

SCHOOL REOPENING PLANNING

Please note that this document outlines logistics for the day-to-day management of the school. It is not the full risk assessment, but should be read in conjunction with it.

Date of review: 12 October 2020

Teachers	Teachers will move between pods and must always maintain social distancing. Teachers will follow their timetable, moving directly to the class pod they are due to teach.
TAs	TAs will be added to pods. DHT to confirm direct to TAs. Line manager remains the middle leader in your subject area.
Cover supervisors	Will need to socially distance as teachers are. If asked to take small groups, social distancing will need to be in place and areas for delivery will be allocated carefully to allow staff to do this.
Test and trace guidance for 'contact'	Contact is defined as follows, in the event of a confirmed case. <ul style="list-style-type: none"> • had face-to-face contact of any duration (less than 1 metre away) with the case or • were coughed or sneezed on by the case or • had unprotected physical contact (skin to skin) with case or • Spent more than 1 minute within 1 metre of the case or • spent more than 15 minutes within 2 metres of the case or • travelled in a car or other small vehicle (even on a short journey)
Classroom spaces	Students will be allocated a classroom which they will remain in for most of their lessons. Year groups will be pods so you may choose to group them out of form group. Classrooms will seat a max of 14 student seats, all facing the front.
Toilets	<u>Students</u> Pods will be allocated toilets which will be cleaned throughout the day. Students cannot use any other toilet, even if they are working away from their pod classroom. More than one pod can use a toilet. <u>Staff</u> There will be regular cleaning of toilets throughout the day, and a range of cleaning equipment in place should you wish to take additional steps to clean toilet space before you use it. Cleaning stations are available outside all toilets.

Staff with symptoms	Call in to SLT asap or email if in the working day. SLT now have access to testing for frontline education staff if critical to the school remaining open.
Potential case in school	Report to SLT / pod SST immediately. Student to be checked by SLT and send home for testing. Letter to be sent to pod about potential case. Room to be cleaned prior to students continuing to use it. At this time classes will relocate either outside or into the hall depending on weather. PEL to contact transport.
Movement	Movement must be kept to a minimum, hence assigning pods to rooms. Walking past another individual in the corridor is classed as very low risk. If you stop to speak to your colleague the risk goes up, therefore you must walk promptly to your next room.
Strategies	<p>These will continue and will be delivered in form groups, Tuesday – Friday as usual. Year groups will receive the same strategy delivered on Teams during T1 and each class will access a walk at least twice a week.</p> <p><u>From 9.9.2020 – 9.10.2020</u> KS4 / P16: literacy with GFE 9.35-10am.</p> <p><u>From 14.9.2020 – 9.10-2020</u> Y5-7: social skills / induction 9-9.25am. Y8: handwriting by DWI 9-9.25am. Y9: zones of regulation by RMA 9-9.25am. See IGW email for form walking times.</p> <p>Until your form’s strategy begins PSHE and induction work should be completed. Details to follow on the training days.</p> <p>Form tutors and TAs will remain in pod classrooms with their tutees while the strategy is being delivered.</p>
Break time	<p>Break time will be split. To do this, period 2 will be extended to run from 10am until 11.35am.</p> <p><u>Y5-7, Y8, Y9</u> TA takes break at 11.05 – 11.20am. Teacher remains with class. Teacher takes break at 11.20 – 11.35am while TA goes out with the class. Y5-7 top playground Y8 middle Y9 bottom</p> <p><u>Y10 – P16</u> TA takes break 10.50-11.05am. Teacher remains with class. Teacher takes break at 11.05-11.20am while TA goes out with class. Y10 – top Y11 – middle</p>

	P16 - bottom
Lunchtime	<p>TAs will take their lunch break 25 minutes before the end of P4, at 12.30pm. Teachers will hold the class until the start of lunch. Reminder that lunch is now 12.55pm – 1.45pm.</p> <p>Lunch 1 12.55pm – 1.20pm: Y10, 11, P16 eat supervised by TAs and pod student services staff. Y5-7 outside on top playground Y8 outside on middle playground Y9 outside on bottom playground</p> <p>Lunch 2 1.20pm – 1.45pm Y5-9 eat supervised by TA and pod student services staff. Y10 outside on top playground Y11 outside on middle playground P16 outside on bottom playground.</p> <p>Outside time supervised by TAs and pod student services staff.</p>
Student arrival / dismissal	<p>Students will arrive through the side gate into the playground and go to their evacuation points ready for collection by TAs. They will also depart from their evacuation points. IGW at front of school to call transport with AAN. DDR and SST on the playground with pods and radios. JMD in the hall with Y5-7 who will sit on benches. Benches to be cleaned at the end of dismissal.</p>
Staff arrival / leaving	<p>Please use hand sanitizer as soon as you arrive, then sign in as usual. Wipes will be available at the machine so you can wipe down before you sign in if you would like. Same process for signing out please.</p>
Cleaning	<p>Cleaning will take place throughout the day, with site staff deployed on a rotation around site. Staff will not be asked to clean, but neither will you be prevented from taking reasonable steps to safeguard yourself.</p> <p>Please wipe down the teacher space in the classroom as you leave and arrive. CLE will distribute cleaning materials and PPE on a daily basis.</p>
Staff mixing	<p>All staff must practice social distancing in school and in own time in order to protect every member of the school community.</p>
Staff room	<p>The staff room is out of action due to its size. The hall will be set up to allow you to eat together at break and lunch while maintaining social distance.</p>
Student services	<p>Student services staff will be allocated to pods.</p> <p>Y5-7 NRI, old staffroom Y8 CLE reprographics room</p>

	<p>Y9 CSP, old staffroom Y10 CMU, space outside of IT Y11, P16 PEL, AAN office</p> <p>These staff will be used for all student interventions within the pod and for lunch and break times.</p>
Teacher PR	<p>This will go ahead by 31 October as planned. The intro will take place on Teams and then you will meet with your line manager as usual. We are compiling a list of all the work staff have undertaken during this unusual period. PR targets set last year will be reviewed until late March, then each colleague will be able to add in the detail of your work since March. This will not be linked to a target but will give an opportunity to capture and recognize that the closure period has been a huge team effort.</p>
Equipment	<p>Equipment needs to be designated to pods. This includes everything – books, stationary, etc.</p> <p>If you wish to move equipment between pods you will need to clean it fully or quarantine it for 72 hours. We do not have the central resources to clean resources for you, so we strongly recommend you work within teams to allocate resources to groups.</p>
Communication – briefing and training	<p>Until at least October all staff comms will continue using Teams. This includes the training day. Teams will be allocated a classroom space for this:</p> <p>English – Room 20 CSP Maths – Room 4 NRI P16 – Room 6 PEL SCF – Room 15 CMU Creativity – Room 12 CLE Primary – Room 25 LMA, CTP</p> <p>Monday, Thursday 8.40am on Teams. Team meetings – in your team space or on Teams. Term 1 training – in the room above, will be delivered on Teams.</p> <p>Assemblies – will continue each Monday am on Teams or by PP planned by assembly lead, form tutors to dial in.</p>
After school clubs	<p>These can take place in pods. All year groups are pods. Social distancing of staff must continue as if it were the usual teaching environment.</p>
Breakfast club	<p>Small number of students identified.</p>
Admin staff	<p>NFR, CRO to remain in reception. NWH to move</p>
Fire drills	<p>6 fire pods. Full brief including a tour to be given on the training day.</p>

	<p>Y5-7: by bungalow Y8 – outside English Y9 – top of ramp to spider web Y10 – outside art Y11 – normal place, blue shelter P16 – climbing frame Fire drill will take place WB 14 Sept.</p>
Sensory and physio	Zoned and available to small groups and individuals, named. Equipment needs to be allocated to the student.
Marking	Marking books is classed as low risk and should continue as usual, however books should not leave the pod.
Lesson observations	No formal observations this side of October half term. We are in recovery phase. New staff and those who are delivering a new course or curriculum will be seen in an assurance learning walk WB 12 October. No longer than 10 mins in the lesson, no grading, just discussion and induction support.
First aid	Lead first aider supernumerary to manage students who are unwell using full PPE.