



WAVERLEY JUNIOR ACADEMY NATIONAL LOCKDOWN RISK ASSESSMENT –Revised 8th March 2021

Premises: Waverley Junior Academy

Work Activity: 8th March 2021 – all pupils to return to school

Assessor(s): R.Scutt/M. Arthur/ C. Arthur/ G. Shore/C. Keeton

Review date: Daily by Principals; Weekly by Estates/HR/ACET SLT

In compliance with government guidance, from the 8th March 2021, Waverley Junior Academy will re-open to all pupils, ensuring effective infection protection and control measures are in place to support pupils, staff and parents/carers.

1. Factors to consider	2. Who might be harmed?	3. Control measures at present	4. Further action required (if any)
*Staff & Pupil Attendance			
<p>Pupils and staff attending the academy are healthy and safe to do so.</p>	<p>Pupils & staff</p>	<ul style="list-style-type: none"> • All children are expected to attend school to minimise, as far as possible, the longer-term impact of the pandemic on their education, well-being and wider development. The usual rules on academy attendance will apply as outlined in the attendance policy. • Re-engagement plans in place for pupils who are at risk of not attending who were: persistent absentees prior to the pandemic; disadvantaged or vulnerable; not engaging regularly in remote learning. • Children, staff, parents/carers or visitors will not enter academy premises if they or anyone in their household are displaying symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection). • If anyone in the academy becomes unwell with a new, continuous cough or high temperature or has a loss of, or change in their normal sense of taste or smell they will be sent home and advised to follow 'Stay at home guidance.' They must self-isolate for 10 days and arrange to have a PCR test. If they test positive, anyone who has been in close contact with them in school will be advised to self-isolate for 10 days from the last contact with them. • Some pupils may remain under the care of a specialist health professional and may not be able to attend. These pupils will require access to remote learning. • Clinically extremely vulnerable (CEV) staff who previously received a letter from the government advising them to shield must work from home until 31st March 2021. Only CEV staff with a letter from their GP confirming they are safe to work in the academy may do so. • Clinically vulnerable staff are able to attend work as required, and if they are working in the academy should be especially careful to follow 	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak • See guidance at Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK • See guidance www.gov.uk/guidance/coronavirus-covid-19-getting-tested • See guidance at https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • See guidance at https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 • See guidance at https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak • See guidance at https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-

		<p>the rules and maintain social distancing. Staff should refer to government guidance and speak with HR personnel to discuss their individual circumstances if they are concerned.</p> <ul style="list-style-type: none"> • Staff who are in their third trimester of pregnancy should work from home. Staff should refer to government guidance and speak with HR personnel to discuss their individual circumstances. • Staff who are pregnant will have an individual risk assessment, in line with the Management of Health and Safety at Work Regulations 1999 (MHSW). • Staff who live with family members who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • VI/supply/peripatetic staff to be issued with a copy of the risk assessment and a summary of procedures prior to commencing work • VI/supply/peripatetic staff advised to take particular care to maintain social distancing from other staff and students • Short term supply staff to complete self-declaration form on arrival, including basic contact details to comply with test and trace • Long term supply staff (who do not work in other schools/academies) to follow guidance as though they are ACET employed staff. 	<p>pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <ul style="list-style-type: none"> • Staff should speak with HR representatives if they have concerns.
Up-to-date information held by HR.	Pupils & staff	<ul style="list-style-type: none"> • Staff to update HR if they are clinically extremely vulnerable or in their third trimester and unable to attend work from 08.03.21 	<ul style="list-style-type: none"> • Email communication via HR personnel
Child displaying Covid-19 symptoms awaiting collection.	Pupils & staff	<ul style="list-style-type: none"> • Where a pupil or member of staff displays symptoms of COVID-19, the pupil/staff must be sent home. • If awaiting collection, the pupil be isolated from any other pupils or staff, in FS MEETING ROOM where they can be isolated behind a closed door (with supervision). If the pupil cannot be isolated, they should be moved to an area at least 2 metres away from other people. Should the child need to use a bathroom while waiting to be collected, they should use a separate toilet area if possible. • PPE (a disposable medical grade facemask, wipe-able face shield, disposable apron, and disposable vinyl gloves) should be worn by the member of staff caring for the child. • Staff who have helped anyone displaying symptoms do not need to isolate unless they develop symptoms themselves, or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. • Isolation area to be thoroughly cleaned once the pupil has been collected and any reading materials quarantined. 	<ul style="list-style-type: none"> • Pupil to access a different toilet area to other pupils if they need it.



Outbreak of positive cases	Pupils & staff	<ul style="list-style-type: none"> • Where there are 2 or more confirmed cases within the academy within 14 days, principals to liaise with ACET Estates Team to identify any additional measures which need to be taken. • Estates Team to liaise with DfE helpline 0800 0468687. 	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak
Pupil/staff have recently visited countries outside of the Common Travel Area.	Pupils & staff	<ul style="list-style-type: none"> • Any pupils or staff who have recently visited countries outside of the Common Travel Area must quarantine for 10 days. 	<ul style="list-style-type: none"> • https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html
Primary staff testing to prevent the spread of infection	Pupils & staff	<ul style="list-style-type: none"> • Lateral Flow Device testing twice weekly – optional for all primary staff. • Trainee teachers on placement to be offered coronavirus testing in the same way other academy staff are. • VI team to be offered coronavirus testing in the same way other academy staff are. • Ballers Sports Coaching staff to be offered coronavirus testing in the same way other academy staff are. • Primary pupils not to be tested. • Cleaners/ kitchen staff supplied via a SLA to be offered coronavirus testing in the same way other academy staff are 	<ul style="list-style-type: none"> • See separate ACET Primary Testing Risk Assessment – Jan 2021 • https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools
Redeployment of staff	Pupils & staff	<ul style="list-style-type: none"> • Any changes to the deployment of existing staff should be discussed with the individual and HR. All parties must agree to any proposed changes in role or responsibility to ensure staff have the appropriate skills, expertise and experience to carry out the role. Safe ratios must be adhered to and where specified, training undertaken. • Staff who are not teachers may be deployed to lead groups or cover lessons under the direction and supervision of a qualified teacher. 	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak

SOCIAL DISTANCING			
Pupil/staff interaction to be limited to class groupings/bubbles.	Pupils & staff	<p>Pupils</p> <ul style="list-style-type: none"> • Identified, planned route into the academy – pupils directed by staff on each entrance. • EYFS staffing ratios must be adhered to. • Pupils will stay in the same, consistent class-sized groupings throughout the day, including at breaks and lunchtimes. • Pupils will be allowed to mix for specialised SEND interventions but they must keep a 2m distance from each other. • During breakfast club provision, pupils to be seated in class groupings with a 2m distance between different groups. • After school provision will re-commence in class groupings and mixed groupings provided a 2m distance is maintained. • Pupils to stay in the same classroom all day during lessons in order to reduce movement around the academy. There will be no contact between different class groupings. • In KS2, pupils should sit side-by-side facing forwards. Unnecessary furniture has been removed in order to facilitate pupils’ seating arrangements. • Tables must be wiped down between classes. Hot food will be available. • Playground to be zoned in order that class groupings are kept separate throughout the day. • Morning/afternoon break-times to be staggered to avoid groups being outside at the same time. In larger academies, or where large numbers of pupils are attending, more than one group of pupils may be outside at the same time in separate zoned areas. • Pupil groupings must have a designated exit/entrance to the playground. • In EYFS/ Y1, it is recognised that these children will not be able to maintain social distancing and it is acceptable for them not to distance within their group. FS0, FS1 and FS2 groups will be kept separate. • Pupils to follow planned routines for accessing designated toilets in order to limit pupil numbers in a toilet area at any time. Close supervision will be required when pupils arrive in the academy and at breaks/lunchtime. • Social distancing visual reminders in classrooms referred to at the start of each day as a teaching point. • Assemblies are delivered in class groupings. 	<ul style="list-style-type: none"> • See ‘EYFS Statutory Guidance’ relating to ratios. • Addendum to be added to ‘Behaviour & Rewards Policy’ relating to pupils COVID-19. • Risk assessment to be completed for any vulnerable pupils in need of 1:1 support. Discussions with parents/carers/external agencies to mitigate risk. • Principal to liaise with the cook on site re. timetable of lunch sittings. Information shared with staff. • Principals to liaise with premises manager to zone the playground to establish the maximum number of groups who can be outside at any given point. • Entrances/exits shared at staff briefing prior to 08.02.21 • Pupils to be made fully aware of toilet arrangements. Principals to make arrangements for pupils with additional needs, e.g. braille. • Principals to locate signs in all rooms where groups of pupils will be working. • Staff informed of any changes to movement direction. Signage to support.

		<ul style="list-style-type: none">• Principals should plan to alleviate busy corridors. Where necessary, one-way routes can be used but this is not compulsory if pupil traffic can be minimised.• While pupils may not be able to adhere to 2m social distancing, staff must maintain a 2m distance from other adults and should try to keep their distance from pupils.• Lunchtimes are staggered, to minimise the number of staff in the staffroom.	
--	--	--	--

	Pupils & staff	<p>Staff</p> <ul style="list-style-type: none"> • Most staff will be assigned to the same class every day. Some staff such as PE teachers/ HLTAs will move across groups but must maintain a 2m from pupils and other staff. • The Principal will consult with staff at the earliest opportunity to arrange cover for any staff absences. • Staff must wear face coverings in corridors and communal areas. Face visors/shields should not be worn as an alternative to face coverings. Staff to inform principal if they are exempt from wearing a face covering. • Staff working with children who rely on visual signalling or lip reading for communication are exempt from wearing face coverings. • A small contingency supply of face coverings will be available for staff who are struggling to access a face covering. • Safe wearing and removal of face coverings include: * cleaning of hands before and after touching a face covering; * safe storage of face covering between uses in a sealable plastic bag; * damp coverings must not be used; * staff advised to bring a spare face covering to work. • Routes through the academy to be planned and where a safe social distance cannot be implemented on corridors, or where corridors will be busy, one-way systems to be implemented. • Staff to be responsible for reporting any concerns or issues arising to the Principal. • Staff breaks to be staggered. Staff shared spaces to support social distancing. Staff to maintain 2m distancing in the staffroom. • Staff leaving the premises at lunchtime must ensure social distancing measures are adhered to when out in public areas. • Premises/IT Teams to support movement of monitors/work stations to ensure 2m distancing in office spaces. • Staff encouraged to wear face coverings in any communal areas where 2m social distancing cannot be maintained. • Staff training to be delivered remotely where possible. • Governor meetings to take place remotely. 	<ul style="list-style-type: none"> • Staff groupings to be confirmed prior to 08.03.21 • Brief, transitory contact such as passing in a corridor is low risk. • Risk assessment reviewed by Principal daily in light of issues reported by staff. Concerns documented, attached to risk assessment and feedback provided to staff informing them of action taken. Actions shared with Estates Team/ACET SLT. • See guidance at https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954690/Infection_Prevention_and_Control_Guidance_January_2021.pdf
--	----------------	---	---

	<p>Pupils/parents/carers/staff</p>	<p>Parents/Carers</p> <ul style="list-style-type: none"> • Parents/carers notified by the academy of any updates to the risk assessment. • Planned routes for parents/carers to drop-off/collect their child/ren without entering the academy building. • One-way entrance and exits clearly demarcated – parents/carers notified of entrance /exits prior to their child’s year group returning. • One parent/carer per family to drop-off and collect. • Staggered start to school day implemented where a one-way system cannot be implemented; where there is only one entrance to the premises or where the number of pupils attending cannot ensure safe social distancing at arrival times. • Principals to make academy-specific arrangements for drop-off/collection for parents/carers with more than one child and communicate arrangements via the academy website. • Principal to remind parents/carers of social distancing requirements at the academy gate/s. • Signage and floor markings to encourage social distancing outside the main office area – one parent in the office at any time. • Parents/carers encouraged to pay lunch monies via SchoolComms. Where this is not possible, cash payments to be encouraged weekly to limit parental visits to the office. • Where it is safer for parents/carers to wait on the academy grounds to avoid gatherings at entrances/exits, parents/carers advised to wear face coverings and maintain a 2m distancing cannot be maintained. 	<ul style="list-style-type: none"> • Principal to inform ACET SLT should any difficulties arise with parental gatherings.
--	------------------------------------	---	--

	Pupils/staff & visitors	<p>Visitors</p> <ul style="list-style-type: none"> • Delivery visitors to follow social distancing measures in main office area • All visitors must wear face coverings and be asked to apply hand sanitiser when entering the building. • Specialists/Therapists and other support staff for pupils with SEND should provide interventions as usual. Cleaning of areas with anti-bac spray following intervention with each pupil. • For other visitors such as contractors, visits should be made out of academy hours where possible. • Risk assessment shared with any visitor entering the academy building. • All visitors to sign in and provide contact details for track and trace. • All visitors to wear face coverings at all times whilst in the academy building. • Volunteers and trainees are able to attend the academy provided they are not attending any other workplaces and follow Covid-19 government guidance. 	<ul style="list-style-type: none"> • Office staff to alert the Principal should any difficulties with visitors arise.
Hygiene and Hand Washing Routines			
Academy environment to be clean and hygienic.	Pupils & staff	<ul style="list-style-type: none"> • Pupils/staff to wash their hands for 20 seconds with soap and water and dry them thoroughly on arrival at the academy, before and after eating and after sneezing or coughing. Hand sanitiser to be available for use if soap/water are not accessible. • Children who have difficulty cleaning their hands independently to be identified and receive additional support, including pupils identified with complex SEND. • Where a sink is not located in the classroom, children will be assigned a toilet area for hand washing. • Pupils reminded daily not to touch their mouth, eyes or nose. • Pupils encouraged to use tissues or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Teachers to encourage children to learn and practise hand washing routines (linked to COVID-19 guidance) through games and songs. • Signage for visual prompts and reminders in pupil toilet areas. • Surfaces that pupils touch such as desks/books/toys/door handles/chairs/bannisters to be cleaned more frequently (increased cleaning hours each day). • Toilets cleaned following lunchtime break, once all pupils are back in class. • Staff to wash their hands after signing in. 	<ul style="list-style-type: none"> • All staff to follow the 'COVID-19: Cleaning of Non-Healthcare Settings' guidance • See further guidance 'Coronavirus-COVID-19 Information for the Public'. • Principal to ensure all toilet areas have signage present. • Principal/ premises manager to inform their academy Estates Lead when hand washing products are running low. • Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day. Cleaner to regularly check stocks throughout the day.

		<ul style="list-style-type: none"> • Key coded doors (where a fob cannot be used) to be left unlocked, unless locked for safeguarding purposes. • Staff to wipe any landline telephone handset/photocopier keypads with sanitising wipes after use. • Any staff who have a role which involves handling money should wear disposable gloves when doing so. • Bins containing tissues to be emptied throughout the day and double bagged if staff suspect bins contain waste from a pupil/staff member displaying COVID-19 symptoms. It should be put in the outdoor bins until the individual's test results are known. • To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate: <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused) • rearranging furniture where possible to avoid direct drafts. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • Doors to be wedged open to limit pupils/staff touching handles/push plates (with the exception of fire doors). • Teachers/staff to use and share resources on e-bug and PHE to educate pupils about hygiene and safety during the pandemic. • Information to be shared with parents/carers re. e-bug and PHE resources. • Staff are not permitted to bring in their own personal cleaning products. • Procedure in place to support pupils who arrive wearing face masks – not to touch the front of their face covering; wash hands immediately on arrival; dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them and wash their hands again before going to the classroom. 	<ul style="list-style-type: none"> • Principal to contact Estates Lead and ACET SLT immediately if there are any suspected or confirmed cases of COVID-19 among pupils or staff. • www.e-bug.eu/ • https://campaignresources.phe.gov.uk/schools • Safe working in education, childcare and children's social care - GOV.UK
--	--	--	--

Equipment & Resources

<p>Equipment and resources used by pupils and staff are clean and safe to use.</p>	<p>Pupils & staff</p>	<p>Pupils</p> <ul style="list-style-type: none"> • Play equipment will be cleaned between class groupings. • Multiple class groups must not use the same equipment simultaneously without it being cleaned in-between. • Individual pupils in Y3-6 should have access to their own stationery items and any other resources required to complete an activity. 	
--	---------------------------	---	--

		<ul style="list-style-type: none"> • Unnecessary items removed from classrooms and other learning environments where there is space to store it elsewhere. • If used, soft furnishings or any other items which are hard to clean must not be shared between groupings. • Outdoor play equipment can be used but must be cleaned more frequently. • Pupils' water bottles to be clearly labelled and returned home each afternoon for cleaning. • Home reading books are quarantined for 72 hours prior to being sent home to different children. • Laptops can be used by class groupings but must be wiped down using wipes between uses. 	
		Staff <ul style="list-style-type: none"> • All staff to ensure cutlery/crockery/utensils used for personal use are placed in the dishwasher after use. • Staff to be responsible for ensuring cups/beakers used for personal use are not left in classrooms overnight. 	
Personal Protective Equipment			
Pupil/staff interaction where distance of 2m can be maintained throughout	Pupils & staff	<ul style="list-style-type: none"> • Full adherence to hand and respiratory hygiene protocols. • No additional PPE required beyond what would usually be worn for any given task. • Face masks held centrally until risk identified by Principals. 	<ul style="list-style-type: none"> • Ordering of PPE equipment in advance of it being required.
Pupil/staff interaction where momentary physical contact is required or where a safe 2m distance cannot be maintained for adults moving between groups.	Pupils & staff	<ul style="list-style-type: none"> • Full adherence to hand and respiratory hygiene protocols. • Surgical facemask will be worn by member of staff. Sessional use is adequate in these circumstances. 	<ul style="list-style-type: none"> • Principals to assess the risk on an individual pupil basis – where necessary, pupils to have their own risk assessment which is shared with parents/carers and staff. • Pupils with specific medical needs which require close support (e.g. diabetes) have been identified and staff are aware of the requirement to wear PPE.

<p>Close physical/intimate contact is required between pupil/staff.</p>		<ul style="list-style-type: none"> • Staff fully adhere to hand and respiratory hygiene protocols. • PPE required - disposable gloves, disposable apron, sessional surgical facemask (include eye protection if pupil is coughing or sneezing) to be worn. • 'Donning and doffing' according to standard protocols (see Public Health England guidance) – staff will follow this guidance. • Disposing of clinical waste appropriately. Should any waste be from an individual suspected of having COVID-19 symptoms inform the Estates Team immediately and; <ol style="list-style-type: none"> 1) Put the waste in a plastic rubbish bag which should be tied when full. 2) The plastic bag should then be placed in a second bag and tied. 3) It should be put in a suitable and secure place and marked for storage until the individual's test results are known. <p>Waste will be stored safely and kept away from children. Waste should not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>-If the individual tests negative, this can be put in with the normal waste.</p> <p>-If the individual tests positive, then store it for at least 72 hours and put in with normal waste.</p> <p>If storage of waste for 72 hours is not possible, premises staff should liaise with the Estates Team for further guidance relating to arranging a collection for Category B infectious waste.</p> 	<p>See guidance at</p> <ul style="list-style-type: none"> • 'Guide to Donning and Doffing Standard PPE' to be shared with all staff using PPE. • Anyone who is symptomatic should not be in a childcare or school setting. However if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of serious injury. If that child were coughing or spitting, this should include eye protection.
<p>Life-threatening emergency first-aid situation</p>	<p>Pupils & staff</p>	<ul style="list-style-type: none"> • Jessica Clarke as Lead First Aiders alerted immediately who will assess the casualty /situation and call an ambulance. • Principal and Estates Lead will be informed when casualty assessed and after emergency services have been contacted. • Review risk assessments for pupils with life-threatening conditions (e.g. anaphylactic shock) and ensure any life-saving medication/equipment is located/accessible to the group/room where they are based. One complete set of PPE to be carried with the pupil's epi-pen in the academy. • One complete set of PPE (apron/gloves/mask) will be carried by Lead First Aiders. • Government guidance followed by Lead First Aid staff. • For CPR emergency dynamic or on the spot risk assessment carried out. • Emergency services contacted immediately. • Resuscitation shield used where available if mouth-mouth being carried out. 	<ul style="list-style-type: none"> • Staff briefing – reminders of pupils at risk – those who carry epi-pens. <p>See guidance at</p> <ul style="list-style-type: none"> • https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm

Caretakers and cleaners undertaking cleaning duties.	Pupils & staff	<ul style="list-style-type: none"> • Government guidance will be followed in relation to cleaning and disposal of PPE. • If there is a confirmed case of COVID-19 and there is a risk the individual has left a splash of bodily fluids, cleaning staff to follow government guidance. 	<ul style="list-style-type: none"> • Mask/visor not required if someone with COVID-19 has passed through if there is no risk of splash of bodily fluids. Area can be cleaned immediately if there is no risk of bodily fluids having been splashed <p>See guidance at</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • 'COVID-19: Cleaning of Non-Healthcare Settings' guidance
Pupil becomes upset as a result of staff wearing PPE.	Pupils & staff	<ul style="list-style-type: none"> • Where a risk assessment is in place for individual pupils, parents/carers have been asked to support with explaining the use of PPE to their child. • Staff to show the pupil the equipment and explain the situation before wearing the PPE. 	<ul style="list-style-type: none"> • If a pupil is over-anxious about the use of PPE, Principal to discuss the situation with parents/carers and review the individual risk assessment.
Adequate provision & storage of PPE.	Pupils & staff	<ul style="list-style-type: none"> • Principals will liaise with the Estates Team in order to organise provision of PPE. • PPE to be stored with First Aid equipment. The Principal should take responsibility for a weekly stock-take. • Single-use face masks to be disposed of after each use. • Safety goggles to be disinfected after each use. • Aprons/gloves to be disposed of with medical waste. 	<ul style="list-style-type: none"> • Where a child has an individual risk assessment in place, the parent must be aware that should PPE not be available on site, staff will not be able to provide intimate care arrangements. Principals need to review the administration arrangements for any pupil in need of liquid medication or applied creams.
Curriculum Activities			
Limit high-risk activities.	Pupils & staff	<ul style="list-style-type: none"> • Individual and very frequently used equipment such as pencils will not be shared – all pupils and staff should have their own. • Classroom-based resources can be shared within the grouping. • Resources that are shared between groupings should be cleaned frequently and always between different groupings using them, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). • Outdoor play equipment can be used but will be cleaned between groupings. This includes equipment used during breakfast and after school clubs. 	



<p>Curriculum offer is broad and balanced</p>	<p>Pupils & staff</p>	<ul style="list-style-type: none"> • All pupils will continue to be taught a wide range of subjects, with additional intervention for English and Mathematics in order to support accelerated progress. A reading focus will permeate through all subjects in order to maintain pupils’ engagement and reinforce basic skills across all curriculum areas. • Relationships and Health Education (RHE) will be taught from Summer Term 2021 however, there will be a focus on teaching pupils to recognise and understand their feelings in order to support their mental health and well-being in response to the pandemic. • In EYFS, learning will focus on development of language, Phonics and Mathematics. • All Music, Dance and Drama lessons will be risk assessed on an individual basis. Singing will only take place outside, with pupils back-back. • Where possible, lessons of a practical nature (e.g. Science/DT) will be taught through teacher demonstration in order to avoid pupils working in groups or having to face each other. • Outdoor PE provision will be prioritised. PE specialists will move between classes, ensuring they maintain a 2m distance from all pupils/staff. No contact or team sports and equipment to be thoroughly cleaned between uses by different groups. Indoor lessons will be delivered in a large hall space to maximise ventilation. Physical activity in school to be delivered in line with government guidance. • Swimming lessons postponed until end of national lockdown. • MFL will be taught through face-face interaction between pupils and the teacher. • Teachers in FS2-Y6 will provide remote learning for pupils who are isolating or shielding. Remote learning will: <ol style="list-style-type: none"> 1. Provide frequent, clear explanations of new content delivered by a teacher. 2. Provide opportunities for interactivity including questioning, eliciting and reflection discussion. 3. Include timely and frequent feedback on how to progress using digitally-facilitated or whole class feedback where appropriate. 4. Use assessment to ensure teaching is responsive to pupils’ needs and addresses gaps in pupils’ knowledge. 5. Avoid over-reliance on long-term projects or internet research activities. 6. Ensure work set is considerate of pupils’ age and stage of development or special educational needs. 7. Require parental involvement for children in EYFS & KS1. 	<p>See guidance at Teaching about mental wellbeing - GOV.UK</p> <p>See guidance at</p> <ul style="list-style-type: none"> • https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts • For further guidance on the phased return of sport and recreation https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework <p>ACET Remote Learning Policy can be accessed through each academy website.</p>
---	---------------------------	--	--

		8. Provide at least 3 hours of learning for pupils in KS1 and 4 hours of learning for pupils in KS2.	
Pupils with SEND	Pupils	<ul style="list-style-type: none"> Some pupils with SEND will need specific help and preparation for the changes to routine. Teachers and SENCos should plan to meet these needs, for example, through social stories. Appropriate support should remain in place for pupils with SEND – any redeployment of staff should not be made at the expense of supporting SEND pupils. The visiting of SEND pupils is allowed, providing staff wear face coverings and adhere to 2m social distancing. 	
Visits & visitors	Pupils & staff	<ul style="list-style-type: none"> Educational visits will not be taking place – this decision will be reviewed at the end of Half Term 5. Peripatetic music staff and medical staff can move between educational sights provided they follow sign in procedures, follow hand hygiene protocols and wear face coverings. 	
Training & Support			
Pastoral support for pupils and staff on return to school / setting regarding bereavement / loss / trauma and impact of the new normal.	Pupils & staff	<ul style="list-style-type: none"> Academy leaders to ensure all staff and pupils understand the measures that are in place to protect them. Academy leaders to ensure staff and pupils are aware of the additional mental health support available to them. 	<p>See guidance at</p> <ul style="list-style-type: none"> https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing <p>See guidance at</p> <ul style="list-style-type: none"> https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers

Access to COVID-19 testing	Pupils & staff	<ul style="list-style-type: none"> • Anyone can get a PCR test if they are displaying symptoms. • Staff who are asymptomatic have access to twice-weekly LFT testing using the test-at-home kits • Staff displaying symptoms or otherwise needing to book a PCR test are advised to use the quickest option available to them. Appointments at drive-through testing centres or postal test at home kits should be booked at: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • Principals to provide emergency test kit if parent/carers are unable to obtain a testing kit for a child displaying symptoms. • Principal to ensure staff/parents/carers inform them immediately of the results of a test • Principal to inform Estates Team immediately if a pupil/member of staff has tested positively. They will then support with contacting the Local Health Protection Team. • Staff/pupils who test negative can return to the academy providing they feel well, do not have confirmed coronavirus case in their household and have not been told to self-isolate by the NHS Test and Trace. 	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</p> <p>Contacts: PHE health protection teams - GOV.UK</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/what-your-test-result-means/</p>
Staff fully trained in safe disposal of PPE.	Pupils & staff	<ul style="list-style-type: none"> • Handling of medical waste training for all appropriate staff. 	<ul style="list-style-type: none"> • Estates Team to liaise with Principals and provide training as required.
Other Considerations			
Fire drill and lock down procedures.	Pupils & staff	<ul style="list-style-type: none"> • Principals to discuss procedure for fire drill with Estates Lead, incorporating social distancing measures. • Fire drill to take place w/c 08.03.21. 	<ul style="list-style-type: none"> • Class fire drill points to be reviewed and re-aligned as necessary.
Staff travel to work	Pupils & staff	<ul style="list-style-type: none"> • Staff advised not to car-share where possible. • Staff advised to use alternative forms of transport to public transport wherever possible. Where public transport is an essential use, staff advised to use a face mask. • Staff to be able to arrive/depart the academy to avoid peak-time use of public transport. 	<p>See guidance at</p> <ul style="list-style-type: none"> • Coronavirus (COVID-19): safer travel guidance for passengers - GOV.UK
Pupils' personal belongings	Pupils & staff	<ul style="list-style-type: none"> • Pupils should still limit the equipment they bring into the academy to include only essentials such as lunch bag/ coat/books/mobile phone. • Bags are allowed. • Mobile phones to be collected in by the class teaching assistant (without touching these) and kept secure. 	

Taking home shared resources	Pupils & staff	<ul style="list-style-type: none"> • Reading books and other shared resources can be taken home although unnecessary sharing should be avoided if it has no educational benefit. • Resources must be cleaned when they are returned to the academy, particularly if the resources are to be used by other pupil groupings. 	
Uniform	Pupils & staff	<ul style="list-style-type: none"> • It will be compulsory for all pupils to be wearing full uniform during national lockdown. Any parents/carers struggling to obtain uniform items or in financial difficulty should liaise with the Principal. • Uniform items, including PE uniform, will not be loaned out due to risk of cross-contamination. 	
Food for celebrations	Pupils & staff	<ul style="list-style-type: none"> • Parents/carers may provide celebratory treats for their child's class to share for special occasions providing the food is shop bought and in a pre-sealed package. 	
Assessment and accountability	Pupils & staff	<ul style="list-style-type: none"> • All formal assessment/testing arrangements for 2020-21 cancelled as of 06.01.21. • Teacher assessment details for 2020-21 to be confirmed later in the Spring Term. 	