



Revised 4/9/20

Covid-19 Control Measures

Current government guidance states the benefits of being back in school “far outweigh the very low risk from coronavirus.” Decisions have been made at school level, with 3 underlying principles:

- Maximise control measures
- Minimise risk to students, staff, visitors & contractors
- Provide students with a full educational experience

Minimising individuals accessing the site with symptoms

1. **Entrance & exits are controlled** with staggered arrival for students.
2. **Temperature testing is mandatory for adults** and available (as required) for students.
3. **Clear and frequent reminders of symptoms & grounds for self-isolation are provided** to all parents, students and staff, including via fortnightly newsletter to parents.
4. **4. There are strict limitations on visitors to the site** (controls at reception) & virtual meetings where possible, including restricted access for parents (telephone calls & emails to replace meetings)

Implementing social distancing recommendations

1. **There is clear signage across the site** detailing safety procedures.
2. **Student groupings are consistent** with year group ‘bubbles’ located in separate parts of the school with restricted and carefully coordinated movement to specialist rooms where necessary.
3. **Students are encouraged to maintain a 1m distance** through classroom layout, tasks set and advice to students, including within groups.
4. **Student movement across the site is restricted** owing to year group ‘bases’, with staff moving freely around the school, including to teach in specified classrooms.
5. **There are clear expectations of safe conduct and the consequences of unsafe behaviour are understood**, detailed in an amendment to the Behaviour Policy and Code of Conduct and communicated to all.
6. **Communication is clear and frequent** with ‘Procedures’ shared with all students and parents and revisited fortnightly.
7. **The maximum capacity of rooms is displayed**, for classrooms, offices & toilets
8. **National & local transport guidance is shared with all parents & students**, with students advised to avoid where possible.
9. **Staff meetings are held remotely where possible** with a maximum capacity of 30 adults per room & 2 metres distance.
10. **Adults maintain 2m social distancing** between themselves and from students.

NB. “Both the approaches of separating groups and maintaining distance are not ‘all or nothing’ options and will still bring benefits if implemented partially.”

Minimising the potential for spreading the virus

1. **Leaders implement current public health guidance, keeping abreast of changes and adapting procedures as required**, liaising with Public Health England Health Protection Team in the event of an outbreak.
2. **There is enhanced cleaning of the entire school**, including deep clean as required and on-site cleaning throughout the day, including through the re-deployment of staff and appointment of additional cleaning staff.
3. **Ventilation is maximised** in rooms & offices at all times with windows and doors open (with the exception of fire doors).
4. **Students & staff are encouraged to wash their hands**, including on arrival and throughout the school day.
5. **Catering is restricted** to FSM only, with food eaten in year group ‘bases’, including break time snacks and lunch with reduced catering service providing FSM only.

6. **There are safety briefings for students & staff.**
7. **Classrooms are reconfigured** to adhere to Government Guidance where possible.
8. **Outdoor teaching/ meetings are encouraged** as appropriate
9. **Assemblies & large group meetings are avoided**, with remote platforms used.
10. **The sharing of resources is minimised** with students using own stationery set where possible.
11. **Students are designated an individual work space.**
12. **Face coverings/masks are mandatory in school** for staff and students to use at their own discretion, encouraging a culture of vigilance & personal responsibility (training on safe use).
13. **PPE is distributed** as appropriate (gloves, masks, aprons) and hand sanitiser/ antibacterial wipes available for all staff and students
14. **Clear protocols are in place for those exhibiting symptoms** during the school day, including isolation room and relevant safety measures, including fogging and deep cleaning
15. **There is active engagement with NHS test and trace** including required actions for those who have symptoms/ come into contact with confirmed case.
16. **There is a fortnightly review of the academy Risk Assessment and controls.**

Adapting classroom practice

1. **Teachers maintain a 2m distance** at the front of the classroom for the majority of the time.
2. **Teachers limit the time spent in close proximity to students.**
3. **Tasks are set that do not require touching or sharing of resources**, e.g. avoid peer marking/ silent debate.
4. **Collaboration is facilitated through effective questioning and class discussion.**
5. **Teachers are vigilant in wiping resources once used and ensuring students do the same.**
6. **Projectors and visualisers are used**, rather than individual devices where possible, e.g. low stakes testing.
7. **E-marking is used where possible, with 48-hour quarantine for paper based work.**
8. **The majority of lessons do not require students to leave their desks.** Practical subjects will have clear expectations to control student movement, e.g. P.E, Tech, Drama, Science, Music, Art).
9. **A standardised lesson structure is in place across the academy.**
10. **Lesson transitions include 'Drop everything and read' time.**

Supporting individual students' needs

1. **There is clear and effective communication via school website**, social media and through communication with parents.
2. **Reintegration plans are in place for identified students.**
3. **The SEND 'bubble' is used to support phased transition.**
4. **Teaching Assistants are assigned to each year group base.**
5. **A PPE pack is provided** and risk assessment (as required) for formerly 'shielding' students/ clinically extremely vulnerable/ clinically vulnerable.
6. **Remote education is integrated alongside on-site lessons**, enabling those in quarantine/ lockdown/ shielding to continue their education.
7. **PPE is available for staff administering first aid/ intimate care** for individuals.
8. **Student access to IT facilities at home is maximised**, including for disadvantaged students.

Supporting the needs of individual staff

1. **A PPE pack is available** and a risk assessment (as required). Adaptations are in place for formerly 'shielding' staff/ clinically extremely vulnerable/ clinically vulnerable as appropriate.
2. **There is clear and effective communication & feedback** with staff briefings 3 times each week.
3. **The ethos is supportive, open and solutions-focused**, e.g. TA in each year group, hot desk in each base, SLT supervising.
4. **Procedures are regularly reviewed with staff voice informing evaluation and subsequent changes** and reports to Local Governing Body.