

## SCHOOL REOPENING PLANNING 16.11.2020

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: 1.12.2020

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. Socially distance at all times.
TAs	TAs will be added to pods. DHT to confirm direct to TAs. Line manager remains the middle leader in your subject area. Socially distance at all times.
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. Socially distance at all times.
Staff made super-numerary by pod closure	In the event of closing a pod staff who do not need to isolate can be redeployed carefully across the school. Tasks will be decided by SLT and shared with staff and may include the following: <ul style="list-style-type: none"> <li>• On call</li> <li>• Tidying / organizing spaces such as the library</li> <li>• Leading on organizing work to be sent home</li> <li>• Safe and well calls for isolating students</li> <li>• Enhancing our first aid offer</li> <li>• Adapting schemes of work to support students back into school</li> <li>• Relevant admin tasks to support the office team</li> <li>• Planning and mounting displays</li> <li>• Small group catch-up, socially distanced</li> <li>• Clearing rooms</li> </ul>
Test and trace guidance for 'contact'	Contact is defined as follows, in the event of a confirmed case. <ul style="list-style-type: none"> <li>• had face-to-face contact of any duration (less than 1 metre away) with the case or</li> <li>• were coughed or sneezed on by the case or</li> <li>• had unprotected physical contact (skin to skin) with case or</li> <li>• Spent more than 1 minute within 1 metre of the case or</li> <li>• spent more than 15 minutes within 2 metres of the case or</li> <li>• travelled in a car or other small vehicle (even on a short journey)</li> </ul> <p>Staff issued with contact definitions to wear on lanyards. Hall further set out for social distance. Regular reminders in briefing of the 2m definition in particular.</p>

<p><b>Classroom spaces</b></p>	<p>Students will be allocated a classroom which they will remain in for most of their lessons.</p> <p>Year groups will be pods so you may choose to group them out of form group.</p> <p>Classrooms will seat a max of 14 student, all facing the front.</p>
<p><b>Toilets</b></p>	<p><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.</p> <p><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.</p>
<p><b>Staff with symptoms</b></p>	<p>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.</p>
<p><b>Potential case in school</b></p>	<p>Report to SLT / pod SST immediately. Student to be checked by SLT and sent home for testing. Room to be cleaned or locked for 72 hours 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.</p>
<p><b>Movement</b></p>	<p>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.</p> <p>Staff and students should continue to use fire exits as much as possible.</p> <p>Masks should be worn in communal spaces.</p>
<p><b>Strategies</b></p>	<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>Form tutors and TAs will remain in pod classrooms with their tutees while the strategy is being delivered.</p>
<p><b>Break time</b></p>	<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></p>

	<p>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 P16 - bottom</p>
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, supervised by breakfast club staff until 8.50am.</p> <p>Students will line up in buses at the end of the day with assigned staff who will escort them onto transport. 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. Ensure you take a mask with you to wear on your way into school. 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.</p> <p>Please close the front door after yourself.</p>

<p><b>Cleaning</b></p>	<p>Cleaning will take place throughout the day, with site staff and MDA deployed on a rotation around site.</p> <p>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>
<p><b>Staff mixing</b></p>	<p>All staff must practice social distancing in school and in own time in order to protect every member of the school community.</p>
<p><b>Staff room</b></p>	<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> <p>We will continue to offer cake and coffee on a Friday but will need to risk assess this offer on a weekly basis.</p>
<p><b>Student services</b></p>	<p>Student services staff will be allocated to pods.</p> <p>Y5-7 NRI, old staffroom Y8 ASY, English block Y9 CSP, student services Y10 &amp; Y11 CMU, space outside of IT P16 PEL, office by Science CLE, reprographics</p> <p>These staff will be used for all student interventions within the pod and for lunch and break times.</p> <p>Perspex screens have arrived and are in place. Cleaning stations will be placed in the offices with these to allow for the screen to be cleaned. These screens do not negate social distancing but allow for face-to-face work. Do not forget the contact definitions and room occupancy limits when you are using these spaces.</p>
<p><b>Support staff PR</b></p>	<p>This will go ahead by 31 December in recognition of the fact that as support staff had their PRs in 2020 the school closed. Middle leaders will be supported by SLT to ensure this deadline can be met.</p> <p>You will need to ensure these meetings are covid-safe and do not break the contact definitions.</p>
<p><b>Equipment</b></p>	<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</p>

	to clean resources for you, so we strongly recommend you work within teams to allocate resources to groups.
<b>Communication – briefing and training</b>	<p>Until at least December 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 22 CSP Maths – Room 5 NRI P16 – Room 4 PEL SCF – Room 7 CMU Creativity – Room 19 CLE Primary – Room 25 LMA, CTP</p> <p>Monday, Thursday 8.40am on Teams. Team meetings – in your team space or on Teams. Term 2 training – in the room above, will be delivered on Teams.</p> <p>Assemblies – will continue each Monday am on Teams at 9.15am or by PP planned by assembly lead, form tutors to dial in.</p> <p>Staff are responsible for ensuring that meetings are covid-safe. Carefully consider where you sit with contact rules in mind. If the room is too full to allow you to socially distance, move and conduct the meeting by Teams.</p>
<b>After school clubs</b>	These are not essential and so should not take place during T2
<b>Breakfast club</b>	Small number of students identified.
<b>Admin staff</b>	NFR, CRO to remain in reception. NWH to move
<b>Fire drills</b>	6 fire pods. Full brief including a tour to be given on the training day. 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
<b>Sensory and physio</b>	Zoned and available to small groups and individuals, named. Equipment allocated to the student.
<b>Marking</b>	Marking books is classed as low risk and should continue as usual, however books should not leave the pod.
<b>First aid</b>	Lead first aider supernumerary to manage students who are unwell using full PPE.

<p><b>Masks</b></p>	<p>Staff and students will receive new, reusable masks for use in corridors that are not busy. They will also receive a named bag to keep them in.</p> <p>For first aid, a busy corridor, enhanced cleaning, 1:1 meetings, tours, a disposable mask is recommended.</p> <p>If you would prefer to use disposable masks, please do so.</p>
<p><b>Minibuses</b></p>	<p>These can be used. Staff must not cross pods and must wear full PPE. Cleaning kits need to be taken. Students need to wipe down before and after they use seats. A seating plan must be taken. The format for this has been provided.</p> <p>Students should use the same seats every time.</p>