

Covid-19 :Post Pandemic Plan for Returning to School

Principles

- 1. Follow the guidelines and expectations provided by the government to get the school back to full and normal working in a phased way**
- 2. Play our part in the national effort to manage the spread of the virus and recover the economy.**
- 3. Provide the best education we can to all pupils who have an entitlement to classroom teaching.**
- 4. Ensure that the most vulnerable pupils are at the heart of the school offer as they are the most likely to have fallen behind in their learning.**
- 5. Always consider the safety and welfare of children and staff.**
- 6. Treat all children equally, whilst providing additional emphasis to those who may have a greater need or be vulnerable.**
- 7. Work within the range of what is manageable, reasonable and able to be resourced.**
- 8. Be considerate of how difficult some people may find this recovery process at first, and consider the emotional well-being of staff and pupils**
- 9. Be open and communicative with all staff, students and parents.**

School/Academy Name: Beech Lodge School
reviewed 07/09/2020 and 30/10/2020

Date: 22/08/2020

Organisation and staffing

	Action	How	Role/ Name	Other contacts	Notes
1	<p>Organisation Organise the school in light of Government advice</p>	<p>Timings of the day The number of people on the school site at once will be limited. Classes will have staggered arrival and leaving at times, as follows:</p> <p>Main School- Times vary between 8.45am and 3.15pm Meadow – Times vary between 9.00am and 2.45pm</p> <p>Consider how break times will be managed Breaks times will be managed in their classroom and designated outdoor area. Staff will take breaks on a rota basis. Lunch will eaten as separate classes, staggered throughout the allocated time.</p> <p>Meadow staff and children will eat outside or in the classroom if the weather is not suitable</p> <p>We will have a maximum of 10 children in at one time.</p>	<p>HT to action and communicate to parents</p> <p>Class teachers</p>	<p>DFE guidance</p>	<p>http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>
2	<p>Opening Communicate with parents that the school will be opening on the 10th September 2020</p>	<p>Letter, text and/or email with information about where/when parents can drop off/collect their child/ren and what they need to bring to school. LB/DS/ DG, KM to write/email to parents to let them know the plan to re-open for key year groups.</p>	<p>HT</p> <p>Parents and carers to follow</p>		<p>http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>

		Update website if applicable and share information about which learning/welcome spaces will be open.			outbreak/guidance-for-full-opening-schools
3	<p>Staffing Find out which members of staff are able to work and produce a staffing plan.</p> <p>Have plans in place for covering staff who are on an isolation period and contingency plans for if this time is increased further.</p>	<p>Contact staff and check availability. SLT communicate with staff to check and confirm availability.</p> <p>SLT to put in place a rota to look at staffing the different classes, to include parents of children, shielding and isolating staff.</p> <p>Consider different staffing scenarios. Update Staff/Proprietor accordingly.</p>	SLT HT	HR advice	
4	<p>External contractors Contact the external companies and inform them that the school will be opening and ask about staff availability and provision going forward. Decide what provisions the school will be offering e.g. after school clubs</p>	<p>Update parents if necessary Letters to be sent out to the parents by the school office accordingly.</p> <p>Update Governors accordingly Daily updates given to Proprietor</p>	HT		
5	<p>Policies and procedures Communicate policy and procedures</p>	<p>Update Staff/Proprietor</p> <ul style="list-style-type: none"> • Covid-19 Policy and procedures and any risk assessments that have been written • Confidentiality Policy • Safeguarding and Child Protection • Data Protection Policy • Updates from the DFE and guidance from the Public Health England 2020 • Arrangements for the return of pupils and parents. 	HT SLT		https://www.nhs.uk/conditions/coronavirus-covid-19/

		Update the website if applicable SLT to check policies			
6	Finances	SJ keeping a record of additional costs and budget plans which are being reported regularly HT and Proprietor	SJ and DG	DFE guidance	
7	Events Consider planned school events and decide what can or cannot go ahead and how government guidance can be adhered to	Outdoor sporting activities can go ahead but visitors limited to essential No whole school assemblies or other activities involving more than 2 classes together planned.	DG		

Health and Safety

	Action	How	Role/ Name	Other contacts	Notes
9	<p>Procedure for dealing with a suspected or confirmed case</p> <p>Ensure there are good systems in place</p> <p>PPE for key staff</p> <p>Isolation expectations</p> <p>Testing procedure</p>	<p>Process documents for this eventuality - TBC</p> <p>Changes in policy – SLT to check policies</p> <p>Training for staff – SLT to look into this</p> <p>Daily updates and follow Government guidance</p> <p>Set up room(s)</p> <p>Classes have had additional furniture removed to aid cleaning.</p> <p>All additional furnishings (such as cushions and rugs) have been deep cleaned and put into storage.</p> <p>An isolation room has been created in school, ensuring there is a window and door to the room, with signs created to go up if needed.</p> <p>Staff will use PPE kits when dealing with First Aid.</p> <p>SJ to register for key worker testing arrangements.</p> <p>Risk assessments put in place for the change to working arrangements around Covid.</p>	SLT		
10	<p>Cleaning</p> <p>Ensure that the school is clean and that cleaning products are available.</p> <p>Ensure processes are in place for cleaning during the day</p>	<p>Check (the most up to date) guidelines, on the Government website</p> <p>SJ has ensured that cleaning materials are well stocked and in line with the government guidance.</p>	<p>SJ</p> <p>Cleaning staff</p>	DFE guidance	<p>http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>
11	<p>H and S checks</p> <p>Carry out a Health and Safety check of all areas of the school, including the outdoor space.</p>	<p>As per policy.</p> <p>Check that there is access to hand washing facilities etc</p> <p>Additional hand sanitizing stations to be set up to use before coming into school and also on the playgrounds and outside key areas.</p>	<p>SJ</p> <p>Cleaning staff</p>		

		Each class to be allocated its own sink for hand washing throughout the day. Children to be supervised washing hands at transition points eg on arrival, break, end of day etc.			
12	Systems All systems kept operational with no long closure period. This includes heating, water supply, mechanical and electrical systems, and catering equipment. Check your fire safety systems including making sure: <ul style="list-style-type: none"> • all fire doors are operational • fire alarm system and emergency lights are operational 	LB to discuss plans with SJ Site occupied and checked throughout the holiday period. PAT testing etc Fire training for staff on first day back in school	LB DG SJ		http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
13	Site Prepare classroom spaces for learning	Plan and display information posters for parents/carers/visitors in welcome areas as per Government Guidelines for hand washing and social distancing etc. as appropriate. Ensure that there is access to drinking water, facilities for hand washing, and access to hand sanitizer. Children to all have named pencils, rulers and glue sticks that will be kept in their trays. Trays to be separated or placed so social distancing can still be in place.	Class teachers	DFE	
14	Infection control Communicate infection control measures to staff, visitors and Governors.	Training/CPD Posters Emails Phone calls	DG SJ TS		

		<p>Include guidance on handwashing and hand sanitiser facilities</p> <p>Update the website if applicable</p> <p>Ensure policy and procedures are in place as necessary.</p>			
15	<p>Kitchens</p> <p>Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes.</p>	<p>No Food Tech lessons</p> <p>Kitchen classrooms to be used on a rota basis and only for eating of lunch, not cookery</p>			<p>http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>

Curriculum

	Action	How	Role/Name	Other contacts	Notes
16	<p>Autumn curriculum</p> <p>Regular curriculum teaching to take place as vast majority of pupils had returned by the end of the Summer Term. Plans in place should particular classes or whole school have to close for a period.</p>	<p>Learning priorities agreed as</p> <p>Catch up literacy and Numeracy activities</p> <p>Reading</p> <p>PHSE</p> <p>Outdoor learning</p> <p>Establishing routines and systems</p> <p>Continuation of the remote learning processes already established.</p>	<p>SLT</p> <p>Class teachers</p>		<p>Some advice here</p> <p>https://www.evidenceforlearning.net/recoverycurriculum/</p>
17	<p>Academic assessments</p> <p>Establish a new baseline</p>	<p>Early testing (Oct 2020 in Maths, reading and spelling)</p>	<p>JR, KMc and class teachers</p>		

18	Transition Put in place transition arrangements for new pupils.	Organise appropriate transition activities for the pupils, depending on the situation with Covid-19.	DG/SR		
19	Appraisal Decide upon arrangements for performance management	Share updates with staff	SLT		http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
20	SEND Where possible plan and book in annual reviews/PEPS remotely	Annual reviews, tribunals etc will occur via video conferencing e.g. Zoom or Teams DG and LB still in regular contact with LA in regards to SEND	DG/LB		http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Safeguarding

	Action	How	Role/ Name	Other contacts	Notes
21	Support for vulnerable families Plan a support package for families who are vulnerable in order to help them transition back to school. Use RAs from during the lockdown period to make judgments about what adjustments may need to happen in school	Telephone calls to families if needed Individual support plans around the family, working alongside other agencies as appropriate. Plan and prepare a collection of signposting opportunities to share with families if needed e.g. Bereavement advice, financial advice etc. Decide which member(s) of staff will be the single point of contact for parents and communicate this to parents (suggested below) Update the website if applicable.	DSL DDSLs and SLT-	LA services Charities e.g. Daisy's Dream	

		Ensure policies and procedures are in place where necessary.			
22	Absence Understand what is happening with regards to the recording of absences e.g. with parents who decide not to send children back to school yet / families isolating	Take advice from DFE Sarah R to continue reporting of attendance to the DFE	SR		

Well being

	Action	How	Role/ Name	Other contacts	Notes
23	Support systems Ensure that there are support systems in place for staff to support their mental health and well-being	Set up systems so that staff can talk to key members of staff if they need to . Staff – See Role section Parents – Pastoral team Pupils – Pastoral team	Touch base Louis Sydney Emma Barklem		
24	Dealing with concerns Provide an opportunity for parents and carers to raise issues and concerns	Dedicate a member(s) of staff to be the single of contact for parents via email and/or phone - DG Update website if necessary. Inform parents. Update Staff/Proprietor Plan and prepare a collection of signposting opportunities e.g. Bereavement advice	DG		
25	Mental health and well-being Plan positive mental health and wellbeing learning opportunities	Plan learning opportunities to support pupil’s transition back to school, e.g. support for mental health and well-	JR SLT		See LA document

	to support pupil’s transition back to school	being, bereavement advice if appropriate, learning expectations, information about routines/timetables etc. Identify key families who may need extra support if possible.			‘Supporting the Emotional Well-being of C&YP on their Return to School’
26	Nurture and team building Plan opportunities for pupils to share their thoughts and feelings with members of the school community.	Nurture opportunities Playtime support Pastoral care and support in place	Pastoral team		