cloth. Every member of staff will have a bottle of sanitiser.

PPE is not recommended but visors, masks and gloves are available for staff if they want to use them.

Please read guidance- DFE and PHE Covid 19 Guidance for Educational Settings which we are following

Teaching / Learning / Home Working

We will continue to support Home learning as far as possible. If parents can't send their child to school in Year R, 1 and 6 they will still be able to access home learning.

Home Learning will be led by staff shielding or critically vulnerable so working from home.

Classroom Preparation

Builders will complete work in the school on Friday.

- Remove any soft furnishings
- Space out desks one child per desk 2m distance

- Post it on desk, ready for child's name
- Put resources such as pencils, rubber etc. on desk in tray along with books

This is an evolving plan and we will have to modify as needed. It will be reviewed at the end of the day on 1st June and weekly thereafter or at the request of any member of staff.

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>