



CORONAVIRUS (COVID-19) EXTENDING ON-SITE PROVISION PLAN Last updated: 28 May 2020

Returning to school

Preparation for extending on-site provision will be undertaken by the Headteacher and other senior members of staff; however, the Trust in conjunction with our Local Academy Governing Board retains the responsibility for key decisions and the school's plans will be shared with the board before more students and staff return.

The school will work closely with parents, staff, students and recognised unions when agreeing the best approaches for the school's circumstances.

Phased return

The government has confirmed that schools will reopen more widely in a phased manner. Provided the five key tests set by the government are met, this will begin from the week commencing 15 June 2020 when primary schools will be asked to welcome back students in Nursery, Reception, Year 1 and Year 6, alongside the existing priority groups. Secondary schools, sixth forms and FE colleges will be asked to offer some face-to-face support to supplement the remote education of students in Year 10 and Year 12 who are due to take key exams in the 2020/2021 academic year. The number of students in school will be gradually increased based on scientific advice.

Students in existing priority groups, (i.e. children of key workers and vulnerable students) that have attended school during the partial closure will continue to attend school.

From 15 June, if we deem it completely safe to do so following relevant risk assessments, we will be offering students in Year 10 and Year 12 the opportunity to receive face-to-face support to supplement their remote education. This is to ensure they feel prepared to move into the next year when they will be taking their exams.

The ['Eligibility to return to school flowchart'](#) at the end of this plan may provide additional clarity when determining whether a student is eligible to return to school.

Risk assessments

A risk assessment will be carried out before the school opens to more students, to ensure sensible measures are put in place to protect students and staff. We will consult with staff as part of the assessment, to ensure everyone's needs are understood and accounted for. This risk assessment will address the following areas of risk:

- Safety of the school premises
- Cleaning measures
- Infection control and the ability to implement protective measures, e.g. social distancing
- Supporting staff and student wellbeing
- Supporting students' learning
- Safeguarding
- Communication of plans and procedures

Student groups

The likely number of students returning to school will be identified by contacting parents via email and text – this number will be used to agree what staffing resource is required.

To reduce contact between students and staff as far as possible, there will be no social areas open and people will only be allowed to mix in a small group.

The Leadership Group will work with all relevant staff to decide on appropriate groupings. We will work on the basic principle that class sizes are split (with no more than 10 students per group) and that one teacher will be allocated to each group. These groups will be kept separate from each other as far as possible; however, brief, transitory contact such as passing in a corridor is allowed.

We will aim to:

- Ensure students are in the same small groups at all times each half day.
- Ensure that the same staff members are assigned to each group and, as far as possible, these stay the same during each half day.
- Ensure that, wherever possible, students use the same classroom or area of the school throughout each half day and that each area is thoroughly cleaned at the end of the morning and afternoon sessions.

Staffing arrangements

The Leadership Group will take the following actions when establishing staffing arrangements:

- Identify which staff members are able to return to work and those that will need to remain at home.
- Outline how staff members that need to remain at home will be supported to work from home.
- Consider options if the necessary staffing levels cannot be maintained – this includes school leaders and other key staff such as the DSL and first aid providers.
- Agree the flexible working arrangements needed to support changes to the school's routines, e.g. staggered start times.
- Agree staff workload expectations.
- Decide what training is needed to implement planned changes, e.g. risk management, curriculum, behaviour and safeguarding.
- Outline what measures will be implemented to support and monitor staff wellbeing.

An audit of all staff will be conducted to assess who is able to return to school and who will need to continue working from home due to their underlying health issues or those of the people they live with.

The Leadership Group will work with all key stakeholders to determine what staffing arrangements will be implemented as the school opens more widely. These arrangements will be recorded and communicated **via email** to all staff members. Staff members will then be able to contact their line managers or the Business Director with any questions or concerns. Staffing arrangements will be kept as consistent as possible, but any changes will be clearly communicated to all members of staff.

Staff members and students in high-risk situations

Staff members and students who have been classed as clinically extremely vulnerable or clinically vulnerable will continue to work and learn at home until the government says it is safe for them to return to school.

Staff members or students who live with someone who is clinically vulnerable, but not extremely vulnerable, will be able to attend school. If they live with someone who is extremely vulnerable, they will not be expected to attend school unless they are able to follow stringent social distancing measures.

The '[Eligibility to return to school flowchart](#)' at the end of this plan may provide additional clarity when making decisions.

Any student or staff member that remains at home will be supported to work or learn from home.

Premises

Reactivating the premises

During the partial closure of the school, some areas of the school were closed or put on reduced occupancy. All critical services (e.g. the alarm system) were maintained in line with their planned preventative maintenance schedule.

Prior to resuming normal operation of the premises, the Business Director will arrange for the following to take place:

- Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied – this will be done approximately one week before the school reopens.
- Recommission all systems before the school reopens, as would normally be done after a long holiday period – this includes gas, heating, water supply, access control and intruder alarm systems, ventilation, mechanical and electrical systems, and catering equipment.
- Check the fire safety systems, including making sure that all fire doors are operational, and the fire alarm system and emergency lights are operational.
- Clean and disinfect all areas and surfaces.
- Organise pest control for insect infestation, where appropriate, particularly in food preparation areas.
- Deep clean the kitchen before food preparation resumes.

Facilitating social distancing

The Headteacher and Business Director will conduct a net capacity audit of all areas of the school premises to determine a safe level of occupation. This audit will also determine which classrooms are available to use and whether any other rooms need to be used as temporary classrooms. The findings from this audit will be used to help determine what social distancing measures will need to be put in place upon reopening.

Classrooms and other learning environments will be rearranged so that enough space is maintained between seats and desks where possible.

All alternative school timetable has been arranged to accommodate social distancing. Student movement on site and leaving the site will be staggered to reduce large gatherings and volumes of movement around the school.

Insurers will be notified of any changes that are made to the premises that they need to be aware of.

Social distancing

The following social distancing measures will be implemented when the school reopens:

- Increased cleaning of classroom surfaces, including desks and handles, will be carried out.
- Students and staff will be encouraged to frequently wash their hands with soap and water for at least 20 seconds.
- Class sizes will be much reduced, and classrooms rearranged to ensure seating positions are two metres apart. There will be no more than 10 students per class.
- If parents need to drop off or collect their children, then they should avoid parking in Conway Road and then students can walk the short walk into school to avoid larger gatherings at the school gates. A walkway will be marked out and all students will be required to stay at least 2 metres apart.
- There will be a socially distant mustering point in the Sports Hall at the start of each session.

- Students will be encouraged not to use public transport to get to and from school. Other methods, such as cycling or walking, will be promoted. Where it is not possible for students to walk or cycle to school, they will be required to follow social distancing guidelines when using public transport.
- The movement of students around the school will be staggered to avoid large groups of students gathering.
- Students will not mix with others that are not in their allocated group.
- Group communication will be achieved using the school tannoy system.

These measures will be reviewed weekly by the Headteacher, in conjunction with key stakeholders, and in line with any government guidance.

Behaviour expectations

Student behaviour

The Behaviour Policy will be updated to account for the social distancing rules and other expectations of students. The policy will also detail how these rules and expectations will be enforced. Students and their parents will be informed about the changes to the Behaviour Policy ahead of their return to school.

Parent behaviour

- Do not drop students off on Conway Road or gather at the school gates.
- Do not come on to the school site unless specifically requested to do so by the school.
- If you have any questions, please telephone or email the school.

Staff behaviour

Staff will also be asked to adhere to the following basic principles as much as they can:

- Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access a test as soon as possible.
 - Clean your hands more often than usual with running water and soap, and dry them thoroughly or use alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered.
 - Use the 'catch it, bin it, kill it' approach.
 - Avoid touching your mouth, nose and eyes.
 - Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible. Deliver lessons from the front of the classroom.
 - Consider avoiding calling students to the front of the class or going to their desk to check on their work if not necessary.
 - Prevent your class from sharing equipment and resources, e.g. stationery.
 - Keep your classroom door and windows open if possible for airflow.
 - Maximum of one student from your class to use the toilet at any one time.
 - Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.
 - Staff mustering point in The Refectory, prior to learning slot.
 - Make sure you have read the school's updated Behaviour Policy and know what role in it you are being asked to take.
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Infection control

The school's Infection Control Policy will be implemented as appropriate.

To ensure the risk of transmission of infection is substantially reduced when the school reopens, we will implement the following controls:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who live with someone who does, do not attend school.
- Cleaning hands more often than usual, ensuring everyone washes their hands thoroughly for 20 seconds using soap or an alcohol-based sanitiser.
- Ensuring good respiratory hygiene and displaying posters to promote the steps that should be taken.
- Cleaning frequently touched surfaces and equipment often using standard cleaning products.
- Minimising contact and mixing by altering the school environment, including classroom layouts, limiting the number of students who use toilet facilities at any time, staggering timetables and altering the way students move around school.
- Ensuring parents do not enter the school or gather at the school gates.

We have developed an enhanced cleaning schedule that will be implemented as the school reopens to more students and staff.

The use of PPE

We understand that without PPE it is very challenging to ensure staff can carry out their roles safely. The government has confirmed that its stance on PPE in schools is constantly developing – we will update this section as required.

Reference to PPE in this section means:

- Fluid-resistant surgical face masks.
- Disposable gloves.
- Disposable plastic aprons.
- Eye protection, e.g. face visor or goggles.

The government has said that the majority of school staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. If a student or member of staff becomes unwell with symptoms of coronavirus whilst at school and needs direct personal care until they can go home, a face mask will be worn by the supervising staff member if a 2-metre distance cannot be maintained. Meeting Room 1 has been allocated as the holding room for this provision. If contact with the student is necessary, gloves, an apron and face mask will be worn. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting or vomiting, eye protection will also be worn.

When using face masks, staff will adhere to the following rules – face masks must:

- Cover both the nose and mouth.
- Not be allowed to dangle around the neck.
- Not be touched once put on, except when carefully removed before disposal.
- Be changed when they become moist or damaged.
- Be worn once and then discarded – hands must be cleaned after disposal.

The safety of our staff is paramount, so additional risk assessments will be conducted to determine whether PPE is required for other tasks and activities, and we will do our utmost to ensure staff are provided with PPE if required.

Transport

Students and staff are encouraged to walk or cycle to school or be dropped off by a member of their household. Where this is not possible, and students and staff need to use public transport, they are required to follow guidelines on social distancing.

To minimise the number of students gathering outside the school gates, we are introducing staggered exit time. The number of students who require the use of public transport to get to and from school will be recorded prior to reopening and used to determine the transport services that will be required to ensure social distancing can be maintained.

Students and their families will be informed of the new arrangements prior to the school reopening.

Food provision

To reduce the risk to students and staff, there will be no food provision for Year 10 and Year 12 students, this is not required as sessions will be 2 hours only. We will continue with provision as currently for the children of key workers and vulnerable students

Where the kitchen is operational, we will ensure measures are in place so that meals can be prepared and served safely before our kitchen is reopened. We will ensure we are able to achieve the following before reopening the kitchen:

- Regular deep cleans of the kitchen
- Kitchen staff are able to work in a safe environment, including adhering to social distancing measures as far as possible
- Kitchen staff have the PPE required to prepare and serve meals safely
- Students and staff are able to collect meals safely

We will continue to support eligible students and their families to access food vouchers where needed.

Curriculum

We will also agree our ongoing approach for the learning offer for vulnerable students and children of key workers who are in school but not in these key transition year groups.

We will use our best endeavours to support both students who are attending school and those who remain at home.

Work will seek to consolidate prior learning, both in school or at home. Activities will be designed to be accessible for all students, whether they are in school or at home. We will utilise online resources to maintain frequent contact with students who remain at home, such as video calls and instant messages, and arrange phone calls for those without internet access.

Focussing on wellbeing

We understand that the period of partial closure may not have been a positive experience for many students. When students return, we will largely focus on wellbeing and allow students to reconnect with peers, the learning environment and curriculum content.

Reviewing and assessing

It is likely that a lot of what was taught to students during the period of the academic year prior to partial closure may have not been retained by students. We are also aware that it will be challenging to accurately gauge what students have learnt during the partial closure. When we move to more formal learning, class teachers will first focus on recapping and consolidating what students have already been taught.

Transition in September 2020

The school opening more widely will be a transition for all members of the school community, impacting both those who have continued to attend school and those who remained at home. We recognise that this is a period of high anxiety and that we must take time to rebuild relationships and allow people to readjust to new routines.

School leavers

If the school does not reopen to all students before September, we will consider ways that students can be invited back so that they are able to say goodbye and mark this transition. We will share these plans in advance with students as appropriate.

Attendance

No one with coronavirus symptoms should attend the school for any reason. Students that have been at school during partial closure and those that are returning to school as part of the priority groups are encouraged to attend unless they are self-isolating or clinically vulnerable. If someone in their household is clinically vulnerable, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow these instructions.

Parents are required to notify the school following the normal procedure if their child is unable to attend. Parents will not be fined for non-attendance at this time and the school will not be held to account for attendance levels. The school will continue to inform social workers where children with a social worker do not attend.

Uniform

Student uniform

Students are not required to wear any part of the school uniform. However, we advise students to wear clothes which can be easily machine washed. An idea might be to wear the school PE kit or other comfortable clothing.

Staff dress code

The dress code for staff has been relaxed to account for the advice that staff should wash their clothes every day when they return from school. Casual clothing is acceptable.

Staff must ensure that they do not wear clothing that would be deemed inappropriate.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school transitions to opening more widely is a key priority.

Our Child Protection and Safeguarding Policy was updated during the partial closure to include provisions for keeping students safe – we will continue to follow these procedures for students who remain at home, where appropriate, until all students return to school. As we begin to reopen fully, our policy will be reviewed to determine whether it reflects the current ways of working.

We will continue to ensure that:

- The best interests of students always come first.
 - If anyone in the school has a safeguarding concern about a student, they act immediately.
 - A DSL or deputy DSL is always available.
 - Unsuitable individuals are not permitted to work with students or come into contact with students whilst on site.
 - Students who remain at home are protected when they are online.
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Wellbeing support

Members of the school community have experienced overwhelming emotions during the coronavirus pandemic, and we aim to ensure that everyone feels supported.

When planning for each stage of reintegration, the implications for the wellbeing of students, staff and families will always be considered. One of the school's key priorities in relation to wellbeing is ensuring that the school community feels safe as we reopen more widely.

Clear expectations

When students return to school, they will be told exactly what they need to do in relation to social distancing and infection control measures by the staff that are in contact with them. Students will be told why these measures need to be in place and will be given the chance to discuss their ideas about how the school can make it work so they feel they have some control over what is happening.

Welcoming students

We understand that students who are returning to school may be anxious about doing so after an extended period. Familiar staff members will be there to welcome students into the school, as appropriate.

Embedding wellbeing

Students will be given regular opportunities to discuss how they are feeling, and class teachers will deliver activities that help to build students' resilience and offer strategies to use during difficult moments.

Learning

Students who are returning to school from being at home will need time to adjust to learning in a school environment. From a wellbeing perspective, we will focus on the enjoyment of being together – no time pressures will be put on academic learning and we will focus on the social and emotional needs of students.

We understand that students will have had different experiences of home learning. Students will be reassured that there will be plenty of time to catch up with learning.

Staff workload and wellbeing

We are aware that staff wellbeing is of the utmost importance. To support staff as they settle into a new working routine, flexible working practices will be implemented, and a good work-life balance promoted.

We will continue to promote a culture of communication and openness with all staff. Support systems will be made clear to all staff to ensure they understand where they can go to if they require additional support.

Bereavement

Our school understands that some members of our community may have experienced loss due to coronavirus. We must ensure we have provisions in place to support these members of our school community.

Pastoral staff and the Leadership Group are responsible for coordinating the school's bereavement support approach. They will meet to discuss how best to support students and staff that have been affected as and when they return to school:

- Who within the school community has been informed about the death
- Who they can go to for support within the school and externally

Communication

Our plans to reopen and all associated procedures will be communicated to all relevant stakeholders, including students, parents, staff, governors, trust board members, visitors, suppliers and contractors.

Parents will be informed of:

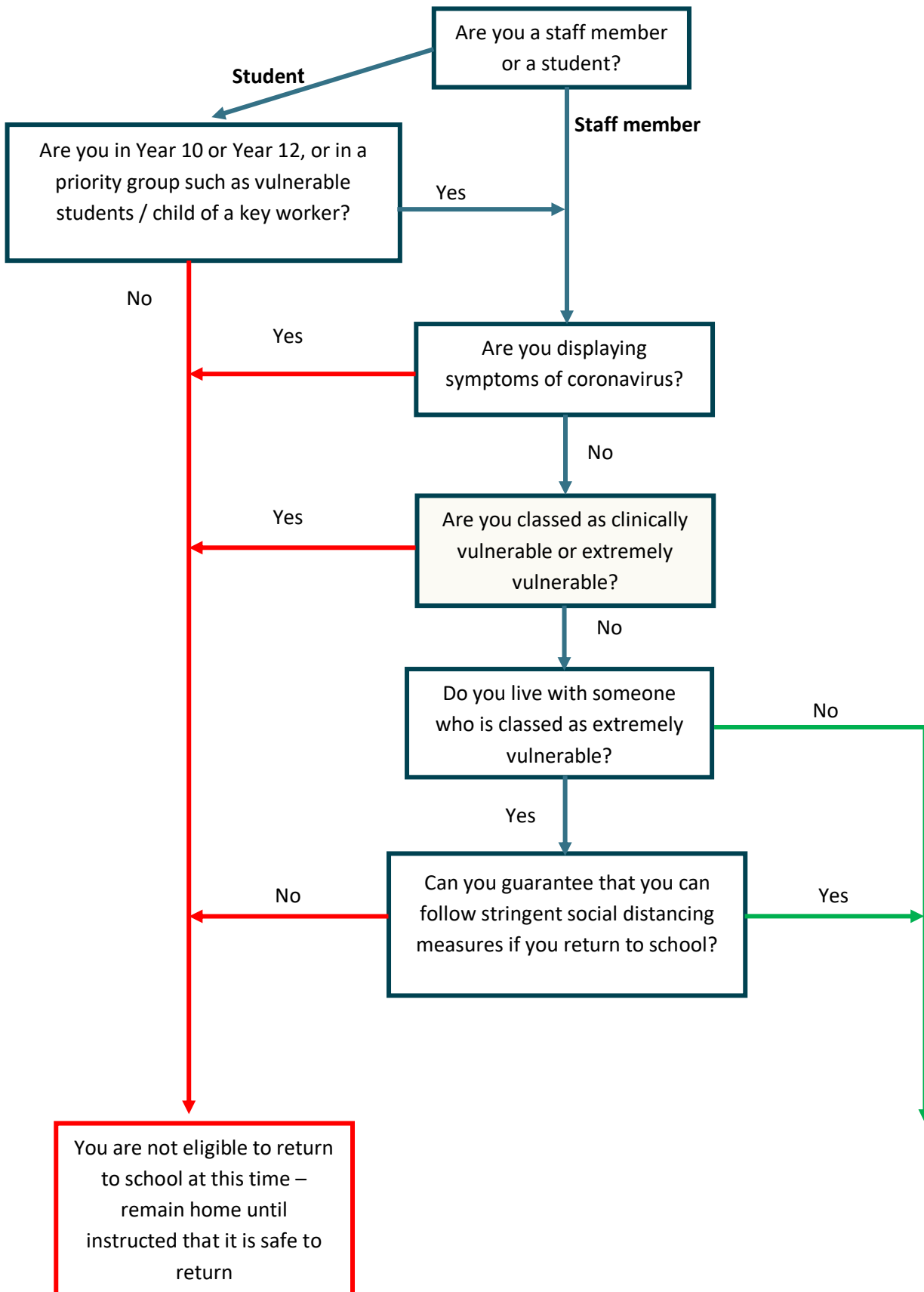
- Whether their child will be able to attend from the week commencing 8th June 2020.
- What protective steps the school is taking to ensure students are safe.
- Time of day arrangements, including start and finish times.
- The processes for drop-off and collection.
- The educational resources they can access from home if their child is not returning to school.
- Recommendations in terms of transport to and from the school.
- Safety measures that will be implemented, e.g. social distancing.
- Expectations of students in terms of behaviour and attendance.

These arrangements will be communicated via email. Parents will be expected to share the above information with their children.

Staff will be informed of all relevant plans, including safety measures, timetable changes and staggered arrival and departure times, and will have opportunities to discuss training on the new measures. Staff will be engaged regularly to get their feedback on the arrangements that are in place.

Cleaning staff will be informed of the additional cleaning requirements and additional time for these to be completed will be agreed.

Eligibility to return to school flowchart



You are eligible to return to school – provided that you abide by the stringent social distancing measures in place.

Year 10 and 12 students are only eligible to return to school on a part-time basis to receive some face-to-face contact with teaching staff.

Frequently Asked Questions

“Working together to achieve our personal best”