

Menston Primary School



Coronavirus (COVID-19): Full Opening Plan

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The aim of this plan

This document outlines how the school will operate with all pupils in attendance during the Autumn term and the measures that will be put in place to ensure our school community is safe and supported.

This is a live document that will be reviewed by the headteacher in conjunction with other key stakeholders as and when the situation develops.

The Autumn term

Preparation for welcoming all pupils back in September has been undertaken by the headteacher and other senior members of staff; however, the governing board retains the responsibility for key decisions and the school's plans were shared with the board before pupils and staff members returned.

The school will continue to work closely with:

- Parents, staff and recognised unions when agreeing the best approaches for the school's circumstances.
- The LA to determine what services are required and agree any specific arrangements during this period.

Running the school

From 7 September, we welcomed pupils back to school, following the completion of relevant risk assessments.

In the Autumn term, we will be minimising the number of contacts that each pupil has during the school day, as part of implementing the DfE's system of controls, outlined later in this plan, to reduce the risk of transmission.

Risk assessments

Our risk assessments were revisited and updated before the school opened in September, to consider additional risks and control measures and ensure the safety of all pupils and staff. We consulted with staff as part of the assessment, to ensure everyone's needs are understood and accounted for.

We will also review and update other relevant risk assessments, considering the need for relevant revised controls in relation to the implications of coronavirus. Sensible and proportionate control measures will be implemented to reduce the risk of transmission to the lowest reasonably practicable level.

Pupil 'bubbles'

Consistent bubbles will be used to ensure the risk of transmission is reduced. We will implement small pupil bubbles equivalent to the size of a full class, where possible (a year group if outdoors). If this is not possible, e.g. if the use of small groups would restrict the normal operation of the school, we will organise larger groups instead. .

The following control measures will be implemented to ensure bubbles are kept separate from one another whilst at school:

- Large gatherings, such as assemblies, will not take place for more than one bubble at a time.
- Timetables will be organised to ensure bubbles are kept apart and movement around the school site is kept to a minimum.
- Separate classroom areas will be used for different bubbles.
- Break and lunch times will be staggered, with time left in between usage by different bubbles for surfaces in dining areas to be cleaned.

- All communal facilities will be cleaned between usage by different bubbles.
- Start and finish times will be planned within a 15-minute window, to avoid large gatherings outside the school.

Staffing arrangements

An audit of all staff has been conducted to assess who is able to work on site. This audit will be reviewed on a continual basis to establish whether the circumstances of any staff member have changed.

Risk assessments have been conducted to account for the new protective measures in place and ensure the school is safe for all members of staff to attend.

To allow us to safely provide on-site education for all pupils during the Autumn term, we will review the way in which we deploy staff and consider using staff more flexibly. In doing so, we will ensure unnecessary and unmanageable workload burdens are avoided by reviewing existing practices and making changes where appropriate. Any changes to staff roles will be discussed and agreed with the individuals concerned.

If, after having pursued all the immediate options available, we still have concerns about our staffing capacity, we will get in touch with the LA to discuss other options.

Where support staff capacity is available, we will consider using this to support catch-up provision or targeted interventions. TAs may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified and nominated teacher, where possible. The headteacher will ensure the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff.

We will ensure appropriate support is available for pupils with SEND by deploying TAs and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.

Staff members and pupils classed as clinically extremely vulnerable or clinically vulnerable

Pupils and staff considered clinically vulnerable can attend school.

Pupils and staff considered clinically extremely vulnerable, and who received a letter advising them to shield, have been advised that they can return to work and school from 1 August, provided they maintain social distancing. Those who are in these groups will be encouraged to take particular care to practise frequent, thorough hand washing, and ensure frequently touched areas in their home and/or workspace are cleaned regularly.

We will consider how we can be flexible in how members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.

Pupils and staff who live with someone who is clinically extremely vulnerable or clinically vulnerable can attend school.

Where an individual has been advised to remain at home by their GP or other medical professional, we will support them to continue working or learning from home.

If shielding is reintroduced, we will support staff and pupils who are clinically extremely vulnerable to continue working or learning from home and they will not be expected to attend on-site for as long as the shielding advice remains in place.

We are aware that individuals from BAME backgrounds are disproportionately affected by coronavirus; therefore, we will be taking action to safeguard at-risk members of the school community and listen to, discuss, and act on their concerns.

Before- and after-school provision

Where possible, we will resume our before- and after-school provision (Care Club) for pupils from the start of the Autumn term – this will encompass both outdoor and indoor provision. We will consider how such provision can operate alongside our wider protective measures, including keeping pupils within their bubbles where possible.

Multiple groups of pupils will be allowed to use the same shared space (the school halls), as long as distance can be maintained between groups.

In light of this, we will ensure that the number of people pupils come into contact with is minimised, just as it would be in school. To help overcome the challenges faced when keeping pupils in small groups, we will frequently review the effectiveness of our grouping arrangements and ensure our records are kept up-to-date with regards to the pupils in attendance and which member(s) of staff they have been assigned to.

A record of the children in each group will be kept for at least 21 days for NHS Test and Trace purposes.

We will ensure that the areas used for before- and after-school provision are thoroughly cleaned before and after use. Shared facilities, e.g. toilets, will also be cleaned more frequently, and the number of pupils using shared facilities at any one time will be limited.

The protective measures in place during before- and after-school provision will reflect the practices enforced in school, e.g. frequent hand washing. This includes the procedures to be followed if a pupil or member of staff becomes unwell with coronavirus symptoms. Individuals will be sent home immediately or asked to self-isolate in a designated room until they can be picked up.

We will ensure indoor spaces are well ventilated and windows are kept open, where possible.

As the risk of transmission is deemed considerably lower outdoors, we will maximise outdoor learning opportunities.

Should the school need to temporarily close due to a school outbreak of coronavirus or to follow local lockdown procedures, any before- and after-school provision will cease until further notice.

Reluctance to return to school

All pupils who are not self-isolating or complying with clinical or public health advice to stay at home are expected to attend school.

If staff members or parents of pupils with significant risk factors are concerned, the headteacher or Parental Involvement Worker will discuss these concerns with the individuals and provide reassurance of the measures in place to reduce the risk in school. We will try, as far as practicable, to accommodate additional measures where appropriate.

Infection control

The school's Infection Control Policy will be implemented as appropriate.

Following the completion of a risk assessment, we will work through the DfE's system of controls and adopt measures that address the risks we have identified.

Individuals who are unwell

To minimise contact with individuals who are unwell, we will ensure anyone who has symptoms of coronavirus, lives with someone who does, or has tested positive within the last 10 days does not attend school.

If anyone becomes unwell with a new, continuous cough or high temperature, or has a loss of, or change in, their normal taste or smell, they will be sent home and advised to self-isolate for at least 10 days, and arrange to have a test to see if they have coronavirus.

If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on their age and needs, with adult supervision if required. If appropriate, they may be supervised to await collection outdoors. If indoors, a window will be opened for ventilation. If the pupil needs to use the bathroom during this time, they will be required to use a separate bathroom, which will be cleaned and disinfected before being used by anyone else.

Any members of staff who have helped someone with symptoms, and any pupils who have been in close contact with them, will not be asked to go home and self-isolate unless they develop symptoms themselves, the symptomatic person subsequently tests positive, or they have been required to do so by NHS Test and Trace.

Testing

To meet our duty to engage with the NHS Test and Trace process, we will ensure that staff members and parents understand that they should be ready and willing to:

- Book a test if they, or their child, are displaying symptoms of coronavirus.
- Provide details of anyone they have been in close contact with, if they, or their child, were to test positive or are contacted by NHS Test and Trace.
- Self-isolate for 14 days if they have been in close contact with someone who develops symptoms of, or tests positive for, coronavirus.

The school has received a supply of home testing kits from the DfE. These will only be offered to individuals in the exceptional circumstance that we send them home from school and we

believe they may have barriers to accessing testing elsewhere. Additional testing kits will be ordered to the school if our supply is running low to ensure we always have emergency reserves, although our use of them will remain sparing. Testing kits will only be provided to adults over the age of 18 or a pupil's parent. The kits will be stored securely at ambient room temperature (5-22°C).

We will not be administering testing ourselves, nor will testing take place on site.

Parents and staff will be encouraged to access a test themselves by visiting a testing site, ordering a test [online](#) or calling 119.

We will ask parents and staff to inform us immediately of their test results. If a pupil or staff member tests negative, they feel well and no longer have symptoms, they may return to school. If they test positive, they will be asked to self-isolate for at least 10 days and return to school only once they do not have symptoms other than a cough or loss of sense of smell or taste. Siblings of any pupils or other family members who test positive will need to isolate at home for 14 days.

If we are informed of a positive test result, we will contact the dedicated NHS advice service via the DfE Helpline on 0800 046 8687 as soon as possible. We will work with the NHS team of advisers to understand the action we need to take – this includes sending people home if they have been in close contact with the confirmed case, and working with the local HPT if the situation is escalated. The situation will be monitored closely, and parents will be advised of our plans via letter.

To prepare for this possibility, we will be keeping a record of all pupils and staff members in each group, and any close contact that takes place between pupils and staff in other groups.

If we have two or more confirmed cases within 14 days, or experience an overall increase in symptom-related absences, we will work closely with the local HPT, which may result in larger numbers of pupils isolating at home as a precautionary measure.

We will consider what action to take in order to ensure continuity of education in the instance that a number of staff members are informed at the same time of the need to self-isolate.

Increased hygiene practices

Pupils and staff will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they move to another room and before and after eating. To ensure this is possible, we will:

- Make handwashing and hand sanitiser stations available across the school.
- Supervise the use of hand sanitiser and support pupils with handwashing if required, e.g. those with complex needs.
- Build these routines into school culture and support them through behaviour expectations, ensuring younger pupils and those with complex needs understand why they must follow them.

We will continue to promote the 'catch it, bin it, kill it' approach and ensure there are enough tissues and bins available to support staff and pupils, including those with complex needs, to follow this routine.

Enhanced cleaning measures

An enhanced cleaning schedule will remain in place to ensure more frequent cleaning of rooms, shared areas, and frequently touched surfaces and resources.

Pupil groups will not be allocated their own toilets; however, all toilets will be cleaned more regularly.

Equipment and resources

Classroom-based resources, such as books or games, will be used and shared within pupil groups. Pupils and members of staff will be permitted to take shared resources home, but only where this is deemed beneficial to pupils' education and development.

Resources that are shared between groups, such as art and science equipment, will be cleaned frequently and always between use by different bubbles.

Staff and pupils will be advised that individual and very frequently used equipment, such as pencils and pens, should not be shared and that they should have their own. Pupils will be asked to limit the amount of equipment they bring to school to essentials only, such as lunch boxes, coats, books and mobile phones.

Outdoor play equipment will be more frequently cleaned, including equipment used for before- and after-school provision.

Social distancing

Social distancing will be maintained wherever possible. The following social distancing measures are implemented:

- Pupils and staff will be kept in consistent bubbles to reduce the risk of transmission and limit the number of contacts for individuals.
- Adults should maintain a two-metre distance from each other and pupils, where possible.
- Where a two-metre distance is not possible, staff should avoid close face-to-face contact and minimise the time spent within one metre of anyone, unless supporting pupils who have complex needs or who need close contact care – this will be provided as normal.
- Pupils who are old enough should be supported to maintain distance and not touch staff and their peers where possible.
- Pupils will be seated side-by-side and facing forwards – any unnecessary classroom furniture will be moved to facilitate this.
- Pupils will be kept in their bubbles for PE, sport and physical activity, contact sports will be avoided, and sports equipment will be thoroughly cleaned between each use by different bubbles.
- The use of outside space will be maximised to support the delivery of the curriculum.
- Gatherings, such as assemblies or collective worship, will be limited to one bubble at a time and held in classrooms wherever possible.

- School timetables will be modified to ensure bubbles are kept apart and movement around the school is minimised, and to avoid creating busy corridors, entrances and exits.
- Break and lunch times will be staggered and time for cleaning surfaces between bubbles will be allocated.
- Shared staff spaces will be adapted to ensure staff can maintain an appropriate distance from each other.
- Start and finish times will be extended to ensure that social distancing can be maintained at drop off and collection times.
- Staff can move between bubbles but should continue following the school's social distancing measures as much as possible.

The use of PPE.

Public Health England (PHE) does not currently recommend the use of face coverings in primary schools.

Where face coverings are required, they should be fluid-resistant surgical face masks (also known as Type IIR).

PPE will only be used by staff where:

- An individual pupil becomes ill with coronavirus symptoms while at school and a two-metre distance from them cannot be maintained.
- A pupil already has routine intimate care needs that involve the use of PPE.

To dispose of face coverings and PPE from people with symptoms of coronavirus in school, including people who have been sent home to self-isolate, we will:

- Put the waste in a plastic rubbish bag and tie it.
- Place the plastic bag in a second bin bag and tie it.
- Put the bag in the exterior waste bins, which are collected on Mondays (which will be after the recommended 72-hour period).

Immunisation providers

We will engage with our local immunisation providers to provide immunisation programmes on site as normal, ensuring these are delivered in line with our control measures.

Premises

Reactivating the full premises

Some areas of the school have been closed or put on reduced occupancy during the coronavirus pandemic. All critical services (e.g. the alarm system) were maintained in line with their planned preventative maintenance schedule.

The site manager and business manager arranged for any necessary inspections, maintenance work and certification to take place prior to the full opening in September, where these had not already taken place. The usual pre-term building checks were also undertaken.

Prior to opening and resuming full operation of the premises, the site manager and business manager arranged for the following to take place:

- Ensuring the usual water system building management procedures are followed ahead of opening – whether systems require chlorinating and flushing would depend on if the system remained operational during the Summer holidays.
- Recommissioning of all systems before the school opened – this includes gas, heating, water supply, access control and intruder alarm systems, ventilation, mechanical and electrical systems, and catering equipment.
- Checking of the fire safety systems, including making sure the fire alarm system, fire doors and emergency lights are operational.
- Cleaning and disinfecting of all areas and surfaces in line with coronavirus cleaning arrangements.
- Checking traps had not dried out on drainage systems and that water seals are in place, and that toilet ventilation systems are working.
- Organising pest control for any infestation, where appropriate, particularly in food preparation areas.
- Deep cleaning of the kitchen before food preparation resumed.

In addition to the above, the site manager and business manager ensured a site assessment was arranged to determine requirements for each area of the site with regards parking, signage, access, safe distance zones and PPE requirements.

Ventilation

To help reduce the spread of coronavirus, focus will be placed on improving general ventilation in the school in line with the HSE's guidance. We will consider ways to maintain and increase the supply of fresh air, e.g. by opening windows and doors.

In the interests of safety, where fire doors are propped open, considerations will be given to safeguarding.

Catering

The school kitchens opened fully at the start of the Autumn term and will operate safely, in line with government guidance. We will adhere to the legal requirements that apply regarding provision of food to all pupils who want it, including for those eligible for benefits-related FSM or UIFSM.

Several meal sittings will be organised in line with our staggered lunchtimes, with sufficient time to clean and disinfect frequently touched surfaces, and any cutlery or dishes that may need to be reused, in between these sittings.

As is the legal requirement, we will continue to provide free water for all pupils on site. Since we can no longer safely use drinking fountains where there is mouth-to-tap contact for public health reasons, we will encourage parents to send their child to school with a reusable water bottle which may be refilled from the drinking-safe taps on the premises to limit the use of single-use plastic bottles. Staff will be prepared to help any child who needs assistance refilling their water bottle.

Where pupils are required to stay at home, e.g. for self-isolation or during local lockdown, we will work with our suppliers to arrange food parcels for pupils eligible for benefits-related FSM. We will organise weekly collections of food parcels from the school office to minimise frequent visitation to the school site. These food parcels will contain food items, rather than pre-prepared meals, and will contain everything parents need to prepare healthy lunches for their child over that week.

Facilitating infection control and social distancing

The site manager and headteacher will continue to periodically review the audit of all areas of the school that was conducted prior to opening to maximise the layout of furniture and equipment for infection control purposes and determine what social distancing measures will need to be changed or put in place.

We will not be making any significant adaptations to the school site unless required. Following any reviews of the audit and completed risk assessment of the site, we will determine any small adaptations that are required.

The school timetable will be altered to minimise contact between pupil groups and movement around the school will be staggered and reduced wherever possible.

Large gatherings, such as assemblies, will be avoided, and breaktimes, lunchtimes, and drop off and collection times will all be staggered/ adapted to reduce large gatherings and volumes of movement around the school.

The headteacher and other key members of staff will determine which lessons and activities could take place outside. We will make use of outdoor spaces to support the delivery of the curriculum.

The site manager's responsibility

The site manager will be responsible for ensuring that all necessary actions were taken in advance of the school opening.

Insurers will be notified of any changes that are made to the premises that they need to be aware of.

Behaviour expectations

Pupil behaviour

Systems will be updated to account for new social distancing rules and other expectations of pupils. There will be appropriate consequences for deliberate and persistent breaking of social distancing rules, bearing in mind that some pupils will not understand the need for social distancing and may find the rules difficult to adhere to. Pupils and their parents will be informed about any changes to the Behaviour Policy.

We will work with any pupils who struggle to re-engage in school and are at risk of being persistently disruptive by providing support for overcoming barriers to behaviour and to help them reintegrate back into school life.

Expectations of staff

Staff will be asked to adhere to the following basic principles as much as they can:

- Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing the headteacher), and book a coronavirus test as soon as possible.
- Inform the school of your test results as soon as possible.
- Clean your hands more often than usual with running water and soap and dry them thoroughly, or use alcohol-based hand sanitiser, ensuring that all parts of the hands are covered.
- Use the 'catch it, bin it, kill it' approach.
- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces often using standard products.
- Think about ways to modify your teaching approach to keep a distance from pupils in your class as much as possible, particularly close face-to-face support (noting that it is understood that this is not possible at all times).
- Stay at the front of the classroom as much as possible and avoid calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it', etc. This includes updating your classroom displays with posters.
- Limit your contact with other staff members, and do not congregate in shared spaces, especially small rooms.

We understand that following some of the above principles will be extremely challenging, so staff will not face any stringent action if they are unable to follow them. If a staff member is unable to follow these principles, they should speak to their line manager/ the headteacher.

Personnel considerations

We are aware that many members of staff will have experienced an overwhelming amount of emotions during the coronavirus pandemic, whether these are related to bereavement, stress, childcare, isolation or other factors.

Prior to opening in September, we reintegrated staff back into the workplace, including all staff in this process. All staff will be involved in any revisions to any plans to ensure they feel a sense of control and are reassured of the safety measures in place.

Staff will be informed of any updates to policies or protocols surrounding sick pay, sickness absence, infection control measures and changes to their roles or working hours.

Annual leave

All staff will need to be available to work in school from the beginning of the Autumn term. Before the end of the Summer term, we informed staff of this expectation and discussed any leave arrangements at the same time.

All year-round staff who have not been able to take annual leave due to having to work because of coronavirus will be able to take advantage of the government's change to the leave regulations, i.e. they will be able to carry it over into the next two years.

Term-time holiday requests

Only staff who are on all year-round contracts are eligible to request leave during term time, unless they are contractually restricted to taking leave during the school holidays. Requests from these members of staff will be managed in line with the Staff Leave of Absence Policy.

We are aware that if staff choose to travel abroad over the Summer holidays, their return travel arrangements could be disrupted due to factors beyond their control in relation to coronavirus. We will take steps to establish whether any members of staff have pre-booked holiday which may lead to a need to quarantine.

Where it is not possible to avoid a member of staff having to quarantine during term-time, we will consider if it is possible to amend their working arrangements temporarily and enable them to work from home. If we are not able to amend working arrangements, we will make the necessary considerations surrounding pay.

Staff on furlough

All staff who were furloughed during the coronavirus pandemic should have returned to work at the start of the Autumn term; however, any staff members whose income cannot be obtained immediately from opening may be kept on furlough leave until the scheme ends.

The government has confirmed that furloughed workers can return to work part-time from August 2020, with employers being asked to pay a percentage towards the salaries of furloughed staff. The employer payments will substitute the contribution the government is currently making, ensuring staff continue to receive 80 percent of their salary. The headteacher will discuss any arrangements to bring furloughed staff members back to work part-time with individuals on a case-by-case basis.

The furlough scheme will continue until 31 October 2020.

Recruitment

We will resume our usual recruitment processes in the Autumn term. Pre-appointment checks and interviews will be carried out in person.

Supply staff and other temporary workers will be able to move between schools, but we will be considering ways to minimise the number of visits to school. If it is necessary to use supply staff and welcome visitors to the school, these individuals will be expected to comply with our arrangements for managing and minimising risk.

We will consider using longer assignments with supply teachers and the possibility of establishing a minimum number of hours across the academic year for supply and support staff.

We will consider the most effective ways to host ITT trainees, discussing options with the relevant ITT providers.

We will exercise greater vigilance during the early stages of school-based training and act immediately on any safeguarding concerns that might arise by following the process partnership agreements with ITT providers.

NQT induction

The coronavirus pandemic had a substantial impact on ITT last year and we are aware that trainees completed their training in unique circumstances.

As per regulatory changes, NQTs that were absent for reasons related to coronavirus did not have their induction period extended automatically. NQTs who were undertaking their statutory induction at the school were able to complete their induction in the 2019/2020 academic year as expected, provided they met the '[Teachers' Standards](#)'. The headteacher was responsible for judging whether an NQT had met the Standards and for recommending an extension if appropriate.

To support NQTs and ensure they can settle in quickly, we have planned suitable monitoring and support programmes.

The government is funding a one-year version of the structured support offered in the early rollout of the 'Early Career Framework'. If we are eligible for this funding, we will ensure all NQTs have access to the highest quality support.

Staff training

Training that was given to the staff prior to the school opening regarding the new ways of working, e.g. in relation to social distancing or remote learning, will be refreshed and updated when necessary.

Staff will be made aware of any changes to government guidance in all relevant areas as soon as possible.

Curriculum

To ensure all pupils are given the appropriate support to catch up and make substantial progress by the end of the academic year, we will ensure that:

- We teach an ambitious and broad curriculum in all subjects from the start of term, whilst making use of existing flexibilities to create time to cover important missed content.
- We return to the school's normal curriculum in all subjects by the Summer term 2021.
- Curriculum planning is based on the educational needs of pupils, informed by an assessment of pupils' starting points.
- Remote education is integrated into school curriculum planning and pupils are supported to learn from home if they need to.

Reception

Teachers will focus on the prime areas of learning, including communication and language, personal, social and emotional development, and physical development.

Teachers will also work to assess and address gaps in language, early reading and mathematics. We will ensure we are aware of all updates to the '[Early years foundation stage: coronavirus disapplications](#)', making sure changes to the curriculum are made where required.

We will also consider how all groups of children can be given equal opportunities for outdoor learning.

[Primary schools] KS1 and KS2

Our priority will be to identify gaps and re-establish good progress in essential areas, such as phonics and reading, increasing vocabulary, writing and mathematics. The curriculum will remain broad, ensuring the majority of pupils are taught a full range of subjects over the year.

Relationships education, RSE and health education

We will begin delivering the statutory relationships and health education from the Autumn term, in line with our Relationships and PSHE Policies.

Teachers will be trained to deliver content on mental health and wellbeing, and we will continue to support teachers in this delivery. More information about how we will support pupil wellbeing can be found in the [Wellbeing support](#) section of this plan.

Assessments and exams

The EYFS profile will return in 2020/2021 in accordance with its usual timetable.

Primary assessments

The government is planning on the basis that statutory assessments will take place in Summer 2021. This means that, in 2020/2021, the following assessments will return in accordance with their usual timetables:

- The phonics screening check
- KS1 tests and teacher assessment
- Year 4 multiplication tables check
- KS2 tests and teacher assessment
- Statutory trialling

Wellbeing support

Members of the school community have experienced overwhelming emotions during the coronavirus pandemic, and we will ensure that everyone continues to feel supported.

One of the school's key priorities in relation to wellbeing is ensuring the school community feels safe.

We will continue to work with our LA to discuss the wider support services that are available and to secure services for additional support and early help where possible, and consider how these might apply to pupils who were not previously affected.

We will nominate a lead to receive training as part of the government's ['Wellbeing for Education Return programme'](#). This individual (the Mental Health Champion) will thereafter disseminate the learning and practice to staff and pupils within the school.

Establishing routines

When establishing new routines, all staff will work together as a team to help pupils feel safe, understand the school's expectations, and give them a sense of control.

Our timetable for the first weeks of Autumn term will ensure pupils are allowed time to regularly reset, express themselves and process their experiences of the coronavirus outbreak. Activities such as mindfulness, listening to music or going outside for fresh air will be planned into a regular schedule.

Clear guidelines and expectations will be given to staff, pupils and parents for the new routines that will apply through the Autumn term. These will be adapted as required and any adaptations will be fully communicated to all members of the school community to ensure they know exactly what is expected of them and have a sense of control.

We understand the importance of positivity during this time and will ensure pupils leave the school every day with a positive mindset. This approach will help them to feel safe and look forward to being at school.

The environment

Pupils will likely be experiencing a range of emotions in relation to returning to school, whether this is excitement or anxiety, so we will ensure they feel safe both physically and emotionally. Staff will work together to decide how to create a warm and welcoming environment which builds a sense of belonging despite the necessity of social distancing measures. Safe areas will be created where pupils can spend time if they are feeling overwhelmed.

We understand that staff, pupils and parents will have experienced many overwhelming emotions during the coronavirus pandemic, and some may have faced loss and trauma. We will ensure that an emotionally safe environment is fostered that nurtures and supports pupils and also focusses on rebuilding and reconnecting.

Learning

To ensure pupils' needs are met and they are able to thrive and learn effectively, we will plan any changes to timetables around a framework that supports pupils to grow.

Teachers will be available if pupils want to talk about any aspect of their learning or emotions they are experiencing.

Communication

We understand that knowing procedures and practices are securely in place will help to alleviate anxiety and build a sense of safety and control; therefore, we will clearly communicate our plans, and any alterations to these plans that occur as the term progresses, to all stakeholders.

Parents will have been sent communication prior to their child returning to school that contains clear guidelines about how the school will operate and expectations. Parents will be asked to share these guidelines with their child so they know what they will be expected to do once they return, which will also give them a sense of safety and control.

Staff have kept in touch with parents and will make sure they speak to parents prior to their child returning to school to ensure we know about any other relevant information, e.g. bereavements, illnesses and family challenges. Appropriate support has been put in place to support pupils based on this information.

All staff have been informed of, and will be updated with any changes to, the school's plans and what is expected of them before they returned in September to ensure they feel well-informed, involved and valued.

It is vital that we determine how relationships and communication will be established and maintained when staff are part of bubbles. As they will not be able to connect in the usual way in the staff room, we will consider how staff can stay connected with one another to avoid any feelings of isolation.

Bereavement

Our school understands that some members of our community may have experienced loss due to coronavirus. We will ensure we have provisions in place to support these members of our school community.

The Bereavement Policy has been updated with information regarding how bereavement support will be delivered in the Autumn term. For pupils, staff and families that remain at home because they are following public health/medical advice, the provisions outlined in the amendment to this policy will continue to be followed.

We will inform the DfE via CSCcovid.NOTIFICATIONS@education.gov.uk about any employee deaths as a result of coronavirus and provide the following information:

- Their name
- Their job role
- Their employer
- Any LAs which they worked in, if applicable
- Their date of death
- If coronavirus was confirmed or suspected

If this is the case, we will inform the individual's family, friends and colleagues that we have submitted this information.

The headteacher and deputy headteacher are responsible for coordinating the school's bereavement support approach. They will meet to discuss how best to support pupils and staff that have been affected as and when they return to school. Before returning to school, the headteacher will talk to the pupil or staff member about the following:

- Who they can go to for support within the school and externally
- Who within the school community has been informed about the death
- Whether they would like a memorial to be set up within the school

The impact of such news on any other pupils in the school will be considered and direct contact made with them by their class teacher.

The headteacher will check in with staff on a regular basis, and following the news of a death in the school community, to ensure they are supported effectively.

Contact will be maintained with the affected families to ensure they are receiving the support they need.

External support

The following external agencies can provide extra support if required:

- CAMHS
- GPs
- Early help referral teams
- School Nursing service
- Child Bereavement UK

Staff wellbeing and workload

The governing board and SLT will have regard to staff work-life balance and wellbeing, understanding that some staff members may be particularly anxious about returning. We will ensure staff are aware of the measures we are putting in place to support them and that they are involved in this process.

Wellbeing surveys will be conducted to identify how staff are coping with being back in school, concerns they have and any support they require from the school.

We will promote a culture of communication and openness with all staff. Support systems will be made clear to all staff to ensure they understand where they can go if they require additional support.

The headteacher will consider arranging for staff wellbeing sessions to take place to give staff strategies to deal with issues that may be affecting them. External support could be considered to facilitate these sessions. Any sessions that take place will be made available online to ensure all members of staff can access them.

School leaders will consider ways to keep connected with staff, ensuring regular catch-ups are organised and utilised to understand how staff are coping.

Educational trips and visits

We will resume domestic, non-overnight trips and visits in the Autumn term.

All trips will be carried out in line with protective measures, including keeping pupils within their consistent groups and the COVID-secure measures that are in place at the destination.

We will also make use of outdoor spaces in the local area to support the delivery of the curriculum.

We will follow our usual procedures and conduct full risk assessments in relation to all trips and visits to ensure they can be done safely. As part of these risk assessments, we will consider which control measures need to be used and the wider advice on visiting both indoor and outdoor venues and using transport.

Attendance

Attendance is mandatory from the beginning of the Autumn term. We will resume taking the attendance register and issue sanctions, including fines, where applicable.

We understand that there will be a small number of pupils still unable to attend in line with public health advice, whether this is due to them having had symptoms themselves, or because they are a close contact of someone who has had coronavirus.

We are also aware that if the rate of disease rises in the local area, pupils who were previously advised to shield may be asked to follow the same steps again until the infection rate reduces. Absence will not be penalised where parents are following clinical and public health advice.

Any pupils who are unable to attend school for the reasons outlined above will be immediately supported to access remote education.

Whilst attendance is compulsory from September, we will still be aware of the importance of working with pupils and their families to try and understand the reasons and anxieties behind poor attendance, rather than immediately issuing sanctions. This will include working to understand pupils' personal and family circumstances and health issues. Pupils and their parents will be reminded that it remains a safe place to continue learning.

The following action will be taken to ensure this is possible:

- Clear and consistent expectations around attendance will be communicated to families.
- We will identify pupils who are reluctant or anxious about returning, or who are at risk of disengagement, and enact plans for supporting and re-engaging them in education.
- Existing pastoral and support services, attendance staff and resources, and pupil premium funding may all be used to put measures in place for families who need additional support to secure pupils' regular attendance.
- We will work closely with other professionals, as appropriate, to support the return to school, including continuing to notify a pupil's social worker of non-attendance where applicable.

Uniform

Pupil uniform

During the Summer term, certain aspects of school uniform were relaxed; some of these adjustments may continue into the Autumn term and beyond.

Transitions

Pupils new to Reception

To support pupils who will be new to the setting, we contacted each pupil's previous provision to gather relevant information ahead of their transition. Where required, we adapted our practices to account for the closure of many settings during the lockdown period.

We ensured steps were taken to allow us to build effective relationships with pupils and their families prior to their transition through doorstep visits and telephone calls.

The following actions have been undertaken or are ongoing to support pupils in their first term:

- Information sharing with nurseries will be facilitated during the Autumn term, where this has not taken place already.
- Families have been offered opportunities to get to know the school prior to the pupil starting.
- The information we share with parents will be accessible to all – we will develop written communications and conduct online meetings and phone calls.
- A presentation has been provided to pupils and shared on our website to show them what they can expect when they come to the school.

Transition between classes

Although most pupils returned to the school before the start of the 2020/2021 academic year, a few did not. Where this is the case, and pupils were not able to spend time with their previous teacher or in their previous classroom, we have communicated to pupils and their parents who their new class teacher will be. The new class teacher posted welcome messages and videos on Google Classroom and the school allowed socially-distanced visits for families who were shielding a relative at home.

Support for parents

As part of any transition, we will aim to establish relationships with pupils and their parents to ensure they feel welcomed, valued, and informed.

Support for new members of staff

Induction programmes will be adapted to ensure the appropriate support is offered to new staff members.

Safeguarding

Ensuring safeguarding arrangements remain effective and updated in response to changes while the school transitions to opening fully is a key priority.

Our Child Protection Policy was updated during the partial closure to include provisions for keeping pupils safe until all pupils return to school. In the new term, our policy will be reviewed to determine whether it reflects the current ways of working and the requirements of 'Keeping children safe in education' (KCSIE) 2020, which came into force at the beginning of September.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home, e.g. due to self-isolation, are protected when they are online.

Identifying and supporting newly vulnerable pupils

We are aware that some pupils may have been at an increased risk of experiencing harm during the lockdown period, particularly as they were not seen by staff at the school or other agencies. Others may not have provided cause for concern before the lockdown period but have since experienced significant harm during their time at home – these pupils will form part of a newly vulnerable group.

We will continue to take steps to identify and support these pupils as they return to school, accounting for the fact that these pupils may include those that would not usually be considered 'at risk'.

The DSL and their team will be given time and support to enable them to organise and manage their workload effectively. This will include re-engaging with external agencies and ensuring staff, pupils and pupils' families are informed of any services whose work practices may have changed due to the lockdown period.

Safeguarding training will be refreshed for all staff to ensure everyone is able to respond appropriately to disclosures from pupils and identify signs that could indicate a pupil has experienced significant harm, e.g. changes in behaviour. This training will be provided in the form of staff briefings and online courses. The training will reflect the updates included in KCSiE, particularly in relation to domestic abuse and extra-familial risks including Child Criminal Exploitation (CCE), child sexual exploitation (CSE) and county lines.

KCSiE includes a particular emphasis on mental health, which will be key to support for pupils at this time. The definition of safeguarding has changed to include mental health explicitly. Staff will access specific training to support this (online KCSiE training package). We will ensure staff are aware that it will take time for pupils to re-establish their relationships with staff and to process their experiences of lockdown. This means that it may take time before pupils are able to share their experiences. Staff will be reminded that **just because a disclosure is not immediate, it does not make it less valid or important.**

Pupils may also express any trauma they have experienced through their behaviour. We will ensure staff are aware of the link between safeguarding and mental health, emphasising that mental health issues can sometimes be indicators of abuse, neglect or exploitation.

A safe place will be provided for pupils to discuss concerns about their experiences of lockdown and make disclosures where necessary.

SEND support

Assessing risks to pupils with SEND returning to school

All pupils with SEND, including those with EHC plans, will be expected to attend school from the beginning of the Autumn term alongside their peers.

The school will consider whether any pupils with SEND will need specific support to prepare for the changes of routines that the return to school or routines within school will involve.

Providing SEND support

Staff, including TAs and specialist staff, will be deployed to provide pupils with the necessary support while they remain within the required bubbles. Any redeployments will not be made at the expense of supporting pupils with SEND.

The SENCo, in collaboration with other key members of staff and agencies, is responsible for coordinating the school's SEND support in the Autumn term. Specialist staff, therapists, peripatetic teachers and other support will be allowed to move between schools to support pupils and provide interventions as usual, whilst trying to maintain a distance from other staff.

Support for individual pupils

We are aware that pupils with SEND will have had a variety of experiences. While many pupils with an EHC plan will have been attending school on site for some or all of the lockdown period, others will not. There will be many pupils identified as needing SEND support who will have been learning from home throughout this period. There will also be those who were not on the SEND register before the partial closure of the school, but whose experiences during this period will mean that they are now in need of additional SEND support – we recognise that some of these pupils will be those with social, emotional and mental health (SEMH) needs.

Even within these groups, pupils' experiences will not have been uniform. To ensure pupils receive the appropriate support, the SENCo will ensure they have a clear understanding of the experiences of pupils during the closure period. This will be done in a number of ways, including speaking to pupils and their parents and getting in touch with any external agencies that have been supporting pupils.

All pupils, including those with SEND, will be given catch up support to promote their progress.

Rebuilding relationships

All pupils, and particularly those with SEND, will need time and space to re-establish their relationships with staff and their peers. For example, those pupils that have remained at school will have to adapt to more pupils being around them, and those pupils that remained at home will have to adapt to the transition from online relationships to face-to-face relationships.

Relationships between staff and pupils and pupils and their peers will also be impacted due to social distancing measures. We will make sure that this change in relationships is explained to pupils with SEND, whilst also understanding that these pupils may require repeat explanations.

Staff deployment will be kept as consistent as possible to help rebuild relationships. Support staff will be given time with pupils to build relationships away from learning expectations. Class teachers and TAs will also be given time with their pupils to rebuild relationships.

We are aware that pupils with SEND may have experienced feelings of rejection and fear during this time and that these feelings may be communicated physically. This behaviour will be managed in a supportive rather than corrective manner.

Re-establishing routines

Routines will be made clear to all pupils with SEND and time will be needed for them to embed and understand the changes. Visual timetables will be made to support pupils' understanding of routines. We will consider whether additional breaks for movement to support self-regulation and the management of change are required.

Re-establishing expectations

The expectations of pupils for areas such as their behaviour and how they act around school will be different, e.g. pupils will be expected to adhere to some form of social distancing rules. We understand that it may be more challenging for pupils with SEND to meet these expectations.

We will clearly set out our expectations to all pupils and ensure pupils with SEND are provided with learning aids, e.g. picture books, to support their understanding.

Restarting learning

Pupils will have had different learning experiences during the partial closure – this means they will be in different places academically and teachers will need to build on where each pupil is.

Teachers and support staff will be responsible for establishing the current level of learning for pupils with SEND. The SENCO will work with class teachers and support staff to develop the most appropriate methods of establishing pupils with SEND's current learning level.

Many pupils with SEND will need to revisit and re-engage with a lot of their previous learning and skills; therefore, class teachers will plan this work specifically for pupils that require it.

Sensory issues

For some pupils with SEND, a key issue as they return to school will be the management and regulation of sensory issues. Pupils that have been at school during partial closure will have become used to the site being quieter, while those who have been at home will be used to only being around a few people. Pupils will have to readjust to being around more people, noise and movement. We understand that during this adjustment period, pupils with SEND may express their discomfort through emotional and physical outbursts. The SENCO and other key staff will consider how this behaviour will be managed and how pupils will be supported – this will include the following measures:

- Flexibility with fidgeting and movement will be allowed (while considering social distancing measures) to support pupils to self-regulate and manage sensory overload.
- Calm and safe spaces will be allocated throughout the school where pupils can go to if they are experiencing sensory overload.

Annual reviews of EHC plans

In line with local advice, the school has continued to conduct annual reviews of EHC plans during the partial closure period. To ensure the school understands the needs of pupils with an EHC plan, the following actions will be taken:

- The SENCo will be given extra time and support to manage any backlog of reviews, as required.
- To maintain social distancing measures, reviews will be held virtually or outdoors.
- Clear decisions will be made about information gathering and staff will note whether information is from before or after the partial closure period.
- The SENCo will identify which meetings are the highest priority (e.g. pupils needing a change in placement and those with a significant change of need) and focus on these meetings.

Parents will be engaged to ensure the school can fully understand pupils' experiences during and after the partial closure of the school

Procedures for local lockdown

The government has released new guidance on how schools will operate if a local lockdown comes into force, whereby local restrictions are given a tier classification of one to four, with the numbers ascending in relation to the severity of the outbreak.

We may be required to close to all but vulnerable children and the children of critical workers if the local area is placed in a higher tier lockdown; however, we will work with the LA to identify pupils in priority groups and ensure we have the capacity to stay open for them.

Parents will be informed of any changes to their children's attendance immediately.

If we are unable to open for pupils in priority groups for any reason, we will work with the LA to agree the most appropriate solution. If we need to offer pupils places in alternative settings, we will ensure that they and their families are informed of this as soon as possible.

We have developed a Coronavirus Contingency Plan in preparation for a potential local lockdown, which details how the school will respond to the different tiers of local lockdown requirements.

Remote education

If a local lockdown occurs, or a group or small number of pupils need to self-isolate, we will offer immediate remote education to all pupils who are at home.

We will use a clear curriculum sequence that allows access to high-quality online and offline resources and teaching videos and is linked to our curriculum expectations. Assignments will be meaningful and ambitious and set across a range of subjects, and our programme will be equivalent in length to the core teaching that pupils would receive in school.

Pupils will be given access to high quality remote education resources. The online tools we select will be used consistently across the school to allow interaction, assessment and feedback. All teaching staff will be trained to use the online tools to ensure effective use.

We will continuously gauge how well pupils are progressing using questions and assessments and set clear expectations for pupils on how often teachers will check their work. Teachers may adjust the pace or difficulty of remote education, or revisit material in response to these assessments.

Pupils who do not have suitable online access will be provided with printed resources.

Expectations of pupils will depend on their age, stage of development, and any SEND.

Attendance

During the period of local lockdown, we expect vulnerable children, those with a social worker, or those who are deemed otherwise vulnerable to attend school, unless they are shielding or clinically vulnerable. For those with an EHC plan, attendance expectations will be determined following the completion of a risk assessment. If their needs can be as safely or more safely met in school, we will expect them to attend.

If a parent does not want to bring a vulnerable child to school, we will discuss with the parent and the child's social worker, if applicable, the reasons for their concerns and take steps in line with the government's guidance on vulnerable children.

Critical workers are not required to take up a school place during this time, but places will be available if they need them. We will discuss with parents who are critical workers the provision that is needed for their children.

No one displaying symptoms of coronavirus will be allowed to enter the school site.

Pupils with SEND

In the case of local lockdown or renewed partial closure of the school due to a coronavirus outbreak, the school will need to recommence the provision of remote learning. Where this is the case, teachers will ensure additional support is in place to help pupils with SEND to access remote education.

Personnel considerations

We will ensure the wellbeing of staff is considered and discuss with them the impact of local lockdown measures.

During the period of lockdown, we will assess the staffing capacity required and discuss our needs and decisions with the LA.

Where staff are clinically vulnerable or clinically extremely vulnerable, we will work with staff to determine whether it would be safer for them to work from home or at school. If they are comfortable with being in school, we will ensure stringent protective measures are implemented and followed. We are aware that shielding measures may be re-enforced, and will support staff to work from home where this is the case.

Infection control

When operating at a limited capacity, we will continue to follow the stringent infection control measures that are outlined earlier in this plan.

Food provision

If a local lockdown is enforced, we will follow government advice and work with the LA to ensure pupils eligible for FSM continue to receive support.

Extra-curricular provision

Extra-curricular provision will only operate if it can be safely offered outside, in a small group whilst observing social distancing guidelines and maintaining bubbles. Indoor provision will not be offered during this time.

Communication

Our plans for the Autumn term and all associated procedures will be communicated to all relevant stakeholders, including pupils, parents, staff, visitors, suppliers and contractors.

Parents will be informed of:

- The protective steps the school is taking to ensure pupils are safe.
- New timetable arrangements, including start and finish times.
- The processes for drop-off and collection.
- The educational resources that can be accessed from home, if their child is following public health/medical advice and will not be returning to school immediately.
- Safety measures that will be implemented, e.g. social distancing.
- Expectations of pupils in terms of behaviour and attendance.

Staff will be informed of all relevant plans, including infection control measures, timetable changes or changes to their role and expectations of them, and will be given the opportunity to address any specific concerns. Staff meetings and training days will take place before the school opens, to take staff through all of the arrangements. Staff will be engaged regularly to get their feedback on the arrangements that are in place.

We will ensure that all contractors and suppliers are prepared to support our plans.

Cleaning staff and contractors will be informed of the new cleaning requirements and additional time for these to be completed will be agreed.

Monitoring and review

This plan will be reviewed continually in line with guidance from the government and PHE.

Any changes to the plan will be communicated to all relevant stakeholders.