



COVID19: Operating Risk Assessment and Action Plan

SCHOOL NAME: Danbury Park Community Primary School

OWNER: Carol Gooding, Headteacher

DATE: 11th December 2020

REVISED:

Purpose of this document:

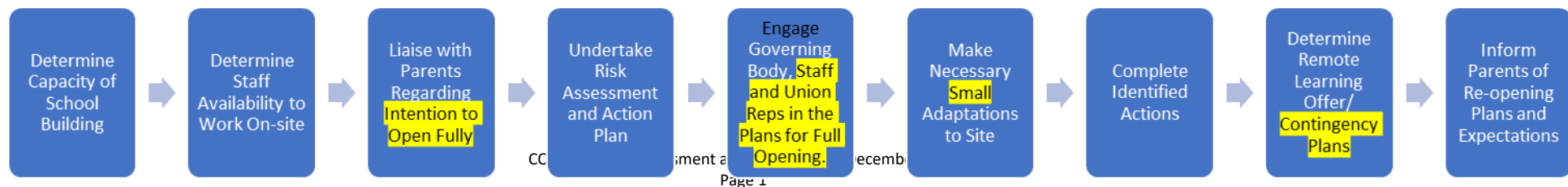
This COVID19: Risk Assessment and Action Plan document follows on from the document originally written in July 2020 and subsequently reviewed which set out the decisions taken and measures put in place to prepare for the full opening of the school and ensured the school continued to operate in a safe way.

This document sets out the decisions taken and measures put in place for the continuing operation of the school under COVID-19 and ensures the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps taken for Full Opening Preparation:





What are the Hazards	Who might be affected	Engagement in Risk Assessment and Planning
Spread of Covid-19	<ul style="list-style-type: none"> • Staff • Pupils • Visitors to premises • Contractors • Parents 	Risk assessment process fully engages staff, governing body and union representatives.

Theme	Control Measure	Action take/Decision Made	Action Completed Date	Risk Level
Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Site was open throughout lockdown period. Kitchen has been operational since 08/06/2020. All H&S premises checks are routinely carried out. Manager's Termly H&S Premises Inspection take place.	11.12.2020	L
	Office spaces re-designed to allow office-based staff to work safely.	Adequate spacing between all three desks.	11.12.2020	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	2m distance markings in place at front entrance. Staggered start and end to school days: A, B, C via vehicular gate access D, E, F via playground gate	11.12.2020	L



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		<p>G, H J via staff carpark, into KS2 playground</p> <p>See separate timetable for details.</p> <p>One way system controlled by staff in place for pupils to enter and exit the school buildings via playgrounds using class external doors</p> <p>Only 1 adult and family in front foyer at any one time.</p> <p>Corridors may be used by pupils in case of emergency and requiring more complex first aid than simple graze and to access asthma pumps and medication.</p>		
	<p>Consideration given to premises lettings and approach in place.</p>	<p>No lettings until February 2021 at the earliest. To be reviewed 29.01.2021</p>	<p>11.12.2020</p>	<p>L</p>
	<p>Consideration given to the arrangements for any deliveries.</p>	<p>Office Social distancing in front reception lobby to be maintained.</p> <p>Deliveries to be left in front reception area for moving into main building by staff.</p> <p>Kitchen Deliveries to be left in kitchen lobby area for moving into main kitchen by staff.</p>	<p>11.12.2020</p>	



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Emergency Evacuations	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>Social distancing to be maintained</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</p>	<p>Existing procedures using external doors from classrooms allow for social distancing as long as followed by individuals.</p> <p>Classes can line up at muster point and maintain distance between groups.</p>	11.12.2020	L
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>LSAs/teachers to clean classroom contact points, shared surfaces and door handles at break time. Cleaner/MDAs/LSA/teacher to carry out at lunchtime.</p> <p>Hand towels and handwash are to be checked and replaced as needed by LSAs, teachers, office and cleaning staff.</p> <p>Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. LSA/teacher to wipe door handles, locks and toilet flush after break time. MDAs/cleaners/LSA/teacher to wipe above during lunch break</p>	11.12.2020	L
	<p>Cleaning staff capacity is adequate to enable enhanced cleaning regime.</p>	<p>Relief cleaner is available in case of staff absence.</p>	11.12.2020	L
	<p>Adequate cleaning supplies and facilities around the school are in place.</p>	<p>Hand sanitiser available at the school entrance Bins with liners in corner of classrooms or</p>	11.12.2020	L



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	<p>Arrangements for longer-term continual supplies are also in place.</p>	<p>cloakrooms. To be placed inside black bag and placed in external rubbish bins daily by cleaners and caretaker wearing gloves. Hand sanitisers and sanitising spays and cloths in each room. Disposable tissues, in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made. In case of suspected COVID-19 case Waste bags to be labelled with date of collection. Waste to be removed by caretaker and cleaners wearing gloves and stored for 72 hours in oil take storage area before placing in rubbish collection bins.</p>		
	<p>Sufficient time is available for the enhanced cleaning regime to take place.</p>	<p>Teaching staff advised to leave the site by 4.45pm in order for cleaning of classrooms and pupil toilets to be undertaken. Office staff advised to leave the site by 5.00pm.</p>	<p>11.12.2020</p>	<p>L</p>
	<p>Waste disposal process in place for potentially contaminated waste.</p>	<p>In case of suspected case of COVID-19 Waste bags and containers - kept closed and stored separately from communal waste for 72 hours. Bags to be labelled with date of collection. Caretaker to put bags in bins after 72 hour period. Waste collections made when the minimum number of persons are on site (i.e. outside normal opening hours).</p>	<p>11.12.2020</p>	<p>L</p>
	<p>Process in place for safe removal and/or disposal of face masks.</p>	<p>Clinical waste bin in Medical Room</p>	<p>11.12.2020</p>	<p>L</p>
	<p>Classrooms were re/arranged to allow as much space between individuals as practical.</p>	<p>Classrooms rearranged by 22.07.2020.</p>	<p>11.12.2020</p>	<p>L</p>



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	Classroom entry and exit routes have been determined and appropriate signage in place.	One entry/exit for children (external doors); one for adults (internal doors to corridors/other rooms).	11.12.2020	L
	<p>Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment should be limited to the bubble. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].</p> <p>Non-essential equipment or resources which are not easily washable or wipeable have been removed.</p> <p>Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.</p>	<p>All rooms kept clear of unnecessary/unsuitable resources, equipment and stores.</p> <p>SEND LSAs to clean laptops after use by individual pupils.</p> <p>Number of adults in ICT Suite restricted to 4. Staff to queue in hall when waiting for photocopier if necessary.</p> <p>Number of adults in PPA room restricted to 4. Signs made and displayed.</p> <p>Rota in place for use of laptop trolleys and PE equipment</p> <p>Posters in place.</p>	11.12.2020	L
	Furniture arranged to minimise contact as much as possible e.g. Desks side by side, facing front, where age appropriate.	<p>Some classrooms are small so unnecessary storage units have been removed to ICT suite and corridors.</p> <p>ICT Suite is currently not suitable for use by whole classes or large groups (more than 6 pupils).</p>	11.12.2020	M
	Rooms are well ventilated whilst ensuring an adequate working temperature for pupils and adults.	Classrooms – high level windows are left open as long as classroom temperature does not fall below 18° C; internal doors are left open. All windows and external doors are left open during break, lunch and PE times to allow adequate change of air.	11.12.2020	L



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		Main hall, ICT suite and staffroom – windows are opened during use and for 30 minutes afterwards. Toilets windows are left open at all times.		
Staffing	Staffing numbers required for entire school have been determined including support staff such as facilities, IT, midday and office/admin staff. Including at least one of the following: <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	IN place	11.12.2020	L
	Risk assessments in place for those staff who are clinically vulnerable and/or living with someone in these groups, and appropriate arrangements for mitigating risk are identified.	RA completed by 17.07.2020 <u>Reviewed</u> 02.09.2020 23.10.2020 03.12.2020	11.12.2020	L
	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.	See full contingency plan	11.12.2020	M
	Approaches for meetings and staff training in place.	In place: <ul style="list-style-type: none"> • School hall to be used for teacher and LSA meetings; • Social distancing observed in face-to-face situations; 	11.12.2020	



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		<ul style="list-style-type: none"> Meetings to be held only if necessary and to be kept to a minimal time, Zoom if necessary. <p>Minutes to be taken and shared.</p>		
	Staffing roles and responsibilities with regards to the contingency of remote provision alongside in-school provision agreed and communicated.	See Contingency Plan	11.12.2020	L
	<p>Consideration given to the options for redeployment of staff to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>	<p>Should a member of staff need to be redeployed during the working day, the working areas will be cleaned down with sanitising spray/cloth by the member of staff leaving the area.</p> <p>A member of the SLT will ensure that staff are aware of the controls and processes for the new working situation.</p>	11.12.2020	L
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>	<p>Staff are aware of available support and advice for schools and pupils available from ECC, including the Educational Psychology service</p> <p>https://schools.essex.gov.uk/admin/COVID-19/Pages/default.aspx</p> <p>The Bereavement Policy is in place.</p>	11.12.2020	L
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p> <p>Process in place for use of the limited number of self-testing kits.</p>	<p>In place according to government guidelines and availability of current tests.</p> <p>01.09.2020 Kits received.</p> <p>Information shared with staff.</p>	11.12.2020	L
	The approach for inducting new staff has been reviewed and updated in line with current situation.	In place.	11.12.2020	
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.	Office staff to check with the contractor any requirements their employer has specified before	11.12.2020	L



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	<p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>	<p>visit. Office staff to share school protocols. If contractors are not fully in agreement with requirements then they will be asked to leave.</p> <p>Visitors' access to school is limited to essential needs/services only.</p> <p>Parent access to the school building and playground is not granted at this time. Parents may come into the school office but this is limited to one family in the front reception area at a time. Office staff remain at a distance of 2m from the window.</p>		
	<p>Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.</p>	<p>Music Lessons discussed with Essex Music Services (guitar), Sue Long (piano) and Rachel Davidson (woodwind).</p> <p>Music lessons with Essex Music Services and Rachel Davidson suspended until further notice due to lack of available safe space.</p> <p>Piano lessons with Sue Long to resume 14.09.2020 in music room.</p> <p>External and internal doors to be left open to allow good ventilation; piano to be sanitised after use, children to wash hands before and after lesson.</p> <p>RA and procedures received from Premier Sports. School procedures and RA shared with Miss Trott by 02.09.2020.</p>	<p>11.12.2020</p>	<p>L</p>



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		<p>Equipment to be sanitised by Miss Trott between lessons.</p> <p>PPA Cover (French) – school procedures shared with and adapted in consultation with Madame Dekhar 02.09.2020.</p> <p>All staff use their own writing equipment.</p>		
Group Sizes	All children are included in distinct groups/ ‘bubbles’ that do not mix and the number of children in each bubble is as small as possible.	<p>UKS2 toilets to be shared by classes A, B and C</p> <p>LKS2 toilets to be shared by classes D, E and F No other facilities are available in school to spread the load.</p> <p>Both to be accessed by external doors.</p> <p>Pupils to be encouraged to use the toilets at specified, allocated times.</p>	11.12.2020	M
	<p>Staffing allocations to groups determined, minimising contact with multiple groups as much as possible.</p> <p>LSAs supporting SEND pupils may need to move across bubbles. HLTAs to move across bubbles.</p>	<p>Teachers and LSAs to be allocated to classes as per existing arrangements including job-shares.</p> <p>SEND LSAs’ and HLTAs’ movement between bubbles is minimised as far as is possible taking into account pupils’ needs and adults’ well-being.</p>	11.12.2020	M
Social Distancing	<p>Arrangements for social distancing in place:</p> <ul style="list-style-type: none"> Staggered school drop off/pick up times and locations (if possible) without reducing teaching time Staggered or limited amounts of moving around 	<p>Bubbles = class groups.</p> <p>Timetable staggered based on keeping class groups apart. See timetable.</p>	11.12.2020	M



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	<p>the school/ corridors</p> <ul style="list-style-type: none"> • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements and accidents • First Aid 	<p>Adults dropping off and collecting children are asked to wear face masks and limit number of adults to one per family.</p> <p>Pupils to be based in their own rooms with no need to move around</p> <p>Classes A, B, C, D, E and F to use external doors to access toilets from classrooms and toilet.</p> <p>Should a toileting accident occur, pupils are encouraged to change themselves into dry clothes (from PE bags or office supply). In case of excessive soiling, a parent may be telephoned to come to school to assist with intimate cleaning.</p> <p>First Aid packs are provided for each class. Pupils are encouraged to clean minor scrapes and grazes themselves and apply plaster. Cold packs are collected from the PPA room and from the Infant library by staff. Class teachers inform parents of any bumped heads (note/ speaking with parent depended on severity of injury and age of pupil).</p> <p>More complex First Aid including vomiting is undertaken by the Office Staff. PPE equipment (masks, gloves are worn) to allow closer contact with pupil.</p> <p>Pupils who are unwell and may need to go home are cared for by the school office. PPE is provided I close contact is required.</p>		



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		<p>Asthma pumps are stored in the office and pupils requiring pumps report to the office so that office staff can oversee correct usage.</p>		
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>	<p>Staggered entries and exits using three access points into school building.</p> <p>On arrival, pupils go straight to their classroom to deposit belongings prior to handwashing and returning to class.</p>	<p>11.12.2020</p>	<p>M</p>
	<p>Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.</p>	<p>Expectations shared via letters to parents.</p> <p>Reminders to be given in weekly newsletter.</p> <p>Handwashing and cleaning (if needed).</p> <p>Conversations with parents.</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations</p>	<p>11.12.2020</p>	<p>M</p>
	<p>Approach to assemblies - plan in place to manage social distancing.</p>	<p>Currently assemblies in person are cancelled. Bringing all children together for assembly would breach the bubble arrangements.</p> <p>HT whole school assemblies on Mondays and DHT on Fridays to be delivered by zoom.</p>	<p>11.12.2020</p>	<p>L</p>
	<p>Social distancing plans communicated with parents, including approach to breaches.</p>	<p>Letter to parents explained expectations regarding social distancing (no guarantee of school keeping pupils socially distanced) and that school would be</p>	<p>11.12.2020</p>	<p>L</p>



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		requiring staff to follow social distancing so there would be no close interaction between staff and children in July and September 2020. Home-school agreement in place and shared with parents. Expectations and sanctions explicitly shared in letter to parents. Reminders in weekly newsletter		
	Arrangements in place for the use of the playground, including equipment.	Playgrounds is zoned and areas allocated to each class. Adventure play equipment and trails will not be used until further notice.	11.12.2020	L
Catering	Arrangements in place to provide food to pupils on site, including the requirement of universal free school meals.	In place. Kitchen staff wear visors whilst preparing, serving food and collecting used trays, utensils and cups etc from the dining hall. Movement outside the kitchen is restricted. Pupils enter the servery maintaining social distancing; they stand and move behind the yellow line. Kitchen staff handle tray until all food has been selected and placed on tray which is then given to the pupil.	11.12.2020	L
	Arrangements for when and where each group will take lunch are in place so that children do not mix	Hall is set up for two bubbles to eat in at any one time; some classes eat in their classroom.	11.12.2020	L



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	with children from other groups.	See separate timetable and arrangements.		
PPE	<p>PPE requirements understood and appropriate supplies in place.</p> <p>Long term approach to obtaining adequate PPE supplies in place.</p>	<p>Face coverings should be worn by all adults when moving around the school and in communal areas.</p> <p>In line with government guidance, face coverings should not be worn in class when teaching, unless after discussion and in agreement with the headteacher as part on an individual risk assessment.</p> <p>Teaching staff wear face mask on the school gate when speaking with parents.</p> <p>Kitchen staff wear face coverings when working in the kitchen and hall but these may be removed to facilitate service of food to the pupils.</p> <p>Face mask and gloves are worn by staff when administering close proximity First Aid.</p>	11.12.2020	L
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p>In place</p> <p>School will follow current government guidance.</p>	11.12.2020	L
	Approach to confirmed COVID19 cases in place:	In place	11.12.2020	L



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	outside of school hours <ul style="list-style-type: none"> Approach to relocating pupil away from certain parts of the school to clean, if possible Cleaning procedure in place Arrangements for informing parent community in place 	School will follow current government guidance.		
	Process in place to engage with the Test and Trace and contact tracing process. Refer to ECC and public health guidance for more information.	In place School will follow current government guidance.	11.12.2020	L
	Approach and expectations around school uniform determined and communicated with parents.	Pupils to wear school uniform. E-mail and newsletter to parents sent 17.07.2020 and 02.09.2020	11.12.2020	L
	Changes to the school day/timetables shared with parents.	E-mail and newsletter to parents sent 17.07.2020, 02.09.2020 and 21.09.2020 when adjusted.	11.12.2020	L
	All students instructed to bring a water bottle each day. Water fountains not in use.	All pupils have water bottles. Water fountains have been disabled. Classes G, H and J have drinking quality water available in class. Jugs provided for classes F, E, D, C, B and A to be filled with drinking water by LSAs at the end of each morning session for pupils to refill water bottles during the afternoon session if required.	11.12.2020	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	SENCO to co-ordinate with well-being mentors. Bereavement policy in place. Support available from bccs and Farleigh Yo-Yo Project.	11.12.2020	L
	Consideration of the impact of COVID19 on families	In place	11.12.2020	L



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	and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support PPG/ vulnerable groups 			
Remote Education Contingency Plan	All students have access to technology and remote learning offer is available to be switched on as a contingency when needed. of COVID19.	Individual pupils and bubbles may need to self-isolate because of a positive case. Remote learning contingency is available and ready to be used as and when needed. Alternative paper based work will be posted if required. See Contingency Plan	11.12.2020	L
Safeguarding	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Information regularly shared with teaching staff and team leaders. Staff refresher training session on processes and procedures and the revised wellbeing material took place WB 02.09.2020.	11.12.2020	L
	Updated Child Protection Policy in place.	Adopted most recent Child Protection Policy ratified by governors 24.09.2020	11.12.2020	L
	Where appropriate, work with other agencies, such as social care, has been undertaken to support vulnerable pupils to return to school.	In place	11.12.2020	L
	Where physical contact is required in the context of managing behaviour, ensure appropriate hygiene measures are in place to mitigate any risk of transmission.	Individual consistent management plans are under continuous review to ensure they include protective measures where necessary.	11.12.2020	M



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Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.	In place and continuously under review and adapted by teachers.	11.12.2020	L
	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed by the class teacher and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE – including no contact sport • Practical science lessons • DT/ FT • Music including singing <p>Plans are reviewed in light of new guidance as it is published.</p>	<p>Years 1 – 6</p> <p>Reviews completed by teachers for all National Curriculum subjects.</p> <p>General principles:</p> <ul style="list-style-type: none"> • Pupils should not share resources unless not to do so would hamper learning. • Where this is unavoidable, resources can be shared between two pupils and strict hand washing must occur before and after. • Before selecting a new reading book, pupils wash their hands and again after selection. • Returned reading books are kept in quarantine by the teaching staff for 24 hours unless they have a plastic cover and then for 72 hours. • Teaching staff may mark pupil books and papers using their own pen. Books and papers may be taken off-site for marking. Adults should wash their hands before and after mass marking of books. • Singing is not currently taking place. <p>Specific RAs have been written for: PE, Music.</p> <p>Teachers to follow subject specific RAs when planning</p>	11.12.2020	L



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		activities. NB. Separate government guidance applies to pupils in EYFS.		
	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> Wellbeing curriculum; Recognising 'non-curriculum' learning that has been done during lockdown; Capturing pupil achievements/ outcomes; Utilising the DFE 'catch-up' funding and programmes. 	Curriculum has been adapted and is under constant review. Staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.	11.12.2020	L
	Pupil behaviour policy reviewed to reflect the current circumstances.	Reviewed. Current policy is robust. New school rules regarding social distancing shared with parents via letter and with children in class week beginning 08.06.2020. Shared again 20.07.2020 and 01.09.2020	11.12.2020	L
Pupils with SEND	Approach to provision of the elements of the EHCP including health/therapies in place.	In place	11.12.2020	L
	Annual reviews.	In place	11.12.2020	L
	Requests for assessment.	In place	11.12.2020	L
	Consider any pupil who may need support during their return to school and consult with the family and other agencies involved. Including any support required for pupils to understand new rules i.e. social distancing.	In place. Reintegration programme in school took place for some pupils.	11.12.2020	L
Attendance	Approach to promoting and supporting attendance for all pupils determined, including those who may	Information form LA is shared with parents via ParentMail and newsletter.	11.12.2020	L



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	be anxious.	Teachers and SLT reassure parents on a personal level where concerns and anxieties have been raised.		
	Approach to support for parents where rates of persistent absence were high before closure.	Attendance is monitored half-termly by HT and parents contacted accordingly.	11.12.2020	M
Communication	Information shared with staff around the full opening plan, returning to site, amendments to usual working patterns/practices and groups and all revisions to this plan.	All staff receive regular updates via e-mail and zoom meetings.	11.12.2020	L
	Governors consulted on full opening plans. Governors updated on revision to the plan.	EFGB meetings held throughout current situation. Meeting took place 26.08.2020 prior to school re-opening. HT shares all updates of the plan with governors. HT reports to all committee and full governing body meetings on COVID-19 situation.	11.12.2020	L
	Union representatives consulted on full opening plans.	No official union reps in school. Staff are aware of union advice and support and share this with the SLT.	11.12.2020	L
	Risk Assessment published on website, where more than 50 staff.	In place.	11.12.2020	L
	Communications with parents on the: <ul style="list-style-type: none"> • Plan for full opening • Social distancing plan • Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning • Attendance • Uniform 	Shared in full 20/07/2020. Parent updated as and when necessary via ParentMail and weekly newsletter.	11.12.2020	L



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	<ul style="list-style-type: none"> • Transport • Behaviour • Test and trace • Staggered start and end times Expectations when in school and at home (if self-isolating is necessary)			
	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home (if self-isolating is necessary) • Travelling to and from school safely 	Pupils reminded regularly by teachers and in whole school assemblies. Individual pupils reminded as necessary and parents contacted if necessary.	11.12.2020	L
	On-going regular communication plans determined to ensure parents are kept well-informed	On-going: <ul style="list-style-type: none"> • Letters, • Weekly newsletters, • Website updates. 	11.12.2020	L
Governors/ Governance	Meetings and decisions that need to be taken are prioritised.	In place	11.12.2020	L
	Governors are clear on their role in the planning and full opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.	In place	11.12.2020	L
School events, including trips	The school’s annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.	No off-site visits are planned for the Autumn Term. Situation under review for Spring and Summer Term. Alternative to Year 6 School Journey to be planned in	11.12.2020	L



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		consultation with parents. Consideration will be given to sharing learning with parents whilst assemblies and gatherings are not permitted (e.g. class assemblies, Infant Harvest Celebration, Christmas plays).		
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.	In place	11.12.2020	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM	Minimal costs. None claimable. On-going lists maintained for future claims.	11.12.2020	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.	Grundy Gym Club Art Club Brownies Guides	11.12.2020	L
Before and after school clubs	Approach in place for before/after school clubs implements the necessary protective measures.	Reviewed in light of Second Lockdown – no clubs to run until February 2021 half-term at the earliest.	02.11.2020	L