



COVID-19
Risk assessment for return to Education on Monday 1st June
and recovery plan

Adopted by the Board of Directors of
STAR ACADEMY TRUST on
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COVID-19

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Introduction

This document aims to address how we plan to begin re-opening Highfields Academy from Monday 1st June. It includes the following three sections:

1. Our aims
2. Our plans of how to mitigate risk
3. Appendix and recovery plan.

It is important to understand that Highfields Academy cannot 100% guarantee that no pupils or members of staff can be completely protected from Covid-19. This virus is one of hundreds of different viruses that are in circulation. Prior to Covid-19 we were not able to guarantee that no child or staff would pick up an illness in school and this remains the case. **What we can guarantee is that we will implement as many possible, reasonable and practical strategies to minimise this risk as much as we can.**

It is also important to understand that 2m social distancing **cannot** be enforced in school. Again, we will do what we can regarding this and the risk assessment gives further details about how we plan to do this but the reality is that it is impossible to strictly adhere to social distancing in a primary school and before parents send their children into school it is important that they understand and accept this.

Regarding pupils with individual Education Health Care Plans, we cannot guarantee that we are able to meet every requirement of these in the initial stages of return but we will be doing our very best to meet these. Health and Safety and mental health will be prioritised over academic learning.

When creating a risk assessment we would normally take a 4 step process:

- Identify potential risks
- Identify the likelihood of this happening (and rate it low, medium, high)
- Identify the danger / impact if something does go wrong (and rate is as low, medium, severe)
- These ratings help prioritise risks and required actions.

We cannot take this approach with this risk assessment as we do not know the answers to these questions so we have to consider all risks equally.

The risk assessment / action plan will fall into the following categories:

Prior to opening
Hygiene
Health and Safety , including PPE
Mental Health/Wellbeing of staff, pupils and parents
School organisation and Daily routine
Communication
Teaching, Learning and Curriculum

Aims:

This risk assessment covers the period of time leading up to the 1st June and also the initial return to school of some pupils on 1st June. The government's aspiration is that all pupils will return to school before the summer. This plan only covers the initial stage of school return. The plan will be updated regularly as we approach the times when more pupils return. Our aims are:

- To continue to provide education for all children of identified key workers, pupils with EHCP plans and those who have an allocated social worker. Places will be available for all eligible pupils. The aim is for these pupils to return to full time education.
- For pupils in Reception class to return to full time education on Monday 15th June.
- For prioritised pupils in Little Crickets to return to school on Monday 15th June. Initially this will be for those pupils who will be transitioning into mainstream education in September. Once these places are allocated we will then prioritise other pupils in the Butterfly room, and finally those pupils in the Caterpillar room. Return dates will be confirmed for these pupils as soon as possible.
- For pupils in Year 1 to return on Monday 22nd June and pupils in Year 6 to return on Monday 29th June. This will be reviewed regularly and these dates could be brought forward (or delayed).
- To maintain out of hours provision 7.30am-6.00pm but this will only be available to children of key workers.
- To support the transition of pupils, prioritising on those who are joining the school and moving to high school.

These aims are based on the current Government guidance and also the position statement of the Local Authority. However, the Board of Star Academy Trust retains the authority to make changes to the proposed timelines if we feel it is safe to do so.

Highfields Academy Risk Assessment – Return to Education (Covid-19)

This risk assessment details the actions that the Academy has put into place to reduce the risk of the spread of all infections, but particularly Covid-19. The risk assessment states what will be done, and who this is delegated to. The Principal and Board retain overall accountability that these actions are in place.

This has been produced in line with the following Government guidance: (I have created a code for each to make it easier to refer to in the tables below – see in red)

- **AE** Actions for education and childcare settings to prepare for wider opening from June 1st 2020 (published 11th May 2020)
- **OS** Opening Schools for more children and young people: initial planning framework for schools in England (Updated 12th May 2020)
- **CIPM** Coronavirus (COVID-19): implementing protective measures in education and childcare settings (updated 12th May 2020)
- **SWE** Safe Working in Education, childcare and children's social care settings, including the use of personal protective equipment (published 14th May 2020) –
- **PGPS** Planning guide for Primary schools (published 14th May 2020)
- **ASC** Actions for Schools during the Coronavirus outbreak. (published 18th May 2020)

Aspect	Measures to Implement	By	DfE Guidance
Pre-Opening	<ul style="list-style-type: none"> • Ensure Covid-19 risk assessment is in place and reviewed weekly 	Simon Dyson	All documents
	<ul style="list-style-type: none"> • Health and Safety advice for children and staff is in place and published on the school website. 	Simon Dyson, Julia Betteley,	PGPS – annex A and B
	<ul style="list-style-type: none"> • Posters are displayed in all parts of the school. 	Kate Richards	PGPS – annex C
	<ul style="list-style-type: none"> • All building health and safety compliance checks are completed. 	Kerry Kolbuck	PGPS – pt 1
	<ul style="list-style-type: none"> • COVID -19 Home school agreement to be created and shared. Behaviour Policy is reviewed and updated. 	Simon Dyson	PGPS - pt 8

Aspect	Measures to Implement	By	
Pre-Opening (staff)	<ul style="list-style-type: none"> Establish which members of staff are able to return to work on full contractual hours, which members of staff are identified as 'extremely clinically vulnerable' or live with people who are identified as 'extremely clinically vulnerable'. Members of staff that fall into these categories will not be included in rotas providing that they can provide written evidence from doctors to confirm this. 	Simon Dyson	PGPS pt 2
	<ul style="list-style-type: none"> Establish which members of staff are identified as 'clinically vulnerable' and arrange virtual meetings to establish what measures need to be put in place to protect these staff, including what roles can safely be performed. 	Simon Dyson	CIPM p5
	<ul style="list-style-type: none"> Arrange virtual meeting/phone call with any member of staff who does not fall into the above categories but feel that there are other reasons why they would be unable to return to full contractual hours. 	Simon Dyson	
	<ul style="list-style-type: none"> Ascertain whether any members of staff are potentially more vulnerable due to non-medical reasons, for example: BAME employees. These staff will be allocated roles in school where social distancing is easier to ensure (ie: working with older pupils) 	Simon Dyson	
	<ul style="list-style-type: none"> Ensure that this is communicated with all staff. Ensure that all staff are aware of the Employee Assistance Programme. 	Adam Strefford	PGPS – pt 8
	<ul style="list-style-type: none"> Produce staffing rota that will be in place from Monday 1st June 2020. Ensure that virtual staff meetings take place weekly <p>NB: The vast majority of staff will be expected to return to work on contractual hours from Monday 1st June.</p>	Simon Dyson	

Aspect	Measures to Implement	By	
Pre-opening (parents and pupils)	<ul style="list-style-type: none"> • Publish the risk assessment to parents prior to opening. • Communicate with parents to ascertain their views about whether they intend to send their child into school and also to seek views to inform the risk assessment • Ensure that prior to the 1st June all parents and pupils have received and read the revised behaviour policy and home school agreement. Pupils will not be allowed to return to school until parents have signed a form to state that these, along with the risk assessment have been read, understood and that they promise to <u>adhere to all measures that are in place.</u> • Ensure that all contact numbers for pupils are up to date • Ascertain which pupils will be attending school on the 1st June. It is important to stress that we expect all pupils to attend and strongly encourage parents of eligible pupils to send their children into school. However, as stated in previous letters this is your choice and this will be respected. The exception to this is pupils with underlying health conditions that make them more vulnerable or live with someone who is.. This will have been confirmed by a letter from the GP. In these cases parents should discuss with the Principal. • Finalise the numbers of pupils that will be attending school by Wednesday 27th May. (we accept that this could be subject to change but this will need to be discussed with the Principal) 	<p>Simon Dyson</p> <p>Simon Dyson</p> <p>Sherryn Middleton, Julia Betteley</p> <p>Sherryn Middleton, Julia Betteley</p> <p>Adam Strefford</p> <p>Simon Dyson, Adam Strefford</p>	<p>PGPS pt 3</p> <p>OS p3</p> <p>PGPS pt 7 OS p3</p> <p>PGPS pt 4 CIPM p5,6</p> <p>PGPS pt 4</p>

Aspect	Measures to Implement	By	
Pre opening (resources)	<p>Ensure that the school is <u>very</u> well stocked with:</p> <ul style="list-style-type: none"> • Cleaning materials, including disposable cloths, detergents, buckets, mops, bins, bin bags (medical waste/nappies), • PPE equipment, including full PPE, face masks, face coverings, gloves (longer than wrist length), eye protection • First aid equipment and UV thermometer • Tissues and paper towels • Soap, hand sanitiser. 	Kerry Kolbuck, Sherryn Middleton, Kath Barlow	
Classroom set-up	<ul style="list-style-type: none"> • Teachers will ensure that all equipment that is not used regularly will be removed from the classroom. Equipment in classrooms to be kept to a minimum in order to aid cleaning. • Soft toys and dressing up clothes to be removed from classrooms. Equipment such as sand trays and play dough will also be removed. • Desks to be situated 2m apart • Posters to be displayed • All areas stocked with soap, hand sanitiser and a water station. 	Classroom teachers	CIPM p5

Hygiene	Measures to Implement	By	
Pupils and teachers/TAs	<p>So far as is reasonably practical we will aim to promote exceptional hygiene:</p> <ul style="list-style-type: none"> • Handwashing facilities and hand sanitiser stations will be designated to each individual class group. • Staff to incorporate lessons on handwashing on the first day back into school. This lesson will also include other aspects of hygiene such as encouraging children not to touch their eyes, noses and mouths, not to put things in their mouths, what to do after sneezes or coughs, why some pupils and staff may wear facemasks and how these can help to prevent the spread of viruses. These will be made age appropriate. • Regular designated times during the day will provide pupils opportunity to wash their hands (arrival and departure, before and after eating and after sneezing and coughing, break times). These will be supervised for all pupils with the exception of Y6. • Regular reminders to all pupils about the importance of hygiene, including flushing of toilets and what to do if they have problems with this. • Tissues boxes will be readily available to all pupils on their desks, as will ways of disposing with these. (Catch it, bin in, kill it) • Classroom spaces should be well ventilated as much as is possible. 	<p>Teachers</p> <p>Teachers</p> <p>Teachers</p> <p>Teachers</p> <p>Kerry Kolbuck</p> <p>Teachers / Kerry Kolbuck</p>	<p>PGPS pt 1</p> <p>SWE p3</p> <p>SWE p3</p>

Hygiene	Measures to Implement	By	
Site Maintenance	<p>Cleaning expectations will increase significantly and will include:</p> <ul style="list-style-type: none"> • Door handles and light switches to be wiped prior to school opening, and at several other specified times during the school day, eg: once children are in the room, after breaktimes, lunchtimes) • All surfaces to be thoroughly cleaned at the end of every day in all rooms that have been utilised that day. This includes all tables, sideboards, teacher desks, all smooth floors. • All equipment that needs to be shared must be cleaned in between different pupils / staff using them. • Teachers need to support in this by ensuring that all tables and desks are left clear at the end of the day. Resources that are not required regularly should be removed from the classroom and only taken out as needed. • Wherever possible cleaning should take place at least 30 minutes after teachers and pupils have vacated the area. • Cleaners must wear long gloves and use all specified cleaning materials. • Carpeted areas will be hoovered daily in rooms that have been used. • All areas of the school that have been used during that day will need to be thoroughly cleaned, with the exception of areas that have only been used by 1 member of staff and will not be used by a different member of staff the following day. These areas will be on rota appropriately. • Regular monitoring of toilet areas is required. This will involve regular wiping of taps, sinks and toilet flushers throughout the day and more thorough cleaning at the end of the day. • Cleaning staff hours will be temporarily increased so that at least one of the cleaners and/or site maintenance officer will be on site during all opening hours. <p>Daily checklists for cleaning will be revised and these will be monitored daily by senior leadership.</p>	<p>All staff and Y6 pupils (in their area)</p> <p>Cleaners</p> <p>Teachers and support staff</p> <p>Teachers and support staff</p> <p>Cleaners / Kerry Kolbuck</p> <p>Cleaners</p> <p>Cleaners</p> <p>Cleaners / Kerry Kolbuck</p> <p>All staff</p> <p>Kerry Kolbuck, Simon Dyson, Adam Strefford</p>	<p>OS p6</p> <p>SWE p3</p>

Health and Safety, including PPE	Measures to Implement	By	
	<ul style="list-style-type: none"> • All usual health and safety daily, weekly and monthly checks to continue in the normal manner. • 4 full PPE outfits (mask, gloves, eye protection, apron, will be available to staff should a pupil display symptoms whilst in school. • If a pupil develops symptoms whilst in school they will be isolated immediately and parents will be called immediately. The pupil must be collected as soon as is possible. <p>The Isolation room will be the reading intervention room (next to the music room). This will enable the child to leave through the door onto the KS2 playground without passing through any teaching area.</p> <ul style="list-style-type: none"> • If a child is in isolation a member of staff will stay with them in the room. PPE will be worn and strict 2m distancing will apply. • PPE (face covering, gloves, apron, eye covering) will be available to any member of staff who is administering first aid. This will be worn as they see appropriate depending on what first aid is required. • PPE will be made available to staff if requested for normal working activities. There will be no expectation that it is worn in normal activities but if staff feel more protected wearing a face covering this will be allowed. • Pupils are not expected to wear face coverings during the day. However, this will be a personal choice (parents and pupils) and pupils will be allowed to wear them if they choose to. <p>If a parent wishes their child to wear a face covering it is expected that they will supply this. If this is not possible the parent must contact the school.</p> <ul style="list-style-type: none"> • Water fountains will be removed from use. Water will be available in all teaching areas and children will be able to fill water bottles from jugs. • Testing for Covid-19 will be available for any staff and pupils who show symptoms. <p>If we have a confirmed case of Covid-19 within the school we will contact Public Health England immediately and follow their advice. All rooms where the child/member of staff have accessed will be closed until safe to reopen, based on PHE advice. Parents of pupils that may have been in contact with the infected person will be notified that day.</p>	<p>Kerry Kolbuck</p> <p>Simon Dyson</p> <p>Simon Dyson, Sherryn Middleton</p> <p>Designated member of staff</p> <p>Simon Dyson, Sherryn Middleton</p> <p>Simon Dyson, Sherryn Middleton</p> <p>Simon Dyson</p> <p>Parents</p> <p>Parents</p> <p>Class teachers</p> <p>Simon Dyson</p> <p>Simon Dyson</p>	<p>CIPM p5</p> <p>CIPM p5</p> <p>CIPM p4 SWE p8</p> <p>CIPM p4</p> <p>CIPM p4</p> <p>CIPM p4</p> <p>SWE p4</p>

Mental health and wellbeing	Measures to Implement	By	
	<p>School has been closed to most pupils since 20th March. We know that a few/some/many/all pupils will need a settling in period to get back into school life, especially as this will not be school as they know it. We know that all pupils will have a range of anxieties, as will staff.</p> <p>For pupils:</p> <ul style="list-style-type: none"> • Staff should be particularly aware of potential mental health issues with pupils. They will seek opportunities to talk to children on a 1:1 basis in the first couple of days to check that they are ok and any concerns must be reported to the SLT. The SLT will then aim to provide some additional support where it feels it is required. • Curriculum in the early days will predominantly focus on wellbeing. (more on curriculum later) <p>For staff:</p> <ul style="list-style-type: none"> • The Principal and SLT are very aware of the anxieties and also work life balance for all members of staff. Regular staff meetings will be held but these will only focus on the current situation and wellbeing of staff. • No lesson observations for monitoring purposes will take place until September. Any observations that do take place will be purely to check on health and safety requirements. Performance management will not take place until September and objectives around pupil performance data will be considered in a very light touch manner. • In the initial stages of return there will be no expectations regarding marking of books. With teachers and TAs only working with small groups at any time feedback on work will be mainly verbal. Staff will not be allowed to take books off site to mark. • This year there will be no end of year reports to parents. We did send a written report just before school was closed and very little will have changed since then. • All staff to be reminded of the Employee Assistance Programme. • Opportunities for staff to discuss any concerns they have in a 1:1 situation with a member of the SLT. • Weekly SLT meetings to take place with a standing agenda item of staff well-being. <p>Staff welfare</p> <ul style="list-style-type: none"> • The staff room will not be strictly closed but it is important that no more than 4 people are in there at any given time. Staff need to socially distance as much as is possible. 	<p>Teachers</p> <p>Teachers</p> <p>Simon Dyson, Adam Strefford</p> <p>Simon Dyson</p> <p>Simon Dyson, Adam Strefford</p> <p>Simon Dyson</p> <p>Simon Dyson</p> <p>SLT</p> <p>Simon Dyson</p> <p>All staff</p>	<p>PGPS – pt 10</p> <p>PGPS – Pt 10</p>

Organisation and daily routine.	Measures to Implement	By	
	<p>MAIN SCHOOL:</p> <ul style="list-style-type: none"> Classes will be split into a maximum size of 15. Where possible friendship groups will be considered. The exception will be Y6 where pupils will be grouped according to which high school they will be attending. We will have 7 or 8 classes: <ul style="list-style-type: none"> Reception A and Reception B 1A and 1B 6A and 6B Class 7 (key workers) Depending on numbers this will be 7A and 7B RA – Based in Foundation classroom RB – Based in Library 1A – Based in Y1 classroom 1B – Based in Y2 classroom 6A – Based in Y6 classroom 6B – Based in Y5 classroom 7 – Based in Y4 classroom (Y3 classroom if numbers exceed 15) <p>Toilets</p> <ul style="list-style-type: none"> All reception pupils to use toilets closest to their classroom Y1 and Y6 and Class 7 to use toilets that are located by the music room <p>Playgrounds and playtimes: Playtimes will be staggered so that ‘A’ pupils will have breaks at one time and ‘B’ pupils will have breaks at a different time.</p> <p>Reception children will use the Reception outdoor area Year 1 pupils will use the Key Stage 1 playground Year 6 pupils will use the KS2 playground Class 7 will also use the KS2 playground (different area to Y6)</p> <p>Break Times: RA, 1A, 6A and Class 7: Morning break 10.10am – 10.25am Lunchtime: 12:00pm – 12:45pm Afternoon break: 2:00pm-2.15pm</p> <p>RB, 1B, and 6B: Morning break 10.25am – 10.40am Lunchtime: 12:30pm – 1:15pm Afternoon break: 2:15pm - 2.30pm</p> <p>The outdoor adventure trails will be on rota so only 1 group of children will be able to use it each day.</p> <p>Start and end of School day: Pupils who are in Group A: School starts at 8.45am and will end at 3.15pm</p> <p>Pupils in Group B: School will start at 9.00am and will end at 3.30pm</p>	<p>Adam Strefford, Simon Dyson, Kate Richards</p>	<p>CIPM p6</p> <p>CIPM p8</p> <p>PGPS pt 7</p> <p>PGPS pt 7</p>

	<p>Class 7: As this class will only contain key worker children this will be operated more flexibly in a similar way to how it has been since the 20th March.</p> <p>Before/After school provision: This will be from 7.30am – 9.00am and from 3.15pm – 6.00pm This will take place in the hall and drop off/collection will be the hall door on Key Stage 1 playground (by the shed). Pupils who have been in class RA, RB, 1A, 1B, 6A or 6B during the day will be grouped and the aim is to keep these groups of pupils distanced from each other as much as is possible.</p> <p>We know that this will cause problems for those of you who have children in 2 different year groups. There are not many of you so we ask that you discuss this individually with us so that specific plans can be put in place.</p> <p>Entry into school: The school fortunately has 2 entrances. Until September we will be operating a one way system for dropping off, picking up and in any other agreed circumstances. We know that this will cause some inconvenience but this will be strictly enforced.</p> <ul style="list-style-type: none"> • Cumberland Avenue will be the entrance to the site. • Whitehouse Lane will be the exit to the site. • There will strictly be no cars allowed onto site (parents). The double gates will be closed and manned by staff. The exception will be parents that have a disability badge and these parents will need to discuss arrangements prior to June 1st with the Principal. <p>Dropping off time:</p> <ul style="list-style-type: none"> • All parents are asked not to arrive at school early, we do not want groups of parents waiting on the school grounds. • It is essential that children arrive promptly (but not early) for the start of their day. • Pupils should only be dropped off and collected by 1 adult. <p>Reception pupils and parents GROUP A: Enter the school via the Cumberland Avenue entrance. Walk along the path and through the side gate by the notice board. Your children will be let in through the normal gate into the outdoor area and then into school in the usual way. Note, this is the most difficult area to socially distance parents and pupils and we will need your patience and support here. <u>Parents must keep 2m apart from other parents.</u> Parents must leave via Whitehouse Lane gate.</p>		CIPM p7
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	<p>Reception pupils and parents GROUP B: Enter the school via the Cumberland Avenue entrance. Walk along the path and through the side gate by the notice board. Continue past the Reception Gate and onto the Key Stage 2 playground. Your children will enter school through the door by the red railings. Markings have been put on the yard to ensure that parents remain 2m apart. Parents must leave via Whitehouse Lane gate.</p> <p>Year 1 (both groups): Enter the school via the Cumberland Avenue entrance. You will walk through the car park and through the wooden gates by the sheds. Markings are on the playground to ensure 2m distancing for parents. Your children will enter either y1 or Y2 classroom from here. Parents must leave via Whitehouse Lane gate.</p> <p>Year 6: Parents will not be permitted on site at the start and end of the school day unless you have other children in Pre-school, Reception or year 1. Your children will enter via Cumberland Avenue, will walk through the car park, <u>around</u> the KS1 yard and will enter their classrooms through the fire doors for Year 5 or 6.</p> <p>Collection times:</p> <ul style="list-style-type: none"> • Again, it is important that parents do not arrive more than 5 minutes before their school day ends and that social distancing is adhered to. • All parents will arrive via Cumberland Avenue and will follow the same route as they did in the morning. Teachers will ensure that pupils are let out promptly. • Markings will be drawn onto all waiting areas and social distancing must be adhered to. • All parents will leave site via Whitehouse Lane gate. • Year 6 parents are not permitted on site. <p>The School Day Lunchtime:</p> <ul style="list-style-type: none"> • All pupils will eat in their designated classroom spaces. • School lunches will be provided but these will be of a picnic bag style. We are looking at ways of providing some hot options (sausage rolls, toasties, pizza slice, burger, hotdog etc) on some days but a hot meal is not guaranteed. Menus will be available. • Pupils in Reception, year 1 and those who are entitled to a free school meal will be provided with a lunch. Other pupils will still be able to order a school lunch or are allowed to bring a packed lunch. If pupils do bring their own lunch we will assume that parents use good hygiene methods when making these. 		
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	<ul style="list-style-type: none"> • It will not be possible to swap days. • For phase 1 of the return we will prioritise pupils who will be moving to mainstream school in September to attend. This will be reviewed regularly. 		
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<p>Organisation and daily routine.</p> <p>1st June – 14th June 2020 (key worker children and pupils with EHC plans or social care involvement)</p>	Measures to Implement	By	
	<p>This section only covers the period of time from Monday 1st June to Friday 12th June. All other parts of the risk assessment will apply.</p> <p>We will operate 4 groups for children of key workers, children with EHC plans and those with social care involvement.</p> <p>Group 1: Preschool age children (in the Butterfly room) Group 2: Reception and Year 1 pupils (in reception classroom) Group 3: Year 2 and Year 3 pupils (in Y4 classroom) Group 4: Year 4, 5 and 6 pupils (in Y6 classroom)</p> <p>Toilets</p> <ul style="list-style-type: none"> • Group 1 to use toilets in the butterfly room • Group 2 to use toilets by reception classroom • Groups 3 and 4 to use toilets by the music room <p>Playgrounds and playtimes: For this 2 week period breaktimes will not be staggered as it is possible to keep groups separate at the same time due to lower numbers.</p> <p>Start and end of School day: Group 1: 9.00am – 3.45pm Groups 2, 3 and 4: 8.50am - 3.30pm</p> <p>Before/After school provision: This will be from 7.30am – 9.00am and from 3.15pm – 6.00pm This will take place in the library area in the main school (usual Kidspace area)</p> <p>Entry into school:</p> <p>GROUP 1: Enter the school via the Cumberland Avenue entrance. Walk along the path towards Little Crickets. Parents must leave via Whitehouse Lane gate.</p> <p>GROUP 2: Enter the school via the Cumberland Avenue entrance. Walk along the path past Little Crickets and through the side gate by the noticeboard. Entrance to school through the reception outdoor area. Parents must leave via Whitehouse Lane gate.</p> <p>GROUP 3: Enter the school via the Cumberland Avenue entrance. Walk along the path and through the side gate by the notice board. Continue past the Reception Gate and onto the</p>	Adam Strefford, Simon Dyson,	<p>PGPS pt 7</p> <p>PGPS pt 7</p>

	<p>Key Stage 2 playground. Your children will enter school through the Y4 door. Markings have been put on the yard to ensure that parents remain 2m apart. Parents must leave via Whitehouse Lane gate.</p> <p>GROUP 4: Enter the school via the Cumberland Avenue entrance. You will walk through the car park and through the wooden gates by the sheds. Walk around the Year 5 and 6 classrooms. Entry will be through the Y6 fire door. Markings are on the playground to ensure 2m distancing for parents. Your children will enter either y1 or Y2 classroom from here. Parents must leave via Whitehouse Lane gate.</p>		
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Communication	Measures to Implement	By	
	<p>Daily letters to parents will cease. I will guarantee that these will happen weekly as a minimum though.</p> <p>Letters to pupils and Daily Challenges will cease on a daily basis. Again, these will happen weekly as a minimum.</p> <p>Online learning and teacher communication for pupils in Reception, Y1 and Y6 will very much depend on how many pupils are attending school. We will aim to continue this as much as is possible but parents need to accept that these teachers will be back in school working full time. Parents should remember that the intention is that all these pupils should be returning to school and we strongly encourage this so support for home learning will be more limited.</p> <p>Online learning and home communication for pupils in years 2, 3, 4 and 5 will continue as it has been since March 20th. However, parents need to be aware that these teachers will also be teaching pupils on site.</p> <p>Communication with class teachers at the start and end of the school day will be very difficult and will need to be avoided unless absolutely essential. If parents need to speak to teachers they should email them directly so that this can be arranged at the earliest possible time.</p> <p>Home/school books will not be used to pass information to parents. Online technologies will need to be used instead (eg: tapestry, email)</p> <p>From 1st June the office will be manned full time so calls will go through to the school office rather than my mobile.</p> <p>Administration and head's email will be manned throughout the day.</p>	<p>Simon Dyson</p> <p>Simon Dyson</p> <p>Teachers</p> <p>Teachers</p> <p>Teachers</p> <p>Admin staff</p> <p>Admin / Principal</p>	<p>PGPS pt 9</p> <p>PGPS pt 12</p>

Teaching, Learning and Curriculum	Measures to Implement	By	
	<ul style="list-style-type: none"> Teachers will strive to incorporate as much outdoor learning into the curriculum as possible. 	Teachers	PGPS pt 4. CIPM p8
	<ul style="list-style-type: none"> The curriculum in the early stages of return will predominantly focus on mental health, wellbeing, Personal Social and Health Education and also Reading. 	Teachers	PGPS – pt 11 AE p10
	<ul style="list-style-type: none"> Over the half term teachers will assess what gaps in learning are with a focus on reading, writing and mathematics and will ensure that teaching is focused on filling these gaps. (this is likely to be the case for quite a while and the curriculum will need to be reviewed). Teachers will not use formal testing to establish what these gaps are. 	Teachers	PGPS – pt 11 AE p10
	<ul style="list-style-type: none"> Teachers in Year 6 will focus on preparing pupils for high school and part of this will be to focus on the gaps in learning in reading, writing and mathematics. 	Adam Strefford	PGPS – pt 11 AE p10
	<ul style="list-style-type: none"> PE will take place twice weekly but no activities that include close contact will be planned. Equipment that needs to be handled will not be used. 	Teachers	
	<ul style="list-style-type: none"> Online Learning to continue for pupils who do not return to school 		
	Staffing:		
	<ul style="list-style-type: none"> The class is split into 2 halves and a qualified teacher will be allocated to each group. 	All staff	PGPS pt 12
	<ul style="list-style-type: none"> Support staff will be allocated to groups based on needs and numbers of pupils. 		
	<ul style="list-style-type: none"> Pupils who have 1:1 support will have a teaching assistant allocated to them wherever possible. We cannot guarantee that EHCP plans will be met in full; temporary adjustments to plans may need to be made. 	Teachers/SENCO	OS p3 PGPS pt 6
	<ul style="list-style-type: none"> The main class teacher is responsible for learning in both classes and will direct other staff in what needs to be covered. <p>Reception: Miss Garner (RA), Mrs Martin (RB), Year 1: Mrs Bradley (1A), Miss Addis (1B), Year 6: Mr Strefford (6A), Miss Hermitt (6B). Class 7: Remaining staff of rota.</p> <p>Timetables for provision to be published, including staffing rotas.</p> <p>The intention of this approach is to limit ‘cross bubble contamination’</p>	Adam Strefford	

Highfields Academy Recovery Plan

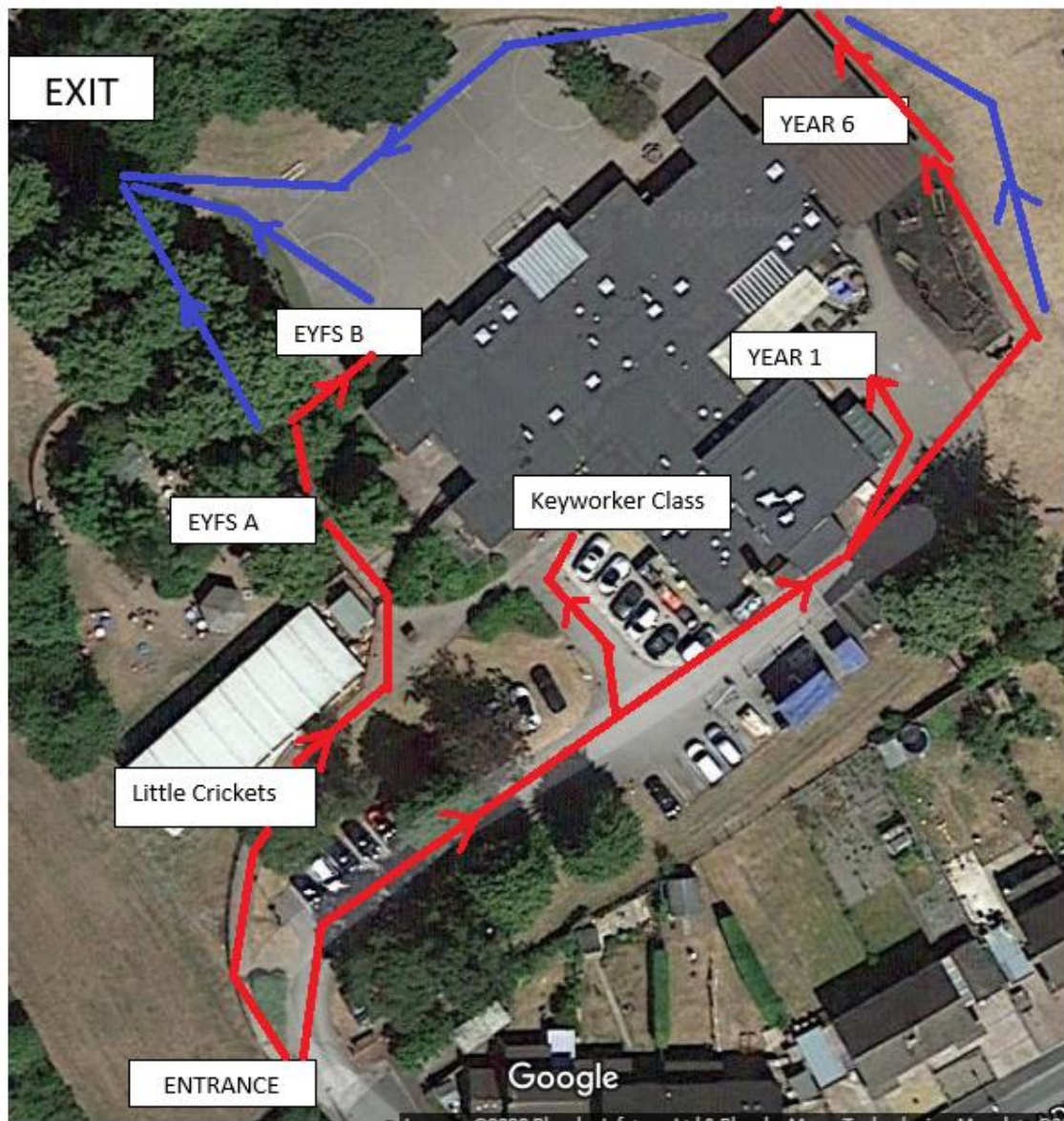
The Strategic School Development plan will be replaced for 12 months by the School Recovery Plan which will prioritise on getting the school back to the position we were in prior to 20th March 2020.

This section is only in skeleton form at the moment as our focus has been on preparing for re-opening. We expect that it will take many months for the school to return to the position it was in prior to March 20th 2020.

Key Areas of the School Recovery Plan:

Return of all pupils to school	<p>This will be reviewed regularly. At this stage the best guess is that by September 2020 all pupils will have returned to school in classes of 30. The government remain aspirational that this could happen sooner (before the summer though not necessarily in groups of 30)</p> <p>We know that some (many? all?) children will have been affected mentally by being absent from school for a prolonged period of time.</p> <p>Priority one: ensure that all pupils feel happy, secure and safe in school.</p>
Curriculum	<p>There will also be some significant gaps in pupils' learning related to the Year group objectives that they are currently in. This is in no way a reflection on the work that parents have done to promote home learning.</p> <p>Priority two: Establish gaps in learning in Reading, Writing and Mathematics.</p> <p>Gaps in knowledge may be even more obvious in the foundation subjects as many topics will not have been delivered.</p>
Staff	<p>Priority three: Curriculum review to ascertain gaps in learning in all foundation subjects and how we will be able to fill these.</p> <p>All members of staff have had to very quickly adapt the way that they work. Some members of staff have worked off-site since the school closed. Like pupils, many staff will have anxieties and will need support in getting 'back to normal'</p>
Financial	<p>Priority four: Staff to feel happy, secure and safe in school and to return to normal expected levels of service (and also to build skills that have been developed during this time into normal expected service – eg: online learning, technology and engagement with parents)</p> <p>Like many businesses, the finances of the school have been dramatically impacted by Covid-19.</p> <p>The Board will consider ways in which this can be addressed but expect that it may take 2 years to return to our previous position.</p> <p>Priority five: To return the school to the sound financial position we were in prior to closure.</p>

One Way system –Dropping off and collecting.



**What classrooms will look like
Year 6A and 6B (and Key worker group 4 for 1st-14th June)**



**What classrooms will look like
Year 1A and 1B**



What classrooms will look like
Key worker group 3 (1st – 14th June) and key worker group post 15th June



Reception classroom and Key worker group 2 (1st – 14th June)



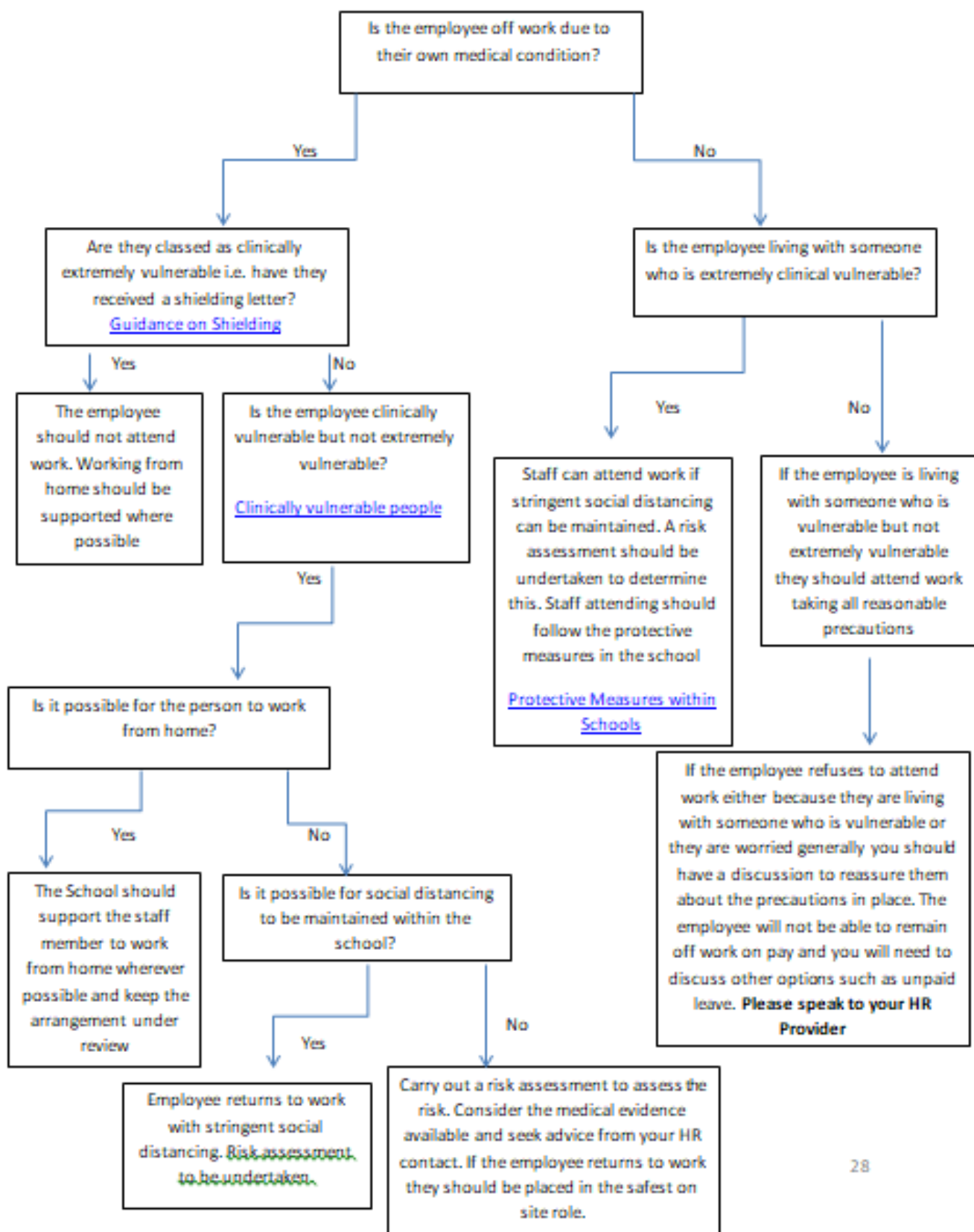
Preschool



Principles for staff - (PGPS)

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your manager), and access a test as soon as possible.
2. Clean your hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products, such as detergents and bleach.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Prevent your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible for air flow.
11. Limit the number of children from your class using the toilet at any one time.
12. Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
13. Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

Flow Chart – Guidance on Supporting Vulnerable Staff



Area of Risk Assessment	Control Measures	Action Complete Yes - ✓ No - X	Planned Actions
Buildings and Facilities	<ul style="list-style-type: none"> Checks have been made to the building in line the DfE guidance for schools or other educational settings on managing premises which have been partially open during the COVID-19 outbreak 	y	
	<ul style="list-style-type: none"> Checks to hot and cold-water systems (refer to the Legionella Control Association (LCA) guidance for recommissioning hot and cold-water systems) 	y	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Checks to gas safety 	y	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Checks to fire safety 	y	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Checks to kitchen equipment 	y	
	<ul style="list-style-type: none"> Checks to security including access control and intruder alarm systems 	y	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Checks to ventilation 	y	
	<ul style="list-style-type: none"> Contact has been made with any contractors and suppliers to check on any special interim arrangements in place due to coronavirus (COVID-19). 	y	
	<ul style="list-style-type: none"> A member of staff has been identified with responsibility for managing premises. 	y	
	<ul style="list-style-type: none"> Cover arrangements are in place for the staff member responsible for managing premises. 	y	
	<ul style="list-style-type: none"> The number of entrances and exits to be used are maximised and used for different groups. 	y	
	<ul style="list-style-type: none"> Classrooms have been re/arranged to allow as much space between individuals as practical. 	y	
	<ul style="list-style-type: none"> Essential resources have been moved into relevant teaching spaces. 	y	

	<ul style="list-style-type: none"> • Unnecessary items have been removed from classrooms and other learning environments where there is space to store it elsewhere. 	y	
	<ul style="list-style-type: none"> • Areas of non-use have been cordoned off. 	y	
	<ul style="list-style-type: none"> • Physical adaptations to the building have been made to ensure safe movement around the school and to keep groups apart (this might include a one-way system, place dividers, colour coded areas etc.). 	y	
	<ul style="list-style-type: none"> • Signage to support children and young people to follow measures is in place (including those who need additional support, eg, routes round school marked in braille or with other meaningful symbols). 	y	
	<ul style="list-style-type: none"> • Floor markings are in place to aid queueing/social distancing. 	y	
	<ul style="list-style-type: none"> • Resources which are not easily washable or wipeable have been removed. 	y	
	<ul style="list-style-type: none"> • Plans are in place to ensure the availability of soap and hot water in every toilet (and if possible, in classrooms) 	y	
	<ul style="list-style-type: none"> • Plans are in place to ensure location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment 	y	
	<ul style="list-style-type: none"> • Plans are in place to ensure the location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying. 	Not all bins have lids	Regular emptying of bins several times daily.
	<ul style="list-style-type: none"> • Plans are in place to ensure a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly. 	y	

	<ul style="list-style-type: none"> Well ventilated designated room for those with symptoms to go to has been identified. 	y	
	<ul style="list-style-type: none"> Toilets have been set up to accommodate social distancing, eg, middle sinks sealed off. 	y	
	<ul style="list-style-type: none"> Door wedges are available to keep doors open/ajar, where appropriate. 	y	
	<ul style="list-style-type: none"> Fire procedures and been reviewed and revised where required, considering: <ul style="list-style-type: none"> reduced numbers of pupils/staff availability of fire marshals social distancing during evacuation and at muster points 	y	
	<ul style="list-style-type: none"> Staff and pupils have been briefed on new evacuation procedures. 	y	
	<ul style="list-style-type: none"> Insurance arrangements have been checked. 	y	
	<ul style="list-style-type: none"> Arrangements have been agreed with the Council, contractors etc for any essential building works to proceed. 	n/a	
Guidance Managing school premises during the coronavirus outbreak Good estate management for schools Legionella Control Association (LCA) guidance document		Contacts Health and Safety Matthew.ODonoghue@cheshireeast.gov.uk Schools Capital and Organisation: SOCS@cheshireeast.gov.uk For <u>advice</u> on recommissioning hot and cold-water systems: lan.hales@cheshireeast.gov.uk	