

SCHOOL NAME: Wingrove Primary School

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 full opening of the school and ensure the school continues to operate in a safe way from September 2021. It has been regularly reviewed and some amendments were made in light of Tier 4 restrictions and national lockdown imposed on Tuesday 5th January 2021. It was further reviewed in light of wider opening on March 8th, 2021 – all of these changes were highlighted in green. There were no real changes, except the LFD testing programme which was introduced from Jan 2021. All visitors and parents/carers on site to wear face covering, to be offered one, if not compliant, Further signage in place externally and internally, further deployment of key staff in the yard at the end of each day to ensure face coverings continue to be worn, Sneeze screens are in place and more purchased to support colleagues working one to one with pupils or in small groups where face covering not suitable and staff working within 2m. Additional RA to consider shielding and pregnant colleagues. Review whether Engie and Chartwell's and Cleaning teams can access school LFD tests to administer at home. Monitoring of systems of controls imperative to ensure compliance and ensure safety for all whilst on school site.

Further changes were made to DfE guidance as at 6th April 2021 – these changes concern the following areas:

- [Test and Trace support payments](#)
- current expectations for [clinically extremely vulnerable pupils and staff](#)
- [educational visits](#)
- [wraparound provision and extra-curricular activity](#)
- [physical activity in schools](#)
- [inspections](#)
- [confirmatory PCR tests](#)
- [face coverings](#)

There was very little change to the School's RA following the April amendments to DfE guidance. Eighty per cent of staff have had their first vaccine, some having had their second. Nine staff (younger members of the team) are still to receive first vaccine as at April 2021. Wrap around care is still paused – despite DfE changes. Magic Breakfast will continue this term and the school has been successful in bid for Greggs' support for Breakfast Club from Sep 2021. After school clubs to continue in year group bubbles until a further review in May/June 2021. Swimming lessons to recommence April – in year group bubble (Y3). Educational Visits to recommence in year group bubbles.

From September 2021, all staff will have had both vaccinations and we will continue to encourage all to undertake LFD testing twice weekly – Thursday and Sunday. All results will continued to be reported by each staff member to Government and also on school's spreadsheet on One Drive. A summary of changes follows:

In all schools, **face coverings**:

- No longer need to be worn by pupils, staff or visitors either in classrooms or in communal areas
- Are no longer legally required on public transport
- Are 'expected and recommended' in enclosed and crowded spaces where people may come into contact with others they don't normally meet, such as on public or dedicated school transport

It's no longer necessary to keep pupils in **bubbles**.

Educational **day visits** and **domestic residential visits** can go ahead.

International trips are still not recommended before the start of the autumn term.

All pupils can attend **wrap-around care** for any reason and they can be in groups of any number.

Parents and carers can attend sessions at [out-of-school settings](#) and [wrap-around care](#).

Indoor and outdoor **performances** with an audience can go ahead.

Indoor sport can go ahead, but schools should prioritise outdoor sport.

All staff and pupils, including those who are **clinically extremely vulnerable (CEV)**, should attend unless they're self-isolating or have been advised not to by their GP or clinician. However, CEV staff may wish to take extra precautions. HT to continue to liaise with CEV staff and produce separate individual RAs where required.

We will continue to also follow these protective measures

- Ensure people who are required to self-isolate don't attend school
- Advise everyone to clean their hands thoroughly and frequently – all sanitising stations to remain in place
- Ensure people practise good respiratory hygiene, and promote the 'catch it, bin it, kill it' approach
- Maintain appropriate cleaning regimes
- Keep occupied spaces well ventilated – awaiting update from Government re CO2 monitor scheme
- Promote and engage with the NHS Test and Trace process
- Manage confirmed coronavirus cases – flow chart updated and in place across school
- Contain any outbreak by following advice from our local health protection team – contingency plan updated and in place
- Ensure individuals have the appropriate personal protective equipment (PPE), for example if they need to be in close contact with a pupil who develops symptoms or gets a positive lateral flow test at school (Medical Room and grab packs in each class)
- Continue with one way system in place on site for all parents and carers
- Maintain systems in place at the beginning and end of the day
- Promote and engage with asymptomatic testing (see more on updated testing guidance below)
- Parent consultation evenings to continue in a remote way for term 1
- Face masks to be encouraged when face to face meetings take place with parents/carers and staff (and visiting professionals) where distance can not be maintained, or where ventilation is not effective. All staff, who choose to, may wear face masks
- Continue to use upstairs group room as additional staff room if required
- Regularly review and measure impact of systems

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 and Safeguarding Policy
- Behaviour Management Policy
- DFE Guidance relating to COVID19 [contingency framework for managing local outbreaks](#) [schools operational guidance](#)
- Joint Union Safety Checklist for September 2021
- 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'
- Remote and Online Learning Policies (25th January 2021)

Steps of **Full/Partial** Opening Preparation:



Risk Assessment/ Action Plan Sections:

Preparing Buildings and Facilities p4-10

Emergency Evacuations p11-12

Cleaning and waste disposal p12-16

Classrooms p16-18

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Group Sizes p26-27

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Catering p29-31

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Response to suspected/ confirmed case of COVID19 in school p32-36

Pupil Re-orientation including curriculum p37-39

Transition into new year group p39-40

Safeguarding p40-41

Communication p41-42

Governors/ Governance p42

Updated: September 2020, November 2020 – amendments in *red*

Updated: January 2021 – amendments in *highlighted* yellow

Updated: March 2021 – amendments in *highlighted* green

Updated: April 2021 – amendments in *highlighted* pink

Updated: August 2021 – amendments in *highlighted* blue

Wingrove Covid Risk Assessment August 2021

Theme	System of Control Measures	Issues	Action Required / Decision Made	Action Completed Date
<p>Preparing Buildings and Facilities</p>	<p>Opening after reduced occupancy Premises and utilities have been health and safety checked and building is compliant.</p> <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 	<p>We do have a full time caretaker at present –he works a split shift 0700-1200 and 1500-1800</p>	<p>Investigate possibility of relief caretaker or cleaning services over lunchtime due to more pupils in building and greater need for regular cleaning of toilets. Speak with Engie and LA (Keith Pratt). Carry out a formal / recorded full opening premises inspection – with union H&S reps.</p> <p>Commission staff (Engie) to chlorinate and flush the complete system for all hot and cold water systems and certify the water system is safe before the buildings are reoccupied in September – over the summer holidays as per policy.</p> <p>Catering staff to conduct full clean in preparation for September full opening.</p>	<p>Engie completed checks prior to June 1st 2020 wider opening to pupils and have continued with the process during the summer break</p> <p>No need for extra cleaning of toilets (PHE – from LA informed JM at PB meeting 8th July 2020)</p> <p>To be continued as per policy during the summer holiday 2021</p>

			<p>Water Checks – when staff are furloughed JC will liaise with KE to confirm checks which need to take place in the kitchens and caretakers will complete what is required. WI – JC to liaise with KE regarding dishwasher and hall water cooler and once arrangements agreed advise School Business Manager.</p> <p>All water checks to be completed and water cooler by Chartwell's/Engie team. Head Teacher to email for confirmation.</p>	<p>w/c 18th May 2020 – kitchen cleaning has taken place</p> <p>Continue with systems for kitchen and wider building from January as per email – catch up No.40 Focus/Engie/F S/Chartwell's</p> <p>To be continued as per policy during the summer holiday 2021</p>
		Office (front) does not allow for adequate space between staff members during movement in and out of desks.	<p>Office staff (JP, JB) initially worked from home on alternate weeks until the work was completed.</p> <p>Front office was re-designed to allow Admin Officer and Admin Asst to move around the space at a safe distance from w/c 13th July 2020– decision made to set up a temporary desk in DHT's office (DHT in class 3 days per</p>	

	<p>Office spaces re-designed to allow office-based staff to work safely.</p> <p>Communal spaces, rooms and offices have had signage added to advise staff.</p>	<p>Pastoral Support Office does not allow for more than two staff members to occupy applying social distancing.</p>	<p>week and can use other office space in HT office or elsewhere) – Engie /IT Services were consulted and agreed to complete work during summer break</p> <p>Further work completed to install sneeze screen at end of main desk and at the front of reception through the sliding window.</p> <p>Pastoral Support Office - only two people working in the room at any one time. The room to be reconfigured to accommodate this at safe distance. Inclusion Manager works Monday, Wednesday and Friday and is seconded to LA Tuesdays and Thursdays. Pupil and family Support Officer to work in furthest corner of the room (new workstation to be configured). Pastoral Lead to work in room Tuesday and Thursdays and to be based in the back of the SBM's office on other days. HLTA to work in main office at Admin Office desk when office work to be completed or parent contact needed.</p> <p>Further work planned in Support Office – work to be done to clear filing cabinets in order to free space for desk – so 4 people can work in the office and LR can move to there and JP to be reinstated at original desk.</p> <p>From September 2020, with all children back in school (472) it is necessary for all staff to be on site to manage workload – unless they continue to shield (4 staff</p>	<p>Front Office changes completed 9th July.</p> <p>Relocation to commence w/c 30th August 2020</p> <p>Office changes complete 10th July</p> <p>Reviewed and measured out – three staff can work at safe distances with door open. Mainly only two staff working for long periods of time.</p> <p>Office team to be reinstated from September 2021 as social distancing no longer advised.</p> <p>Staff consulted 29th June 2020 for update.</p>
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			<p>members – one of whom will begin mat leave in wk4 of the new term).</p> <p>Management restrictions in place to limit/reduce number of staff and pupils in school areas i.e. maximum occupancy signs will be displayed on the door of each room.</p> <p>Examples of restrictions are as follows: Staff room- door will be wedged open, a maximum of 6 allowed in at one time. New staff room space has been created in Group Room upstairs – 4 people at a time on chairs – 6 max capacity Repro room – only one person at a time...</p> <p>One pregnant member of staff in first trimester – due date August 2021 – to review RA during second trimester. Wife of another member of staff in third trimester – further actions discussed to further minimise risk ie carrying out any marking of books in school. Further adherence to hands:face:space in school and ensuring face coverings worn outside at pick up times, particularly.</p>	<p>According to guidance, all shielding staff are fit to return to work (latest guidance 7th August). Pregnant staff member has already commenced mat leave</p> <p>Staff consulted further - Jan/Feb 2021. Concerns (7) raised and responded to. Consulted again prior to return in Sep 2021</p> <p>Temp staffroom (group room) to continue in operation from Sep 2021. Enhanced cleaning and</p>
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				<p>sanitising stations as well. Further development in Support Office allows for more staff to work in there. No number restrictions for staffroom or offices in place. All doors to be wedged open to continue for good ventilation.</p>
	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p>	<p>Bottlenecks likely at entrance to school.</p> <p>Social distancing difficult to maintain.</p> <p>There are only three main entrances for parents and pupils (N-Y6) – the other gated entrances are vehicular/delivery entrances or the main entrance with security door (mag lock)</p>	<p>Due to our numbers, we will have bubbles of 60 plus up to 4 staff in each bubble.</p> <p>Arrival to school</p> <p>The school will be open from 8.35am to allow a filtering of children into school. From 28th September all staff to wear face coverings outside and parents encouraged to do so. From 1st October, parents asked to wear coverings. 7th October – parents reminded about responsible disposal of disposable masks. Regular texts sent out to parents to remind them of the need to wear face coverings.</p> <p>From March 2021 – reinforce wearing of face coverings. Staff to have masks to offer parents/carers who forget. More signage in place to remind visitors to site.</p>	<p>Tyres used on KS2 yard to create a safe distance between staff and children and parents at collection/drop off times. Year Group signs in place to guide parents. All key staff – without class responsibility</p>

		<p>Staggered starts difficult to manage as large families and some children will therefore miss out on areas of curriculum. Access to school is through gates onto yard and difficult to manage safeguarding if site unsecured at varying times throughout day.</p>	<p>A one-way system will be in operation for parents. All parents bringing in EYFS, Y1 and Y2 children will enter the right gate by the Community Room. Children will filter into Y1/Y2 classrooms. Parents leave them at designated points. This will be supervised by school staff.</p> <p>Y3-Y6 children will leave their parents from the designated areas (at the bottom of pedestrian bank (Gate 2) and the yellow line at main pedestrian entrance – Gate 1) and will make their way to the classrooms.</p> <p>Children in Y3/4 will enter through the left hand gate and Y4 enter the school building through the door beside the caretaker’s office as usual.</p> <p>Y3 will come through the left hand gate and enter their classrooms from the KS2 yard as usual.</p> <p>Y5 and Y6 will enter through the right hand gate. They will follow the marked path (using tyres or other marker).</p> <p>Y6 will enter and exit through Door 1 (glass staircase). This will be clearly marked and a member of staff will be supervising the movement of the pupils.</p> <p>Y5 will enter and exit through Door 2 (glass staircase). This will be clearly marked and a member of staff will be supervising the movement of the pupils.</p> <p>All entry/exit points and pathways will be clearly marked out and labelled.</p> <p>Parents and children will be informed of the new procedures prior to the new term (text, letter, Twitter/Website). Systems to continue from Sep 2021</p>	<p>are present outside at 0835-0855 and 1515-1525 each day. To continue</p> <p>Key staff placed around the site to ensure compliance of face coverings and additional signage</p> <p>No face coverings unless parents, carers and staff wish to wear</p> <p>SLT will monitor the adherence to control measures.</p>
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			<p>Only one member of the family can accompany the child to school. Families will be encouraged to stand at 2-metre markers present on the fence and pavement in cases of congestion. (Tape to be renewed). All families will be expected to walk to school. No restrictions on number of family members, but tyres to continue to be used as natural division between staff, pupils and their families.</p> <p>At home time the children will be brought onto each of the two yards and lined up in fire drill positions. Parents will use the one-way system again (through the gate on the right hand side of the building) and will collect children as they move through, starting with the youngest. To continue</p> <p>Again, signage and staff will be in place to support and monitor. Drill lines changed slightly to allow for more distancing and prevent bottlenecks forming. Maintain</p> <p>Staff will be available at the beginning and end of day to direct movement of pupils and adults. w/c 14th September – tyres added to KS2 yard as a barrier with signs for parents and tape added to bottle neck area at exit (end of day). Year groups spread out more on the yard at end of day. Maintain</p> <p>Children can use a bike/scooter to come into school and will lock up at racks at front of building – signage/tape will support children and parents with this.</p> <p>Measures and procedures will be constantly monitored by SLT and all staff, particularly at peak times of activity</p>	<p>Shared on website and text to parents, Twitter etc on Monday 1st March and Tuesday 2nd March.</p> <p>Updated March 2021</p>
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			<p>and kept under review to confirm they are being followed and are working. Continue.</p> <p>Parents coming to the Main Office will be supervised by PE team and encouraged to adhere to 2 metre guidance (markers in place). All parents will use sanitiser on entry to the foyer. Only one person in the office at a time and parents will line up under the canopy at 2m distances. These will be marked with cones or other marker. Continue with this system where possible. Sneeze screen to remain.</p> <p>w/c 5th October, additional barrier and signage added to Nursery entrance and exit. New sneeze screen added to main entrance at office New sneeze screen added to admin officer's desk – ordered January 2021 maintain Screens also added to separate staff and children where external partners are in school – eg Zone West, EP, SALT</p> <p>Further screens ordered for Community Room, Interview Room and ICT Suite – March 2021 To be available to all staff and visiting professionals who request it</p>	<p>September/October 2020</p> <p>January/February</p> <p>January/February</p>
	<p>Consideration given to premises lettings and approach in place.</p>	<p>Hall is usually in use 2x week for Mums' fitness and Breakfast Club and after school sessions</p>	<p>No lettings for foreseeable future e.g. netball, Mums' Fitness...</p> <p>No Breakfast Club or after school clubs initially – this will be reviewed during the first half term.</p> <p>Lettings and Mum's fitness to start again in September 2021. B'fast club to recommence in week 2 of term 1 w/c 14th September - After school bubble clubs for sport introduced on PE/FS days for all year groups. Y6 booster groups to begin w/c 19th October, 2020. After school groups to begin again according to Gov guidance</p>	<p>No lettings until further opening in April/May – to be reviewed according to Gov guidance</p> <p>All to begin again</p>

	Consideration given to the arrangements for any deliveries.	Delivery personnel not adhering to social distancing and congestion around the entrance.	Signage in place – deliveries as usual. Timings as usual. Clear contact information re caretaker number and site delivery times. Engie to coordinate this. Maintain.	
<p>Emergency Evacuations (fire and other – to follow same procedure as laid out in JERP (PFI) – renewed/updated 12.1.21 and CICP</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p>	<p>Current evacuation routes would cause multiple groups of people to come into contact for a short space of time.</p>	<p>In the event of emergency the priority is getting out of the building calmly regardless of social distancing therefore we will maintain the current evacuation procedure. All fire doors on corridors are not to be wedged open due to fire risk when all pupils on site. Classroom doors and office doors can be wedged open. Additional door wedges have been purchased.</p> <p>Magnetic doors on upstairs corridor are wedged open to allow children to come through at beginning and end of the day - Billy wedges them open and then they should be closed after that as a fire stopping mechanism. Billy also does this. They can also be wedged at playtime, but must not be wedged open during lesson times when everyone is inside the building. From w/c 28th October update to all staff and Engie. To continue.</p> <p>Children will line up outside and will be distanced – they will line up in bubbles of 60 (year group). When reoccupying the building, following an evacuation, entrance back into the building will be staggered i.e. up to one bubble at a time to maintain social distancing. Sanitiser dispensers will be in use to support this.</p> <p>Following an evacuation, additional cleaning will be needed on the handrails and doors where significant contact has occurred.</p>	<p>All systems re emergency evacuations to remain in place.</p>

			<p>The evacuation procedure will be shared with staff and children.</p> <p>A fire drill will take place in the first two weeks of the children returning.</p> <p>Fire procedures will be reviewed on a regular basis in collaboration with Engie. Review planned on appointment of new caretaker – Feb 2021– supervised handover by Engie</p>	
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non-healthcare settings guidance.</p>	<p>School staff can not be expected to clean toilets after children have used them.</p> <p>Concerns that children are not following hygiene procedures.</p> <p>Children may fall ill or have some sort of accident where bodily fluids need to be disposed of.</p> <p>Lunch time – additional cleaning of hall and toilets required – by whom?</p> <p>Not having enough toilets in school for children to</p>	<p>Sanitiser stations will be introduced and will be placed at every entrance (inside and outside) and will be inside all classrooms, group room (without sinks) and the Interview Room. Individual bottles will be used on school visits and in additional circumstances. Classes and other rooms will also have additional bigger bottles on main desks.</p> <p>All children Y3-6 will sanitise their hands on entry at designated external sanitiser points and enter the building. Children in Y1-2 will sanitise their hands in the classrooms. Parents and visitors to school (minimal) will sanitise hands before gaining access to the school.</p> <p>Staff will be asked to sanitise surfaces used in kitchens after use. There will be a bottle of sanitiser and cloths available in the staff room, group room, medical room and in the hall. Staff will monitor and request new materials at main office. Caretaker will refill sanitisers each week. Again, report to office if any dispensers are running low or empty.</p> <p>Written guidance on these procedures will be displayed clearly in the staffroom and at key points in the building.</p>	<p>Sanitiser stations to be installed 31st August by Engie</p> <p>Continue to encourage use of sanitiser stations – maintained by caretaker</p>

		<p>use separately in bubbles. Lack of cleaning staff during key points of the day eg play and lunch times.</p>	<p>Each room occupied by children, will have anti- bacterial cleaner and cloths.</p> <p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by the cleaning staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>Any contaminated waste/bodily fluids and/or cleaning materials used will be disposed of in the usual way i.e. yellow bags in Medical Room and Yellow Hazardous Waste Bin (locked – key in Office) in refuse store.</p> <p>At the beginning of each session, the children will be shown how to use the hand sanitiser. Staff will be reminded of this procedure.</p> <p>They will be reminded of PHE guidance by following good hand hygiene and cover any coughs or sneezes with a tissue or their elbow, dispose of tissues in the lidded bins and immediately wash/sanitise hand after (again, posters will be in place at key points across the school).</p> <p>In order to reduce touch points, classroom doors, windows and toilet doors will be kept open. Double fire doors on corridors will be open but not wedged. They may be wedged initially for children and</p>	<p>All in place and checked by DHT and HT 27th August 2020</p> <p>All systems to remain in place from September 2021</p>
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			<p>staff to pass through, and then wedges removed for fire regulations.</p> <p>Using the Toilets Children will use hand sanitiser prior to leaving the class. A staff member, who will also wash hands/use sanitiser prior to leaving the classroom, will accompany the child (where appropriate) and wait outside the toilet door (again, as appropriate), which will be left open. This is not a safeguarding issue as no one inside the toilet can be seen from outside. The staff member will remind the child to wash their hands after using the toilet. Only three children to use the toilets at any one time – again, signage will act as reminder of this.</p> <p>The children will have stationery packets which will be kept in school. These will be cleaned at the end of each week. All other resources will be shared by each bubble and will be cleaned at the end of each day. Children will not bring in pencil cases from home. They will only be permitted to bring in a water bottle. Maintain where possible.</p> <p>If a child touches another area (outside their bubble) other than the desk e.g. sink and benches, then the area will be cleaned with the antibacterial cleaner.</p> <p>After seeking guidance from PHE, there is no need to spray packed lunch boxes, but please ensure that there is no mass gathering of bubbles in the corridors around the trolleys - the safest option is for staff to hand out boxes to children at their seats in classrooms.</p>	<p>All Offices and classrooms have lidded bins.</p> <p>Maintain systems where possible.</p>
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			NB – hand sanitiser can form a barrier if there is a build-up on hands – children and staff should wash hands with warm water and soap at regular intervals to clean off build-up of sanitiser (eg once every 5 or 6 times).	
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.		<p>LA has assured HT that there is the capacity with the authority to supply more cleaning staff where needed. This will need to be reviewed ahead of September 2020. The rooms will be deep cleaned on a rota basis as arranged with cleaning teams.</p> <p>All staff will be expected to re-watch PPE guidance video and will be reminded of the posters in the medical room.</p> <p>PPE grab bags are in place in Medical Room. Staff to inform office if they need to be replenished.</p>	<p>w/c 1st June</p> <p>Continue</p>
	<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>	Investigation as to whether alcohol-based sanitiser is suitable for children.	<p>Hand sanitiser available at the office foyer and at regular stations throughout the building. In Early Years, children will not use sanitiser, without supervision. They will be encouraged to wash their hands regularly.</p> <p>JB will sign in any visitors. All visitors to be given amended safeguarding policy with reference to COVID-19. Regular visitors will be given a copy of RA (as will staff) as a reminder. Communicate infection control measures to staff, visitors and governors through a variety of sources.</p> <p>Disposable tissues in each classroom to implement the ‘catch it, bin it, kill it’ approach. All classrooms have lidded pedal bins. These will also be in place in the communal areas of the school.</p>	<p>w/c 22nd June</p> <p>Continue signing in process</p> <p>Universal wipes are now in school in order to sanitise IT</p>

		Some families may not be happy to use sanitisers.	Parents asked to supply their child with sanitisers if they do not want them using school products.	equipment w/c 5 th October. See office if required. Continue with this procedure
	Waste disposal process in place for potentially contaminated waste.	Staff unsure of waste disposal protocol Staff unable to locate equipment	Any contaminated waste/bodily fluids and/or cleaning materials used will be disposed of in the usual way i.e. Hazardous Waste Bin in yellow bags and into locked yellow bin in refuse site. Medical room has been audited, cleared and reorganised with all equipment clearly labelled.	w/c 11 th May Continue
Classrooms	The number of staff and children who can use each room at any one time has been determined following the latest guidance: Guidance for Full Opening published August 7th, 2020.	The shape and size of the classroom does not allow for 2m distance between pupils and teacher. There is limited scope to change this with full classes attending from September. There is concern over the Y1 set up as children are	Bubbles of 60 will be created with up to 4 members of staff in each bubble. Hand sanitiser dispenser stations will be in every classroom and additional cleaning (anti-bac) fluid and cloths. Stationery packs in place in class and cleaned each week.	No bubbles in place from Sep 2021 All classes to continue to have cleaning equipment provided

		<p>still very young and are not used to working in rows at tables.</p> <p>There is additional concern re EYFS who cannot socially distance and the bubbles may need to include families as they visit school initially prior to starting school.</p>	<p>Head Teacher (JM) to check with Promise Board and DfE for clarification around bubble extension to families for wellbeing. This was checked and EYFS will include parents in bubbles and adults will need to socially distance unless they are in their own bubble, or are residing together as extended family members. EYFS leader informed of this. As per guidance, EYFS children do not need to socially distance from their peers. All children Y1-Y6 will sit front-facing and will ensure they do not mix their year group bubble with another year group (60).</p> <p>Families of children in EYFS can now come to school to help their children settle – they will be encouraged to wear face masks – as will staff members, when indoors.</p>	<p>Front facing – no groups in classrooms. This is still the guidance as at November 26th 2020</p> <p>This continues March 2021</p> <p>All children to work in groups as pre-Covid19 – but all additional hygiene and cleaning arrangements to be maintained</p>
	<p>Classrooms have been rearranged to allow as much space between individuals as practical.</p>	<p>Classrooms are small and not the best shape to allow freedom of movement and allow children to see the Smartboard.</p>	<p>Tables have been arranged according to the guidance and excess furniture has been removed.</p> <p>This system will be explained to children and parents through a range of sources i.e. text, letter, individual RA and home-school contracts as appropriate.</p> <p>Reminders of the systems re social distancing will be given to the children regularly.</p> <p>Windows should be open (if it is comfortable to do so). This is not compulsory and is very low level mitigation.</p>	<p>Staff have organised seating plans and have submitted to HT – they will be used all the time – where possible. This is more difficult with younger</p>

			<p>Classrooms can be ventilated during play and break times.</p> <p>Intervention groups have now commenced w/c 21st Sep 2020– year group bubbles to use specific areas. Y1 ICT Suite, Y2 Group Room downstairs, Y3 Library, Y4 Animal Corridor, Y5 Upstairs group room and Y6 corridor/cloakroom.</p>	<p>children and concerns shared about children’s wellbeing if always sitting with same child.</p> <p>No bubbles or seating plans in place. Intervention groups to begin again and to use all additional space in school – windows open where comfortable and classroom doors wedged open. Sanitiser stations available for all – this is to continue.</p>
	<p>Appropriate resources are available within all classrooms Resources which are not easily washable have been removed.</p>	<p>There are many resources in the classroom which</p>	<p>The children will have stationery packets which will be kept in school. These will be cleaned at the end of each week. Children will not bring in any equipment from home, besides a water bottle.</p>	

	<p>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.</p>	<p>could not easily be cleaned.</p> <p>Soft toys, cushions and beanbags are not easily washable.</p> <p>Unsure of children's understanding of COVID-19</p>	<p>Prior to choosing reading books, children and staff will sanitise their hands. Reading books will be chosen from the school or class library and will be kept on the desk or in children's drawers. When they are finished, the books will be kept in a quarantine box for 48 hours. Children will use library for book selection and not sitting on sofas.</p> <p>Guidance (February 2021) states: For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Posters displayed in adult toilets :</p> <ul style="list-style-type: none"> • Horrid hands • Super sneezes • Hand hygiene • Microbe mania <p>These posters can be shared with the Y3-Y6 children.</p> <p>The curriculum will include sharing information about coronavirus i.e. current scientific guidance.</p> <p>It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats and books. Pupils and</p>	<p><i>Good hygiene and cleaning systems to continue with regard to resources and reading books – where possible</i></p> <p><i>Posters in place</i></p> <p>Posters are now displayed in all toilets and in all</p>
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			<p>teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. Teachers will mark children's work as normal, but will clean their hands before and after session.</p> <p>Classrooms are not being used for KW and VC during Tier 4 restrictions. All children in school to be located in the hall.</p>	<p>classrooms by the sinks.</p>
Staffing	<p>All staff will be on site in September unless they are unwell</p> <p>All staff to be on site and working unless they are shielding or are unwell</p>	<p>Concern over staffing ratios should staff contract COVID-19 over the summer holidays.</p> <p>Budget concerns if more than one staff member contracts COVID-19 and has to isolate for September or part thereof.</p> <p>Issues over government guidelines changing over extension of shielding</p>	<p>Supply staff to be deployed for any absent member of staff</p> <p>Staff audit re availability to work on-site from 7th September 2020 conducted on 4th September. All staff to test on Sunday 5th Sep 2021 and report outcomes to One Drive – staff to inform HT if test shows positive.</p> <p>SLT and S/G team will be in school and will meet on July 9th 2020 and in week 6&7 of the holidays. They will review RA and Action Plan after carrying out a 'walk around' of the premises and proposed entrance and exit plan for pupils and their parents.</p>	<p>All previously shielding staff returned to work in September 2020.</p> <p>There are currently no staff who are shielding – Sep-November 2020</p> <p>Jan 2021 - One staff member is shielding – but working</p>

				<p>from home on online learning</p> <p>One staff member shielding until 30th March – working from home – tasks set according to SIP and Yr group needs</p> <p>All CEV staff to be in school from September – consultation and discussions to take place and individual RA put in place where necessary.</p>
	Approach to staff absence reporting and recording in place. All staff aware.		Staff absence and reporting as per policy. Staff need to contact office, team leader and head teacher.	<i>Maintained</i>
	Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).		Staff who continue to work from home will continue to set work on the digital platforms for shielding children and plan and resource the curriculum.	One staff member shielding until 30 th March – working from

	Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.		They will also continue to contact shielding children on a regular basis and report any concerns through usual channels eg S/G teams/CPOMs.	home – tasks set according to SIP and Y group needs
	Approaches for meetings and staff training in place.		Any meetings will be held in the hall, Y6 unit or computer suite. Tables will be arranged so 1 - 2m distancing will be followed. All tables will be sanitised before and after use. Teams/Zoom meetings will also continue.	Further sneeze screens to be installed (3)
	Consideration given to the options for redeployment of staff to support the effective working of the school.	TAs may be required to lead some groups as not enough teachers on site to cover numbers.	If redeployment is taking place, staff are aware of controls and processes in respect of tasks with which they are unfamiliar. As school policy, we are very reluctant to use TAs to lead class groups. This will only be done in extreme circumstances.	
	Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Some children have suffered loss during the lock down. We know of some families, but there may be more.	Staff are aware of available support and advice in school through Kalmer, Educational Psychologist, Pastoral Team, Speech and Language Therapist (SALT) etc... Kalmer Counsellor is a bereavement specialist. 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.	No staff meetings have taken place since September 2020 – most communication via email. M&E was put on hold during term 1a, but books scrutinies began in term 1b

			<p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>HT to attend a webinar led by PHE – Dr Annette Payne prior to commencement of summer break.</p>	<p>All appraisal completed via email Staff CPD is all via TEAMs or other online platforms.</p> <p>Staff meetings to take place once more – in the hall as it is a large space and well ventilated – staff meetings will only take place when necessary and will be kept short wherever possible – CPD to be online where possible and reviewed at end of September</p>
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>		<p>Response to any infection</p> <ol style="list-style-type: none"> engage with the NHS Test and Trace process manage confirmed cases of coronavirus (COVID-19) amongst the school community 	

			<p>3. contain any outbreak by following local health protection team advice</p> <p>Engage with the NHS Test and Trace process</p> <p>Staff members, parents and carers will need to:</p> <ul style="list-style-type: none"> • book a test if they or their child has symptoms - the main symptoms are: <ul style="list-style-type: none"> o a high temperature o a new continuous cough o a loss or change to your sense of smell or taste • self-isolate immediately and not come to school if: <ul style="list-style-type: none"> o they develop symptoms o they have been in close contact with someone who tests positive for coronavirus (COVID-19) 24 o anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19) o they are required to do so having recently travelled from certain other countries o they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation 	
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			<ul style="list-style-type: none"> • provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace Polymerase Chain Reactions (PCR) tests for symptomatic testing Booking a polymerase chain reaction (PCR) test through 119 Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit. The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. <p>By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. School has placed two further orders and now has 26 tests on site for staff</p>	
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			and families who cannot access tests via other means.	
	<p>Lateral Flow Testing kits– introduction to schools to allow stricter control measures to ensure safer environment in which to work.</p>	<p>Not all staff are working in the building</p> <p>How to dispose of test waste</p> <p>What if staff do not feel happy taking the test?</p>	<p>The first consignment of tests arrived in school Friday 22nd January. All paperwork, RA review, training materials, privacy statement etc shared with all staff Monday 25th January – testing to commence Wednesday 27th January – all staff to test twice a week at home (Wed and Sunday, unless hours do not suit this arrangement)</p> <p>Julie Brown to complete spreadsheet of logging test receipt</p> <p>HT to manage results on spreadsheet – follow regular controls already in place when test shows positive.</p> <p>Only the staff coming into the building (including professional partners) to test themselves</p> <p>All test materials are to be disposed of in regular waste at home</p> <p>Staff will be encouraged, but will be told that is it not mandatory – JM to monitor this</p>	<p>Emails sent to staff Friday 22nd January and 25th January 2021</p> <p>All staff are happy to take the tests. Jan 2021</p> <p>School to offer tests to</p>

		<p>What about Engie, Chartwells and Cleaning teams? Are their managers coordinating their tests?</p>	<p>Emails between all parties stated that neither Engie nor Chartwell's were taking part in the scheme. Cleaning teams are, but the test site location is not in school, but at Civic Centre and Westgate Community College. HT asked if they could be delivered to school to avoid unnecessary travel for staff.</p> <p>Changes have been made to close contacts and self isolation. If anyone has symptoms, they should:</p> <ul style="list-style-type: none"> • To start self-isolating • That members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial • (If the staff member has a positive lateral flow test result:) To report the test result to NHS Test and Trace • To take a 'standard' PCR test (this must be taken within 2 days of a positive lateral flow test result) and report the test result to NHS Test and Trace. If a home testing kit is available in school, you can give it to them to take home if you think they may have barriers to accessing testing elsewhere. See below for what to tell them to do, depending on their PCR test result <p>Note: members of their household, and close contacts, should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial. If any of the above applies, NHS Test and Trace will contact them to advise them to take a PCR test. Children aged under 5 years old who are identified as</p>	<p>kitchen team (Chartwell's) on return to school as they are currently furloughed. School to liaise with Engie re appointment of new caretaker and distribution of tests. School is awaiting response from Cleaning teams. Feb 1st 2021</p> <p>All testing to continue and school to support Engie, cleaning and kitchen teams should they require tests</p>
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			close contacts will only be advised to take a PCR test if the positive case is in their own household	
	The approach for inducting new starters has been reviewed and updated in line with current situation.	<p>We have two new teachers, who will begin work in September. One is a newly qualified teacher (NQT).</p> <p>September 2021 we will have two new teachers – one an experienced TA here and will be an Early career Teacher (ECT) from Sep 2021. We will also have a new TA in EYFS, although she has worked at Wingrove for a number of years. We also welcome a School Centred Initial Teacher Training (SCITT) trainee and a Schools Direct trainee who will be with us all year.</p>	<p>Y1 teacher will be new Y1 teacher’s mentor. Y2 teacher (other new team member – experienced teacher) will work closely in Y2 team with KS1 phase leader</p> <p>All staff, including new starters to be sent RA and Action Plan – meetings have taken place and visits coordinated for both new members of staff Training Day organised for all staff on Monday 7th September, 2020 – all new processes will be on the agenda. Staff have been consulted on July RA.</p> <p>Mentors in place and all documents to be shared with new members to the team along with visiting professionals.</p>	<p>All visitors given guidance information and copy of RA</p> <p>To continue</p>
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.		<p>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</p> <p>Visitors will be discouraged except in an emergency and except for supply teachers and others – see below.</p>	<p>All visitors given guidance information and copy of RA</p> <p>To continue</p>

	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.		<p>All external adults including Kalmer Counsellor, SALT, EP, Music Peripatetic and OT (LA staff – IT technician) will be involved in sharing of documents and will receive communications in advance of September/January/March/September. A synopsis of relevant parts of procedure and RA will be shared with all visitors to school, prior to arrival on site.</p> <p>All ITT trainees will receive induction as policy and will also receive all documents referred to in above point. Pastoral team to share this with colleagues.</p> <p>All visitors to school will be asked to take a Lateral Flow Test before coming to site.</p>	<p>All visiting professionals have sight of the RA and wear PPE when working in close contact with children.</p> <p>All visitors given guidance information and copy of RA</p> <p>Sneeze screens in place in work rooms.</p>
Group Sizes	Year groups (60) have been determined on the basis of consistent groups of children, that can remain separate from other people and groups as far as possible.		<p>There will year group bubbles (60). The classroom environment has been organised to accommodate all children front facing where possible – except in EYFS. In EYFS the bubble will be 112 and 6 staff members – all children will not be in full time until week 5/6.</p> <p>Each group will be taught by one teacher and one TA in the main. Additional adults and specialist teachers eg mental health (Positive Energy, PE and Forest School teams) will allow for mixing across bubbles in order that all children receive specialist teaching to enable broad and balanced curriculum.</p>	<p>No changes to bubble set up – no breakfast club – school to continue to offer Magic Breakfast to all. School to continue to listen to parents April 2021</p>

	<p>January 2021 – new bubble to be created of KW and VC in the hall</p> <p>4 staff members deployed to support the bubble</p> <p>Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.</p>	<p>What if the bubbles change when more children return to school, we are not meant to mix bubbles?</p> <p>How will staff maintain 2m distance from pupils with whom they are supporting with their online learning? And, what about children with SEND?</p>	<p>Lunch time and playtime groupings will be maintained in bubble set up where possible, but children will pass in corridors and on the yard and visiting facilities eg toilets</p> <p>The maximum size of the hall bubble will be 25, before we need to introduce a new bubble or reconfigure the hall.</p> <p>There will be no mixing of bubbles as DfE have stated they would give schools two weeks' notice of return to 'normal' – further safety measures can be deployed accordingly and a review of RA</p> <p>Staff and children will be reminded of the control measures in place ie hands:face:space and staff can choose to wear face masks should they wish. All visitors to school and facilities teams are to wear masks/face coverings when arriving on site and at reception area. Staff will try to maintain distance from each other as much as possible, although this may not always be possible with the pupils.</p> <p>The introduction of the RFD tests will create an additional safety control for school</p> <p>Additional signage to be in place re wearing of face masks on the premises (outside and inside) for all visitors</p>	<p>No bubbles in place from September 2021 – this will be under review and may need to be reinstated according to contingency plan.</p> <p>Jan 5th 2021</p> <p>January 2021</p> <p>Jan 27th 2021</p>
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				<p>Feb 2021</p> <p>No requirement for face masks unless staff/visitors choose to wear them. They will be encouraged, however, for meetings with parents and carers where distance can not be maintained</p>
<p>Social Distancing</p>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Hall set up – tables and equipment in place to minimise movement and sharing • Toilet arrangements 		<p>See details in pg 4-7 of this document</p> <p>Using the toilet- Only three children at a time will be allowed to use the toilets and on return. For further details see section on Cleaning and Waste Disposal</p> <p>Signs displaying the maximum capacity in the following areas:</p> <ul style="list-style-type: none"> • Staff room (there are now 2 areas – w/c 21st Sep.) • Repro room • Entrance foyer • Adult toilets 	<p><i>Toilet systems maintained with doors wedged open – although numbers are not restricted</i></p>

	<p>Staff to maintain Hands:Face:Space: keeping children in consistent groups; avoiding contact between groups; arranging classrooms with forward facing desks; staff maintaining distance from pupils and other staff as much as possible; Staff to wear face masks should they require.</p>		<p>Staff will be briefed on arrangements before returning to school and reminded to maintain 2m distance including break times/lunchtimes, arriving/leaving school.</p> <p>Measures to be regularly monitored, particularly at peak times. This task will be carried out by SLT/safeguarding team and business manager.</p> <p>Staff have been given a copy of the Risk Assessment and Action Plan each time it has been amended and staff views gathered prior to any change.</p> <p>From January, all children to be situated in the hall at year group tables. The bubble limit will be 25. There are currently between 18 and 20 children of KW and VC attending daily. There are fewer children in the afternoon, as VC only have a part time timetable.</p> <p>Staff will support pupils with their online learning and will be on a weekly rota of 4 staff (TA team in order to allow teaching teams to concentrate on online provision)</p> <p>Children will have their own equipment including an iPad which they will use all week.</p> <p>SLT on a rota to support with 3 members in school each day The office team, who cannot work from home, will attend the workplace, but will adhere to strict measures in place to ensure social distancing</p> <p>Pastoral team will attend when necessary – but will follow guidance in RA</p>	<p>All new systems in place and agreed by all staff members – staff invited to share concerns – report that they feel safe in school. Regular updates (weekly) with reminders of</p>
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			<p>Other staff members attend if they choose and they are situated away from the children in their classrooms and are at a safe distance from other colleagues who may be in the building.</p> <p>Small groups of children attend from time to time in small groups (max 8) in ICT Suite to review online practices – this is for children who do not maintain engagement – all staff to wear face masks to greet children at entrance. Parents likewise.</p>	<p>the systems of control</p> <p>From January 2021</p>
	<p>Arrangements in place for the use of the playground, including equipment.</p>		<p>The bikes are allocated to each child in a bubble (60 bikes on site) and they are cleaned at the end of the day.</p> <p>Outdoor playground equipment should be more frequently cleaned.</p> <p>Timetabled use of turf, forest school, adventure play area, outdoor classroom and yards will be in place.</p>	<p>September-December</p> <p>January 2021</p> <p>No bubbles in place – playtime and lunchtimes revert to normal practice</p>
Catering	<p>Arrangements in place to provide food on site, including the requirement of universal free school meals.</p>	<p>School kitchen will be reopened for all staff and pupils</p>	<p>Meeting with catering manager (PP) and SLT to plan for September</p> <p>Meeting with SLT re above and RA review</p>	<p>July 6th and July 10th</p> <p>July 9th</p>

		<p>School kitchen closed and staff furloughed from Jan 5th 2021</p>	<p>Decision made to offer lunches in classrooms for the first 2 weeks of term. Lunches will be varied and will be improvement on original offer in March – cashless system to be introduced in order to minimise numbers of parents coming to the school office to pay dinner money each week. (Chartwell’s to coordinate alongside office (JP)).</p> <p>This will mean staff will be supervising over lunch and playtimes – they will liaise with teams to share supervision and release time. This will be the safer option and will reduce lunch time period whilst we operate in bubbles of 60 children and up to 4 permanent staff members (6 in EYFS as their bubble is bigger). Reception children will not be eating lunch in school until week 3.</p> <p>School to coordinate vouchers for all families – safer option to alleviate need for more staff in school to coordinate weekly deliveries of food parcels. In addition school not happy with charges associated with food parcels and the poor quality of them in March 2020 – further reason to support voucher system. Children attending site with entitlement to UFSM (2) to make packed lunch each day (staff with food hygiene certificate). Children attending each day with entitlement to benefit-related FSM, to continue to receive voucher, as on part time timetable and not on site at lunchtime.</p>	<p>This wasn’t possible to set up. Chartwell’s staff take money outside school at the beginning of each week. PPE worn and systems in place by Chartwell’s to protect their staff members.</p> <p>Wonde from January 5th 2021 (and Feb half term)</p> <p>National Voucher scheme – Edenred from Jan 18th 2021</p>
	<p>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 bubbles.</p>		<p>Timetable has been shared with SG and SL Teams.</p> <p>R,Y1 and Y2 to eat in the hall and Y3-6 up in their classes. TAs to support the full hour in order to release teachers for a break. TAs (10) to then have lunch 1300-1330. Staff lunches to recommence and the upstairs group room to</p>	<p>WONDE vouchers for those isolating to resume March 2021 onwards</p>

			<p>become a second staffroom (with fridge and other facilities in place). w/c 21st Sep</p> <p>Plans to revert to September arrangements for lunch from 8th March 2021</p>	<p>Wonde vouchers to continue for all isolating children in receipt of benefit related FSM</p> <p>Lunch time in school revert to pre COVID arrangements – under review and strict hygiene systems maintained. Catering team aware of this as per discussion and email in July 2021 and September 2021</p>
PPE	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p>	<p>Long term approach to obtaining adequate PPE supplies (review with LA)</p>	<p>PPE will only be required by the adult if a distance of 2 m cannot be maintained if a pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home. If contact with the child is necessary, then gloves, an apron and a face mask should be worn. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing,</p>	<p>Health Protection team is working with DfE on use of IIR masks for staff working</p>

			<p>spitting or vomiting, then eye protection should also be worn.</p> <p>Training on the use of PPE equipment has been provided by the LA (PHE) for all staff.</p> <p>PPE equipment that has been sourced by the LA and has arrived it is in Medical Room (grab bags).</p> <p>All staff have completed the online training for use of PPE equipment. Staff will be encouraged to review this over the summer – posters also in place in Medical Room. New members of the team and all temp staff/specialists will also be encouraged to view training materials.</p> <p>A synopsis of the Government guidelines has been created and sent to staff.</p> <p>From W/C 28th Sep</p> <p>All adults coming on to school site are now being asked to wear face coverings - this includes all staff at entrance and exit points (those without class responsibility). Those with classes do not need to wear them as they are in bubbles and are at a safe distance from parents/carers</p> <p>All visitors to school are to wear masks on entry and if they cannot maintain safe distance - they are to wear inside too (when working 1:1 with pupils or small groups). Regular visitors to review their own</p>	<p>in close contact with children eg 1:1 or intervention work. Training will be required in the use of these masks. November 26th 2020 IIR masks are surgical masks and offer a higher level of protection than a typical surgical face mask.</p> <p>PPE equipment is available for all staff who require it. There are grab bags in all classrooms and in the Medical Room where additional</p>
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			<p>RA prior to coming on site and follow school's RA once on site.</p> <p>All parents having meetings in school and staff hosting meetings are to wear face coverings</p> <p>Chartwell's staff instructed to wear face masks whilst on duty – unless eating/drinking or exempt from wearing one from November 20th 2020 – Engie instructed the team to do so following PFI meeting on 19th November 2020.</p>	<p>materials are also stored.</p> <p>Chartwell's staff, cleaning team and Engie team will adhere to their own updated RA</p>
<p>Response to suspected/ confirmed case of COVID19 in school</p>	<p>Approach to confirmed COVID19 cases in place: during school day</p>		<p>Children who present with an illness will be taken to the medical room by a first aid trained member of staff. They will be supervised from a distance with windows open– if this is not possible the staff member will don PPE.</p> <p>Parents will be contacted immediately.</p> <p>Ensure all staff are aware of procedures.</p> <p>All staff have been sent a synopsis of the Government guidelines.</p> <p>The medical room will be deep cleaned once the child has gone home. (If the child uses the toilet, they will use the accessible pupils' toilet and this will be locked after use until deep clean is carried out).</p> <p>Test will be offered to parent/carer on collection, if they cannot access tests in the regular routes.</p>	<p>School awaiting delivery of testing kits (Aug 27th) All kits on site now – kept in JM office. November 2020.</p>

			<p>Reminder as 1st October: All children displaying any of the 3 symptoms of COVID are to continue to be brought to Med Room (my room if MR occupied) and all staff to don PPE - there is no change here, but this is a reminder). All families should be given a copy of the Wingrove guide (Support Office - see Di) and asked to get child tested and all household to isolate until test results back. There is no exception to this rule. We will and have been overcautious in sending children home, but we cannot take chances. Jo and Di will follow up with families and Jo, Di and I send all info to LA (SPOC) daily. Let Jo know if you are wanting to send child home, so she can follow up.</p>	
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p>		<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested</p>	<p>There have been very few positive cases so far. We have had one staff member (Sep), one child (Sep), one engineer (Oct half term) and one visiting professional (Nov) – SPOC referrals and discussions instructed NFA in all cases.</p>

			<p>positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating</p>	<p>The number of children self isolating has reduced to 10 or below (Nov) which is a reduction on Sep numbers which were 30+.</p> <p>One more staff member tested positive in April 2021 and Y5 child tested positive resulting in 4 pupils being sent home to isolate – letters given to parents included info re Test and Trace support payments (in support office)</p> <p>Template letters on T drive in COVID folder</p>
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			<p>subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <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> <p>w/c 28th Sep:</p> <p>All children (where possible) in Y1 and Y2 should have set places to sit - this is for in the event of a</p>	<p>All those isolating now do so for 10 days instead of 14 days as at December 2020</p> <p>During the summer term, some children in reception and two members of staff were sent home to isolate as they were identified as close contacts of a child who had tested positive. Year One classes were also sent home to self isolate as a result of staffing issues due to staff members being identified as close contacts or testing positive.</p>
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			<p>positive case in order to ID close contacts and avoid the full closure of year group bubbles (more info to follow on close contact guidelines)</p> <p>All children in Y3-Y6 should have set places in class and I would appreciate a seating plan from all of you, so I can respond with confidence to PHE in the event of a positive case.</p> <p>New Test and Trace App has issues. But if you are contacted by them and asked who you work with, do not give all colleagues' names out, or we will all have to isolate and the school will have to then close - this is the law now, so PHE cannot overrule. Guidance will follow, but the T&T staff are reading from a script and when they ask, "Who do you work with?" they mean, "With whom have you worked in close contact?" More info to follow on this as a guide on what to say.</p>	<p>Close contact rules have since changed (see above). All staff and parents will be made aware. It is no longer school's role to ID close contacts. The school will continue to follow guidance from LA and public health teams re SPOC and reporting systems.</p>
<p>Pupil Re-orientation back into school including curriculum</p>	<p>Approach and expectations around school uniform determined and communicated with parents.</p>		<p>Children will be asked to wear full school uniform including school shoes. The exception to this is on PE and Forest School days, children will come to school wearing their PE kits. This will alleviate the need to bring in changes of clothes and excess baggage. The PE kit will be as per school policy (see prospectus).</p>	<p><i>Continue</i></p>
	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p>		<p>Staff will be vigilant and will deliver a broad and balanced curriculum re current medium term plans. Handover has taken place. Data has been shared, based on end of year (EOY) predictions. Teachers have summarised gaps in learning and passed to new year group teams.</p>	

		<p>All teachers have produced a welcome leaflet about themselves to share with all pupils. This has been shared on Seesaw and Dojo. This includes new teachers to the team. Family picnics have been conducted for EYFS and Y1 pupils and their families in order that were able to say good bye and hello to new teams.</p> <p>Welcome packs have been delivered to EYFS pupils' homes.</p> <p>All pupils know who their next teacher is.</p> <p>Resources: videos, photos, information has been shared with parents, including new parents to the Wingrove family.</p> <p>Special Education Needs/disability and Autistic Spectrum Disorder (SEND/ASD) booklets have been shared with specific children and staff.</p> <p>There will be a short period of time to monitor Children's wellbeing before making any adaptations to the curriculum.</p>	
	<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>	<p>Many of the learning activities in September 2020 will be designed to develop thinking skills and metacognition.</p> <p>The PE team are assessing how to safely deliver outdoor PE lessons. PE team will use guidance on phased return of sport and recreation and guidance from Sport England.</p> <p>Kalmer Counsellor and EP service have given resources which have been shared with staff and will be shared with pupils.</p>	<p>completed</p>

			<p>PSHCE leader, Inclusion Manager and Pastoral Team have also put together resources.</p> <p>Forest School team are prepared and have adapted their planning for September.</p> <p>SLT to partake in webinar re catch up curriculum The Chartered College of Teaching – Barry Carpenter</p>	<p>July 14th 1630-1730</p>
	<p>All students have access to technology and remote learning offer.</p>	<p>Not all children have access to technology.</p>	<p>Blended learning will be provided for those children who are asked to isolate – where appropriate.</p> <p>Teachers who isolating will continue to provide on line learning through Class Dojo and Seesaw.</p> <p>45 devices (41 from DfE) and 3 donated devices given out to families in need as a result of parent consultation in December 2020</p> <p>Wifi hot spots offered through BT to 11 families – not very successful</p> <p>Data increase possible on request from parents</p> <p>Data SIM cards (Vodafone) given out on request after non-engagement calls to families.</p> <p>School has ordered 10 Chrome Books for families along with headsets – awaiting delivery</p> <p>School has also requested 10 devices through LA and DfE</p>	<p>TLR3 created for staff member to lead in the remote learning offer – December 2020</p> <p>Catch up Premium to be used to buy additional support for the most challenging cohort (Y3 2020) and to purchase hardware for in-class boost/intervention and Reading Plus online reading programme to</p>

			<p>32 more devices (tablets) offered by DfE and distributed February 2021 15 Chrome Books in school (10 bought and 5 from North of Tyne Digital offer) and 3 tablets as at March 1st 2021</p> <p>School has requested 10 Wifi routers from DfE – awaiting response. School has given out all 10 routers – Jan/Feb 2021</p> <p>Families were asked to return devices before the end of term. There are 8 devices that were not returned and families will receive a bill to replace these if they do not come back to school at the beginning of term. Some devices returned were damaged beyond repair, and again families were sent bills to replace them.</p>	<p>be piloted in Y6 and then rolled out across the wider school. Sep 2020-July 2021</p> <p>January 2021 Response gained 27th January – DfE agreed to routers</p> <p>Families were asked to return devices by the end of July and the majority were returned – they have since been set up by LA IT to use in school.</p>
<p>Transition into new year group</p> <p>What will need to be different</p>	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> • EY to Primary • Primary to Secondary • Vulnerable children • Children with SEND 		<p>Our first priority is to ensure Y6 transition plan is underway. Initially it will be carried out by the teachers, who will plan lessons around the children’s feelings towards transitions.</p> <p>Those children who have ASD and are known to find transitions difficult have a transition book/social stories.</p>	<p>w/c 8th June 2020 and onwards</p>

<p><i>this year because of COVID19?</i></p>	<ul style="list-style-type: none"> Physical and sensory needs, including adaptations, equipment etc (lead in times) 		<p>Zoom meetings have also taken place to introduce new staff members, including school dogs where apt.</p> <p>Inclusion Manager and Pupil and Family Support Officer have held handover sessions with all staff in teams on Zoom/Teams. Re SEND and Vulnerable children.</p> <p>All teams have completed handover before the end of term and all children will begin work in September as policy and will continue using their current year group exercise books.</p> <p>New nursery visits will take place in September. EYFS Phase Leader has contacted new Reception children, who have come from other setting and Class Dojo has been set up as a form of communication for parents and staff.</p> <p>EYFS have maintained the same system for this academic year.</p>	
<p>Safeguarding</p>	<p>Individual risk assessments are in place and welfare checks being undertaken.</p>		<p>Inclusion manager has put in place RA for all SEND pupils with Education Health and Care Plans (EHCP). This will extend this to pupils who will struggle when they return in September 2020 re distancing etc.</p> <p>Risk assessments for children will be reviewed on a regular basis.</p>	<p>Continue to review all vulnerable pupils' needs</p>
	<p>Updated Child Protection Policy in place.</p>		<p>Additions have been made to behaviour policy in light of COVID-19.</p>	
	<p>Work with other agencies to support vulnerable children and families.</p>		<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> Financial 	

			<ul style="list-style-type: none"> Increased FSM eligibility Referrals to social care and other support PPG/ vulnerable groups Pastoral team will continue their work with vulnerable groups and their families.	
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups.		Update through regular email, Teams, Zoom and WhatsApp groups. Arrange staff meeting for teachers and TAs before the end of term- TBC.	7 th September 2020 6 th September 2021
	Full opening plans shared with governors.		Updates through regular emails.	July/August/September and ongoing
	Communications with parents: <ul style="list-style-type: none"> Plan for full opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 		Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible. Social distancing plans communicated with parents, including approach to breaches. This will be sent out in a variety of formats i.e. letter, text, website. Twitter. There will be support for any parents who do not have the appropriate literacy skills – staff on duty at key times when parents on site to guide and support.	Ongoing – Jan 2021 Continue – although no SD requirements, one way system will continue along with tyre barriers. Face masks are no longer required, although can be worn if individuals choose.
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable 			

	<ul style="list-style-type: none"> • Social distancing arrangements • Expectations when in school and at home • Travelling to and from school safely 		Expectations and consequences if breached will be shared with the children and their parents.	
	On-going regular communication plans determined to ensure parents are kept well-informed		Letters, website updates, social media, welfare check phone calls from class team.	ongoing
Governors/ Governance	Approach to communication between Leaders and governors is clear and understood.		The first governing body meeting took place 21/5/2020. Our initial plans were shared and agreed by all Governors. Since then we have had staffing and finance to set budget and then FGB meeting to agree budget and review plans for September 2020. Governors are given regular email updates in line with staff updates – weekly basis	25 th June 2 nd July Jan 2021 Ongoing
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for when these will be reviewed and potentially reinstated.		Curriculum and Performance was cancelled. The information was emailed to relevant governors. All meetings until further notice will be held in a virtual way. All meetings have been scheduled as usual.	TEAMS meetings took place 24.9.20 2.11.20 19.11.20 10.12.20 1.3.21 25.3.21 7.6.21 17.6.21 8.7.21 Meetings on TEAMS for term 1 and

				then under review.
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Wingrove Covid Risk Assessment August 2020