

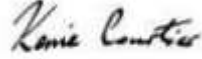


RISK ASSESSMENT FOR FULL REOPENING SEPTEMBER 2020			
Date of Risk Assessment:	6TH JULY 2020	Reviewed by: Elizabeth Ennew	 (Headteacher)
Date Risk Assessment reviewed:	28th August 2020	Reviewed by: Kerrie Courtier	 (Chair of Governors)
Date Risk Assessment reviewed:	17th September 2020	Reviewed by: Kerrie Courtier	 (Chair of Governors)

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. Staff who are unable to work at home or who are supervising pupils can continue in their workplace provided it is safe to do so and this means taking precautions against the transmission of Covid-19 and following the Government’s “Social Distancing” guidelines and *Coronavirus (COVID-19): [Implementing protective measures in education and childcare settings.](#)*

This risk assessment is for teaching and support staff and should be adapted by each of MNSP schools following [DfE guidance for full reopening of schools from 1st September 2020.](#) to help school leaders and employers decide that they have done everything that they need to in order to mitigate the risk of the spread of Covid-19. All areas of the risk assessment are monitored and reviewed regularly by school leaders to ensure that the measures are working and take action to address any shortfalls. DfE [Health and safety: responsibilities and duties for schools](#)

The risk assessment is shared with staff and school community by email, and is available on the school website.

Other documents to reference:

- Risk Assessment for site staff and cleaners (e.g. cleaning, catering, premises team) - 18th May 2020
- Lone Working policy (October 2019) and Lone working Risk Assessment (reviewed January 2020)
- Whole site risk assessment (entire premises including gate security, fire risk, outdoor play equipment (reviewed July 2020)
- Timetables and rotas
- Midday cleaning schedule checklist

- Site Plans - outdoor play zones / Classrooms for entrance and exit, learning, toilets, handwashing

HAZARD: Spread of Covid-19 Coronavirus. Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

Risk topics	Additional Controls	Action by whom? <i>[name]</i>	Action by when? <i>[insert date]</i>	Done <i>[initial and date]</i>
SECTION 1: PUBLIC HEALTH ADVICE TO MINIMISE CORONA VIRUS RISKS				
SYSTEM OF CONTROLS - PREVENTION				
Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<p>Families and staff (and other adults) do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home.</p> <p>Families and staff are aware of this through reminders on all communication.</p> <p>See more details in Response to Infection section</p>	Admin to put up posters	01/09/2020	
	<p>Poster outside school and in staff room</p> <p>Should a child or member of staff show symptoms of Coronavirus, they will be expected to leave as soon as possible. Children will wait in The Folly until an adult can collect them. Any staff attending that child will be asked to wear full PPE. (in a bag labelled PPE in The Folly).</p>			

	If the child needs to go to the toilet during their wait, they will use one of the Cherry / Maple bubble. All affected areas will be thoroughly cleaned after use.			
	The school has ordered testing kits through the DfE, these should only be offered to individuals in the exceptional circumstance that we believe an individual may have barriers to accessing testing elsewhere. (Manage confirmed cases of coronavirus (COVID-19) amongst the school community)			
Clean hands thoroughly more often than usual				
<ul style="list-style-type: none"> Hand washing facilities with soap and water will be in place. Stringent hand washing will be taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands will be with disposable paper towels rather than dryers https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms 	Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap or hand sanitiser and the importance of proper drying with disposable towels. Posters to be added around school.	HT/ Class teachers/ Teaching assistants.	Ongoing	
	Additional hand sanitising stations have been requested for KS1 and KS2 and these have now been delivered to school. To place in correct classrooms on INSET.	Admin staff	03/09/2020	
	Posters (appropriate to setting) are displayed throughout the school reminding staff and pupils to wash their hands for 20 seconds	Admin	22/05/2020	
	Staff and Pupils must wash their hands on arrival, before and after break (both morning	Staff	22/05/2020	

	and afternoon KS1) before and after lunch, after sneezing/using tissue, when they change a room. After outdoor play and learning. After using the toilet.			
	There will be support for pupils who have trouble washing their hands independently for the correct period of time. to contact parents if continued problem (see behaviour expectations)	SENCO (LM) / ALL STAFF	ONGOING	
	All hand washing expectations are included in the revised behaviour policy. All staff and children made aware of revised behaviour policy and revised school rules (Behaviour Expectations) posters around school site define school rules during this period	Admin / HT	17/07/2020	
	We will encourage young children to learn and practise these habits through games, songs and repetition. https://www.tes.com/news/coronavirus-top-5-handwashing-songs-children	JPC/HM/LM/CO/LC	22/05/2020	
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach				
The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine.	Pupils will also be reminded to catch coughs and sneezes in tissues – Follow 'Catch it, Bin it, Kill it' and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues to be on table for use - classrooms to have ample supplies. Public Health England does not recommend the use of face coverings, but this evidence will be kept under review. (Use of PPE)			

	e-Bug posters and resources available around school site and in classrooms.	Admin to display posters around site including in every classroom	01/09/2020	
	There will be support for pupils who have trouble following this routine independently for the correct period of time. to contact parents if continued problem	All staff		
	We will follow the guidance set out in safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance In non-health care settings there is currently no requirement or guidance for face masks. (use of PPE) Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.			
Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach				
We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, and reception area using appropriate cleaning products and methods. Lights will be left on throughout the school day, to avoid high touching levels of switches.	Guidance given to cleaners. monitor that cleaners are aware of guidance and have an appropriate regime in place. cleaning checklist shared with cleaners to be completed and signed daily	ADMIN	ongoing	
	Class teachers/ LSAs bubble teams will organise cleaning through the school day (mid morning and mid afternoon) so that high touched surfaces can be wiped down regularly and bins emptied more frequently. Tick lists,	Admin / all staff KV and additional lunch time staff from MAT.	22/05/2020	

<p>Also requiring more regular cleaning will high touch areas. All doors to be left open for air circulation and to prevent the more frequent use of handles- this does not apply to fire doors.</p>	<p>with appropriate timings , are in place, and will be monitored by admin staff and SLT. Additional cleaning of the toilets and staffroom will take place prior to lunchtime. Scheduled clean at the end of each day to include thorough cleaning of surfaces, door handles, walkways and toilets (Cleaners) Cleaning packs (screen wash and disinfectant) in each classroom (plus HT office and main office) for scheduled wipe down of surfaces, screens - scheduled throughout the day with tick lists for SLT to monitor compliance and efficacy. Toilets cleaned after break and lunch- with additional clean by lunchtime staff. Bins emptied at lunchtime and end of day - Group LSAs responsible for break and lunchtime clean/ admin/ HT for staffroom, office and main block.</p> <p>Cleaning guidance video shared with all staff (including cleaners)</p>	<p>(CH to confirm additional staff - emailed 25/08/20)</p>		
	<p>Each school will prepare a checklist which can be ticked and monitored by the senior leader responsible. with specific staff and initials in place To be laminated and stuck up in toilets and by sinks (to include toilets/sinks/bin empty)</p> <p>Scheduled clean of classroom to take place as children are out of the classroom by group staff - will refer to group rota document</p>	<p>Admin</p> <p>Class teachers and LSAs</p> <p>Admin / HT to make any changes</p>	<p>22/05/2020</p> <p>Ongoing.</p>	

	School will follow Public Health England revised guidance for cleaning non-healthcare settings to advise on general cleaning required when published, in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance .	to regimes when PHE guidance published		
We will take steps to review work schedules including start & finish times where this is possible for support staff. As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternative space to relocate the work e.g. staffroom.	If desks and computers must be shared due to reception rota, for example, these should be wiped between users with alcohol based wipe or other appropriate cleaner.	All staff leaving desk is responsible for cleaning down before they leave.	ongoing	
Minimise contact between individuals and maintain social distancing wherever possible				
Workforce general practise across site				
<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>We will follow the guidance set out in safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Social distancing of 2 metres will be encouraged where possible.</p>	<p>Staff maintain distance from other staff and children as much as possible.</p> <p>Where it is not possible to remain 2m apart, staff will always sit side by side to a child and not facing.</p> <p>Staff will limit interventions where social distancing cannot be maintained to less than 15 minutes. Any interventions (YARC phonics assessment for example) taking more than 15 minutes will require staff member to use a visor or mask. (use of PPE)</p> <p>Staff working across bubbles should try to keep their distance from children and staff</p>	<p>Admin</p> <p>All staff - HT and LC to monitor compliance.</p> <p>All Staff</p>	<p>From Monday 18/05/2020 onwards</p> <p>From 3rd Sept 2020</p>	

	<p>where possible - ideally 2m from other adults and will wear a visor whilst working with the children.</p> <p>It is recognised that this is not possible with younger children, and teacher Primary teachers can work across bubbles to provide a full educational offer</p>			
	Posters, leaflets and other materials will be displayed prominently around the school site and in classrooms outlining this guidance	Admin to display posters	01/09/2020	01/09/2020
	Checks need to be carried out by site managers, Business Managers or other senior leader HT / Admin routine walkabout checks of the building (wear gloves) to ensure all are following temporary behaviour policy and rules / guidance.	HT/ LC/ADMIN	ongoing	
	<p>Staff to be reminded of the importance of social distancing both in the workplace and outside of it.</p> <p>Principles of working for staff shared with all and posted in staff room</p> <p>Posters around school and classroom</p> <p>school rules for children (and staff) copied into classrooms and communal areas.</p>	HT/ Admin	ongoing	
Social distancing also to be adhered to in staff room and during any rest breaks	Lunch and break times will be staggered see rota document for details kitchen surfaces and drink making supplies kept back to minimum (i.e. no sugar pot, just sugar packet)	Admin	22/05/2020	ongoing

	Kitchen surfaces, kettle, door handles, taps to be wiped down after each use / 3 x daily minimum. Staff asked to use lockers for belongings, or take them with them into a classroom.	Admin / kitchen staff to clean down after break and lunches.		
	Social distancing maintained in staff room - posters to remind staff. No more than four members of staff at the same time in the staffroom and no more than three people in the office reception behind the desk.	Admin to display posters	01/09/2020	01/09/2020
Measures inside the classroom				
Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission	Bubbles have been organised based on teaching and learning needs. See timetable / rota	HT / DHT to monitor	ongoing	
We will follow the guidance set out in safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. Social distancing of 2 metres will be encouraged where possible. Where it is not possible, mitigating steps will be taken to minimise the risk for children and adults e.g hand washing, cleaning and not mixing groups. Some pupils with SEND will need specific help with managing changes to the school routine.	Social distancing for settings with very young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for. Tables will be arranged with children sat side by side and facing the front of the class. Teaching space in front of class/board marked with tape. Non-essential furniture removed to create more space, if necessary.	HT / DHT Class teachers	22/05/2020	

	<p>Children will be reminded of social distancing guidelines for bubbles and implications of not following guidelines through school rules / adapted behaviour procedure and age appropriate fun activities.</p> <p>Interventions will take place. If social distancing cannot be adhered to, the session will be less than 15 minutes and forward facing.</p> <p>If interventions or 1:1 work cannot be done at a social distance, and will take longer than 15 minutes (YARC assessment for example), staff member will wear a mask or visor. (use of PPE)</p> <p>LSAs, SMSAs, Forest school staff working across bubbles, will wear visors. (use of PPE)</p>			
	<p>SENCOs should plan to meet these needs such as social stories shared with families.</p>	LM/SW	ongoing	
MEASURES ELSEWHERE				
<p>Schools should avoid large gatherings such as assemblies or collective worship with more than one bubble.</p>	<p>School will not hold assemblies - apart from bubble assemblies or those in class.</p> <p>Staff can hold outdoor story times with groups and share with any children at home (if remote learning)</p>			
	<p>Hall can be used as shared rota'd space One teacher and one TA allocated to a group/bubble at all times for indoor PE.</p>	DHT / HT to monitor	ongoing	

	Practical lessons will have the risk assessment reviewed to identify if necessary cleaning of equipment can be managed.	Forest school team to review risk assessment/ alongside PE lead – LD/LC	01/09/2020	01/09/2020
	See rota for PE sessions More details in PE section below	DHT to oversee and support staff with guidance and ideas.	22/05/2020	
When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).	See rota document for staggered lunch and break times - Copy to be up on Timetable board and in each classroom, the staff room (COVID board) and kitchen.	Bubble leads to plan, share and enforce rotas. EYFS/Yr 1 = LM Year 2/3 = LC Year 4/5/6 = CO	22/05/2020	
	Lunch will be eaten in classrooms, at children's spaces or in sittings in the hall. SMSAs responsible for clearing and cleaning tables and chairs ready for lessons.	SMSAs	ongoing	
	Play zone will be allocated per bubble for staggered play times- this will be on the rota.	DHT / HT to monitor	ongoing	
	Outside zones: Children supervised in groups at all times. See site plan for details of zones and play leader supervision (FA to lead and supervise)			
	Wet play will be in group classrooms - admin to make sure all staff have drink and comfort break. Break supervised by LSA/ then LSA break 10.45 – 11.00am.	Admin	ongoing	

	No bubbles will mix for any activities. Pirate ship and Fort taped off due to close proximity to each other.			
	Lunchtime staggered: Each group will have an hour supervised break - 30 mins to eat in class And 30 mins in playground zone. See rota	Class teachers to ensure timings and spaces adhered to.	ongoing	
Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day, to support well-being.	Lunch and break times will be staggered allowing each staff member a solid hour lunch break block - see rota document for details	Admin	22/05/2020	
	Social distancing maintained in staff room - posters to remind staff. Staff poster regarding distancing of 2 metres in the staffroom and no more than three people in the office reception behind the desk.	Admin to display posters	01/09/2020	
Toilets will be allocated to bubbles, and two staff toilets available. No more than 2 children at a time in main toilet blocks - ADMIN signs on door. Please mark staff toilets as 'Strictly staff' cannot use for Year 6 or toddlers etc. All children will be required to wash hands for 20 seconds after using the toilet.	Staff should pay particular attention to handwashing before and after supporting children who need help with toileting (or eating), as well as avoiding touching their own face whilst at work. Handwashing facilities/ sanitiser in all classrooms. Monitoring and supervision for procedure and timings is to be maintained where possible. Cloakrooms to be kept for strict bubble use one bag and coat per child(no PE kits needed)	Teaching staff. Admin to make and put up hand washing signs	ongoing 20/5/2020	
	Social distancing posters on all toilets to remind children and staff.	Admin	22/05/2020	

	Handwashing notices at all hand wash stations.			
Measures for arriving at and leaving school				
<p>To support social distancing and to avoid gatherings we will stagger the drop off and collection of pupils and parents</p> <p>Staggered start and finish, and staggered break times must not reduce the amount of teaching time during the school day.</p>	<p>See revised rota document - To share with parents</p> <p>1st September return to full opening letter to parents makes it clear that parents / carers cannot group at the school gate, as this puts staff at risk or enter site until called through by staff to avoid cross bubble gatherings on site.</p>	<p>DHT / HT share arrival and pick up times with parents in letter home and on school website</p>	<p>19/05/2020</p>	<p>17/07/2020</p>
	<p>One way system in place - vehicle gate in / pedestrian gate out (to be held open for drop off / pick up times)</p> <p>Entrance and exit points marked on site plan and shared with parents and staff</p>	<p>Admin to ensure site plan up to date and displayed around school site and on school website</p>	<p>17/07/2020</p>	<p>02/09/2020</p>
	<p>An area to the left of the vehicle gate has been zoned off the exclusive use of the Cabin wraparound care.</p> <p>Children will wait in the area with a member of the Cabin staff until they are called into class, at the beginning of the day, or return to the Cabin area at the end of the day.</p>	<p>Admin to zone off area.</p> <p>List of children attending the Cabin at different times is shared with the school. school and the Cabin to remain in contact.</p>	<p>01/09/2020</p>	<p>02/09/2020</p>
<p>We will set up class specific entrances and exits to identify where a class has its own entrance/exit that avoids contact with other bubbles.</p>	<p>See rota document for details</p>	<p>DHT</p>	<p>17/07/2020</p>	<p>17/07/2020</p>
		<p>HT Letter</p>	<p>17/07/2020</p>	<p>17/07/2020</p>

<p>We will rota time slots for entrances and exits and nominate who should use each one in order to restrict the numbers at any one time</p>	<p>Children to use class labelled entrances/exits labelled with class logo and name/year group and teacher name Where there are shared entrance / exit points, drop off and pick up times are staggered</p> <p>Communication to be sent to all families and child minders/ before and after school club regarding expectations of school.</p> <p>Siblings in different bubbles, will be dropped off and picked up at the latest time for their family.</p> <p>HT to monitor and follow up any late / early pick ups.</p> <p>Also to communicate with cabin wraparound care re social distancing and drop off / collection of mixed families.</p> <p>Parents and carers have been advised to wear face masks whilst dropping off and picking up children from the school site. use of PPE</p>	<p>Admin Labelling doors/sinks /toilets.</p> <p>Email sent August 2020. follow up reminder by text and on school website.</p>	<p>17/07/2020</p>	<p>17/07/2020</p> <p>02/09/2020</p>
<p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p>	<p>Contractors to arrive / leave outside of drop off / pick up times as far as possible. communicate with site team</p>	<p>Admin</p>	<p>Ongoing as required</p>	
<p>Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible.</p>	<p>Staff will not invite parents to site unless it is absolutely essential and business cannot be satisfactorily conducted by telephone/on-line.</p> <p>Where educational experts are required to visit e.g therapists/ MAT staff - social</p>	<p>HT to be informed of any planned visitors to site. Safeguarding Google Meets to</p>	<p>ongoing</p>	

<p>Non-essential meetings will not take place or may be held over the telephone or using Google Meet.</p> <p>If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p>	<p>distancing and school specific guidance will be shared and adhered to.</p> <p>All necessary visitors should be expected and reminded ahead of their visit that social distancing arrangements will be in place. Poster to be up by visitors sign in book (track and Trace) (See deployment of visiting staff for more details)</p>	take place at school, not home.		
	<p>Meetings to take place in a classroom where social distance compliant tables are already laid out or hall Social distancing and hand washing guidelines must be followed</p>	HT	ongoing	
	<p>Normal meetings rooms to be signposted as 1 person only- as not large enough for social distancing guidelines</p>	Admin	22/05/2020	22/05/2020
OTHER CONSIDERATIONS				
<p>Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories</p>	<p>SENCO team to review transition plans in time for Term1. Implement changes as necessary and communicate with teaching staff</p>	SENCo	01/09/2020	
<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how</p>	<p>See notes in Deploying support staff and accommodating visiting specialists section</p>	Admin		

<p>to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p>				
<p>Equipment and Resources: Individual and frequently used items (pencils, pens etc): it is recommended that staff and children have their own items. Classroom resources such as books and games can be used and shared within the bubble. Resources shared between bubbles such as sport, science, art equipment), should be meticulously cleaned between bubbles OR rotated and left unused for 48 hours (72 hours for plastics)</p>	<p>Children in all year groups will have their own set of equipment (for English, and for maths). KS1 in drawers and KS2 in a zip lock plastic bag to be kept on their own work station. Equipment to be removed from the bag as required and replaced after use.</p> <p>If any equipment falls onto the floor or is used by someone else, it will be sterilised with equipment as below.</p> <p>Limited equipment brought from home - lunch boxes, water bottles, coats - cloakrooms in use from September/ emptied and wiped down at the end of each day.</p>	<p>DHT / HT to monitor</p>		
	<p>see rota / timetable for PE equipment.</p>			
<p>EYFS guidance: EYFS equipment that can be cleaned daily/ wiped down with warm soapy water can be used as normal to deliver EYFS curriculum.</p>	<p>Equipment, toys and surfaces should be cleaned and disinfected more frequently - see below/chart for different materials and sterilising details.</p> <p>Water safe sterilising equipment is in the school kitchen for use.</p>	<p>EYFS staff to supervise. LM - bubble lead- to ensure compliance meets regulations.</p> <p>Class teachers/LSA</p>	<p>ongoing</p>	

	Non-water safe equipment will be wiped down with antibac wipes.			
Soft toys and small items that are difficult to clean will still be removed from classrooms and stored in the spare classroom/ EYFS shed	Soft furnishings have been labelled and removed from classrooms into storage. Small / difficult to sanitize items (Lego) has been removed from the room .	EYFS/Yr 1 bubble led by LM/JPC HT/DHT to sign off.	22/05/2020	
Outdoor playground equipment should be more frequently cleaned	High touch outdoor play equipment will be washed down with soapy water at the end of each day. Play zones will be rota'd for one bubble per week and left 48 hours over the weekend before another bubble uses the equipment.	Forest School / playworkers	ongoing	
Where necessary, wear appropriate personal protective equipment (PPE)				
<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the 	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p> <p>Staff to wear gloves for the safe administering of first aid.</p> <p>HSE notice on safe removal and disposal of gloves, is displayed in staff room with glove supply</p>	HT Admin poster	ongoing	
	<p>First Aiders and office to have full PPE available should a child or staff member show symptoms of Covid-19</p>	Admin	22/05/2020	

<p>use of PPE, in which case the same PPE should continue to be used</p> <p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it</p>	<p>As above, where interventions cannot be carried out within social distancing guidelines, AND must last longer than 15 minutes, a visor or mask will be worn by the member of staff.</p>	<p>Admin poster to ensure staff are aware</p>	<p>17/07/2020</p>	
	<p>Staff moving between bubbles will maintain a 2m distance from other adults. Staff will wear visors whilst working with children.</p>	<p>Admin poster to remind staff</p>	<p>01/09/2020</p>	
	<p>Full PPE available in EYFS and KS1 toilet areas. Also available in The Folly and main office.</p>			
	<p>We will have a process for removing face coverings when pupils and staff who use them arrive at school. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>	<p>Admin - staff guidelines to be updated. ensure class teachers are aware of process. make plastic bags available (gate staff)</p>	<p>17/07/2020</p>	
	<p>Parents and carers have been advised to wear face coverings when on the school site (mainly school pick up and drop off). Information posted on school website and regular text reminders will be sent</p>	<p>Admin to remind parents and staff</p>	<p>ongoing</p>	
<p>RESPONSE TO ANY INFECTION</p>				
<p>Schools must engage with the NHS trace and track process and understand how to contact their local Public Health England health protection team Public Health England health protection team</p>	<p>Letter sent to parents and staff highlighting the need to use the NHS track and trace app and understand their roles and responsibilities when recording and communicating both positive and negative outcomes.</p>	<p>HT / Admin send letter and ensure information is on school website</p>	<p>17/07/2020</p>	<p>10/07/2020</p>

<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119.</p>	<p>School office keep a record of children and staff in each bubble, noting any close contact taking place (maintain intimate care log in EYFS/Yr 1)</p>	<p>Admin to verify intimate care log</p>	<p>17/07/2020</p>	
	<p>School office keep record of external visitors to the school</p>	<p>Admin</p>	<p>ongoing</p>	
	<p>Schools to follow PHE flow chart issued ‘what to do in the case of suspected, confirmed and 2 or more confirmed cases’. Flow chart displayed in school office and staff room. Any children with suspected symptoms will wait in the The Folly. Full PPE is available for staff to wear if attending the child waiting.</p>	<p>All staff</p>	<p>Ongoing</p>	
	<p>Testing kits are available in school for anyone unable to access a test centre</p>	<p>All staff</p>	<p>Ongoing</p>	
	<p>School will advise any child or staff member feeling unwell (but not testing positive for Covid-19) to stay at home until well.</p>	<p>All staff</p>	<p>Ongoing</p>	
	<p>If someone tests positive, school will advise them to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p>	<p>All staff</p>	<p>Ongoing</p>	

	Member of admin team to complete online CPD Infection Control in Childhood Settings training. Information will be used to verify we have covered all aspects of infection control in our risk assessment, and share information with all staff	Admin complete training	13/07/2020	
Manage confirmed cases of coronavirus (COVID-19) amongst the school community				
<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19)</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p>	Schools to follow PHE flow chart issued 'what to do in the case of suspected, confirmed and 2 or more confirmed cases'. Flow chart displayed in school office and staff room.	All staff	Ongoing	
	If someone tests positive, school will advise them to follow the ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection '	All staff	Ongoing	
	Letter sent to parents and staff highlighting the need to use the NHS track and trace app and understand their roles and responsibilities when recording and communicating both positive and negative outcomes.	HT / Admin send letter and ensure information is on school website	17/07/2020	10/07/2020
	School office keep record of external visitors to the school	Admin	ongoing	
	The school has ordered testing kits through the DfE, these should only be offered to individuals in the exceptional circumstance	Admin / HT	ongoing review.	

	that we believe an individual may have barriers to accessing testing elsewhere. DfE guidance on school test kits will be followed.			
Contain any outbreak by following local health protection team advice				
<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>	<p>School to follow PHE flow chart issued 'what to do in the case of suspected, confirmed and 2 or more confirmed cases'.</p> <p>Staff to work under the direction of the headteacher or MAT lead (CMirams in head's absence)</p> <p>Flow chart displayed in school office and staff room.</p>	All staff	Ongoing	
2. SCHOOL OPERATIONS				
TRANSPORT				
<p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p>	<p>This will be done in communications from Trust CEO to parents.</p> <p>Trust CEO and senior leaders will liaise with local authority regarding transport arrangements, where appropriate.</p> <p>Currently no children at Clutton require assistance with transport.</p>	HT/ CEO	ongoing	
ATTENDANCE				

<p>It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> ● parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; ● schools’ responsibilities to record attendance and follow up absence ● The availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct ● Families Shielding current advice on shielding 	<p>Letter to Parents from MAT and school highlighting attendance and expectations.</p>	<p>HT / Admin send letter communication to parents, and make information available on school website</p>	<p>17/07/2020</p>	<p>10/07/2020</p>
	<p>School will work alongside LA and MAT EWO/ BANES CMEOs and the school nurse team.</p>	<p>HT</p>	<p>ongoing</p>	
	<p>Separate communication sent to shielding families specifying Government advice on shielding and return to school.</p> <p>School will accommodate any measures needed for vulnerable children to return to school</p>	<p>HT</p>	<p>ongoing</p>	
<p>SCHOOL WORKFORCE (ATTENDANCE)</p>				
<p>Staff who are clinically vulnerable will follow government guidelines to return to work from 1st August, maintaining social distancing guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. Schools will follow the government guidelines.</p>	<p>Headteacher/appropriate leader will be aware of members of staff in these vulnerable groups and ask them to fulfil roles in school where it is possible to maintain social distancing</p>	<p>HT</p>	<p>on going</p>	

<p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</p>	<p>Currently N/A. To review as applicable</p>	<p>HT</p>	<p>ongoing</p>	
<p>SUPPORTING STAFF</p>				
<p>All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Staff can call the Employee Assistance Helpline at any time (0800 030 5182) Other guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Leaders, as relevant to your school setting will be required to oversee this.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Head teacher will refer to MAT Central HR team when in doubt.</p>	<p>HT</p>	<p>ongoing</p>	
<p>STAFF DEPLOYMENT</p>				
	<p>As far as possible, desks, telephones and computers will not be shared across bubbles.</p>	<p>HT / DHT</p>	<p>ONGOING</p>	

<p>Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly, to welcome back all pupils at the start of the autumn term. Managers should discuss and agree any changes to staff roles with individuals.</p> <p>It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit.</p>	<p>Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternative space to relocate the work e.g. staffroom</p>			
	<p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing. Work under the guidance of the HT. Tasks could include cleaning, break time monitoring, sterilising and redistributing equipment, supervising small groups or taking lessons as teachers carry out assessments.</p>	HT / DHT	ONGOING	
<p>Deploying support staff and accommodating visiting specialists</p>				
<p>Educational visitors and supply teachers will be allowed to move between schools. Schools must keep a record of all visitors to the school All visitors must be aware of the school rules</p>	<p>Visitor log to be used to record external visits School rules to be printed in main reception area and visitors reminded of rules incl social distancing and hygiene</p>	Admin to post school rules in office area	17/07/2020	
<p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p>	<p>Meetings to take place in a classroom where social distance compliant tables are already laid out. All staff advised</p>	HT	22/05/2020	
	<p>Normal meetings rooms to be signposted as 1 person only- as not large enough for social distancing guidelines</p>	Admin	22/05/2020	
<p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school.</p>	<p>Perspex screen installed in the main office. Parents will not be invited into school at any time at present - to keep under review. Visitors will be restricted.</p>	Admin	22/05/2020	

Pens for signing in will not be shared.	Hand gel is available in the main office and visitors will be asked to use it. Sign in pens will be used on a rotation - ready to use and used pens pots -pens to be wiped down between uses.			
Supply teachers and other temporary or peripatetic teachers				
Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils	as above for Deploying support staff and accommodating visiting specialists			
RECRUITMENT				
Schools should continue to recruit as normal, adhering to the normal safeguarding and pre-employment checks. We recommend that schools continue to recruit remotely over the summer period.	recruitment will continue, as remotely as possible	HT	ongoing	
SAFEGUARDING				
Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils. Schools must have regard to the statutory safeguarding guidance, keeping children safe in education and should refer to the coronavirus	The school will continue to follow the guidance of the Trust's Child Protection and safeguarding Policy, the revised Keeping Children Safe in Education document and coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance and remind all staff of these guidelines during	HT / Admin At CP training Admin ensure documents available in staff room	01/09/2020	

<p>(COVID-19): safeguarding in schools, colleges and other providers guidance.</p> <p>Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children’s social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm.</p> <p>Communication with school nurses is important for safeguarding and supporting wellbeing, as they have continued virtual support to pupils who have not been in school.</p>	<p>the statutory annual child protection training on 1st September.</p> <p>All staff will sign the annual declaration to say they have read and understood safeguarding related documents</p> <p>All documents are displayed in the staff room.</p> <p>School staff to work alongside school nurse team to support pupil wellbeing</p>			
<p>FIRST AID</p>				
<p>The Headteacher or senior leader will issue a revised First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>Follow usual MAT protocols around prescribed medicines only. Staff to decide if PPE is required -to check with HT if unsure.</p> <p>First aider list is prominently displayed in the school staff room</p>	<p>HT/Admin</p> <p>CLEAR list in the staffroom, on clear board for Covid 19 information only.</p>	<p>ongoing</p> <p>Admin 22/05/2020</p>	<p>18/05/2020</p>

	First aiders will be briefed on handling suspected Covid19 illness that occurs in school. (See Response to any Infection section)	HT	22/05/2020	
	Full PPE is available for first aiders including face masks and gloves, although is not recommended for regular use in schools. (use of PPE)	Admin	22/05/2020	15/05/2020
	The cleaning team have been briefed on cleaning arrangements following First Aid and suspected Covid 19 illness and a check list is displayed in the cleaning cupboard.	Admin	22/05/2020	
CATERING				
School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19) .	<p>In order to prevent mixing of bubbles and maintain hygiene around eating, lunch will be in 2 sittings for EYFS / Year1, and Year 2/Year 3. Older children will eat in their classroom.</p> <p>Tables and chairs will be sanitized between sittings by catering staff</p> <p>To ease this process, school lunch will be offered to EYFS, KS1 and FSM children in KS2. Anyone else will be asked to bring a packed lunch from home. To review for Term 2.</p> <p>MAT catering team to provide lunches in take away containers.</p>	HT Include arrangements in 1 st sept reopening letter	10/07/2020	10/07/2020

	Parents have been advised of arrangements in 1st Sept reopening letter.			
BUILDING SAFETY				
<ul style="list-style-type: none"> The site team (or mobile team) will continue with all compliance checks (fire safety etc). Competent Contractors will continue to carry out specialist testing Site team (or mobile team) will carry out and record flushing for water outlets not having normal use. Where practicable, competent contractor inspections and any associated remedial works will continue to maintain the school. 	Headteachers or delegated senior leader will inspect health and safety records to confirm that compliance checks continue to be carried out.	MW/CS / HT	Ongoing	
	We will review our arrangements for fire evacuation to determine if any changes are required regarding exits, assembly points, methods of assembly and so on. If required we will undertake a drill of new arrangements as soon as possible and draw up temporary fire evacuation plans.	Admin / HT Class teachers to familiarise themselves with exit routes of new classrooms	10/07/20 01/09/2020	
	Fire drill with 'normal layout' in term 1	HT / DHT to run fire drill	Term 1 2020	
	Health and safety risk assessments reviewed against covid-19 guidelines	Admin	01/09/2020	14/07/2020
ENVIRONMENTAL ISSUES				
Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate. air conditioning and ventilation during the coronavirus outbreak.	<p>No air conditioning in school.</p> <p>Heating used to be reviewed during Autumn Term.</p> <p>Windows left open for ventilation, doors closed for security purposes.</p>	HT	ongoing	

Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)	Light switches to be left on to avoid touch points	add to staff guidelines document (Admin)	17/07/2020	
EDUCATIONAL VISITS				
In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.	The MNSP Trust have made the decision to review educational visits off site in Term 2 2020.	HT	ongoing	
UNIFORM				
It is for the governing body of a school (or the academy trust, in the case of academies) to make decisions regarding school uniforms. Schools should consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.	The MNSP Trust has decided that school uniform will be worn as it plays a valuable role in contributing to the ethos of the school and setting an appropriate tone. Uniforms need to be washed and replaced as normal. Information communicated to parents in 1 st Sept arrangements letter and information on school website	Admin to ensure information on school website	17/07/2020	10/07/2020
EXTRA CURRICULAR PROVISION				

<p>We recognise that this will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where childminders are picking up/dropping off pupils</p>	<p>The school will review club provision for Term 2, to make sure bubbles don't mix in small numbers.</p>	<p>HT</p>	<p>ongoing</p>	
<p>SECTION 3 CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT</p>				
<p>CURRICULUM EXPECTATIONS</p>				
<p>Government guidelines for curriculum planning so that all pupils – particularly disadvantaged, SEND and vulnerable pupils – are given the catch-up support needed to make substantial progress by the end of the academic year. Follow these key principles:</p> <ul style="list-style-type: none"> • Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. • The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. • Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed. 	<p>Bubbles arranged to ensure that children across classes and be grouped accordingly based on 3 objectives:</p> <ol style="list-style-type: none"> 1. children are given the opportunity to catch up with peers 2. the school curriculum remains broad and ambitious where children continue to be taught a wide range of subjects. 3. to ensure all groups of children can be given equal opportunities for outdoor learning. <p>The school will consider how all subjects can contribute to the filling of gaps in core knowledge by placing a high emphasis on reading. Guidance to be delivered through KS specific CPD.</p> <p>Term 1 will be focussed on revision recall of prior knowledge before returning to new content.</p> <p>The school returns to the normal curriculum by Summer 2021.</p>	<p>HT / DHT to monitor</p>	<p>ongoing</p>	

Aim to return to the school's normal curriculum by Summer 2021	Relationships in health education (RHE) is being planned alongside Personal, Social, Health, economic (PSHE). This will start prior to summer term 2021.	HT / DHT	ongoing	
	EYFS / Year 1 will assess and address gaps in language, early reading and maths, ensuring children's acquisition of phonic knowledge and extending their vocabulary. EYFS disapplication guidance	EYFS / KS1 leaders	ongoing	
	KS 1 / KS2 Term 1 - school leaders and class teacher will be prioritising identifying gaps and re-establishing good progress in the essentials:- <ul style="list-style-type: none"> ● phonics and reading ● increasing vocabulary ● writing and maths ensuring children are reading widely	DHT / HT	ongoing	
MUSIC				
Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies	Singing assemblies will take place in smaller groups in the hall space where social distancing can be maintained. Doors can be opened to ensure ventilation	HT	ongoing	
	Music assemblies and lessons will be taught in class and curriculum planning updated to accommodate this	HM to confirm planning	01/09/2020	
	Peripatetic lessons will continue as agreed with BANES music services. See Deploying support staff and accommodating visiting specialists section above	Admin to liaise with BANES music services and communicate provision with parents	01/09/2020	
PHYSICAL ACTIVITY IN SCHOOLS				

<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual bubbles, and contact sports avoided.</p> <p>guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport</p> <p>Advice from organisations such as the Association for Physical Education and the Youth Sport Trust</p>	<p>See staff rota and timetable for safe rotation of sports equipment and activities such as Active Mile, encouraging children to be active whilst maintaining social distancing guidelines.</p> <p>School will follow government guidelines</p>	<p>DHT to share timetables and monitor safe use of equipment and shared spaces</p>	<p>ongoing</p>	
<p>CATCH UP SUPPORT</p>				
<p>£650 million will be spent on ensuring all pupils have the chance to catch up and supporting schools to rise to the challenge. This one-off grant funding will be paid to all state-funded primary, secondary and special schools in the 2020 to 2021 academic year. Whilst headteachers will decide how the money is spent, the Education Endowment Foundation has published guidance on effective interventions to support schools. For pupils with complex needs, we strongly encourage schools to spend this funding on catch-up support to address their individual needs. We will set out how this funding will be distributed between individual schools shortly.</p>	<p>Once funding is announced, school leaders decide how money is to be spent to enable children to accelerate learning and narrow any gaps.</p>	<p>HT / SLT</p>		
<p>PUPIL WELLBEING AND SUPPORT</p>				
<p>Provision in place to support children’s mental health</p>	<p>Children’s mental health to be supported through restorative curriculum schedule</p>	<p>HT / DHT</p>	<p>ongoing</p>	

<p>DfE has also published the first of the relationships, sex and health education training modules for teachers to support them in preparation to deliver content on mental health and wellbeing. The training module on teaching about mental wellbeing support the rebuilding of friendships and social engagement and support children with approaches to improving their physical and mental wellbeing, including support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues</p>	RHE and PSHE timetabled into class teaching from September 2020. RSE to be in place by Summer 2021 at the latest.	All class teachers and LSAs.		
	Support staff has completed a child counselling support course.	Support staff to share resources	ongoing	
	Part of INSET day 1 to review pupil questionnaire responses and supporting staff teaching about mental health with staff and children.	HT to review questionnaire content for feedback	01/09/2020	
	See timetable for additional Forest school and DT sessions, learning outside the classroom.	DHT to share timetables with all staff and monitor impact	ongoing	
	FSM children in KS2 will continue to be offered a hot meal at lunchtime	Admin to monitor provision	ongoing	
Schools should consider how they are working with school nursing services to support the health and wellbeing of their pupils; in line with the healthy child programme	Ensure school are working effectively with health care professionals, particularly around vulnerable and disadvantaged children	HT	ongoing	
BEHAVIOUR EXPECTATIONS				
<p>Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how they will enforce those rules including any sanctions. This is particularly the case when considering restrictions on movement within school and new hygiene rules.</p> <p>It is likely that adverse experiences and/or lack of routines of regular attendance and classroom</p>	Trust Behaviour policy has been updated to reflect the impact of Covid-19, including movement and hygiene in school.	HT Admin to add to school website	09/07/2020 17/07/2020	
	Policy shared with families and staff in letters and on the school website.	Admin	28/05/2020	
	School rules and routines reviewed regularly in class	All teaching staff	ongoing	

discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. Schools should work with those pupils who may struggle to re engage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.	Children at risk of disengagement already identified through work monitoring feedback, and will be prioritised for support on return to school.	HT / DHT to work with all teaching staff	ongoing	
	Posters are around school site	Admin ensure posters up to date.	ongoing	
SECTION 4 ASSESSMENT AND ACCOUNTABILITY				
INSPECTION				
For state-funded schools, routine Ofsted inspections will remain suspended for the autumn term. However, during the autumn term, inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils	During an inspection, Ofsted will use data outcomes from 2019 as a starting point for discussion	HT to ensure data available		
PRIMARY ASSESSMENT				
<p>Statutory primary assessments will take place in summer 2021. The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. This includes:</p> <ul style="list-style-type: none"> ● the phonics screening check ● key stage 1 tests and teacher assessment ● the year 4 multiplication tables check ● key stage 2 tests and teacher assessment ● statutory trialling <p>The Standards and Testing Agency (STA) are reviewing requirements for the phonics screening</p>	<p>Curriculum Planning will include preparation for statutory testing</p> <p>School will follow government and Trust guidance with regards to Year 2 phonics screening missed in 2020</p>	School and key stage leaders to be familiar with testing schedule and arrangements for 2020/2021		

<p>check in year 2 (following the cancellation of the 2020 assessment) and also arrangements for implementation of the engagement model (for the assessment of pupils working below the national curriculum and not engaged in subject specific study) and will provide an update to schools before the end of the summer term.</p>				
<p>SECTION 5 CONTINGENCY PLANNING FOR OUTBREAK</p>				
<p>The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice</p> <p>For individuals or groups of self-isolating pupils, remote education plans should be in place</p> <p>This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.</p>	<p>Remote educational support from the school as per DfE guidance remote education support using quality assured list of remote education resources and EEF's COVID-19 support guide for schools and Oak National Academy, including specialist content for pupils with SEND</p> <p>Home learning will be set up in a similar way to the first part of lockdown (March / April 2020)</p>	<p>HT / DHT to ensure plans are in place to adapt quickly if required.</p>		
	<p>Loan of IT equipment for disadvantaged children to be set up through national scheme</p>	<p>Admin to research and set up if required</p>		
	<p>Notes on guidance for safe use of online platforms etc for staff: EdTech Demonstrator Programme. increasing internet access for vulnerable and disadvantaged children</p>	<p>HT share with staff</p>	<p>17/07/2020</p>	