

Framework for opening our schools for more children – planning document version 2

**Need advice?**

For advice on any issue, Gold Members have access to GOLDline legal advice
9 –5pm weekdays. Find out more T: 0121 237 3782 [www.nga.org.uk/goldline](http://www.nga.org.uk/goldline)

Attigo Academy Trust Planning Document to Extend the Opening of our Schools

Health and Safety

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| **Issue** | **Actions taken** | **Actions to take** | **Responsibility** |
| **Statutory site checks**  | * Guidance for managing school premises whilst we are partially open was implemented in each school
* Contractors have been attending as planned
* Statutory site checks maintained through SLAs
* Health and safety checks in place
 |  | Headteacher  |
| **Cleaning**  | * Cleaning regimes continued
* Headteachers have directed site staff to carry out additional cleaning during school day
* Additional cleaning by site staff – sink areas, handles, vertical surfaces and commonly touched surfaces
* Prop doors open where it is safe to do so (not fire doors)
* All groups have been given cleaning materials for cleaning surfaces/equipment throughout the school day
* Regular contact with cleaning company about surfaces and areas that need to be cleaned
 | * Additional cleaning staff on site during school days – action taken with Tempest agency – Starting at Alma 16/6/2020 – arranging for other schools
 | Wendy OchsAnita VaghelaHeadteacher Class teachers  |
| **Social distancing**  | * Social distancing policy distributed to all staff
* Where needed areas have been marked with 2m distance measures
* Bubbles set up for year groups and core groups (include key workers and vulnerable pupils)
* Staff lists compiled for each group to limit the number of staff on the school site
* Limit visitors and contractors on site
* Parents not allowed on school site unless this is strictly controlled
* Set up small consistent groups – twins placed in the same group
* Posters displayed around the site to remind staff and pupils about social distancing
* Timetables in place to stagger different times of the day – start, break, lunch and end of day - SLT set up timetables for each group – minimise contact between groups and mixing
* Each pupil in reception, year 1 and 6 to have individual desk – spaced 2 metres apart
* Circulation routes are in place to keep groups apart
 | * Continue to review social distancing policy with any new updates from DfE
 | SLTHeadteacherHeadteacherSLT |
| **PPE equipment** | * Hand sanitisers available for staff and pupils to use
* Regular checks made by site staff for the provision of soap in toilets and washroom areas
* Welfare staff have gloves, aprons and protective visors. Moisture resistant masks are available for use if a child presents with symptoms and 2m distance cannot be maintained
* All schools have a supply of Milton solution to ensure effective cleaning materials are being used
 | * Continue to review supplies in school and make sure there is enough in stock
 | Welfare and site staff |
| **Pupils toilets** | * Classes allocated toilets to use to limit movement
* Number of pupils going to the toilet are limited to one at a time
 |  | Headteacher |
| **Welfare** | * PPE equipment available – gloves, aprons and visors
* LA provided moisture resistant masks which are to be used if a child is showing any symptoms compatible with coronavirus
* All schools have identified an area where pupils are unwell can be isolated
* All welfare staff have had training/support to think about how they can do their job differently – e.g. children bathing their own cut or graze, not bending down to speak to a child – side to side rather than standing in front
* Gloves and aprons have been made available for staff to use if a pupil is vomiting
* Stop signs outside welfare room to ask pupils to wait before they enter
* All staff are clear about the actions they should take if a child presents with symptoms compatible with coronavirus
 | * Headteacher to conduct a review of welfare provision so that changes needed can be actioned
 | Headteacher Welfare staff |
| **Shared items** | * Pupils have limited access to resources
* Classes have been stripped back - unnecessary items from each class including soft toys and furnishings have been removed
* All pupils attending to have a pack of resources which are for their use only
* Reading books not sent home
* Limited the number of items pupils bring into school from home
* Playground equipment out of bounds and taped off
 | * Review this with staff to ensure they have the resources they need to teacher
 | SLTSLT |
| **Fire safety** | * Fire safety procedures in place and contractors continue to visit each school site to maintain equipment
* Fire drills and procedures have been reviewed
 | * Fire Marshall review
 | Headteacher |
| **First aiders**  | * Paediatric trained staff on school site
* First aiders on school site
 | * Review lists in each school of staff that have undertaken training
 | Headteacher |
| **Classrooms** | * Set the number of children for each class to meet the 2m distance expectation
 | * Review number of classes available to extend opening to other year groups
 | Headteacher |

Staff

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| **Online training** | * Training programme has been written with strategies to support staff who need to return
* Training has been delivered to all leadership teams across the Trust – Leaders cascaded this down to other staff
* Sessions have taken place with union reps
* Protocols for online training have been set with regards to attendance and use of video links
 | * Setting up G2 suites in each school – staff accessing online training through videos provided
 | CEO and Associate HeadIT leads |
| **Audit staff** | * List created of staff that fall into shielded and clinically vulnerable adults
* Staff list compiled of those in school and those supporting learning from home
* Constant contact made with staff unable to return
* Systems for reporting if staff are unwell continued
* Continue rotas for office staff/support staff/Leadership team
* Compiled a list of staff that are to be 1-1 support for EHCP pupils
* Agreed deployment and responsibilities of staff not physically returning to school
* Provide online training for staff returning to work
 | * Continue to link with staff that are unable to return to work – set deadlines for follow up conversations
* Assess the staff available to provide support for other year groups to attend school
 | Headteachers and Leaders |
| **Staff wellbeing and communication** | * This has been ongoing throughout this pandemic
* HT stays in regular contact with staff
* Staff well-being is part of training and support ‘Look after yourself’
* Staff briefing are sent out each week to staff so they know about any changes
* Staff are signposted to organisations for support through briefings and conversations with leaders
* All monitoring is cancelled
* Teachers do not have to mark pupils work
* Questions and answer booklet has been produced to address concerns
* Staff well-being on the agenda Executive Board meetings
 | * Consider a staff well-being survey to find out what support staff have found useful
 | Headteacher/SLT |
| **Curriculum**  | * Leaders consistently support teachers with remote learning
* Leaders support teachers with ideas for outdoor learning
* Implemented a forest school approach for teaching Nursery, EYFS and year 1
* Resources used are disinfected/washed throughout the school day
* PHSE programme addressed issues with pupils about the coronavirus
* Limited the amount of equipment pupils use during break times – climbing frames out of bounds
* No carpet time for Reception, Yr1 and 6
* Limit photocopying only for PHSE programme
* Curriculum planning with progression maps are on track for September
* Staff training online for curriculum plans
* Support has been given for teachers in school with a list of areas to focus on
* IT leads are working together to move learning online to google classrooms
 | * Associate Head to review where schools are with curriculum planning
 | Phase/curriculum leads |
| **Ratios**  | * Continue to apply the staff to child ratios within the EYFS
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| **Cleaning and hygiene** | * Staff encouraged to clean equipment/surfaces throughout the school day
* Hand sanitisers provided in different areas of the school
* Promote washing personal clothes following a day in school
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| **Social distancing** | * Social distancing policy in place
* Group rooms not in use
* Staff asked to avoid the use of small enclosed spaces
* Bending down to talk to children face to face discouraged
* Staff room only used to make a drink
* Communal areas out of bounds
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Pupils

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| **Safeguarding** | * COVID-19 addendum is part of CP policy
* Staff reminders about processes for raising concerns are regularly communicated
* Reminders about processes in weekly briefings
* Safeguarding checklist shared during Executive Board meetins
* DSL available whilst school is open
* Risk assessments in place for EHCP
 |  | DSL/Headteacher |
| **Uniform**  | * Uniform to be worn where possible
 | * Continue to set uniform expectations but make allowances if pupils are unable to comply
 | All Staff |
| **Well-being** | * Frequent contact between home and school has been maintained through emails, marvellous me, phone calls, text messaging, delivery of home learning resources etc
* Food parcels have been delivered to support families
* Books have been sent home to a vast majority of year groups to maintain home school links
* PHSE leads wrote a scheme of work to support pupils with 11 key themes
* PHSE programme has been shared with all staff
* Promote the ‘catch it, bin it, kill it approach
 | * Set up mental health champions across the Trust
 | Associate HeadteacherHeadteacher |
| **Behaviour** | * Expectations reinforced – follow behaviour policy
* Behaviour policies have been updated to reflect the new rules and routines necessary to reduce the risk
* Reinforce routines through games, songs/rhymes
 | * Continue to risk assess pupils with any behaviour concerns before they return to school
 | Headteacher/SLT |
| **Limiting movement around the building** | Pupils returning to have the following: * Same classroom each day/new classroom layout
* Individual tables
* Allocated toilets
* Pack of resources to use
* Lunch in their classroom or designated area
* Set playtimes/break times
* Staggered start and end of day
 | * Review plans to reduce parents queuing to bring their child into school
 | Headteacher  |
| **Learning for EHCP**  | * Continue to support individual pupils through differentiated learning
* Link with outside agencies to ensure support is in place
* Annual reviews to take place via online platforms
* Review of learning online
 | * Inform parents if something is on the plan that we can’t deliver
* Consider review of group of EHCP pupils to capture what it has been like for them and their parents – what do we need to change moving forward
 | Inclusion Leads |

Parents

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| **Restrictions on site** | * No parents to be able to come on site –Access on school site is by appointment only and only this is essential
* Parents to have access to staff through email or by

contacting the school office* Small groups of parents may be allowed on site if they need support from community leaders/embassy staff – strict social distancing rules apply
* Where possible meetings with parents should be held outside and not in the school building
* Implemented staggered start and end of day for year groups
* Promoted social distancing though posters on the school site
* Have clear entry and exit arrangement for pupil and parents entering the school site
 | * Review restriction on site arrangements
 | Headteacher/SLT |
| **Attendance expectations** | * Arrangements for start and end of school day communicated to parents
* Parents have to give a weeks’ notice if they change their mind about sending their child to school
* Attendance registers reviewed
 | * Contact to be made with parents of reception, year 1 and 6 who have not yet taken up their offer of a place. Make it clear that if they indicate that they do not, or do not respond then we will be inviting pupils from other year groups and they won’t subsequently be able to take up a place this term.
 | Headteacher |
| **Extra-curricular provision** | * No additional clubs are taking plan
* Breakfast and after school club is cancelled until further notice
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| **Infection protection and control** | * No parents on school site
* Communicating to parents if they or their child has any symptoms linked to COVID-19 they should not attend school
* Parents sign an agreement that they will not send their child to school if they have any linked symptoms
* Posters on the school date tells parents/contractors not to enter the school site if they are displaying any symptoms of coronavirus
 | * Continue to review with updated guidance
 | Headteacher |
| **Drop off and pick up protocols** | * Each school has considered protocols to minimise adult to adult contact
* Each school has planned different entrance and exit points
* Only one parent can accompany their child to school
* Communicated to parent’s routines for dropping and collecting their child at school
* 2 metre markers used for parents to queue into school if needed
 | * Continue to review these and make alterations where needed
 | SLT |

Supply Chains and Contractors

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| Catering Supplies  | * Hot school meals provided for pupils and staff each day
* Staff received funded lunches
* Contact with school meal staff is limited through pupils eating their lunch in classes or in designated areas
 |   | HeadteacherCFO |

**Additional guidance to follow;**

What happened if there is a confirmed case of coronavirus in a setting? – Implementing protective measures in education and childcare settings

Actions for education and childcare settings to prepare for wider opening from 1st June 2020

Opening schools for more children and young people

Planning guide for primary schools 15th June 2020