



Dean Trust Ardwick

School Risk Assessment for full return to school updated March 10th 2021

This School Re-opening Plan should be read in conjunction with The Dean Trust Risk Assessment which applies directly to Dean Trust Ardwick

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	Objective (underpinned by area of risk Identified in Trust Risk Assessment)	Action Required	SLT	Timescale
	Government direction and guidance			
A	<p>School community is cognisant of the latest national and trust instruction or guidance. Stakeholders including parents are fully informed of any and all provision opportunities.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Headteacher to ensure daily checks are made with Government and Trust <input type="checkbox"/> Any updates will be communicated immediately, or in a timely manner, on a 'need to know basis' to appropriate stakeholders (including pupils, parents, staff, governors, trustees and members. <input type="checkbox"/> Website information is updated in a similarly timely manner by communications from Executive Team and Headteacher. <input type="checkbox"/> Risk Assessment (Reopening plan) to be shared with governors, staff and parents, and updated as necessary <input type="checkbox"/> In the case of a local lockdown, all parents will be informed about any school closure in accordance with government guidance. <input type="checkbox"/> The school will actively engage with the NHS Test and Trace 	SUF	Reviewed Easter 21

	Health and Safety			
B	School is adequately prepared to safely accommodate the planned number of staff and pupils for each phase of pupil admission leading to a full cohort return.	<p>Physical preparation of site</p> <ul style="list-style-type: none"> <input type="checkbox"/> Pre-return to school meeting with Estates team and all other operational staff to discuss Health and Safety arrangements for reopening the school. <input type="checkbox"/> Pre-return checks led by, Headteacher, Estates and Executive Team. <input type="checkbox"/> Trust Health & safety and school's social distancing policy adhered to <input type="checkbox"/> Signage making clear arrival and departure zones for pupils, parents, visitors and staff encouraging social distancing guidelines. <input type="checkbox"/> Queuing and movement physical indicators and signage reinforcing behaviour and social distancing expectations, starting with entrance to school site. <input type="checkbox"/> Barriers and markers to ensure correct routes are followed around school and to prevent movement between zones. <input type="checkbox"/> Workspace for staff in workrooms ensures social distancing and clearly displays maximum capacity for workrooms on the doors. Provide use of the hall for staff communal area including breaks and lunch times. <input type="checkbox"/> All toilets open in building to be temporarily gender neutral and are cleaned after each break and at the end of each day when they are deep cleaned (floors scrubbed with machines and steamed cleaned). Toilets will be checked between break times to ensure they are clean to use. <input type="checkbox"/> Separate entrances and staggered start and finish times for year groups through reception and front gate with supervision through the dining hall. Barriers and markers in place. <input type="checkbox"/> 2 rooms available for withdrawal or any other special circumstance. <input type="checkbox"/> No soft seating. <input type="checkbox"/> Covid-19 safe practice posters displayed in all entrances, teaching areas and key points. 	STW	Reviewed Easter 21

		<ul style="list-style-type: none"> □ Fire evacuation plan and lockdown procedures drill updated and shared with all staff and pupils. □ Where lifts have to be used, ensure that only one person at a time uses them. Where a pupil is required to use a lift because of SEND, then any supporting member of staff should be provided with PPE to use when accompanying a pupil in a lift. □ In the event that school transport must be used, where possible: only transport pupils from the same learning bubble; ensure social distancing; use seating plans; ensuring safe behaviours; ensure good ventilation; and employ sanitisation routines for embarking and disembarking using sanitisers with at least 60% alcohol content. Deep cleaning of vehicles must take place after each use. <p>Classrooms</p> <ul style="list-style-type: none"> □ All desks in every classroom face the front in rows providing a teaching area that allows teachers to remain at least 2m from pupils at all times. Excess furniture/resources removed where physically possible. □ Hand sanitisers in every classroom except in laboratories. Hand sanitiser issued to any pupils who prefer to handwash. Checked and replenished on a daily basis. □ Boxed tissues provided in every classroom and workspace. □ Doors and windows open to ensure ventilation including in poor weather. □ KS3 pupils assigned to a classroom each day. No other pupils will use that room that day. Teachers will move round the school to teach their classes. □ KS4 pupils will remain in their assigned classroom for core lessons and will move classrooms within their bubble for option lessons due to specialist rooms used for practical lessons. □ Pupils assigned to one desk which they will sit at each time. 	STW	<p>Reviewed Easter 21</p> <p>Reviewed Easter 21</p>
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		<ul style="list-style-type: none"> □ Cleaners will be assigned to a zone to ensure regular sanitizing of classrooms. Any shared classrooms will be cleaned before and after use. □ Pedal bins with lids for each classroom and sanitising areas. Ensure double-bagging occurs for waste. □ Ensure each classroom has disinfectant wipes in case a pupil coughs or sneezes on a piece of equipment or furniture. Pupils encouraged to take responsibility for sanitising where they have coughed/sneezed. Where a pupil is unable to do so, the teacher organises for the equipment or furniture to be sanitised. ➤ At the end of the day estates team check teachers' desks to ensure they are clear of personal belongings due to several teachers using the same desks each day. <p>Medical room 'safe room' and PPE storage</p> <ul style="list-style-type: none"> □ 'Safe room' (based in inclusion G02a) used for pupils who are unwell with displaying Covid related symptoms only. □ Medical room used for pupils displaying any form of illness. □ Unnecessary furniture in the safe room to be stored away and chair in centre of room for pupil. □ Windows open and the door closed when a pupil is inside. □ Flip pedal bin for PPE disposal in safe room □ Hand sanitiser in safe room to use after doffing PPE □ PPE stored in the specified staff changing room used for donning of PPE □ PPE donning and doffing posters in specified staff changing room, safe room and hygiene room □ Flip bin for PPE disposal in medical room and hygiene room and personal care room. 	<p>LIH for this section</p>	<p>Reviewed Easter 21</p>
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		<ul style="list-style-type: none">☐ Hand sanitiser in hygiene and medical to use after doffing PPE☐ PPE stored in specified staff changing rooms and used for donning of PPE.☐ Thermometers stored in specified staff changing room (PPE room)☐ Safe room, PPE room , medical room, and hygiene room deep cleaned every day. 'Fogger' applied to Safe room if confirmed case. <p>Corridors and communal areas: face coverings</p> <ul style="list-style-type: none">➤ In line with recent government guidance regarding return to school for pupils on March 8th, pupils are expected to wear face coverings in classrooms where they cannot socially distance, in order to minimise risk of infection. Exceptions to this expectation are:<ul style="list-style-type: none">○ PE and physical activities which could risk ability to exercise or participate in strenuous activity,○ pupils who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability○ where putting on, wearing or removing a face covering will cause severe distress○ if staff are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate➤ Exemptions other than in PE and other physical activity will be communicated to staff in a discreet way➤ Face coverings in corridors and other communal areas (except outside) are essential.➤ Staff should wear face coverings in classrooms only where they cannot socially distance. Staff may choose to wear face coverings in classrooms if even they can maintain social distance.➤ If staff wish to wear visors this must be accompanied with a face covering to maximie protection of others. .Staff on corridors and in communal areas where social distancing is difficult to maintain.	STW	Reviewed Easter 21
			STW	Reviewed Easter 21

		<ul style="list-style-type: none"> ➤ Pupils to sanitise hands before and after taking off mask on entry to classroom. Pupils should place mask in plastic bag. ➤ Masks checked on entry to school and pupils who arrive without one to be issued with a disposable mask for day. <p>Toilets and showers</p> <ul style="list-style-type: none"> ☐ All staff toilets for staff use only, and designated pupil toilets identified. ☐ During lockdown, we have temporarily made all pupils' toilets communal in order to designate toilets to specific year bubbles. ☐ All communal toilet areas have floor to ceiling walls and enclosed cubicles for privacy. ☐ Sanitising wipes available for staff use in toilets. ☐ Cleaners to be based around toilet areas and ensure toilets are cleaned after every break time, and during lessons as much as possible. ☐ Designated toilets for zones during break times. During lesson time blue and orange zone use 1st floor toilets only, and green and yellow zones use ground floor toilets. ☐ Washing hands after toilet use in communal toilets ensures 2 m distancing by way of isolating every other tap. ☐ Pupils will be encouraged to use the toilet at home before coming to school. ☐ Pupils with a toilet pass identified and notified to staff ☐ Normal toilet procedure to apply when visiting the toilet during lessons where pupils visit only in an emergency. Mask and planner when visiting toilets. . Pupils encouraged to go to toilet before school ☐ Sanitary bins in all toilets 	<p>STW</p> <p>STW</p> <p>STW</p>	
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		<ul style="list-style-type: none"> ☐ Showers for identified staff will be allocated a numbered shower. Pavilion showers to be cleaned at the end of day as pupils do not use them. ☐ Staff member allocated a shower which they will solely use in the male and female changing rooms ☐ Staff should not change in the toilet cubicles <p>Administration office and reception</p> <ul style="list-style-type: none"> ☐ Maximum occupancy applied. ☐ Furniture in the admin office to be adjusted to ensure social distancing and to prevent desks being positioned face-to-face. Screen dividers to be provided. ☐ No unnecessary photocopying. ☐ Cleaning products placed next to the photocopier in the admin office and reprographics to be cleaned after by staff. ☐ Admin office area to be cleaned daily. ☐ Visor screen at reception and table in front of reception desk to ensure visitor/ parent does not breach 2m rule. 2m markers on floor in foyer outside reception <p>Staffroom</p> <ul style="list-style-type: none"> ☐ Not in use. The hall will become a dedicated space for staff. Exam desks will be set out, ensuring they are appropriately spaced, for staff to use. ➤ Staff room will be used for staff to deposit belongings if they wish, and to take refreshments if they so wish from the trolley provided. . ➤ Regular sanitising of the fridge and surfaces will remain. Wipes are provided by staff. the staffroom will be cleaned at the end of each day. <p>Staff work rooms</p>	STW	<p>Reviewed Easter 21</p> <p>Reviewed Easter 21</p> <p>Reviewed Easter 21</p>
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		<ul style="list-style-type: none"> ☐ Communal spaces with phones to include social distancing reminders, to have limited capacity (displayed on the door) dependent on the size of the room and the ventilation. ☐ Cleaning products to be placed in each room for cleaning of phones/PCs. ☐ Cleaners will clean communal areas on a regular basis throughout the day. <p>Cleaning</p> <ul style="list-style-type: none"> ☐ Source appropriate stocks of soap, sanitiser, wipes and tissues and establish sanitising stations in each classroom, at each entry/exit point to the school and outside toilet areas as a minimum with safe waste disposal. ☐ Carry out daily checks to ensure sanitising stations and hygiene equipment are well maintained. ☐ School in receipt of Risk Assessment from Bulloughs ☐ Schools to follow most current scientific recommendations on Personal Protective Equipment for pupils and/or staff. Ensuring PPE for medical room and hygiene room. ☐ Robust Health & Safety checks on all services, utilities and equipment ☐ ‘Deep-cleaning’ of all areas immediately prior to March 8th and SLAs with cleaning contractors that incorporate more regular cleaning practices to minimise risk of contaminated services. ➤ Touch points ie bannisters, door handles, window handles cleaned throughout the day. ☐ Use of ‘fogger’ after use in the safe room, medical room or PPE room if there is a confirmed case of Covid-19. with a suspected case, the room is sanitised and deep cleaned. ☐ Site-managers use cleaning products, and ensure cleaning contractors are using approved cleaning products. 		<p>Reviewed Easter 21</p> <p>Reviewed Easter 21</p>
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		<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all suppliers to the school are able to fulfil their duties as normal, are following safe working practices and are equipped to be flexible to changes in government direction and circumstances. <input type="checkbox"/> Toilets deep clean including sinks splash backs, mirrors, seats and cisterns after each break and checks between breaks. <p>Catering</p> <ul style="list-style-type: none"> <input type="checkbox"/> School in receipt of Risk Assessment from Mellors catering. <input type="checkbox"/> Ensure that catering teams are fully staffed, versed in safe working practices and understand new school systems and practices that will affect their way of working and provision. <input type="checkbox"/> Tea, coffee and water provided by caterer in the staffroom for staff throughout the breaks in hall. Cups placed on trolley when finished. <input type="checkbox"/> Staff to eat in main hall to ensure social distancing. <input type="checkbox"/> Pupils and staff to wash/sanitize hands before and after break times. <input type="checkbox"/> Microwaves taped off due to the large number of touch points for this piece of equipment. <input type="checkbox"/> Catering areas to be used by one year group at a time and cleaners to clean the dining hall tables and seats after use. 		
	Supplies and Services			
C	Contractors / suppliers of goods and services are able to fulfil their contracts/business agreements/service level agreements	<ul style="list-style-type: none"> <input type="checkbox"/> Secure stocks of non-perishables e.g. soap, sanitiser, wipes, tissues, cleaning products , p, face masks and visors etc. <input type="checkbox"/> Monitor and maintain stock of PPE and thermometers <input type="checkbox"/> Request supplier / contractor emergency plans to provide assurance of continuity of business 	STW	On-going

		<ul style="list-style-type: none"> <input type="checkbox"/> Emergency response contacts for failure of essential services. <input type="checkbox"/> Consider spreading risk over several suppliers / contractors across the Trust <input type="checkbox"/> Review liability cover for failure to fulfil service level agreements <input type="checkbox"/> Utilise instant electronic messaging for circulating messages that require action from stakeholders, including parents/carers, due to services being affected which adversely impacts on the business model affecting health, safety and wellbeing of pupils and staff. <input type="checkbox"/> Ensure that all suppliers to the school are able to fulfil their duties as normal, are following safe working practices and are equipped to be flexible to changes in government direction and circumstances. <input type="checkbox"/> Sharing of Risk Assessment Plans between Dean Trust Schools and those contractors who are working with each school. <input type="checkbox"/> Standards, routines and behaviour expectations made explicitly clear by The Dean Trust to all contractors working onsite or providing services to each school. <input type="checkbox"/> Assurances from contractors that they will not permit any worker to come on any school site if they are ill, particularly if they are displaying COVID-19 symptoms. <input type="checkbox"/> Assurances from contractors that they will report to the CFO, Headteacher and/or Site Manager if any contracted worker is tested positive for coronavirus (COVID-19). <input type="checkbox"/> Assurance from contractors that they will share their Risk Plans, not only with The Dean Trust and/or individual Dean Trust schools that they are contracted too, but will also share with the unions that represent their workers. 		
	<p>Finance and regulations</p>			

		<ul style="list-style-type: none"> <input type="checkbox"/> Additional First-Aid training via eLearning to be undertaken by all First-Aid trained staff <input type="checkbox"/> Increased numbers of first aid trained staff across the school. 		
F	All vacancies are filled for September and staffing is robust.	<ul style="list-style-type: none"> <input type="checkbox"/> Recruitment process continues following the most current government guidelines. At the time of writing this involves following strict social distancing guidelines. As a result, interviews are conducted remotely. <input type="checkbox"/> Safeguarding and employment checks continue in accordance with new Government guidance. <input type="checkbox"/> Maintain strong relationships with teaching and other employment agencies. <input type="checkbox"/> Where any teaching posts are unable to be filled due to late resignations, we shall ensure they are temporarily covered within school by cover supervisor, under, allocated teachers and through external agencies for first term. 	SUF	ongoing
G	Staff capacity matches pupil provision and allows school to open.	<ul style="list-style-type: none"> <input type="checkbox"/> Staff audit to determine the numbers who are not able to physically return to work e.g. due to self-isolation, clinically extremely vulnerable, showing symptoms etc. <input type="checkbox"/> Unless ill, shielding staff should *work from home . <input type="checkbox"/> Those staff who do not fall into the following categories are expected to be in school: <input type="checkbox"/> Staff with anxieties for whatever reason about returning should contact HR. <input type="checkbox"/> Alternative arrangements for staff and pupils not able to attend school. <input type="checkbox"/> Normal risk-assessments apply (those applied to an 'exceptional circumstance' which risks the full or partial closure to a school) to ensure that we can fulfil statutory duties to provide a safe environment with an approved staff to pupil ratio. 	SUF	Reviewed Easter 21

		<ul style="list-style-type: none"> <input type="checkbox"/> Ensure staff union guidelines are considered with Headteacher keeping local reps abreast of provision and staffing. 		
	Staff Wellbeing			
H	Support is provided for staff mental health, wellbeing and professional development needs to address any personal and professional anxieties and/or challenges.	<ul style="list-style-type: none"> <input type="checkbox"/> To provide forums for staff to ask questions, share anxieties and confirm their roles and responsibilities in September. Information will be used within strict HR guidelines on a 'need to know basis'. <input type="checkbox"/> Staff will continue to be signposted to external agencies that can support them with their mental health and wellbeing. <input type="checkbox"/> Consideration is given to any staff who may have anxieties about returning. An individual Risk Assessment to be offered involving consultation about how best to alleviate anxieties about increased risk. . Regular contact from HR and line managers maintained. <input type="checkbox"/> Regular staff briefing to give updates of day to day matters relating to the changes and to ensure clarity for staff in terms of systems and routines. <input type="checkbox"/> Risk Assessment to be updated accordingly in response to staff consultation, and government guidance <input type="checkbox"/> Regular opportunities such as regular staff briefing and bulletins, and health and well-being questionnaires provided to help improve provision where needed. <input type="checkbox"/> Headteachers to work closely with Staff Voice and Union reps to keep abreast of staff feeling by way of weekly meetings with school representatives. <input type="checkbox"/> Staff CPD issued by DSL on how to support children who have experienced trauma in the classroom. 	SUF	ongoing
I	Support is provided for staff members who cannot return to work.	<ul style="list-style-type: none"> <input type="checkbox"/> The school communicates with the Trust to ensure there is a consistent and sensitive approach regarding any staff absences. 	SUF	Reviewed Easter 21

		<ul style="list-style-type: none"> ☐ Extremely clinically vulnerable staff and pregnant women approaching 28 weeks pregnancy should shield and work from home from 8th March, even after vaccination , until further notice 		
e v	<p>Support is provided for vulnerable staff and pupils who are exposed to illness or develop symptoms and steps are in place to minimize exposure to virus in school.</p>	<ul style="list-style-type: none"> ☐ All staff are advised to participate in twice weekly LFD tests using the home kits provided by school, in order to minimise infection. Staff should report results to NHS and on school google form ➤ If a staff member has a positive test result after using the home test kit,the pupil should have a PCR test , as the test has not been supervised by a trained member of staff ☐ Ensure all staff know the symptoms of COVID-19 through staff induction ☐ Risk-assessments devised for vulnerable staff with key recommendations for working expectations. ➤ 3 lateral flow tests offered to all pupils with parental consent. provision for testing set up. training given to pupils on tests 2 and 3 to show how to use home testing kits. ➤ If a pupil has a positive test result after an LFD test in school (Test 1) , the pupil should self-isolate for 10 days and not take a PCR test. ➤ If a pupil has a positive test result after using the home test kit,the pupil should have a PCR test , as the test has not been supervised by a trained member of staff ➤ Pupils will be taught in year team 'bubbles' to minimise transmission of infection ☐ If pupil shows symptoms of covid-19 whilst in school: ☐ Staff alert on call via sims ☐ PSM to escort pupil to safe staff room (following pupil 2m behind) ☐ 1st aider called and PPE donned. ☐ Door in safe room closed and window open ☐ Bottle of water available for pupil ☐ Pupil asked to use the forehead thermometer and first-aider to check results ☐ Parent called immediately to collect pupil. First aider remains outside safe room with door closed until parent arrives. 	CAD & LIH	Reviewed easter 21

		<ul style="list-style-type: none"> □ Pupil's welfare to be monitored through the window and staff to enter if conditions worsens. □ Pupil stays at home until negative test result. □ Staff and pupils in bubble remain in school until test result. □ Parent to engage in NHS Test and Trace □ If -ve, pupil return to school and bubble remains in school. □ If +ve, pupil self isolates in line with recent public health guidance set out in 'stay at home: guidance for households with possible or confirmed coronavirus (Covid-19) infection' □ If a -ve result, the school will report via the Manchester Test and Trace Team reporting document □ School will conduct the internal Track and Trace to identify direct and proximity contacts for the confirmed case. □ If needed the Manchester Test and Trace team will support via quality assure who needs to self-isolate and get tested. □ Pupils and staff identified as needing to self-isolate will need to do so in line with 'stay at home: guidance for household with possible or confirmed coronavirus (Covid-19) infection' guidance. □ Letter of isolation and text message will be sent to the contacts parents and carers advising of the isolation process and return to school date. □ Pupils isolating will engage in remote learning. □ A warn and inform notification will be sent to staff. □ If staff shows symptoms whilst in school: □ Staff member goes home immediately, alerting an SLT member, and awaits test results, following 'stay at home' guidance as above. Staff member does not use their pass on the shared device and leaves via dining hall exit to avoid touching handles. □ Informs school of result. □ Internal Track and Trace procedure will be initiated by HR. Staff are to engage with this process □ If a +ve result school will contact the Manchester Track and Trace Team via the reporting tool. □ If -ve, staff member returns to school □ Letters will be sent to relevant parents/ carers and staff as per the symptoms flowcharts to warn and inform 	<p>LIH & REB this section</p>	
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		<p>Vulnerable pupils</p> <ul style="list-style-type: none"> □ Full additional risk assessment completed by SENCO □ Pupils who were Clinically Extremely Vulnerable are able to return to school in March. □ School to receive confirmation from medical professionals that they are happy for any CEV pupils to return. □ Identified SEND pupils will receive interventions based with SEND staff and their key worker. □ Pupils who have an IHCP will have an additional risk assessment upon return to school and to include eligibility for wearing a face mask when necessary in line with DfE guidance. □ Additional pupil risk assessment completed for those who need personal care. □ Staff who work with pupils who rely on visual signals do not need to use face coverings, but a visor is suggested. □ Medical toilet passes to be checked and information sent to the teaching staff and pastoral staff. □ Identified vulnerable pupils with social worker to continue to attend school on their remote learning day.nPupils to be together year group in designated area to complete home learning work. □ A list of pupils exempt from wearing a facemask to be sent to all staff. 		
	Pupil Wellbeing			
K	Support is provided for pupil wellbeing, including their mental health, and	<ul style="list-style-type: none"> □ Provide opportunity for parents to come into school by appointment to discuss any concerns regarding reopening. 	LIH	Ongoing

	<p>the possible anxieties that they, and their parents, may have on returning to school.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Develop a 'Reconnect and Recover' approach for the pupil inductions including gathering information via pupil voice to inform ongoing provision and support. <input type="checkbox"/> Recovery induction to span across the second term at least and be embedded into the form time programme. Wellbeing curriculum to be delivered. <input type="checkbox"/> Staff to be aware of trauma informed strategies as per DSL guidance to identify and recognise pupils who may need further support. <input type="checkbox"/> Staff to receive updated training on how to spot signs of poor pupil wellbeing upon return in March <input type="checkbox"/> Mechanisms for pupils to raise concerns and speak to trusted adults informed to pupils. <input type="checkbox"/> Pupils are encouraged to join the online Google Classroom 'Getting advice' to be signposted to external support offered to them within their community and to raise any concerns online to their HOY <input type="checkbox"/> School nurse, Art therapist and Manchester Mind staff to offer internal support to identified pupils <input type="checkbox"/> Risk assessment publicly available on the Trust and Schools websites and parents actively encouraged to read it and have a forum to raise questions. <input type="checkbox"/> Pupil voice established through the 3 houses exercise across all groups to identify pupils who are anxious or worried. <input type="checkbox"/> Invest in the SHARP system for pupils to notify staff they need to speak with an adult. <input type="checkbox"/> Online E safety information to be delivered through the curriculum and parental information given through the newsletter. <input type="checkbox"/> All staff to be Esafety trained via online programme <input type="checkbox"/> All pupils to have had a 1-2-1 check in with a member of the pastoral team including form tutor 		<p>Ongoing</p>
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L	All pupils, are supported, including disadvantaged and vulnerable, and those with barriers to access, learning and /or a safe environment.	<ul style="list-style-type: none"> <input type="checkbox"/> Continually track and audit pupil access to home learning ensuring all pupils have access to provision. <input type="checkbox"/> Pupil 1-2-1 wellbeing meetings to continue and arranged by HOY and PSM and wider welfare team <input type="checkbox"/> Continue to track vulnerable pupils are regularly contacted, within a multi-agency approach, to ensure their safety and wellbeing. <input type="checkbox"/> Financial support for families who need support with the purchase of new / additional uniform. <input type="checkbox"/> Support for female pupils whose families may be struggling to purchase essential items such as sanitary products. <input type="checkbox"/> Man Utd food parcels to be delivered over the spring term 	SAW LIH LIH LIH LIH LIH	Ongoing
M	Parents and pupils are adequately prepared to understand risk management, and adapted systems, structures, practices and expected behaviours for each phase of pupil admission leading to a full cohort return.	<ul style="list-style-type: none"> <input type="checkbox"/> Pupils to receive face-to-face induction regarding health and safety during identified induction session. Updates provided on daily basis as necessary. <input type="checkbox"/> Behaviour expectations clearly explained to pupils. <input type="checkbox"/> Enable phased arrival to school and departure from school areas and routines to reduce the risk. <input type="checkbox"/> Pupils will be advised to arrive promptly at their designated time for the safer movement to their year team bubble, whilst adhering to social distancing. <input type="checkbox"/> Pupils arrive at school in PE kit to prevent transmission rate in the changing rooms. Pupils only go into the changing rooms to place bags and coats in a secure location. Staff enter for a minimum time only to complete the register if the outside location prevents the use of Wi-Fi. 	KIM/ CAD DAF	REviewed Easter 21

		<ul style="list-style-type: none"> <input type="checkbox"/> Queuing and movement physical indicators and signage reinforcing behaviour and maintaining social distancing expectations. <input type="checkbox"/> SLT, estates and support staff to supervise outside school, on corridors and stairs to ensure maintaining social distance rule is applied by all. <input type="checkbox"/> Parents will be encouraged to contact via telephone in the first instance in order to limit the risk of parents coming onto the school site. <input type="checkbox"/> Parents who wish to meet with staff in school must do so via an appointment only. <input type="checkbox"/> Due to local restrictions parents will be required to wear a face mask during meetings with staff (due to lack of ventilation in meeting room) <input type="checkbox"/> Meetings to take place in meeting room 1 <input type="checkbox"/> Signage to go into meeting room 1 to highlight social distancing guidelines <input type="checkbox"/> Room to be set up with seating, sanitiser and tissues. <input type="checkbox"/> Parents will be given information regarding on site safety and social distancing when they check in to reception 		
F R	<p>Support is provided for the most vulnerable pupils e.g. with high learning and/or social needs who do not want to return due to anxiety.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> DfE Guidance on working with children with SEND and guidance on risk assessment referenced. <input type="checkbox"/> Identify if pupils who are SEND with an EHCP are returning to school. Update the current SEND Risk Assessment and consider support needed to year 10 SEND pupils during their time in school in line with DfE guidance <input type="checkbox"/> Promote internal and wider agencies/services to support parents and pupils. <input type="checkbox"/> Continue to offer weekly provision of the Art therapist, Drama therapist and Manchester Mind to identified pupils on their timetables. 	REB	Daily / As req

O	Guidelines are in place and are followed by pupils in school.	<ul style="list-style-type: none"> <input type="checkbox"/> Responsibility of all staff to actively encourage and educate on safe behaviours such as 'catch it, bin it, kill it'. <input type="checkbox"/> Revised behaviour policy adhered to by all staff. Staff to alert on call if support is required. <input type="checkbox"/> Staff to receive guidance and instruction document <input type="checkbox"/> Pupils made aware of the posters and signage around the school. <input type="checkbox"/> Coronavirus information is on the school website and updates sent to parents/carers via electronic school comms systems. 	SLT for this section	Ongoing
P	Provision is in place for pupils who develop illness or have an accident	<ul style="list-style-type: none"> <input type="checkbox"/> Flow chart written on expectations following either exposure or contraction of virus for pupils and staff. (including advice on when siblings report as unwell) <p>First Aiders</p> <ul style="list-style-type: none"> <input type="checkbox"/> First-Aiders trained and video of PPE 'donning and doffing' training to be viewed. <input type="checkbox"/> First Aid rota to be completed and sent to all staff <ul style="list-style-type: none"> <input type="checkbox"/> Medical room to be used for injuries. First aid staff to judge whether 2m distance can be kept or if not whilst administering first aid. PPE must be donned if staff need to break 2m distance rule. <input type="checkbox"/> Institute for Health Protection (previously known as Public Health England) 'how to guide' posters to be placed in the medical room for staff reference. <input type="checkbox"/> The correct PPE to be supplied as per the DfE guidance which includes: <ul style="list-style-type: none"> ◦ fluid-resistant surgical face masks and visors ◦ disposable gloves ◦ disposable plastic aprons ◦ eye protection (face visor provided by Trust) <input type="checkbox"/> Staff who are in the following situations should wear PPE in line with DfE guidance and 'Safe Working in Education Settings and the use of PPE': <ul style="list-style-type: none"> ◦ Pupils who receive personal care needs 	LIH this section	Reviewed Easter 21

		<ul style="list-style-type: none"> ○ If a pupil is displaying coronavirus symptoms (attended to in the safe room) ○ Pupils in need of First Aid, in staffroom or in the hygiene room where First aider cannot keep 2m distance 		
Q	Pupil induction processes are in place.	<ul style="list-style-type: none"> □ Induction timetable in place for different year groups, based on health & safety and welfare. □ Pupils are placed in year team groups and will remain in this group and their allocated room as much as possible. □ Staff will deliver induction to pupils, focusing on h&s, year group bubbles, staggered start and end times, school day, break & lunch arrangements, behaviour expectations including maintaining social distance, health and well-being and some pupil voice □ Pastoral programme adapted to meet the needs of the pupils and remind pupils of health and safety protocols following a period of remote learning. 	STW	Reviewed Easter 21
	Curriculum, teaching and learning			
R	Curriculum provision Support is provided for pupils with acquired knowledge deficits through loss of learning, in addition to the consideration of those pupils who may have advanced in their learning	<ul style="list-style-type: none"> ● Following lockdown, from March 8th teachers will prioritise the most significant gaps in knowledge. Planning will be informed by assessing starting points, gaps and levels of understanding of the most critical content. ● Audit carried out of all pupils to ensure barriers are removed to enable all pupils to access remote learning. ● At KS4 and KS3, pupils' movement will be controlled/ restricted through intelligent pupil grouping and rooming, still allowing for full coverage of the curriculum and access to specialist rooms for practical subjects where possible (particularly at KS4). ● Rather than pupil movement, staff will move between classrooms in order to provide specialist subject teaching across Key Stages. All basic equipment and resources will be provided in each classroom and will not be mixed or removed from classroom to allow for smooth transition for staff between classrooms ● Curriculum planning across Faculties has been amended to ensure coverage of missed content due to school closure This includes the additions of Year 6 to Year 7 transition units developed in partnership with KS2 specialists (see Curriculum Framework Addendums). 	SLT DAF	Reviewed Easter 21

<p>in particular subject areas, whilst working at home.</p>	<p>Year 7 will also receive 4 periods of additional intensive literacy (length of time dependent on need) to mitigate the impact of lost learning due to school closure.</p> <ul style="list-style-type: none"> ● INSET time will be dedicated to Subject Collaborative Planning allowing for detailed handovers of classes/pupil information including progress and pastoral between subject staff. This is to ensure that teachers have a detailed understanding of pupils' needs prior to curriculum delivery, allowing them to tailor provision to individual need. ● Whole-school Remote Learning Policy to be developed informed by evidence based practice to ensure high quality remote learning provision which does not disadvantage those pupils without access to a device/data/Wi-fi. ● Remote learning will reflect curriculum learning so there is no widening of the gap between pupils. Pupils will have the opportunity to check for understanding both remotely and in school time to support remote learning. ● INSET training on Remote Learning Policy will ensure that all staff are producing content in line with the policy, therefore content of a consistently high quality which meets pupils' needs. ● Staff Google Site created to share best practice and support staff training further. ● The Remote Learning policy will be shared on the website to allow clear communication to parents on the rationale and expectations of pupils. ● Staff will use formative assessment strategies to feedback to pupils and check for understanding without the use of physically marking books. ● For those pupils shielding, they will submit work for their lessons onto google classroom when remote learning, to be assessed by their class teachers. ● After assessment of individual pupils' needs (including planned/intended post-16 destinations), a personalised curriculum for Year 11 pupils will be considered on an individual basis whereby pupils may reduce the number of qualifications being studied to 8 Extra-Curricular Provision ● From March 8th, extra- curricular activities may begin. these will be conducted after school in year group bubbles on a dedicated evening. ● For classroom-based clubs, pupils must remain in the same year group zone used during the school day. 		
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		<ul style="list-style-type: none">• Any equipment used needs to be cleaned thoroughly after use, before any other pupils can use it, especially from other bubbles.• The provision of PE & Sports clubs must be in-line with the guidance set out in 'Return to recreational team sport framework' (DCMS August 2020) and other governing body guidance indicated by the DfE 'Guidance for full opening: schools' (August 2020)• Contact sports are permitted with guidance from National Governing Bodies. Certain activities are still banned. (PE curriculum & extra-curricular to reflect this)• The provision of Music, Dance and Drama clubs must be in-line with the guidance set out by the DfE 'Guidance for full opening: schools' (August 2020) and 'Working safely during coronavirus' (DCMS August 2020)• School trips and visits are not able to take place yet in accordance with current government guidance		
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APPENDICES

1. Zones for Year Group Bubbles

Zones for 5 year groups.

KS3 Zones

Yellow Zone – 11 rooms (Yr7)

Green Zone – 10 rooms (Yr8)

Blue Zone – 10 rooms (Yr9)

KS4 Zones

Orange Zone – 10 rooms (Yr10)

Red Zone – 12 rooms

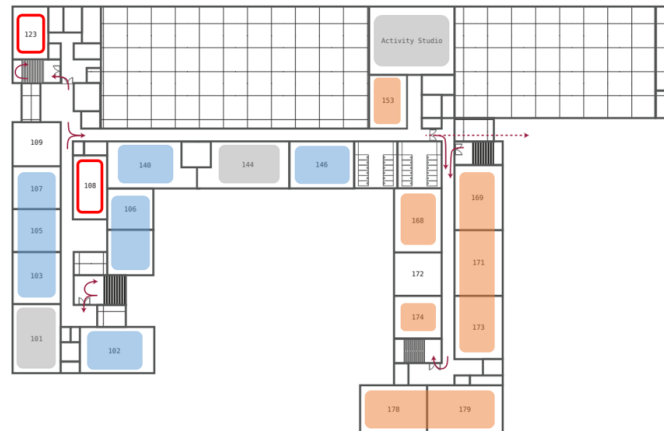
Grey Zone – 7 specialist rooms

Other Zones

Purple Zone – provision for identified pupils

Turquoise Zone – PE

Red circled rooms – free classrooms for removal etc.



2. School week structure

Timings	Year 7	Year 8	Year 9	Timings	Year 10	Year 11
8.40/8.50	Form (8.40)	Form (8.50)	Form (8.50)	8.40/8.50	Form (8.50)	Form (8.40)
9.10	P1	P1	P1	9.10	P1	P1
9.55	P2	P2	P2	9.55	P2	P2
10.40	Break	Break	Break	10.40	P3	P3
11.10	P3	P3	P3	11.30	Break	Break
12.00	P4	P4	P4	12.00	P4	P4
12.50	Break	Break	Break	12.50	P5	P5
1.20	P5	P5	P5	1.40	Break	Break
2.10	P6 (2.50 finish)	P6 (2.50 finish)	P6 (2.55 finish)	2.10	P6 (3.00 finish)	P6 (3.00 finish)

- KS3 pupils remain in the same groups for all lessons.
 - Year 7: mixed ability & two modified curriculum classes.
 - Year 8: mixed ability.
 - Year 9: Set by MFL.
- KS4 pupils to remain in the same groups for all core lessons and only remove for option lessons.
 - Pupils set based on maths sets.
 - Triple science pupils to be grouped together.
- Remote learning policy implemented.

