

COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: Stanbridge Lower School

OWNER: R Godwin and reviewed by Governors

DATE: 7.7.20 for full opening of school in Sept 20

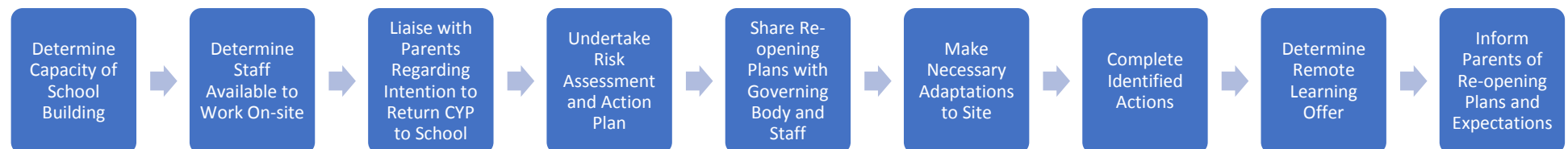
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- 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'

Steps of Re-opening Preparation:



**The below table includes examples in grey, these are not exhaustive.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<i>Example:</i> Ensure building checks and health and safety checks have been completed across the school closure period and log books have been completed recording this.	<i>Example:</i> L	<i>Example:</i> All Health and Safety checks have continued across the school closure period, as our building has been occupied by staff and key worker children. Site Agent has continued to complete weekly and monthly checks and recorded these in the required log books these include <ul style="list-style-type: none"> • flushing of water system • checking for leaks • testing fire alarms and lighting • testing fire doors 	<i>Example:</i> 3.9.20	<i>Example:</i> L

				<p><i>Legionella check has been completed by Swiftclean on 12.5.20 and remedial work actioned</i></p> <p><i>Fixed wiring test has been completed during the shutdown and remedial works actioned.</i></p> <p>Cleaning of the premises takes place across the school day by staff in school and then daily by the school cleaner.</p>		
	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between staff members, no windows for ventilation.</i>	M	<p><i>All staff back on site on 3.9.20</i></p> <p><i>Mrs Coupland working at home on a Thursday to avoid sharing office space between staff</i></p>	3.9.20	L

	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	M	<i>2-meter markers will be added and present on floors.</i> <i>Children to enter school from external doors and registered in classrooms. One way system in place to enter and exit the school. Signage has been ordered and will be in place.</i>	3.9.20	L
	Consideration given to premises lettings and approach in place.	<i>No lettings</i>	L	<i>No lettings for the remainder of school year.</i>	3.9.20	L
	Consideration given to the arrangements for any deliveries.	/	L	<i>Deliveries to be accepted outside the door</i>	3.9.20	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	<i>Current evacuation routes are still safe. Everyone can exit building to the outside from classroom doors.</i>	L	<i>Evacuation routes are all still safe.</i>	3.9.20	L L

	Consideration given to PEEP –	N/A	L	Will need revising when PEEP child returns	7.9.20	
Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	Current cleaning schedule is still safe	L	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.	7.9.20	L
				Person in charge of class to be given cleaning baskets containing cleaning products that have a COSHH data sheet, cleaning cloths, and gloves.		L
				All staff to ensure surfaces, door handles, keyboard, telephone, contact points cleaned and disinfected across the school day		L
				All staff to ensure shared resources used by staff and children are cleaned and disinfected at least once a day and if another		L

				<p><i>family group is to use the space all has to be cleaned in-between the room being occupied.</i></p> <p><i>Staff to be trained by Site Agent. Gloves and cloths to be disposed of after use.</i></p> <p><i>If an adult/child has had a positive test for COVID 19 school will follow the government guidance for the deep cleaning of all areas that could be infected.</i></p> <p><i>Cleaning schedule to be introduced for shared resources so staff know the resources have been cleaned thoroughly and left for 48 hrs inbetween use, 72 hrs for any items that are plastic. This will apply to reading books, PE Equipment, Science and maths equipment in particular.</i></p>		<p><i>L</i></p> <p><i>L/M</i></p>
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	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>Hand sanitiser for visitors to reception.</i></p> <p><i>Classrooms do have tissues.</i></p> <p><i>Soap is available</i></p>	<p><i>M</i></p>	<p><i>Hand sanitiser available at the school entrance and in each classroom and staffroom</i></p> <p><i>bins in classrooms</i></p> <p><i>Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	<p><i>3.9.20</i></p>	<p><i>L</i></p>
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p><i>N/A</i></p>	<p><i>N/A</i></p>	<p><i>All staff advised to leave the site by 4PM in order for cleaning to be undertaken.</i></p>	<p><i>3.9.20</i></p>	<p><i>L</i></p>
	<p>Waste disposal process in place for potentially contaminated</p>	<p><i>N/A</i></p>		<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p>	<p><i>3.9.20</i></p>	<p><i>L</i></p>

	waste.		N/A	<i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</i>		
Classrooms	The number of staff and children that can use each room at any one time has been determined according to the physical capacity of the school site.	<i>Some classrooms are small</i>	M	From Sept 20 children will be organised in class groups as per the current guidance	3.9.20	<i>From Sept 20 M/L</i>
	Classrooms have been re/arranged to allow as much space between individuals as practical.	<i>Classrooms are sorted following previous guidance</i>	H	<i>Sort classroom furniture and respace work stations to enable as much distance as possible</i> <i>Tables will be front facing in Yr 1-4</i> <i>PS and Reception tables will be seated front facing when working 1-1 with a teacher or when the children are playing independently</i> <i>This reflects guidance which</i>	3.9.20	M/L

				<i>states consistent groups reduce the risk of transmission ...recognising that young children cannot socially distance from staff or from each other.</i>		
	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Currently children all enter from outside doors</i>	L	<i>Children will enter school from the outside door via the playground nearest to their classroom. Playground to have 2m distance markings put down.</i>	3.9.20	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	<i>Inappropriate sized equipment for smaller children in all classrooms</i>	L	<i>Move age specific resources to classrooms not usually occupied by younger children</i>	3.9.20	L
	Resources which are not easily washable or wipeable have been removed.	<i>Soft toys, cushions and beanbags in classroom not easily washable.</i>	M	<i>Remove soft furnishings and all small resources from classrooms which could spread germs or cannot be cleaned.</i> <i>All still relevant for Sept – see above about</i>	3.9.20	L

	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	<i>COVID19 information posters currently in place. Limited reminders/ awareness for children.</i>	L	<p><i>shared resources</i></p> <p><i>e-Bug posters displayed:</i></p> <ul style="list-style-type: none"> • <u><i>Horrid hands</i></u> • <u><i>Super sneezes</i></u> • <u><i>Hand hygiene</i></u> • <u><i>Respiratory hygiene</i></u> • <u><i>Microbe mania</i></u> 		L
	Allocate individual resources to children	<i>Sort pens, pencils, rubbers, rulers, whiteboards etc which have previously been shared</i>	M	<p><i>Children to be given their own pen pack up which contains individual resources to used until the infection rate has been significantly reduced. This should include a named white board</i></p> <p><i>All still relevant for Sept – see above about shared resources</i></p>	3.9.20	L
Staffing	Staffing numbers required for entire eligible cohort have been determined including support	N/A		<i>Staff audit re available to work on-site from 1st June</i>	3.9.20	L

	<p>staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 		N/A	<p><i>Arrange Paediatric First Aid cover</i></p>	3.9.20	L
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>	<p><i>Continue with normal procedures – report to RG/IW</i></p>	L	<p><i>RG/IW to organise supply staff or cover supervision</i></p>	3.9.20	L
	<p>Sept 20 – This control measure and actions left in place in preparation for 2nd Wave of COVID 19 or in event of localised shut down – see CBC Lockdown Plan – Annex A</p> <p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>	<p><i>Currently several staff will fall into the clinically vulnerable group or have someone who is extremely clinically vulnerable living with them.</i></p>	L	<p><i>Head Teacher can isolate in her office and not come out. No – one allowed in office</i></p> <p><i>One staff member can use Zoom to connect with children in the classroom with the LSa present.</i></p> <p><i>Other staff will have to work from home and they have or will be contacted.</i></p>	3.9.20	L

	<p>Sept 20 – This control measure and actions left in place in preparation for 2nd Wave of COVID 19 or in event of localised shut down – see CBC Lockdown Plan – Annex A</p> <p>Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.</p>	<p><i>Current actions are still relevant</i></p>	<p>L</p>	<p><i>Safeguarding lead will be on site x3 trained in school or is contactable by phone.</i></p>	<p>3.9.20</p>	<p>L</p>
	<p>Sept 20 – This control measure and actions left in place in preparation for 2nd Wave of COVID 19 or in event of localised shut down – see CBC Lockdown Plan – Annex A</p> <p>Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.</p>	<p><i>Current arrangements are still relevant</i></p>		<p><i>Teachers working from home will continue to plan remote learning for all year groups.</i></p>	<p>3.9.20</p>	<p>L</p>
	<p>Sept 20 – This control measure and actions left in place in preparation for 2nd Wave of COVID 19 or in event of localised shut down – see CBC Lockdown Plan – Annex A</p> <p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p>	<p><i>TA s are required to lead some groups as not enough teachers on site to cover numbers.</i></p>	<p>L</p>	<p><i>Cover Supervisors will cover parts of the week in classrooms in place of the class teacher</i></p>	<p>3.9.20</p>	<p>L</p>

	If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.					
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p><i>Some staff have already shared their concerns and worries where appropriate and flexible arrangements have been put in place for this or referrals made</i></p>	L	<p><i>Family Liaison Officer and Head to offer 1-1 sessions with staff if needed.</i></p> <p><i>Staff to be signed posted to relevant organisations if needed</i></p> <p><i>The Bereavement Policy will be followed if needed</i></p> <p>Staff referred to LC2 councillor</p>	3.9.20	L
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>	N/A	N/A	<p><i>Staff briefing held on 9.7.20 in preparation for full opening of schools in Sept 20</i></p>	9.7.20	L
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	N/A	N/A	<p><i>Contractors to be kept outside of the building until school protocols are shared.</i></p>	4.9.20	L

	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.	<i>Cancelled at start of school closure period</i>	L	<i>From Sept 20 specialist teachers can deliver lessons observing the 2m distance rule. Specialist teachers can transfer between classes</i>	4.9.20	L
Group Sizes	Class groups have been determined on the basis of small, consistent groups of children, that can remain separate from other people and groups.	<i>Ensure children in groups are reorganised into groups</i>	M	<i>All children to remain in class groups</i>	3.9.20	M/L
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 	<i>Ensure arrangements currently in place for staggered times are still being used</i>	M	<i>Keep staggered start times</i> <i>Introduce staggered home times</i> <i>Teachers to do toilet breaks and accompany children to toilet to monitor social distancing/ good hand hygiene. LSA to accompany children to toilet in between times and wait outside in corridor to ensure social distancing and monitoring of Nos in toilets.</i>	7.9.20	M/L

				<p><i>Use field/playground and Rosie Court to keep groups from mixing. All children in group to be reminded of social distancing</i></p> <p><i>Lunchtime sittings to be staggered and children kept in class groups when eating hot meal. All surfaces to be cleaned in between sittings.</i></p>		
	<p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p> <p>Social distancing plans communicated with parents, including approach to breaches.</p>	<p><i>Initial letter sent to parents</i></p>	<p><i>M</i></p>	<p><i>Letter sent to parents about full reopening of school on 10.7.20</i></p> <p><i>Awaiting further details from government re home-school details.</i></p>	<p><i>7.9.20</i></p>	<p><i>M/L</i></p>
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p><i>N/A</i></p>	<p><i>N/A</i></p>	<p><i>On arrival, children enter school through the outside door to their classroom and wash hands and go straight to their own named desks.</i></p>	<p><i>7.9.20</i></p>	<p><i>L</i></p>
	<p>Approach to potential breaches of social distancing in place,</p>	<p><i>One child with SEND/EHP might need further support</i></p>	<p><i>H</i></p>	<p><i>Risks assessments and</i></p>	<p><i>7.9.20</i></p>	<p><i>H</i></p>

	including in the case of repeat or deliberate breaches.	<i>or present a high number of breaches.</i>		<i>individualised approach in place . RG to talk to parent and take further advice</i>		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	<i>Children to be kept as a class</i>	<i>L</i>	<i>Class assemblies to take place with teachers at 9.15 in own classrooms.</i>	<i>7.9.20</i>	<i>L</i>
	Arrangements in place for the use of the playground, including equipment.			<p><i>2m distance markings to be placed around edge of playgroud for parents/children to queue on at beginning and end of day.</i></p> <p><i>Field and Playground to be divided into zones x1 class in each zone.</i></p> <p><i>Teachers to take their own playground box for their class to use and this is to be cleaned regularly. KW to sort Playground equipment boxes for each group</i></p> <p><i>See above assessment about shared resources from Sept 20.</i></p>	<i>7.9.20</i>	<i>L</i>
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	<i>School Meals Company is prepared to offer hot school meals from Sep</i>	<i>M/L</i>	<i>Hobbs to provide hot school meals from Sept 20. Staffing is in place for this via Hobbs</i>	<i>7.9.20</i>	<i>L</i>

	Arrangements for the continued provision of FSMs for children not attending school are in place.	<i>See above</i>	<i>L</i>	<i>See Above</i>	<i>7.9.20</i>	<i>L</i>
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	<i>See above</i>	<i>H</i>	<i>Lunchtime sittings to be staggered and children kept in class groups when eating hot meal. All surfaces to be cleaned in between sittings.</i>	<i>7.9.20</i>	<i>M/L</i>
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	<i>Supplies might run out</i>	<i>M</i>	Supplies ordered and will be monitored	<i>7.9.20</i>	<i>M/L</i>
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in 	<i>Current arrangements in place</i>	<i>M</i>	Anyone in the school becomes unwell with a new continuous cough or high temperature, or has a loss of or change in their normal sense of taste or smell they will be sent home and advised to follow the Stay at Home Guidance for possible or confirmed	<i>7.9.20</i>	<i>M/L</i>

	<p>place</p> <ul style="list-style-type: none">• Arrangements for informing parent community in place			<p>Coronavirus infection.</p> <p>First Aid room will be used to isolate anyone with symptoms. This room also has a toilet for them to use. They should self isolate for 7 days and get a test</p> <p>Mrs Davies will be on site to supervise child who has symptoms. Full PPE will be worn by adult supervising.</p> <p>First Aid room to be deep cleaned following use by a person emitting symptoms.</p> <p>Child/Adult to be tested.</p> <p>RG to advise on process.</p> <p>If test is positive others who have been in contact will be told to isolate for 14 days and will not be allowed to return until the 15th day.</p> <p>Follow PHE guidance and CBC guidance for reporting of possible and confirmed cases of</p>		
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				COVID 19		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating children away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 	N/A	N/A	Close classroom until it is deep cleaned and then follow procedure above re advising staff and children	7.9.20	M/L
<p>Pupil Re-orientation</p> <p><i>back into school after a period of closure/ being at home</i></p>	Approach and expectations around school uniform determined and communicated with parents.	N/A	N/A	All parents fully informed via newsletter home School uniform to be worn from Sept 20	7.9.20	L
	Changes to the school day/timetables shared with parents.	N/A	N/A	As above	7.9.20	L
	All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.	<i>Students may try to use water fountains</i>	M	Water fountains taped off and ooa All parents fully informed via newsletter home	7.9.20	L

				Teachers to provide children with water in the classroom if they forget their water bottle.		
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	<i>Social, emotional and mental distress</i>	<i>M/H</i>	Teachers to focus on EWB through assemblies and circle times and when working with children on a 1-1 basis All parents fully informed via newsletter home Staff to use Cause for Concern sheets and refer to FLO/HT for further support	<i>7.9.20</i>	<i>L</i>
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 	<i>Social, emotional and mental distress</i>	<i>M/H</i>	Family Liaison Officer to write a newsletter to parents to offer support and make referrals where necessary. All parents fully informed via newsletter home Staff to use Cause for	<i>7.9.20</i>	<i>L</i>

				Concern sheets and refer to FLO/HT for further support		
Good Hygiene	Children and staff are briefed about good hygiene practices Pupils clean their hands on entry to school, returning from breaks, when they change rooms and before and after eating.	<i>Spread of germs</i>	<i>M/H</i>	<p>Pupils clean their hands on entry to school, returning from breaks, when they change rooms and before and after eating.</p> <p>Hand sanitisers in place in each classroom and key points in school.</p> <p>Children in yr 1 to wash hands using the toilet area as no sink is in place in the classroom.</p> <p>Use catch it, kill it, bin it approach to tissues, coughs and sneezes.</p> <p>Ensure each classroom has a bin in it.</p> <p>Hand cleaning schedules are in place across the school</p>	<i>7.9.20</i>	<i>M/L</i>
Remote Learning	All students have access to	<i>Procedures need to be written for this</i>		Arrangements are currently in place for		<i>L</i>

	<p>technology and remote learning offer.</p> <p>Blended approach between physical and remote learning developed, including support for those CYP who are self isolating or in the case of a CBC Local Lockdown</p>		<i>H</i>	<p>plans to be placed on school website.</p> <p>Further policies need to be written for remote learning.</p> <p>Use Oak National Academy video lessons to cover parts of the national curriculum</p> <p>Zoom and Google Classroom to be investigated as a possible resources for teachers to teach on line in preparation for if this teaching is needed.</p> <p>All staff to be trained</p>	<i>30.9.20</i>	
Safeguarding	Individual child risk assessments are in place and welfare checks being undertaken.	<i>Re-opening arrangements not reflected in risk assessment.</i>	<i>M</i>	<i>Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups</i>	<i>7.9.20</i>	<i>L</i>
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	<i>Social, emotional and mental distress</i>	<i>M/H</i>	<i>Staff all completed refresher training whilst school closed.</i>	<i>7.9.20</i>	<i>L</i>

	Updated Child Protection Policy in place.	N/A	N/A	<i>Adopted Temporary COVID19 Child Protection Policy</i>	25/5/20	L
	Work with other agencies has been undertaken to support vulnerable CYP and families.	<i>Social, emotional and mental distress</i>	L/M	Liaising with Jigsaw re certain children.	25/5/20	L
	Consideration given to the safe use of physical contact in context of managing behaviour.	<i>Social, emotional and mental distress</i>	N/A	<i>See previous comment re child SEN</i> <i>Staff to follow the school Behaviour Policy</i> <i>Staff to use Cause for Concern sheet if children require extra support with behaviour and refer to RG/TD</i>	7.9.20	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	<i>Gaps in Learning /revising learning</i>	M/H	The full curriculum will be taught from September using practical subjects initially to re - engage children in learning. Subject Leaders to highlight 19/20 curriculum overview and pass to next teacher so gaps in learning/missed learning can be identified. Teachers will teach the	7.9.20	M/L

				<p>current year group curriculum, use diagnostic and formative assessment to evaluate the needs of learners and their starting points and decide what needs to be taught, how much time to spend teaching it to address gaps in learning.</p> <p>Pre-school teachers to focus on Prime Areas of Learning.</p> <p>Reception class teacher to focus on gaps in language, reading, maths with a particular focus on the acquisition of phonics/extending vocabulary.</p> <p>Planning: Will be done day by day so teachers can use assessments from previous day to plan what objectives to spend time on the day after. Each class will have different needs. Teachers to highlight any objectives covered from the previous year</p>		
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				<p>in blue – so missed learning and subsequent coverage can be tracked.</p> <p>Teachers to focus particular attention on missed learning/revising learning in R, W, M and Phonics.</p> <p>Subject Leaders for Maths and English to lead INSET on 3/4th Sept to prepare staff for teaching specifically in their subjects.</p>		
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p>	<p><i>See above relevant section</i></p>	<p>M/L</p>	<p>Teachers to risk assess activities as they plan lessons to reduce cross infection and keep social distances as much as possible recognising the new guidance as listed in the above sections</p>	<p>7.9.20</p>	<p>M/L</p>
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising ‘non-curriculum’ learning that has been done • capturing pupil 	<p><i>See above relevant section</i></p>	<p>N/A</p>	<p><i>See above.</i></p>	<p>7.9.20</p>	

	achievements/ outcomes					
Children with SEND	Approach to provision of the elements of the EHCP including health/therapies.	<i>Social, emotional and mental distress</i>	<i>M/H</i>	<p><i>One child to be risk assessed due to severe behaviour and limited understanding of social requirements.</i></p> <p>Teachers will teach the current year group curriculum, use diagnostic and formative assessment to evaluate the needs of learners and their starting points and decide what needs to be taught, how much time to spend teaching it to address gaps in learning.</p>	7.9.20	<i>M/L</i>
Attendance	Approach to supporting children returning to school	<i>Social, emotional and mental distress</i>	<i>M/H</i>	<p><i>School attendance mandatory from Sept 20.</i></p> <p><i>Newsletter sent home to parents re expectations July 20</i></p> <p><i>TD to contact Traveller families to ensure a consistent message about attendance is shared.</i></p>	7.9.20	<i>M/L</i>

	Approach to support for parents where rates of persistent absence were high before closure.	<i>Persistent Absence/children not returning in Sept.</i>	<i>M/H</i>	<i>TD to monitor attendance 1st week back in Sept. RG/TD to contact families who haven't returned and support them in returning to school.</i> <i>Refer cases who won't engage to the EWO for further support.</i>	<i>7.9.20</i>	<i>M/L</i>
Communication	Information shared with staff around the full re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	<i>N/A</i>	<i>N/A</i>	<i>Staff Meeting 9.7.20</i>	<i>9.7.20</i>	<i>M/L</i>
	Re-opening plans shared with governors and governors approve this action plan. Action plan published on website.	<i>N/A</i>	<i>N/A</i>	<i>Governor Zoom meeting on 8^{7.20}</i>	<i>8.7.20</i>	<i>M/L</i>
	Communications with parents: <ul style="list-style-type: none"> • Plan for partial full reopening • Social distancing/class groups • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 	<i>Social, emotional and mental distress</i>	<i>M/L</i>	<i>Newsletter home before 10.7.20</i> <i>Pre-school and Reception New Parents meetings</i>	<i>10.7.20</i>	<i>L</i>
		<i>Social, emotional and mental distress</i>		<i>Newsletter sent hom 10.7.20 and then</i>		<i>M/L</i>

	<p>Pupil communications around:</p> <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 		M/L	<p><i>teachers reinforcing new rules on first day with their classes.</i></p> <p><i>Zoom Meet the Teacher sessions for Yr 1-4 who are currently home schooling</i></p> <p><i>Meet the Teacher sessions for children already in school</i></p> <p><i>Pre-school and Reception New Parents meetings</i></p>	W/B 6.7.20	
	On-going regular communication plans determined to ensure parents are kept well-informed			<i>Letters, website updates, social media</i>		
Governors/ Governance	<p>Governors are clear on their role in the planning and re-opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>	<i>Social, emotional and mental distress</i>	L N/A	<p><i>See above re Zoom meeting. Information from DfE circulated to governors by RG</i></p> <p><i>See above</i></p>	8.7.20	L
School events,	The school's annual calendar of events has been reviewed and	N/A				L

including trips	decisions made on cancelling or going ahead with events in the immediate term, including school trips.		N/A	<i>RG to action with SLT and inform parents via newsletter at the beginning of term</i>	7.9.20	
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	<i>Plans put in place at the beginning of school closure period are still working smoothing.</i>		<i>NC has collated invoices that can be claimed back under reimbursement scheme eg initial purchase of school meal vouchers.</i>	25/5/20	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	N/A	N/A	N/A	N/A	N/A
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	N/A	N/A	N/A	N/A	N/A
	Insurance claims, including visits/trips booked previously.	N/A	N/A	N/A	N/A	N/A
Volunteers	Volunteers briefed about 2m distancing rule and current rules re educational guidance		M/L	<i>Volunteers are briefed by class teacher prior to returning to volunteering role about all current procedures.</i>	7.9.20	M/L
Singing	To be done outside as much as possible If indoors children to be kept to small groups who site socially distanced and front facing or back to back	Children forget rules	M	All teachers to be briefed in the procedure for singing	4.9.20	M/L

	Indoor room to be well ventilated					
Before and After School Club	<p>Control Measures listed above in all sections are relevant to before and after school club plus Keep children in consistent year groups within the clubs.</p> <p>Children to enter/exit clubs via the front door to school</p> <p>Children to wash hands/use anti bacterial hand wash before and after eating and on entry/exit to clubs</p>	<i>N/A</i>	<i>M</i>	<i>Brief all staff</i>	<i>4.9.20</i>	<i>M/L</i>