

SCHOOL REOPENING PLANNING 25.01.2021

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: 12.02.2021

<p>Teachers</p>	<p>Teachers will move between classes and must always maintain social distancing. Teachers will follow their timetable, moving directly to the class pod they are due to teach. Socially distance always, avoid corridor use.</p> <p>There are significantly fewer students in due to the partial closure which has eased pressure in classrooms, and we will risk assess each period next week before making a decision to collapse groups or put more groups on depending on student numbers.</p>
<p>TAs</p>	<p>TAs will return to pods. Line manager remains the middle leader in your subject area. Socially distance.</p>
<p>Cover supervisors</p>	<p>NA – due to maternity we now have no cover supervisor role.</p>
<p>Staff in school</p>	<p>Each employee has slots on their TT where they can work from home if you have the resources to do so.</p> <p>This will reduce the number of people in the building.</p> <p>It is essential you sign in and out for fire registers.</p> <p>If you cannot work from home, please attend school.</p>
<p>Classroom spaces</p>	<p>Students will remain in one classroom. Practical lessons cannot take place.</p> <p>Y5-7 will be a single pod. All other year groups will be pods.</p> <p>There is currently no formal sensory room offer.</p> <p>Classrooms will seat a max of 8 students, all facing the front.</p> <p>If you are concerned about the layout of a room you must report it to on covid@marshfields-sch.co.uk immediately.</p> <p>Classroom spaces must be kept well ventilated. Ensure doors and windows remain open, allow students to wear additional layers if necessary. Review placement of students within classroom to ensure they are not in a draught.</p>

	<p>If teaching students with complex health needs be mindful of the effect the cold could have on them. In winter there may be a need to open and close windows and doors throughout a lesson to prevent the space becoming too cold for these CV students.</p> <p>On leaving a room for break and lunchtimes please ensure doors and windows are left wide open.</p>
Student services	<p>Student services staff will be attached to pods where they are in school.</p> <p>CGO, Y5-7 ASY, Y8 CSP, Y9 CMU, Y10 PEL, Y11</p> <p>These staff continue to be available to support over lunch but will be in classrooms to support flex offer for all staff.</p> <p>Minibuses – college courses cannot run. Minibuses are out of use. SAC will walk to the farm.</p> <p>Perspex screens have arrived and are in place. Cleaning stations will be placed in 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>
Staff made supernumerary by pod closure	<p>In the event of closing a pod staff who do not need to isolate can be redeployed carefully across the school, and we are keeping the option of home working open if numbers decrease significantly. Tasks will be decided by SLT and shared with staff and may include the following:</p> <ul style="list-style-type: none"> • On call • Tidying / organizing spaces such as the library • Leading on organizing work to be sent home • Safe and well calls for isolating students • Enhancing our first aid offer • Adapting schemes of work to support students back into school • Relevant admin tasks to support the office team • Planning and mounting displays • Small group catch-up, socially distanced • Clearing rooms
Test and trace guidance for 'contact'	<p>Contact is defined as follows, in the event of a confirmed case.</p> <ul style="list-style-type: none"> • had face-to-face contact of any duration (less than 1 metre away) with the case or

	<ul style="list-style-type: none"> • 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) <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>An email form entitled CONTACT is in use created. Any time you have contact with a student, member of staff or visited which would constitute contact under these definitions, you must record it. Currently schools are in effect running their own Track and Trace and we will use this information to inform us on who needs to isolate in the event of a confirmed case, including over the holidays.</p> <p>IN SCHOOL TESTING DOES NOT NEGATE THE NEED FOR YOU TO AVOID CONTACT WITH COLLEAGUES AND STUDENTS.</p>
<p>Toilets</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.</p> <p>More than one pod can use a toilet, but we will revert to the previous model.</p> <p>Y10 PE corridor Y9 top corridor Y11 top corridor / mobile. Primary NGS. Y7 and Y8 English corridor. P16 so we may yet reallocate the maths corridor toilets.</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>Staff with symptoms</p>	<p>Call in to SLT asap or email if in the working day. SLT have access to testing for frontline education staff if critical to the school remaining open.</p> <p>If you have notified us that you have symptoms, are isolating or have been tested you are still required to call in daily.</p>
<p>Potential case in school</p>	<p>Report to SLT by email immediately. Student to be checked by SLT and sent home for testing. Room to be cleaned or locked for 72 hours prior to</p>

	<p>students continuing to use it or fully cleaned. At this time classes will relocate either outside or into the hall depending on weather. PEL to contact transport.</p> <p>A clear desk policy is essential for efficient cleaning. SLT will clear desks every Friday afternoon to avoid a build-up of items.</p>
Testing	Twice-weekly testing will be in place for staff. All students with consent will be tested twice in the first fortnight back.
Movement	<p>Movement inside must be kept to a minimum. 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>Most conversations can be held on email rather than in person. Do not be tempted to stop a colleague for a quick conversation to get it done. Safety outweighs everything else. Do not put your colleagues at risk.</p> <p>Staff and students should use fire exits.</p> <p>Masks should be worn in communal spaces.</p>
Strategies	These will be on Zoom.
Break time	<p>Break time will be split further. To do this, period 2 will be extended to run from 10am until 11.35am.</p> <p>To avoid pods merging the middle playground is out of action. An additional break slot has therefore been added. Please make a note and ensure you send students at the right time.</p> <p><u>Y5-7 & P16</u> TA takes break at 10.35 – 10.50am. Teacher remains with class Teacher takes break at 10.50 – 11.05am while TA goes out with class Y5-7 - top playground P16 - bottom</p> <p><u>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. Y8 – top playground Y9 – bottom, additional support from CLE please</p> <p><u>Y10 & Y11</u> TA takes break 11.35-11.50am. Teacher remains with class. Teacher takes break at 11.05-11.20am while TA goes out with class. Y10 – top</p>

	Y11 – bottom
Lunchtime	<p>12.30pm lunch for TAs please.</p> <p>Lunch 1 12.55pm – 1.20pm: Y10, 11, P16 eat supervised by TAs and pod student services staff. Y5-7 outside quiet quad / astro Y8 outside on top playground Y9 outside on bottom playground (CLE to support)</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 bottom playground P16 outside on astro</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. NRI 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>
Cleaning	<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 daily.</p>
Staff mixing	All staff must practice social distancing in school and in own time to protect every member of the school community.

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> <p>We will continue to offer cake and coffee on a Friday.</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 March 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 Maths – Room 5 P16 – Room 4 SCF – Room 7 Creativity – Room 19 Primary – Room 25</p> <p>If the room is too full for you to socially distance, please spread out into other spaces.</p> <p>Monday, Thursday 8.40am on Teams. Team meetings – in your team space or on Teams. Term 3 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>
After school clubs	<p>These are not essential and so should not take place before Easter.</p>
Breakfast club	<p>Small number of students identified.</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</p>

	P16 – climbing frame
Sensory and physio	Due to room usage this offer will cease other than for individual students on bespoke programmes, namely primary.
Marking	Marking books is classed as low risk and should continue as usual, however books should not leave the pod.
Masks	<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>If staff or students wish to wear their own masks, they must be plain black.</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>
Minibuses	These cannot be used. Lessons that would usually take place off-site will be delivered at school, other than SAC. Students will walk to the farm.
Visitors	<p>Given vastly reduced numbers of people on site visits can resume on a case-by-case basis.</p> <p>JMD will risk assess visitors for you. If you intend or need to bring a visitor in, please advise of all details so a decision can be made on whether it is safe to proceed.</p> <p>All visits will need to read this document and the risk assessment in full prior to attending the site.</p> <p>Visits should be kept to a Tuesday, Thursday or Friday wherever possible as these are the days with fewer students attending.</p>