

**Covid-19 Phased Return Risk Plan – Updated 22<sup>nd</sup> October 2020**

**Risk assessment completed by:** Claire Majumdar

*This risk assessment has been sent to all staff and parents. For reference, it is also published on our school website.*

**Rationale:**

At Tudor Academy we have 647 children on roll. We are fortunate to have a large site to accommodate this number of children. Whilst it is not possible to ensure a totally risk-free environment, as the site used to be two schools, we are also able to more easily 'zone' areas to ensure the children operate in smaller bubbles across the school. The zones / bubbles will not mix throughout the school day.

The system of controls set out in the below risk assessment have been implemented in line with DfE guidance.

Should there be an outbreak of infection it will be assessed if a zone would need to close, or if the whole academy would need to close. This will be based on Trust and Public Health / DfE advice.

**Information about the virus:**

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020. The incubation period of COVID-19 is 14 days. The following symptoms may develop in the 14 days after exposure to someone who has COVID- 19 infection:

- cough
- high temperature
- loss of sense of smell or taste

**Amendments to the risk assessment:**

Following a positive case of COVID-19 at Tudor Academy, the following risk assessment has been amended. Alterations take account of questions asked by Public Health when reporting the positive case, a rapid rise in positive cases across the country and observations across the school site made during the time the risk assessment has been in place.

AMENDED RISK ASSESSMENT BASED ON COVID-19 POSITIVE CASE	
Public Health England What is considered as a 'contact'	Following the call with PHE it was confirmed that a contact is; A person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including: <ul style="list-style-type: none"> <li>• being coughed on</li> <li>• having a face-to-face conversation within one metre</li> <li>• having skin-to-skin physical contact, or</li> <li>• contact within one metre for one minute or longer without face-to-face contact</li> </ul>

	<p>A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes</p> <ul style="list-style-type: none"> <li>· a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19</li> </ul>
System of controls	<p>The above means Social Distancing must be observed in all situations around the school site. As well as this;</p> <ul style="list-style-type: none"> <li>- Anyone showing symptoms of Coronavirus as outlined above, or have someone in their household who displays symptoms, should not attend school. If symptoms are evident while on the school site the staff member / child will be sent home immediately. They will be advised to book a test and to follow the guidance for households with possible cases of COVID-19.</li> <li>- Social distancing of two meters among all staff must be maintained.</li> <li>- As outlined below, face coverings should be used where possible</li> <li>- Handwashing regimes for all staff and children are in place and outlined below</li> <li>- Staff are asked to ensure that door and windows are open to increase ventilation. Where possible lessons and lunchtimes should be outside.</li> <li>- Musical instruments will not be used at this time and assemblies (including singing) will not take place</li> <li>- Cleaners will be on site throughout the school day and will clean frequently touched areas. At the end of each day, staff are asked to leave the school site as quickly as possible to enable thorough cleaning of all areas.</li> <li>- All meetings will be via zoom / teams – this includes morning briefings and staff CPD</li> <li>- Staff and parents have been encouraged to engage in the test and trace. As well as this the school App can be downloaded in order to track any positive cases.</li> <li>- As outlined below adjustments have been made to the school day / entrances / staggered times / soft starts / playgrounds / zones and toilets.</li> <li>- People in a group of six from different households, must still observe rigorous social distancing with the other members of the group of six</li> </ul>
Engaging with Test and Trace	<p>Parents and staff are asked to engage with the Test and trace process. New Addington has a new walk in centre making this convenient for staff and local residents. Testing kits are also available in school for those staff members unable to book a test quickly.</p> <p>Staff, parents and children should book a test if;</p> <ul style="list-style-type: none"> <li>- They are displaying any of the symptoms set out above.</li> <li>- Staff, parents or children must not come in to school if they have symptoms and must self-isolate (along with members of their household) until the results of their test is confirmed.</li> <li>- If the test is negative we ask that the child / parent / staff member stay at home until they feel better</li> <li>- If the test is positive parents / staff are asked to inform the school immediately and PHE advice will be sought</li> <li>- The child / parent / staff member who has tested positive must then follow the guidance for confirmed cases of COVID-19. This includes isolating for at least 10 days from the onset of symptoms.</li> <li>- The NHS COVID App is available to download</li> <li>- The school will not ask for evidence of test results from staff / children / parents</li> </ul>
Dealing with a possible case of COVID-19	<p>If a staff member shows symptoms while on the school site they will be sent home immediately and asked to book a test and to follow the government advice.</p> <p>If a child shows symptoms while on site SLT must be alerted immediately.</p> <p>SLT will wear full PPE and move the child to an isolated and well ventilated space (small hall or community room)</p>

	<p>If the child needs to use the bathroom while waiting for their parent to collect they need to use the toilet outside of the office area.</p> <p>The toilet then needs to be closed for the remainder of the day and the site team alerted the space will need additional cleaning the following day before re-opening.</p> <p>If the child becomes seriously unwell the SLT member will contact 999 immediately.</p> <p>Any children or staff members who have come in contact with the child / staff member do not need to isolate unless the person tests positive. In this instance PHE / DfE / Trust will be contacted for advice.</p>
Travel from abroad	<p>Staff / parents/ children who are travelling abroad during holiday periods are asked to follow the current corridor lists. Staff are asked to inform SLT if they intend to travel abroad during holiday periods. They are also asked to inform SLT immediately if the country they have travelled to a country not on the corridor list.</p> <p>Staff / parents / children will be asked to isolate for 14 days if they have travelled from a country which is not on the current corridor list.</p>
PPE	<p>All parents have been asked to wear masks while on the school site.</p> <p>Staff who conduct 1:1 speech and language sessions with children and all nursery staff are asked to wear the face shields provided.</p> <p>All staff are asked to wear masks while in the school playground.</p> <p>Staff across the school are encouraged to wear masks, though it is understood that wearing a mask makes teaching difficult.</p> <p>Staff are asked to ensure that they wash hands before and after wearing the face covering.</p>
Dropping off / collection time safety amendments	<p>We have introduced a soft start window between 8.40 and 8.55 this means that children can enter the building immediately and they do not need to line up outside. This is to ease the congestion we were seeing, despite implementing the staggered start times.</p> <p>The nursery opening time has been moved to 9.00, which will again ease the number of parents waiting on the playground as we have many families with multiple children across the school. A staggered end of the day remains. We also have different entrances for all children across the school.</p> <p>There is a one-way system for entering the school site at both entrances. This means the main gate will be open from 8.45-9.10am and 2.45-3.10pm. The gate will be blocked to all traffic and staff are not permitted to enter or leave the site car park at these times.</p>
Meetings amendments	<p>All meetings will take place via zoom. This includes meetings with staff, parents and external professionals.</p> <ul style="list-style-type: none"> <li>- Staff are asked to complete all meetings via zoom, either from their classroom, or from home.</li> <li>- Staff meetings will start at 3.30pm.</li> <li>- Morning briefings will be every Monday morning at 8.30am</li> <li>- Where possible, staff are asked to complete these meetings from home.</li> </ul>
Visitors	<p>There will continue to be restrictions in place to prevent visitors on site during school hours. Visitors who are required to enter the site due to health and safety will be permitted during the school day.</p> <ul style="list-style-type: none"> <li>- SLT will be informed of any essential visitors on site</li> <li>- Visitors are asked to download the track and trace APP (QR code provided) to ensure we can quickly inform should there be any further cases within the school.</li> </ul>
Breakfast Club and After school club	<p>Breakfast club and after school club will resume in their set bubbles.</p>

	<p>Additional clubs have been created in order to ensure all children have the choice and parents have the flexibility to book as needed.</p> <p>Due to the number of different bubbles and for safeguarding reasons operating breakfast club will start at 7.30am and children will not be permitted to enter after this time.</p>
Home Learning	<p>Since September we have recognised that home learning needs to be available every day as there would be children who would need to isolate at different times. This is regularly updated and can be accessed via the school website <a href="http://www.tudoracademy.org">www.tudoracademy.org</a>. As well as this, your child will shortly be given a log in for Google Classrooms where teachers will have live lessons to support all children, particularly during extended periods of school closure. Those children who currently have additional support including speech and language, phonic support, tuition and SEN support will also be able to access additional lessons.</p>

COVID-19 POSITIVE CASE – 24 <sup>th</sup> September 2020 – ACTIONS TAKEN	
<p>On 24<sup>th</sup> September 2020 Tudor Academy confirmed a COVID-19 positive case within the school. The following actions were taken:</p> <ul style="list-style-type: none"> <li>- Public Health England was contacted immediately to report the positive case</li> <li>- Public Health England asked detailed questions about the contact the positive case may have had within the school.</li> <li>- The Headteacher asked specific questions related to the setting</li> <li>- Public Health England risk assessed and advised the following action: <ul style="list-style-type: none"> <li>(i) Year groups / bubbles - Nursery, Reception, Year 1 and Year 2 should close for 14 days from the last date of contact with the COVID positive case</li> <li>(ii) Staff and children in the closed year groups would need to isolate for 14 days</li> <li>(iii) Years 3, 4, 5 and 6 could remain open, even for siblings of the year groups closed.</li> <li>(iv) Learning Tree could remain open.</li> </ul> </li> </ul>	
Additional Actions Taken	
Tudor Academy is part of STEP Academy Trust. As such, we operate as one team and staff sometimes work across sites.	<p>Staff who would normally work across STEP and attend Tudor Academy as well as other STEP schools have will remain at an alternate school and not visit Tudor Academy site.</p> <p>This is precaution only. None of these staff were advised to isolate due to direct contact with the COVID positive case.</p>
Meetings / visitors	<p>There will continue to be restrictions in place to prevent visitors on site during school hours.</p> <p>All meetings will take place via zoom. This includes meetings with staff, parents and external professionals.</p>
Additional cleaning	<p>The bubbles which have been closed to children have been cordoned off. They will be left for 72 hours. After 72 hours a deep clean of these areas will take place.</p> <p>In the section of the building where years 3, 4, 5 and 6 are still attending staff have been asked to vacate the premises at the end of the school day so additional deep cleaning can take place. Cleaning in these areas continues throughout the school day.</p>
Breakfast Club and After school club	<p>Breakfast club and after school club have been cancelled until 5<sup>th</sup> October 2020.</p> <p>This is in part due to staff shortage, as well as increased cleaning regimes.</p> <p>Nurture breakfast will still continue as we recognise our children will continue to need additional support and reassurance during this time.</p>
Home Learning	<p>Since September we have recognised that home learning needs to be available every day as there would be children who would need to isolate at different times. This is regularly updated and can be accessed via the school website</p>

[www.tudoracademy.org](http://www.tudoracademy.org). As well as this, your child will shortly be given a log in for Google Classrooms where teachers will have live lessons to support all children, particularly during extended periods of school closure. Those children who currently have additional support including speech and language, phonic support, tuition and SEN support will also be able to access additional lessons.

**The Risk assessment points below will be in operation from 1<sup>st</sup> September 2020 and remain in place during the COVID-19 pandemic.**

<b>School Operations</b>	
Class sizes	<ul style="list-style-type: none"> <li>- Maintaining consistent groups remains important during the Autumn Term.</li> <li>- For this reason, in September, there will be 5 zoned areas in operation:</li> <li>- Year 5 and 6 (using the front playground, Tudor Rose toilets and remaining within the Year 5 and 6 corridor)</li> <li>- Year 3 and 4 (using the year 3 and 4 playground at the back, KS2 toilets and remaining within the Year 3 and 4 corridor)</li> <li>- Year 1 and 2 (using the KS1 playground, KS1 toilets and remaining within the Year 1 and 2 corridors)</li> <li>- Reception Classes (using the reception playground, reception toilets and remaining within reception classes)</li> <li>- Nursery class (using the nursery playground, nursery toilets and remaining within nursery class)</li> <li>- Children in year 6 will be based in four differentiated groups based on assessments from March 2020, FFT data and teachers' own assessments</li> </ul> <p><b><i>Children must remain within their consistent groups and zoned areas. In the event of a break out of infection, advice will be sought, but in the first instance a complete zone will be closed. Every measure has been taken to ensure that staff also remain within set bubbles. However, it is recognised that for the full operation of the school to be maintained some staff will need to cross bubbles as part of their daily duties, or in order to maintain the provision in the event of staff absence. Any member of staff who crosses a bubble needs to inform SLT. This means that PHE can be informed should there be a positive case within the school and adequate measures taken.</i></b></p>
Staggered Day	<p><b>Zone 1 / year 5 and 6 children:</b> Children in this zone will enter and leave via the Year 6 doors and Tudor Rose entrance.</p> <ul style="list-style-type: none"> <li>- Year 5 – large hall entrance</li> <li>- Year 6 – Year 6 doors.</li> <li>- They will use the Tudor Rose toilets</li> <li>- They will use the front KS2 playground</li> <li>- School will start at 8.50am and end at 2.50pm</li> </ul> <p><b>Zone 2 / year 3 and 4 children:</b> Children in this zone will enter and leave via the Year 3 and 4 doors and Year 6 entrance.</p> <ul style="list-style-type: none"> <li>- Year 3 Year 3 and 4 doors</li> <li>- Year 4 – Year 6 doors.</li> <li>- They will use the KS2 toilets</li> <li>- They will use the back KS2 playground</li> </ul>

	<ul style="list-style-type: none"> <li>- School will start at 9.00am and end at 3.00pm</li> </ul> <p><b>Zone 3 / year 1 and 2 children:</b> Children in this zone will enter and leave via the KS1 entrance.</p> <ul style="list-style-type: none"> <li>- School will start at 8.50am and end at 2.50pm</li> <li>- They will use the KS1 toilets</li> <li>- They will use the KS1 playground</li> </ul> <p><b>Zone 4 / Reception children:</b> Children in this zone will enter and leave via the reception playground.</p> <ul style="list-style-type: none"> <li>- School will start at 9.00am and end at 3.00pm</li> <li>- They will use the reception toilets</li> <li>- They will use the reception playground</li> </ul> <p><b>Zone 1 / Nursery children:</b> Children in this zone will enter and leave via the KS1 entrance.</p> <ul style="list-style-type: none"> <li>- AM session will start at 9.10am and finish at 11.30am</li> <li>- PM session will start at 12.15pm and finish at 2.45pm</li> <li>- They will use the nursery toilets</li> <li>- They will use the nursery playground</li> </ul>
System of Controls	<p><b>Prevention</b></p> <ol style="list-style-type: none"> <li>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring good ventilation in all classrooms</li> <li>4) enhanced cleaning in place, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) minimise contact between individuals through the use of the zoned areas and maintain social distancing wherever possible</li> <li>6) where necessary, wear appropriate personal protective equipment (PPE)</li> </ol> <p><b>Response to any infection</b></p> <ul style="list-style-type: none"> <li>• 7) engage with the NHS Test and Trace process</li> <li>• 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>• 9) contain any outbreak by following local health protection team advice and fully closing zoned areas as needed</li> </ul>
Classroom organisation	<ul style="list-style-type: none"> <li>• Our classrooms are very small and arranging desks in rows has not worked for most rooms.</li> </ul>

	<ul style="list-style-type: none"> <li>• Desks will remain in groups of four to support our collaborative learning approach. Teachers are able to arrange the desks in rows if space permits.</li> <li>• Resources will remain within each classroom 'bubble'</li> <li>• Any equipment such as sports equipment / reading books should remain within single bubbles or be thoroughly sanitised before storing.</li> <li>• Please see separate AR/ Library risk assessment</li> <li>• SFA will be streamed across the year group / or the bubble 'zone'</li> </ul>
Deep cleaning	<ul style="list-style-type: none"> <li>• The whole school will be thoroughly cleaned prior to wider school opening in September 2020</li> <li>• The school will be thoroughly cleaned at the end of every school day</li> <li>• There will be additional cleaning of high use areas throughout the school day</li> <li>• Teachers will be provided with gloves, masks, hand sanitiser and sanitiser wipes for use throughout the day</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>• Due to social distancing, there will be no assemblies during the Autumn Term. Teachers should instead use this time for P4C, class stories or 'Newsround' activities.</li> </ul>
Staggered times	<ul style="list-style-type: none"> <li>• We will operate staggered start and end to the school day. These will be grouped according to your 'zone'</li> <li>• Break and lunchtimes will also be staggered and children will remain within their zone, in their allocated playground.</li> <li>• Please see above for timings of the school day</li> </ul>
Movement around the school	<ul style="list-style-type: none"> <li>• Each group is expected to stay within their zone.</li> <li>• Each zone has their own allocated toilet area, playground and entrance</li> <li>• This means, there should be no movement or mixing of bubbles around the whole school site.</li> </ul>
Staff room / shared spaces	<ul style="list-style-type: none"> <li>• All staff are expected to keep 2 metres apart at all times. As break and lunchtimes are staggered there should be no gathering in the staff room or other shared spaces.</li> </ul>
Catering arrangements	<ul style="list-style-type: none"> <li>• Lunch will continue to be provided in lunch bags throughout the autumn term</li> <li>• Children are expected to eat either outside in their designated play space, or in their own classroom. Lunch and breakfast will not be served in the dining hall</li> </ul>
Office arrangements	<ul style="list-style-type: none"> <li>• Parents are asked not to enter the office area. Phone lines and emails will be continually monitored and queries replied to immediately</li> <li>• Office staff continue to be seated spaced away from one another in rows or individual offices</li> </ul>
Emergency procedures	<ul style="list-style-type: none"> <li>• Please see the updated emergency plan for full detail</li> <li>• Teachers are expected to exit the building via their nearest external door and gather in one of the designated areas – please ensure social distancing</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>• School attendance will be mandatory from the beginning of the Autumn Term. This means that the usual rules on school attendance will apply, including, <ul style="list-style-type: none"> <li>- Parents' duty to secure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age</li> <li>- Schools' responsibility to record attendance and follow up absence. Additional coding will be used for those with medical needs who are shielding and those who contract the virus.</li> <li>- The availability to issue sanctions, including fixed penalty notices in line with the local authorities' codes of conduct.</li> </ul> </li> </ul>
Breakfast club / clubs	<ul style="list-style-type: none"> <li>• <b>Breakfast club will continue within the designated 'bubbles / zones'</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Times have been set out in the letter to parents. For safeguarding purposes, all children are expected to arrive at 7.30am</li> <li>• Children will need to be dropped off in their allocated playground at their allocated door: <ul style="list-style-type: none"> <li>- Year 5 and 6 – Access via the large hall. Breakfast club will be held here for these children.</li> <li>- Year 3 and 4 – Access via the year 4 doors in the KS2 playground. Breakfast club will be held in the intervention room for these children.</li> <li>- Year 1 and 2 children – Access via the main reception. Breakfast club will be held in the community room for these children.</li> </ul> </li> </ul> <p>Breakfast club can be booked via the App.</p> <ul style="list-style-type: none"> <li>• A limited number of after school clubs will continue to run within zones. They will end at 4.15pm each day to allow time for the school to be cleaned and sanitised. Clubs can be booked via the online app.</li> </ul>
School uniform	<ul style="list-style-type: none"> <li>• We will return to our school uniform policy. All children are expected to wear full school uniform at all times.</li> </ul>
<b>Staff safety</b>	
Safety equipment	<ul style="list-style-type: none"> <li>• Staff will be provided with face masks, hand sanitisers, sterilising wipes and gloves</li> <li>• There will be a lidded pedal bin in every classroom for the safe disposal of tissues</li> <li>• There will be soap in every classroom and toilet area</li> <li>• Sanitiser is available in dispensers in all corridors. Children and staff will be asked to use these as they enter and exit the school building.</li> <li>• There will be hand towels (it is recommended that hand dryers are not used and these will be switched off)</li> <li>• There will be disinfectant spray and handtowels in every classroom</li> </ul>
Temperature	<ul style="list-style-type: none"> <li>• Staff are asked to regularly take their temperature and monitor any symptoms</li> <li>• Any child with suspected symptoms will have their temperature taken and as a precautionary measure may be sent home.</li> <li>• Staff and pupils are expected to engage in test and trace if they feel they have symptoms of coronavirus.</li> </ul>
After a day at school	<ul style="list-style-type: none"> <li>• Staff are asked to shower as soon as they arrive home (including hair wash).</li> <li>• All clothing to be placed on a 60-degree wash.</li> </ul>
Vulnerable staff	<ul style="list-style-type: none"> <li>• <b>From 1<sup>st</sup> August there is no longer a requirement to 'shield' clinically vulnerable adults.</b></li> <li>• It is therefore the expectation that all staff and children return to school for the Autumn Term</li> <li>• If advice changes, or there is a local lockdown, staff and parents will be informed immediately and guidance will be followed and you may be advised to shield again.</li> <li>• Clinically vulnerable people are identified by the government as: <ul style="list-style-type: none"> <li>• solid organ transplant recipients</li> <li>• people with specific cancers: <ul style="list-style-type: none"> <li>○ people with cancer who are undergoing active chemotherapy</li> <li>○ people with lung cancer who are undergoing radical radiotherapy</li> <li>○ people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment</li> <li>○ people having immunotherapy or other continuing antibody treatments for cancer</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors</li> <li>○ people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs</li> <li>● people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)</li> <li>● people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell)</li> <li>● people on immunosuppression therapies sufficient to significantly increase risk of infection</li> <li>● women who are pregnant with significant heart disease, congenital or acquired</li> <li>● other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions</li> </ul>
Risk Assessments	<ul style="list-style-type: none"> <li>● At Tudor Academy, we have completed individual risk assessments for those members of staff who are more vulnerable. Where necessary we have adjusted working arrangements. Following 2 staff positive cases where staff have not fully recovered after they contracted the virus, their risk assessment and working pattern has been altered.</li> <li>● Risk assessments have been carried out for all vulnerable members of staff, including pregnant and BAME members of staff.</li> </ul>
Self-isolation	<ul style="list-style-type: none"> <li>● Self-isolation rules remain in place. If you show symptoms you need to self-isolate for 7 days. If a member of your household has symptoms you need to self-isolate for 14 days.</li> <li>● If you begin to show symptoms while at work you will be sent home immediately</li> </ul>
Safety inspection	<ul style="list-style-type: none"> <li>● SLT and the site to undertake regular safety inspections of the school site throughout the school day</li> </ul>
Staff well being	<ul style="list-style-type: none"> <li>● STEP has access to specialist support for staff members who are struggling with their mental health or well-being. Staff are asked to speak to a member of SLT confidentially in order to access this support.</li> <li>● The education support partnership also has a helpline for staff who feel they need additional support - <a href="https://www.educationsupport.org.uk">https://www.educationsupport.org.uk</a></li> </ul>
<b>Child safety</b>	
Safety equipment	<ul style="list-style-type: none"> <li>● Each child will sit at their own desk, however, desks will now be grouped, rather than in rows, to allow for collaborative learning to take place.</li> <li>● Each bubble will have their own work equipment to use every day</li> <li>● Children will be asked to wash their hands with soap regularly throughout the school day</li> </ul>
Drinking fountains	<ul style="list-style-type: none"> <li>● Drinking fountains must not be used</li> <li>● Parents are asked to send their child in with water bottles each day</li> </ul>
Self-isolation and symptoms	<ul style="list-style-type: none"> <li>● Self-isolation rules remain in place. Parents will be asked to report if their child shows symptoms or if a member of your household has symptoms.</li> <li>● Any children showing symptoms in school will be sent home immediately.</li> <li>● While they wait to be collected the child will be contained in the community room with both doors open. SLT will wait with the child for the parents to arrive</li> </ul>

	<ul style="list-style-type: none"> <li>• A guide has been sent to parents to support their understanding of how to respond to each situation.</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• Each member of SLT have trained as First Aiders. There will be a member of SLT on site each day.</li> <li>• SLT will deal with any children displaying symptoms.</li> <li>• The SLT member must wear full PPE and remain in a well-ventilated room while supervising the child.</li> </ul>
Children on EHCP	<ul style="list-style-type: none"> <li>• Children on an EHCP have been risk assessed. Where it is considered they should attend school they have been attending since lockdown.</li> <li>• For those children returning groupings have been organised to ensure that each educational need is met</li> <li>• Home learning has been adapted to incorporate individual need. This can be accessed via the school website and Google classrooms.</li> </ul>
<b>Visitors</b>	
On site visitors	<ul style="list-style-type: none"> <li>• We recognise that visitors, such as social workers and SEND specific support, may need to come on site to see the children.</li> <li>• <b>The usual sign in and safeguarding procedures must continue to be followed</b></li> <li>• All visitors will be asked to remain within a set 'zone' and maintain social distancing at all times.</li> <li>• Visitors are asked to download the track and trace App</li> </ul>
<b>Contractors and deliveries</b>	
Contractors and deliveries	<ul style="list-style-type: none"> <li>• Contractors and deliveries may, at different times, need to come on site</li> <li>• <b>The usual sign in and safeguarding procedures must continue to be followed</b></li> <li>• All visitors will be asked to remain within a set 'zone' and maintain social distancing at all times.</li> <li>• Visitors are asked to download the track and trace App</li> </ul>
<b>Safeguarding</b>	
Safeguarding policy	<ul style="list-style-type: none"> <li>• The safeguarding policy has been amended during this time and includes additions to consider during the pandemic.</li> <li>• We are fortunate to have a Pastoral Team who are all DSL trained and who support our families and co-ordinate multi agency work at all times.</li> <li>• As part of the contact the Pastoral team make with families, we will continue to conduct home visits and phone calls to families who need additional support or in cases where children have not attended school</li> </ul>
Social distancing	<ul style="list-style-type: none"> <li>• Children, parents and staff to maintain 2 metre distance at all times</li> <li>• Children to remain within their set class group and 'zone' only</li> <li>• Children within a group to use their allocated 'zones' only</li> <li>• All staff and children to clean hands more often than usual (when arriving and at the end of every transition)- wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</li> </ul>
Movement along corridors	<ul style="list-style-type: none"> <li>• As usual, everyone is expected to walk on the left-hand side</li> <li>• Children must walk 2 metres apart</li> <li>• Different doors and zones have been highlighted for each group to use to minimise contact in corridors</li> </ul>
Cleaning regimes	<ul style="list-style-type: none"> <li>• The site will be deep cleaned at the end of each day</li> </ul>

	<ul style="list-style-type: none"> <li>• Regular cleaning of high traffic areas will take place throughout the school day – this includes classrooms and toilets</li> <li>• Teachers will be provided with hand sanitisers and sanitiser wipes</li> <li>• Regular handwashing for all staff and children (at the end of each transition)</li> </ul>
Ventilation	<ul style="list-style-type: none"> <li>• Please keep all windows and doors open when in classrooms.</li> <li>• Teaching / lunch / breaks to be outside as much as possible and weather permitting</li> </ul>
Common areas	<ul style="list-style-type: none"> <li>• Inevitably there are common areas – such as toilets – which will need to be shared. Please ensure only 1 person at a time enters each toilet space</li> <li>• Tea / coffee / hot chocolate / snacks will be provided in the staff room. Please ensure there is only 1 person at a time in the staff room.</li> <li>• The library area is closed for use, however, there is a separate risk assessment in place in order to enable children to continue to take reading books home and for AR to continue in classrooms.</li> <li>• If I-Pads are used they must be wiped thoroughly by each child using sanitiser wipes before returning to charge</li> </ul>
Designated Safeguarding Leads	<ul style="list-style-type: none"> <li>• Each member of SLT are trained DSL's. All concerns must be logged on CPOMs in the same way and black cards used for emergency safeguarding concerns</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• Fire evacuation points will continue as per the safety plan.</li> <li>• All staff and children must exit the building as quickly as possible at the nearest exit and gather in the designated areas</li> <li>• SLT will move as fire wardens in each of the zones</li> </ul>
Test and Trace	<ul style="list-style-type: none"> <li>• All staff and children are expected to engage in Test and Trace in order to contain any outbreak</li> </ul>
Recruitment	<ul style="list-style-type: none"> <li>• We are fortunate to have a stable staff team at Tudor Academy. We do not need to recruit at this time.</li> <li>• We do not use supply teachers across the school.</li> </ul>
<b>Curriculum, behaviour and pastoral support</b>	
Curriculum	<p><b>The expectation is that we will continue to teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content.</b></p> <ul style="list-style-type: none"> <li>• There will be no assembly, allowing more time to utilise Maths meetings / do it now (with specific focus) to ensure children are 'caught up' with learning they have missed from the summer term.</li> <li>• Teaching time should be prioritised to address significant gaps in pupils' knowledge.</li> </ul> <p><b>The aim is to return to the school's normal curriculum in all subjects by summer term 2021.</b></p> <p><b>Plan on the basis of the educational needs of pupils</b></p> <ul style="list-style-type: none"> <li>• Curriculum planning should be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment</li> </ul> <p><b>Specific points for early years foundation stage (EYFS) to key stage 2</b></p> <ul style="list-style-type: none"> <li>- For children in nursery settings, teachers should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. For pupils in Reception Year, teachers should also assess and address gaps in language, early</li> </ul>

	<p>reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary.</p> <ul style="list-style-type: none"> <li>- For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, PE/sport, RE and RHE.</li> <li>- At Tudor Academy we have adjusted the school timetable. We are operating a two week timetable. This will support adjusted MTP’s as well as support staff well being with additional PPA and leadership time.</li> </ul>
Pastoral support	<ul style="list-style-type: none"> <li>• Children may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children. It is important to contextualise these feelings as normal responses to an abnormal situation.</li> <li>• The DfE has also published the first of the relationship, sex and health education training modules for teachers to support them in preparation to deliver content on mental health and wellbeing. The training module on <a href="#">teaching about mental wellbeing</a>, which has been developed with clinical experts and schools, will improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom. It was published early given the importance of supporting pupils’ mental health and wellbeing at this time.</li> <li>• We will use these resources alongside the RSE curriculum in place and the zones of regulation to support the well-being of all our children We will be using ‘Zones of Regulation’ across the whole school</li> <li>• All staff will be trained on the INSET day</li> <li>• As well as this, several teaching assistants have been identified to lead additional sessions or interventions for this in each zone / bubble</li> <li>• All staff have taken the ‘grief and loss’ course. A list of families who have been affected has been published for staff awareness.</li> <li>• Additional support will be in place for these children and additional support can be signposted for families children affected where needed.</li> <li>• During Autumn 1 the pastoral team will be allocated to zones / bubbles. They will specifically support all children within that bubble. This will include nurture breakfast and end of the day round ups.</li> <li>• The first 6 weeks will be used to assess and support the mental health of all children and specific support drawn up in response</li> <li>• Work has been planned by the pastoral team for the first two weeks return for all teachers in order to support the mental health of all children and to give them the opportunity to explore and articulate their feelings.</li> </ul>
BAME support	<ul style="list-style-type: none"> <li>• SFA resources have been audited and texts for the Autumn term specifically chosen to encourage conversation and to give children the opportunity to talk about their feelings and experiences.</li> <li>• Please see the AIP for more detailed plans on how we are addressing this pandemic.</li> </ul>
Catch up support	<p>The government have announced a package to support schools to make up for lost teaching time. School’s will have the ability to decide how best this catch up funding can be used.</p> <p>A National Tutoring programme will also be launched in the Autumn Term. This is aimed at the most vulnerable and disadvantaged.</p> <p>Further information will follow on this provision once it has been set out by the government.</p>

	In the meantime, Tudor Academy are using the SFA tutoring system and staff have been trained in the relevant bubbles to deliver this provision.
Playtime / sport	<ul style="list-style-type: none"> <li>• Playtimes will take place in zoned area's where the children have entered the school</li> <li>• Playtimes will be staggered and in zoned areas depending on numbers attending</li> <li>• Sport will take place in the designated playgrounds and on the field.</li> <li>• NO play structures to be used.</li> <li>• Limit play equipment used. Ask children to wipe it down afterwards and ensure this equipment is kept for the use of your group only.</li> </ul>
<b>Assessment and Accountability</b>	
OFSTED	<ul style="list-style-type: none"> <li>• Routine Ofsted inspections will remain suspended for the autumn term. However, during the autumn term, inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils. These will be collaborative discussions, considering the curriculum and remote education expectations set out in this document, and will not result in a judgement. A brief letter will be published following the visit.</li> <li>• It is intended that routine Ofsted and ISI inspections will restart from January 2021, with the exact timing being kept under review.</li> </ul>
Assessment	<ul style="list-style-type: none"> <li>• Statutory Primary assessments will take place in summer 2021</li> <li>• The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. This includes: <ul style="list-style-type: none"> <li>- the phonics screening check</li> <li>- key stage 1 tests and teacher assessment</li> <li>- the Year 4 multiplication tables check</li> <li>- key stage 2 tests and teacher assessment</li> <li>- statutory trialling</li> </ul> </li> </ul>
<b>Contingency planning to provide continuity of education in the case of a local outbreak</b>	
Home learning online resources	<p>We will continue to use the school website and Google Classrooms to minimise the workload for teachers. Alongside this, lessons completed in school will also be available for any children who are isolating during this period.</p> <ul style="list-style-type: none"> <li>• I-pads / computers have been provided to parents who need them to access the learning</li> </ul>
<b>Contingency Planning for staff absence</b>	
In the event we do not have enough staff in school to enable the required ratio	<ul style="list-style-type: none"> <li>- In the event there are no additional members of staff to cover the group, the DfE will be contacted and parents will be notified that school is closed for those children as in the contingency plan for a snow day. Staff are therefore asked to continue to follow the absence procedures.</li> </ul>
In the event a member of staff / a child contracts COVID-19 and this is confirmed	<ul style="list-style-type: none"> <li>• Where a member of staff or child contracts COVID-19 and this case is confirmed the following actions will be taken: <ul style="list-style-type: none"> <li>- PHE will be contacted immediately and their advice followed</li> <li>- The case will be risk assessed and traced – for example which other children and staff were in contact with the positive case. All those will be contacted to inform them.</li> <li>- If there is any concern that other staff / children may have come in to contact with each other, their group will also be isolated in the same way.</li> <li>- The classroom space / corridor / bubble will be sealed and will not be used for 14 days.</li> <li>- After 7 days the areas will be deep cleaned.</li> </ul> </li> </ul>

Process in the event of local outbreaks	It is currently the expectation that education will continue as normal even in the event of local outbreaks.
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