

Framework for opening schools in September

**Need advice?**

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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** | **Plans in place in September** | **Actions to take** | **Responsibility** |
| **Site Access – how do we get pupils on site maintaining a distance** | * Staggered start and end of day for year groups. 2 year groups allocated the same times

Yr 1 and 6, Yr 2 and 5 and Yr 3 and 4* Implement one-way entry and exit
* Encourage all children to walk into school by themselves - limit parents on site
* End of day only 1 parent can collect
 | * Plan for start and end of school
* Write to parents letting them know start and end of day arrangements
 | Headteacher  |
| **Cleaning regime** | * Cleaning regimes continued
* 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
* Keep surfaces clear for easy cleaning
 | * Plan additional cleaning staff on each school site during school day – contact agency
 | Anita VaghelaHeadteacher Class teachers  |
| **Social distancing**  | * Social distancing policy distributed to all staff
* Where needed areas have been marked with 2m distance measures for adult to adult contact
* Bubbles set up for class/year group
* Staff lists compiled for class/year group
* Limit visitors and contractors on site
* Parents not allowed on school site unless this is strictly controlled
* 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 class/group – minimise contact between groups and mixing
* Circulation routes are in place to keep groups apart
 | * Continue to review social distancing policy with any new updates from DfE
 | SLTHeadteacher |
| **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
* Compile a stock list for each school
 | 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
* Allotted times for year groups to use the toilet linked to break times
 | * Plan allocated times for year groups using toilets
 | Headteacher |
| **Welfare** | * PPE equipment available – gloves, aprons and visors
* Moisture resistant masks 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
 | * Review of welfare provision to take place at the end of the second week in September
 | 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 remain in school
* Pupils only to bring in snack for break time, packed lunch, PE kit and water bottle
* Playground equipment out of bounds and taped off
 | * Communicate to parents what pupils are allowed to bring into school
 | 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
* Ensure staff know the priority if the fire alarm is activated is to exit the building not social distancing
* Check all fire procedure notices are in place
 | HeadteacherH&S lead |
| **First aiders**  | * Paediatric trained staff on school site
* First aiders on school site
 | * Review register in each school of staff that have undertaken training
 | Headteacher |
| **Classrooms** | * Surfaces to remain clear for cleaning
* Desks to be set in rows and spaced out where possible
* No carpet spaces to be used in classes
* Each pupil to have a tray with resources, books etc
 | * Classes set up on 16th and 17th July
 | Headteacher |

Staff

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| **Safeguarding**  | * Safeguarding training planned for 3rd and 4th September
* Ongoing safeguarding training for staff on procedures and processes for raising concerns
* Training Protocols for online training have been set with regards to attendance and use of video links
* Safeguarding protocols in place for google classroom
* Safeguarding is an agenda item on Executive Board meetings/SLTs
 | * Updated CP policy in line with KCSIE 2020
* Safeguarding review to take place in Autumn term
 | HeadteacherDSL and safeguarding team |
| **Audit staff** | * Using guidance create list of staff that are able to return to work – agree responsibilities for those not returning
* Maintain contact with staff unable to return
* Provide online training for staff returning to work that have not been in school
 | * Use current guidance to write to staff about those who will need to return to work
* Arrangements made for all staff that have not been in school to visit before the end of term – providing this is safe to do so
* Complete individual risk assessments – follow guidance and personnel advice

*From 1st August the government will be advising that shielding will be paused. You can go to work, if you cannot work from home, as long as the business is COVID safe. Must follow strict social distancing.* | HeadteacherSLT |
| **Staff wellbeing and communication** | * Ongoing programme of support
* HT stays in regular contact with staff
* Continue to promote ‘look after yourself’ to all staff
* Electronic staff briefings are sent out each week to staff so they are kept up to date
* Staff are signposted to organisations for support through briefings and conversations with leaders
* Staff well-being on the agenda of Executive Board meetings
 | * Updated question and answer booklet for staff to address concerns
 | Headteacher/SLT |
| **Curriculum**  | * Keep outdoor learning a priority
* Resources used are disinfected/washed throughout the school day
* PHSE programme in place
* Limit the amount of equipment pupils use during break times – climbing frames out of bounds
* No carpet time
* Implement the new curriculum
* Additional phonics sessions to take place in year 1 and 2 each day
* Limit photocopying only for PHSE programme
* All schools using google classrooms
 | * Continue staff training online for curriculum plans
 | Phase/curriculum leads |
| **Specialist teachers** | When the new guidance is available  |  |  |
| **Collective worship** | * In classes
* Use google classroom
 | * Set up themes for the term linked to PHSE programme
 | Headteacher |
| **Staff release – PPA, Leadership role, NQT, Schools Direct** | When the new guidance is available | * Look at use of google classroom
* Investigate use of pre-recorded lessons
* Oak Academy resources
* Communicate the staff that PPA may need to change – smaller units of time
 | Virtual learning groupAssociate Head |
| **Staff absence** | When the new guidance is available |  |  |
| **Sets DSR, RWI, Maths** | When the new guidance is available |  |  |
| **Intervention programmes** | When the new guidance is available |  |  |
| **Catch up - Tuition** | * Guidance in place
* Use analysis in week 3 to plan programme of support
 | * Advertise to teaching staff tuition programme – payments and expectations
* Wk 2 set up system for measuring impact of tuition
* Put together plan for staff to deliver small group tuition in week 4
 | Associate HeadCEO |
| **Staff development** | * All staff meetings on google meets/zoom
* Moderation meetings planned with Head of Middle Leaders
* Register of attendance in place
 | * Circulate CPD/staff meeting plan to all staff
* Middle leaders communicate moderation meeting plan set out below

Autumn 2 – 26th November Spring 2 – 10th March 2021Summer 2 16th June 2021 | HeadteacherAssociate Head |
| **Monitoring**  | * Monitoring and evaluation schedule in place
* Book and planning monitoring in place
 | * Use guidance to plan observations of teaching
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| **Nursery/Early Years** | * Individual tables to remain
 | * Drawing up plans for how activities will work and what resources will be available
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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
* Small unventilated 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
* Limit number of staff in communal areas – no more than 10
 | * Staff reminders about safe practices when working with children
* Where possible set up additional staffroom facilities/drink stations
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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 meetings
* Risk assessments in place for EHCP
 |  | DSL/Headteacher |
| **Uniform**  | * Uniform to be worn where possible
* Hardship fund used to support parents that need support
 |  | All Staff |
| **Well-being** | * Continue to promote the ‘catch it, bin it, kill it approach
* All schools provide a safe place to talk for pupils to share experiences
* Small number of food parcels to be maintained
* PHSE programme
 | * 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
 | * Continue to risk assess pupils with any behaviour concerns before they return to school
* Behaviour expectations communicated to parents
 | Headteacher/SLT |
| **Limiting movement around the building** | Pupils returning to have the following: * Same classroom each day/new classroom layout
* Tables in rows – individual spaces
* 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  |
| **Routines, break and lunchtime provision** | * Class timetables in place

Break and lunch time provision - when the new guidance is available  | * Plan A – single classes having playtime/lunchtime in designated zone
* Plan B – Year groups having playtime/lunchtime in designated zone
 |  |
| **Learning for EHCP** **Provision for SEND pupils** | * 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
 | * Inform parents if something is on the plan that we can’t deliver
* Encourage all ECHP pupils to visit the school before the end of term
 | Inclusion Leads |
| **Online learning (pupils with underlying health conditions)** | * Priority for chrome book
* Use google classroom to support learning
* Individual plan in place for each child
 | * Can we identify an individual member of staff across the Trust to provide this support?
* *Guidance states from 1st August children who are clinically extremely vulnerable can return to their education settings if they are eligible and in line with their peers. Where possible children should practise frequent hand washing and social distancing*
* Risk assessments to be carried out with parents if pupils are returning to school
 | Headteacher/DSL |
| **Assessments**  | * Standardised tests in WK 3 (21st September 2020)
* End of previous year tests to be used – all prepared for teachers to use
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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 if 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 – by invitation only
* Where possible meetings with parents should be held outside and not in the school building
* 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** | When the new guidance is available |  | Headteacher |
| **Extra-curricular provision** |  When the new guidance is available |  |  |
| **30 hour provision** | * In place currently and to continue with the opening of nursery
 | * Communicate with parents – what provision is needed and entitlement
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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
* Communicate to parents that no cakes or treats to be sent into school for pupils birthdays
 | 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
* Set up an additional home school agreement with parents – must arrive and pick up pupils on allotted times, agree to the following…..
 | Headteacher |
| **Training for parents – online platform** | * Google classroom help center set up
 | * Plan training programme for parents to understand how to use google classroom
 |  |
| **Parent consultations** | * Planned for online consultations to take place in Autumn term
 | * Autumn 1 set up a schedule for staff to meet with parents using google meets
 | SLT |

Supply Chains and Contractors

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| Catering Supplies  | * Hot meals provided each day with a menu choice
* Numbers for lunches communicated to HCL
* Contact with school meal staff is limited through pupils eating their lunch in classes or in designated areas
* Pupils and staff order lunches online
 |  | HeadteacherCFO |
| Contractors on site | * All contractors on site are asked to sanitise their hands before entering the building
* Site manager to accompany contractors on site to ensure they are following protocols
 |  | Site Staff |
| Cleaning company | * Monthly monitoring visits in place
* Reports shared with headteachers
* Mechanisms in place to report areas that have not been cleaned
* Staff instructed to clean high usage areas
 |  | CFO |

**Additional guidance**