

Grendon Primary School

COVID-19 Action Plan for Full Reopening in September 2020

To be read in conjunction with our Risk Assessment. The following actions mitigate risks identified.

Risk/Potential Hazard/Issues to Address	Control Measures What?	Specific Action How?	Who?	When?
<b>Health and Safety</b>				
<b>Maintaining social distance and minimising contact</b>	1.1 Stagger school day times	<ul style="list-style-type: none"> <li>• Staggered start and finish times in operation.</li> <li>• 8.50am - 3.05pm for Reception and Years 2, 3 and 5.</li> <li>• 9.00am - 3.15pm for Years 1, 4 and 6.</li> <li>• Parents with more than one child will come on to site at the earliest start time and keep older siblings with them until first child has gone into school.</li> <li>• There will be no before or after school clubs for at least the first half term.</li> <li>• Children will come into school and go straight to classrooms if the wet bell is rung.</li> </ul>	Agreed by Emergency Committee. All staff to implement.	From September 2020
	1.2 Review entrance and exit routes	<ul style="list-style-type: none"> <li>• One way systems in operation.</li> <li>• School gates open from 8.45am - 9.10am and 3pm - 3.30pm</li> </ul> <p><b>EYFS and KS1</b></p> <ul style="list-style-type: none"> <li>• Enter site using middle gate and path and leave via blue gate onto Grendon and Billesley Nursery path. Routes are signposted.</li> <li>• Reception line up on marked yellow 1m distant stripes in front playground close to Reception gates (4 rows of 13 yellow stripes). Enter and exit through Reception gates and into classrooms.</li> <li>• 1C and 2H line up on marked yellow 1m distant stripes in front playground near old Nursery entrance steps (2 rows of 13 yellow stripes). Enter and exit through 1C door into corridor.</li> <li>• 1P and 2W line up on marked yellow 1m distant stripes in front playground near main entrance (2 rows of 13 yellow stripes). Enter and exit through main school door.</li> <li>• One adult only accompanying each child on site. Adult to wait with child until they are taken into school.</li> <li>• No bikes or scooters to be left in bike racks on site.</li> </ul> <p><b>KS2</b></p> <ul style="list-style-type: none"> <li>• Enter via main pedestrian gate and leave via vehicle gate. Routes are signposted. Vehicle entrance will be staffed and barrier in place to stop cars entering during these times.</li> <li>• One adult on site with each child. Adults say goodbye in zebra crossing area before leaving via vehicle gate and children line up side playground - Leaders to supervise.</li> </ul>	<p>Agreed by Emergency Committee.</p> <p>Site Manager to ensure zones are marked.</p> <p>Leaders - buffer duty from 8.45am.</p>	<p>June 2020</p> <p>July 2020</p> <p>From September 2020</p>

		<ul style="list-style-type: none"> <li>Year 3 and Year 4 line up on marked yellow 1m distant stripes in side playground near Year 3/4 door (4 rows of 15 yellow stripes). 3S and 4F enter and exit via Year 3/4 door. 3G and 4N enter and exit via KS2 hall door.</li> <li>Year 5 and Year 6 line up on marked yellow 1m distant stripes in side playground near IT suite steps (4 rows of 15 yellow stripes). 5R and 6H enter and exit via door near 6H classroom. 5B and 6P enter and exit by door near IT suite.</li> <li>Year 5 leave building before Y3. Year 6 leave the building before Year 4.</li> <li>Year 3 and Year 4 parents collect children from side playground. Year 5 and Year 6 children collected from zebra crossing area.</li> <li>Bikes or scooters can be left in the bike shelter or scooter racks.</li> </ul>		
	1.3 Control movement around school	<ul style="list-style-type: none"> <li>Normal school rule of walking on left applies at all times.</li> <li>Corridors to be cleared of resources/furniture wherever possible to ensure maximum width used.</li> <li>A one-way system is in operation around Y1/2/blue bench/medical room block.</li> <li>Children walk around site with their class and at least one adult in an orderly, forward facing line, maintaining distance between them and the person in front at all times.</li> <li>Children will not move around school independently unless coming in from the playground for first aid using the following routes: Front playground - main entrance, follow one-way system around to medical room Side playground - follow staffroom corridor to medical room. Back playground - steps down from playground to use door by outside stock cupboard to medical room.</li> <li>There will be no register monitors, ambassadors or any other roles in school that involve children entering other classrooms or moving freely around school until at least the end of the first half term.</li> </ul>	<p>Agreed by Emergency Committee.</p> <p>Site Manager to clear corridors where possible.</p> <p>All staff to implement.</p>	<p>June 2020</p> <p>July 2020</p> <p>From September 2020</p>
	1.4 Add signage around school	<ul style="list-style-type: none"> <li>Social distancing signs at key points outside school in the playground.</li> <li>Entrance and exit one-way loops clearly marked.</li> <li>Lining up zones clearly marked with painted stripes on floor.</li> <li>Keep your distance posters displayed in and around school.</li> </ul>	Site Manager	September 2020
	1.5 Decide on size of bubbles	<ul style="list-style-type: none"> <li>Children will be taught in consistent groups which, for the majority of time, will be class groups.</li> <li>For educational purposes or logistical reasons, these may extend to year group bubbles over lunch times or for interventions.</li> <li>There will be no large gatherings such as assemblies or collective worship - these will be held virtually on Zoom.</li> </ul>	<p>Agreed by Emergency Committee.</p> <p>All staff to implement.</p>	<p>June 2020</p> <p>From September 2020</p>
	1.6 Review use of playgrounds	<p><b>Morning Break</b></p> <ul style="list-style-type: none"> <li>Reception use Nursery/Reception outside area, times staggered to allow 1 class at a time to use the space.</li> </ul>	Agreed by Emergency Committee.	June 2020

	<ul style="list-style-type: none"> <li>Year 1 and Year 2 use front playground. Times staggered - see timetable in Emergency Curriculum document.</li> <li>Years 3 and 4 use side playground - Times staggered - see timetable in Emergency Curriculum document.</li> <li>Years 5 and 6 use back playground - Times staggered - see timetable in Emergency Curriculum document.</li> </ul> <p><b>Lunch Time</b></p> <ul style="list-style-type: none"> <li>Reception, Year 1 and Year 2 use front playground. Times staggered and playground zoned- see timetable in Emergency Curriculum document.</li> <li>Years 3 and 4 use side playground - Times staggered - see timetable in Emergency Curriculum document.</li> <li>Years 5 and 6 use back playground - Times staggered - see timetable in Emergency Curriculum document.</li> </ul>	All staff to implement.	From September 2020
1.7 Review break time arrangements	<ul style="list-style-type: none"> <li>Staggered break times in operation - see 1.4</li> <li>Children have snack and drink from home. No selling of snacks in school to reduce handling of money.</li> <li>Teachers and Teaching Assistants from each year group will be outside on a rota basis with their year group - staff in the year group to plan this rota.</li> <li>Staff will take their year group emergency buzzer outside with them.</li> <li>Social distancing to be encouraged wherever possible.</li> <li>Children will not be allowed back into school during these times unless needing first aid - see 1.2</li> <li>No fixed outdoor play equipment to be used - equipment will be taped off.</li> <li>Play equipment - a set of hard, plastic equipment such as balls, rackets or hoops is permissible. Equipment should be kept in the classrooms of the year group that is using them and cleaned after use. They should not be returned to the PE cupboard.</li> <li>Asthma inhalers to be taken in their class box into the playground - staff on duty to sign sheet if inhalers are used.</li> <li>Children will remain in classroom for wet play.</li> </ul>	Agreed by Emergency Committee.  All staff to implement.	June 2020  From September 2020
1.8 Review lunch time arrangements	<ul style="list-style-type: none"> <li>KS1 and KS2 halls to be used for lunchtime.</li> <li>3 sittings in operation (11.55 - 12.20, 12.25 - 12.45, 12.50 - 1.10/15).</li> <li>Children will stay in year groups and eat in either KS1/2 hall - see timetable in Emergency Curriculum document.</li> <li>Tables to be cleaned between sittings.</li> <li>13 yellow tables to be used in KS2 hall which will seat 78 children.</li> <li>1 yellow, 10 blue and 3 round classroom tables to be used in KS1 hall to seat 78 children.</li> <li>Year 1 children to be seated more than 2 metres from Reception or Year 2 during their slot as they will be in the hall with a different year group.</li> <li>Kitchen will provide packed lunches only for the first half term.</li> <li>Vouchers will not continue, although edenred login maintained in case of school closure, isolations etc.</li> </ul>	Agreed by Emergency Committee.  Communicated to supervisors by SJ  All staff to implement.	June 2020  June 2020  From September 2020

		<ul style="list-style-type: none"> <li>• See 1.6 for use of playgrounds.</li> <li>• Supervisors to take emergency alarms into playground.</li> <li>• Asthma inhalers to be taken in their class box into the playground - staff on duty to sign sheet if inhalers are used.</li> <li>• Hall floor to be swept and mopped at 1.15pm.</li> <li>• Children will eat in the hall with Leaders supervising and then return to their classroom with a supervisor in the event of wet play.</li> </ul>		
	1.9 Review use of coat trolleys and coat pegs	<ul style="list-style-type: none"> <li>• Reception use coat trolleys in classroom.</li> <li>• 1C coat pegs in corridor, 1P coat pegs by Year 1 toilets.</li> <li>• 2H coat pegs by classroom door, 2W coat pegs by Year 2 toilets.</li> <li>• 3S coat pegs in alcove by Year 3 /4 door, 3G coat pegs by KS2 hall door.</li> <li>• 4F coat pegs in alcove by Year 3 /4 door, 4N coat pegs by KS2 hall door.</li> <li>• 5R coat pegs by 5R classroom, 5B coat pegs by outside door and boy's toilet.</li> <li>• 6H coat pegs by girl's toilets, 6P coat pegs by IT suite door</li> <li>• Children keep coats with them in halls at lunchtime.</li> </ul>	Agreed by Emergency Committee.	June 2020
			Communicated to supervisors by SJ	June 2020
			All staff to implement.	From September 2020
	1.10 Review toileting arrangements	<ul style="list-style-type: none"> <li>• Reception children use toilets in classroom as usual.</li> <li>• Years 1-6 toileted as a group at key points in the day that coincide with handwashing and movement around school - see timetable in Emergency Curriculum document.</li> <li>• This ensures only children from one year group are in the toilets at the same time.</li> <li>• Children should be trained to use the toilet during these times and discouraged from going at other times except in an emergency, (individual needs allowing).</li> <li>• Year 1 and Year 2 children can use their toilets more flexibly if needed as they have individual year group toilets.</li> <li>• Children should not be moving around school independently to use toilets. They must be escorted if leaving the classroom outside these times.</li> <li>• All cubicles and sinks within toilets will be in use as children will only be in toilets with their bubble.</li> <li>• Disabled toilet will be out of use except when access is required. Please let Site Manger know if this toilet has been used.</li> </ul>	Agreed by Emergency Committee.	June 2020
			All staff to implement.	From September 2020
	1.11 Fix seating plans in classrooms	<ul style="list-style-type: none"> <li>• Classrooms arranged with desks facing forwards from Y1 - Y6 as much as possible. Tables can be put in groups where necessary for educational purposes and particularly in KS1, but care should be taken to ensure children are not directly facing one another with less than 1m distance between them.</li> <li>• Reception staff are able to plan classroom arrangements flexibly in order to deliver the curriculum.</li> <li>• Where tables are in rows, 2 children can sit at each desk.</li> <li>• Seating plans should be fixed for each day wherever possible.</li> <li>• Young children can be seated on the carpet if this is the most effective teaching method, but places should be fixed.</li> </ul>	Agreed by Emergency Committee.	June 2020
			All staff to implement.	From September 2020

		<ul style="list-style-type: none"> <li>Where it is necessary for educational purposes to move children between sessions, tables must be cleaned by staff with cloths and spray made available in classrooms.</li> </ul>		
	1.12 Review use of staffroom and facilities	<ul style="list-style-type: none"> <li>Staffroom remains in use, including kitchen area.</li> <li>Additional space for staff has been made in PPA room and library.</li> <li>Additional kettle, toaster, fridge, water urn, microwave is available for use in PPA/Library areas.</li> <li>Staff to use common sense around social distancing and hygiene requirements if using these areas.</li> <li>No dirty cups, plates cutlery to be left in sink. Please wash up or load the dishwasher.</li> <li>Chairs removed from the staffroom to allow social distancing.</li> <li>Staff made aware that they can use any of these areas, any outside areas, remain in classrooms or go offsite for lunch breaks.</li> <li>If choosing to use these shared areas, KS1 staff should use these areas between 11.55 and 12.35 and KS2 staff between 12.35 and 1.10.</li> <li>Photocopier will be moved into library to reduce congestion at entrance to staffroom.</li> </ul>	<p>Agreed by Emergency Committee.</p> <p>All staff to implement.</p>	<p>June 2020</p> <p>From September 2020</p>
	1.13 Limit access to school	<ul style="list-style-type: none"> <li>School office will open to parents between 9.10am and 9.30am each day. Only one parent will be allowed into the reception area at a time. There will be a queuing system on the ramp up to the entrance at 1m intervals.</li> <li>Parents will be encouraged to phone or email school in order to reduce waiting times and minimise contact.</li> <li>No events or meetings for parents to be held in school for at least the first half term</li> <li>Visitors to school will be reduced as much as possible.</li> <li>Outside agencies and other necessary visits by professionals will be accommodated but will need to be carefully timetabled.</li> <li>Rooms will be cleaned between visits.</li> <li>Parents asked to phone school, email enquiry@ or year group emails to speak to teacher rather than do this in person at the start or end of the day.</li> </ul>	<p>Agreed by Emergency Committee.</p> <p>All staff to implement.</p>	<p>June 2020</p> <p>From September 2020</p>
	1.14 Communicate from a distance	<ul style="list-style-type: none"> <li>Staff, Leadership and Governor meetings held virtually on Zoom or socially distanced in an appropriately sized area e.g. hall for full staff meetings, staffroom or classrooms for Leadership or Governors.</li> <li>School assemblies held virtually, on Zoom.</li> <li>As much communication between home and school as is possible, will be paperless, via email or website.</li> <li>School to collect email addresses for all families in September and technician to form class groups for easy emailing.</li> <li>Review school approach to the use of social media as a communication platform.</li> <li>Year group emails remain in operation as a method of contact between parents and staff.</li> <li>School to collect and check all contact details in September and remind parents about changing details.</li> </ul>	<p>Agreed by Emergency Committee.</p> <p>Technician to create email groups</p> <p>All staff to implement.</p>	<p>June 2020</p> <p>From September 2020</p>

<b>Enhancing health and hygiene provision</b>	2.1 Make changes to classroom organisation	<ul style="list-style-type: none"> <li>• Children have individual sets of stationary.</li> <li>• These are kept in trays which are placed next to tables on the floor while children are working.</li> <li>• Individual water bottles are also kept in trays.</li> <li>• These can be refilled from water dispensers at planned times.</li> <li>• Internal doors (except fire doors) to be propped open wherever possible in order to reduce touching handles and increase ventilation.</li> <li>• Windows to be kept open as much as possible to increase ventilation.</li> <li>• Resources can be shared within the classroom but their use should be limited and they should be cleaned following use.</li> <li>• Displays or posters low to the floor, or in areas where children are likely to touch frequently to be taken down.</li> <li>• Plastic items to be sterilised between and after sessions if they have been shared by children.</li> </ul>	Agreed by Emergency Committee.	June 2020
	2.2 Remove surplus resources and equipment from classrooms	<ul style="list-style-type: none"> <li>• Soft furnishings, including rugs, cushions and drapes and soft toys removed.</li> <li>• All surfaces including sinks, window ledges and cupboards to be kept as clear as possible.</li> <li>• Extra and additional unused furniture to be removed from classrooms wherever possible and stored in Nursery.</li> </ul>	Agreed by Emergency Committee. All staff to implement.	June 2020 From September 2020
	2.3 Make PPE is available if necessary	<ul style="list-style-type: none"> <li>• There is a gloves and apron dispenser in medical room - to be used by cleaners and first aiders in line with guidance.</li> <li>• Face covering are available if first aiders or cleaners wish to wear one.</li> <li>• Plastic visors are available - only needed if looking after a child with symptoms and you are unable to remain 2 metres apart.</li> <li>• Site manager to ensure supply and refer to BCC contact list if needed.</li> </ul>	Agreed by Emergency Committee.	June 2020
	2.4 Implement robust hand and respiratory hygiene procedures	<ul style="list-style-type: none"> <li>• All staff, children and any visitors wash hands on entry to building.</li> <li>• All staff, children and any visitors wash or sanitise hands before and after eating, after outside activities and when changing rooms.</li> <li>• Soap dispensers fitted in all classrooms.</li> <li>• 5 additional sanitizer dispensers fitted around school.</li> <li>• Small hand sanitizer available for adult use - one per classroom.</li> <li>• Catch it, bin it, kill it routine reinforced. Supply of tissues in each classroom.</li> <li>• Time is built into the Emergency Curriculum timetable for toileting, handwashing and sanitising.</li> <li>• Support all children with effective hand washing techniques.</li> <li>• Sanitise hands after PE lessons.</li> </ul>	Agreed by Emergency Committee.  All stakeholders to implement.	June 2020  From September 2020
	2.5 Reinforce good hygiene practice with children	<ul style="list-style-type: none"> <li>• Display posters in toilets, classrooms and around school to model handwashing messages.</li> <li>• Use PSHE lessons to explain and practice hygiene expectations.</li> <li>• Communicate these clearly with parents as part of Covid Home-School agreement.</li> <li>• Ensure supply of tissues, for each classroom and model and reinforce catch it, bin it, kill it routine.</li> <li>• School nurse to work with children and families to ensure this message is clear and understood.</li> </ul>	Agreed and implemented by Emergency Committee.	From September 2020

		<ul style="list-style-type: none"> <li>Model and ensure children understand method for taking off masks when they get to school, ensuring they do not touch the front of the mask or their faces.</li> </ul>		
	2.6 Carry out stock take of cleaning and hygiene stock	<ul style="list-style-type: none"> <li>Site manager to complete a weekly stock check in order to monitor stock of tissues, paper towels, soap, sanitiser, cleaning materials and PPE.</li> <li>Additional orders to be placed to ensure school is always well stocked with materials.</li> </ul>	Site Manager	From June 2020
	2.7 Improve access to cleaning materials for staff	<ul style="list-style-type: none"> <li>Spray bottles and cloths ordered to enable additional storage of cleaning products securely in stock cupboards in classroom for emergency use by staff.</li> </ul>	Site Manager provides material	From September 2020
	2.8 Reduce need for handling of cash	<ul style="list-style-type: none"> <li>Children will bring snacks and drinks from home.</li> <li>No trips or visits to be paid for during the first half term.</li> <li>School will stop visits by the bookman and will not have the snack box in the staffroom in order to reduce handling of cash.</li> <li>Water bottles will not be available to buy from school for at least the first half term. Parents will be asked to provide their own.</li> <li>Where handling of money is necessary, staff will follow hygiene processes and wash hands thoroughly.</li> <li>School will look to implement a cashless payment system,</li> </ul>	Agreed by Emergency Committee.  All staff to implement.	June 2020  From September 2020
	2.9 Reduce equipment that children bring from home	<ul style="list-style-type: none"> <li>Children bring drink and snack from home.</li> <li>Lunch boxes can be bought and stored on trolleys in coat peg areas.</li> <li>School bags are allowed, although should only contain reading books or educational resources.</li> <li>Paper free communication is in place wherever possible to limit passing of resources between school and home.</li> </ul>	Agreed by Emergency Committee.  All staff to implement.	June 2020  From September 2020
	2.10 Minimise contact with individuals who are unwell	<ul style="list-style-type: none"> <li>No one with symptoms or those who have tested positive within the last 7 days should attend a setting for any reason.</li> <li>If a child or adult has reported symptoms and has not been tested, the person should not be allowed on site for 7 days and the wider household should not be on site for 14 days.</li> <li>Attendance of staff and children to be coded in line with HR advice.</li> </ul>	Agreed by Emergency Committee. All staff to implement.	June 2020  From September 2020
	2.11 Implement system for isolating children with symptoms	<ul style="list-style-type: none"> <li>Staff made aware of the 3 key symptoms of Covid-19 - a new continuous cough, a high temperature or changes to sense of taste or smell.</li> <li>If child is suspected of having any of those symptoms, they should be taken to the isolation area- small room in Nursery. This allows space, ventilation and easy access to outside.</li> </ul>	Headteacher	From September 2020

		<ul style="list-style-type: none"> <li>The office should be informed in order for parents to be called and information about accessing tests and the guidance for households with possible or confirmed infection ready and prepared to send home with the child.</li> <li>A member of staff from the child's bubble will need to wait with them until they are collected, maintaining a 2m distance.</li> <li>If 2m cannot be maintained, PPE must be worn and can be collected from the medical room.</li> <li>Staff need to ensure they wash hands if they have looked after a symptomatic child, but do not need to go home or isolate unless they develop symptoms.</li> <li>See 2.3 for PPE</li> <li>The area around the person will then be cleaned with normal cleaning products in line with guidance.</li> </ul>		
	2.12 Engage with test and trace process	<ul style="list-style-type: none"> <li>Tests are available for anybody with symptoms or living in a household with those with symptoms and should be taken.</li> <li>Other members of their household should self-isolate until the results of tests are known.</li> <li>Parents should inform school of the results - schools should not ask to see proof.</li> <li>If the test is negative, the person can return to school as soon as they feel well enough.</li> <li>If the test is positive, they should remain at home for 7 days and the rest of their household self-isolate for 14 days.</li> <li>Stakeholders should engage with the test and trace process.</li> <li>School will take rapid action, inform PHE of any confirmed case and work through the BCC flow chart.</li> <li>The rest of the child's bubble should then remain at home for 14 days.</li> <li>School will take further advice and work with PHE.</li> </ul>	Headteacher	From September 2020
	2.13 Review Cleaning hours and practice	<ul style="list-style-type: none"> <li>Enhanced cleaning schedule in operation.</li> <li>All toilets, shared areas and touch points are cleaned at least twice daily.</li> <li>School cleaned following the COVID-19 cleaning of non-healthcare settings guidance.</li> <li>Cleaners on site daily from 6.45am - 8.45am and 11.00am - 5.30pm.</li> <li>Areas of school (Nursery and disabled toilet) not in use to reduce need for cleaning.</li> <li>2 hours additional cleaning daily needed to implement enhanced schedule.</li> <li>See Cleaning schedule for further detail.</li> <li>See 2.3 for PPE</li> </ul>	Agreed by Emergency Committee.  Site Manager and Cleaners	June 2020  From September 2020
<b>Making changes to key policies</b>	3.1 Review fire safety policy	<ul style="list-style-type: none"> <li>Fire routes to be kept as policy.</li> <li>Staff made aware of routes and asked to familiarise themselves with these as they may be working in different rooms.</li> <li>Fire Marshalls will be on-site as usual, 2 on each route ensures coverage for absence.</li> </ul>	Headteacher	From September 2020
	3.2 Review First Aid policy and practice	<ul style="list-style-type: none"> <li>Medical room to remain the base for first aid - chairs to be spread across area by Y2 toilets.</li> <li>There will be one first aider on duty during break and lunch time with a second on call.</li> <li>Classroom first aid kits restocked.</li> <li>Dates on asthma inhalers checked.</li> <li>Medical information to be shared during transition meetings.</li> </ul>	Headteacher	From September 2020



		<ul style="list-style-type: none"> <li>• First aiders have been allocated to teaching bubbles where possible and may wish to deal with minor injuries using their class first aid kit.</li> <li>• Any child who has had treatment needs an entry recording by a first aider in the first aid book kept in medical room.</li> </ul>		
	3.3 Review safeguarding policy	<ul style="list-style-type: none"> <li>• Safeguarding policy will be reviewed in line with publication of updated Keeping Children Safe in Education document to be published on September 1<sup>st</sup>.</li> <li>• Addendum to policy will be reviewed and any necessary changes made.</li> </ul>	Headteacher	From September 2020
	3.4 Review Behaviour policy	<ul style="list-style-type: none"> <li>• Minimal changes made to policy. Slight changes to sanctions for each zone to avoid children being sent to Key Stage Leaders and mixing bubbles.</li> <li>• Staff reminded of changes in September</li> <li>• INSET - behaviour policy and strategies</li> </ul>	Headteacher	From September 2020
	3.5 Review Health and Safety policy review	<ul style="list-style-type: none"> <li>• All changes described above are in place and supersede any described in Health and Safety Policy.</li> <li>• All other procedures apply as per policy.</li> </ul>	Headteacher	From September 2020
	3.6 Make real time changes as necessary to other policies	<ul style="list-style-type: none"> <li>• There may be variations to any policy during this COVID-19 period.</li> <li>• Any changes must be discussed and agreed by Leaders before implementation and reported to Governors.</li> </ul>	Headteacher	From September 2020
<b>Pastoral Curriculum</b>				
<b>Minimising impact on mental health and wellbeing of all children and families</b>	4.1 Review support available for children and parents	<ul style="list-style-type: none"> <li>• See website for range of services offering support.</li> <li>• Access to Mental Health support through new Early Help model children's partnership Signposted from website.</li> <li>• Referral using the form through Early Help process where necessary.</li> </ul>	Pastoral Team	From June 2020
	4.2 Maintain pastoral provision for pupils in school	<ul style="list-style-type: none"> <li>• Lunchtime group available to support vulnerable children.</li> <li>• Senior leaders available for mentoring as required.</li> <li>• Phone call contact maintained with parents if necessary.</li> <li>• Teaching staff to communicate clearly concerns with parents.</li> <li>• Continue to liaise with outside agencies to share information and access support.</li> </ul>	Pastoral Team	From June 2020
	4.3 Staff CPD to increase awareness	<ul style="list-style-type: none"> <li>• INSET to raise staff awareness and support available.</li> <li>• Establish framework for recording - cpoms.</li> </ul>	Pastoral Manager	July 2020
	4.4 Support transition within and between schools	<ul style="list-style-type: none"> <li>• Reception induction process implemented - parents meeting held and zoom meetings to share further information and meet teacher.</li> <li>• Induction period in school planned for September 9<sup>th</sup>, 10<sup>th</sup> 11<sup>th</sup></li> <li>• Phone calls made to previous settings and information collated and shared with staff.</li> </ul>	Key Stage Leaders  SENCo	July 2020

		<ul style="list-style-type: none"> <li>• Y6 transition information sheets filled in my class teachers/SJ/AD.</li> <li>• Y6 secondary transfer form completed using Birmingham template.</li> <li>• Booklets to support transition for all children in school to be sent out with reports and a letter from new teachers.</li> <li>• Children who staff or parents identify as needing additional support to return to school have had additional contact and personal plans for transition made.</li> <li>• Transition hand over sheets are being used to structure meetings between old and new teachers and ensure any information gained throughout lockdown by DSLs is included.</li> <li>• CIC epep meetings completed with parent and secondary school.</li> <li>• Children to be met and taught by their 'old' teacher for 4 days in September.</li> <li>• Y5 children received secondary transfer letter with reports.</li> </ul>	Pastoral Manager	
	4.5 Signpost support for families suffering bereavement	<p>Access support through sweet project when they reopen as we have paid for this support  <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>  * Step by Step what to do in the event of a death related to Coronavirus.  * Bereavment Support Payment  * Help with funeral costs.  <a href="http://www.cruse.org.uk/get-help/coronavirus-dealing-bereavement-and-grief">www.cruse.org.uk/get-help/coronavirus-dealing-bereavement-and-grief</a>  Free helpline: 0808 800 1677.  <a href="http://www.ataloss.org">www.ataloss.org</a>  Helping the Bereaved find support.  NHS Bereavement Helpline 0808 2600 400  <a href="http://www.childhoodbereavementnetwork.org.uk/covid-19">www.childhoodbereavementnetwork.org.uk/covid-19</a>  <a href="https://www.winstonswish.org/coronavirus/">https://www.winstonswish.org/coronavirus/</a>. Free phonenumber (Mon-Fri 9-5pm) 08088 020021  Lots of free resources for schools and families.</p>	Pastoral Manager	June 2020
<b>Encouraging attendance</b>	4.5 Build confidence and share expectations	<ul style="list-style-type: none"> <li>• Share expectation about attendance with all stakeholders.</li> <li>• Use website, safe and well calls and Headteachers letters to reinforce message that attendance is mandatory from September.</li> <li>• Build trust and relationships and ensure parental confidence increases.</li> <li>• Engage with parents to provide additional support where needs suggest this is necessary.</li> <li>• Use normal attendance procedures and messages from September.</li> </ul>	Leaders	From September
<b>Academic Curriculum</b>				
<b>Prioritising learning in order to remove barriers and</b>	5.1 Implement the Emergency Curriculum	<ul style="list-style-type: none"> <li>• School will operate an Emergency Curriculum for the first half term - see Emergency Curriculum document.</li> <li>• This will focus on identifying and closing gaps in Reading, Writing and Maths and allow barriers to learning to be removed through PSHE and PE curriculum.</li> <li>• Objectives from the previous year will be identified by previous staff as priorities.</li> </ul>	AHT to lead  All staff to implement	From September 2020

<b>close gaps in learning</b>		<ul style="list-style-type: none"> <li>Children will be assessed in October and plans made to move to the Recovery Curriculum.</li> </ul>		
	5.2 Implement the Recovery Curriculum	<ul style="list-style-type: none"> <li>School will operate a Recovery Curriculum from October 2020-July 2021</li> <li>This will include all areas of the curriculum and be broad and balanced.</li> <li>There will still be a focus on a cross curricular approach where possible in order to close gaps.</li> </ul>	AHT to lead All staff to implement	From November 2020
	5.3 Plan to close gaps through the use of catch up funding	<ul style="list-style-type: none"> <li>Secure additional hours for part time school based staff to ensure teaching is of a high quality.</li> <li>Focus on increasing staffing levels and reducing class sizes in order for children to have increased access to teacher support.</li> <li>Prioritise Years 2 and 6 for catch up interventions.</li> <li>Implement 1-1 and small group tutoring.</li> </ul>	Headteacher leads	From September 2020
	5.4 Provide remote education where necessary	<ul style="list-style-type: none"> <li>Use DfE funding to establish Microsoft 365 as an online learning platform.</li> <li>Research effective models of distance learning.</li> <li>Train staff in chosen model.</li> </ul>	DHT leads	From July 2020
	5.5 Share expectations and monitor engagement	<ul style="list-style-type: none"> <li>Explain to parents and children what our expectations are for engagement.</li> <li>Plan, and implement strategies to ensure that children and families engage.</li> </ul>	DHT leads	From July 2020
	5.6 Ensure high expectations of teaching and learning	<ul style="list-style-type: none"> <li>Clear messages to staff from the start about having high expectations of children.</li> <li>Staff expectation are high and communicated to children.</li> </ul>	AHT Leads	From September 2020
<b>Staffing</b>				
<b>Maintaining staff ratios and attendance</b>	6.1 Implement Government guidance in terms of staff attendance and deployment	<ul style="list-style-type: none"> <li>Lifting of restrictions on clinically vulnerable and extremely clinically vulnerable people means that all staff should now be available to work.</li> <li>Staff should be available to work from the start of the Autumn term. If quarantine regulations impact on this, staff have been asked to speak to the Head.</li> <li>Where possible, staff will still be encouraged to work from home - PPA sessions should be taken at home.</li> <li>Staff can be used in a more flexible way if needed following discussion with individuals.</li> <li>Class teachers and assistants will be based with individual classes.</li> <li>Where necessary, (particularly for PPA, first aid or interventions), staff can operate across classes and year groups.</li> <li>In this case, staff should try and keep their distance from pupils and other staff as much as possible and ideally at a distance of 2 metres.</li> </ul>	Headteacher	From September 2020

<b>Supporting staff health and wellbeing</b>	6.2 Signpost staff to relevant support	<ul style="list-style-type: none"> <li>• Weekly updates to share all information.</li> <li>• Educational Psychologist confidential support and advice available.</li> <li>• Staff care confidential support and advice available.</li> <li>• Occupational Health referral system available if needed.</li> <li>• Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) Gov.uk.</li> <li>• Samaritans 0330 094 5717.</li> <li>• MIND and Living Well. Crisis Line 0121 262-3555</li> </ul>	Headteacher	From September 2020
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