

## Stockland Green School

### Covid-19 Plan for Returning to School

**Plan written by:** Marie George (Headteacher)

**Date:** September 2020

**Shared with:** Neil Warner (ATLP Director of Secondary Education) & Claire Cheswick (ATLP Operations & Estates)

**Staff:** Y/N **Date:** July 2020 and September

	Action	How	Who	Complete Y/N	Notes
1	Inform Governors and staff that the school will be opening.	Email/telephone/ Teleconference	ATLP communication from RG  MEG updates to staff, LGB and Engie	Y	Letter sent from RG to all staff and governors on 09.07.20  MEG to inform all staff and CofG of the devised plan  Time dedicated on the training day in September to ensure all staff clear about their role within the plan and clear about expectations to ensure H&S and Covid compliant.  MEG to also inform Engie of the decision and confirm plan with them
2	Find out which members of staff are able to work and produce a staffing plan going forward.	Working from existing staffing information Check with HR re any updates from new guidance and the results of the staff survey Complete staffing plan assuming all staff in	MEG Jenny Farrelly	Y	Most RAs are now complete for shielding staff and BAME. The information will be used to staff the school and we will liaise with HR to ensure we are aware of any changes as guidance may change during the Summer holidays

					All staff will be working in school including Finance (centralised staff)
3	Plan which rooms will be open, including kitchens, staff areas, access to drinking water and pupil/staff/visitor toilet facilities.	Site walk conducted by MEG, RMG and caretakers (Engie) Fri 5 <sup>th</sup> June to devise each 'bubbles' comprehensive plan	MEG RMG Engie	Y	<p>MEG to identify any classrooms that aren't currently forward facing so reconfiguration can be added to Engie's work schedule following the deep clean.</p> <p>All <b>offices</b> to now be audited for maximum amount of people allowed in at anytime. No hot desking will take place.</p> <p><b>Work rooms</b> to be audited for max occupancy. These will be used by different staff so wipes and H&amp;S posters to be displayed: wiping area used after use and before using. Phones to have the same protocol in work rooms</p> <p>September opening plan included within this document. Includes arrival and exit times for all bubbles, their allocated areas and an example of the staggered breaks and lunch arrangements. These are not fixed as we are using the PE timetable to decide who is having break and lunch at which time slots as PE need to have the full hour lesson in one go due to equipment and H&amp;S considerations.</p> <p>A clear circulation plan sits behind this plan and daily briefings via Teams will be conducted with staff</p>

					<p>so we are all aware of the days arrangements. Movement is minimized and a one-way system is in operation where ever possible</p> <p>There will be appropriate signage to assist movement</p>
4	<p>Arrange for ongoing and regular cleaning of school areas that are in use</p>	<p>Central team met with Engie week beginning 6<sup>th</sup> July.</p> <p>MEG to share all plans with Engie before the 17<sup>th</sup> July</p>	<p>MEG Engie Claire Cheswick</p>	Y	<p>Enhanced cleaning regime agreed with Engie, consistent to government guidance for cleaning in non healthcare settings. Wipes available for all staff in all areas used for personal use.</p> <p>Wipes also available for students where wiping down an area is needed.</p> <p>All doors wedged open that students/staff will move through to reduce touch points</p> <p>Areas used by staff to have a limit of people able to be in them and will be clearly identified on the wall or by the entrance.</p> <p>A thorough clean of areas where COVID symptoms have been present</p>
	<b>Action</b>	<b>How</b>	<b>Who</b>	<b>Complete Y/N</b>	<b>Notes</b>
5	Catering	<p>Central team met with Chartwells regarding school requests for catering; two serving spaces (Hall &amp;</p>	<p>MEG Claire Cheswick</p>	Y	<p>Ensure food/drink is added to parent communication as not starting</p>

		<p>Café), same service in both areas to include the hot meal of the day. No breakfast or break service in the beginning but breakfast will be reviewed in September.</p> <p>3 lunch serving slots: 12.15/12.45/1.15pm</p>			<p>with a breakfast or break service so parents need to be aware of this.</p> <p>Year 7 to be given SG branded water bottles on arrival so they can refill from the water fountains.</p> <p>FSM vouchers to be purchased for the Summer holidays and no plans to continue into September.</p> <p>Students will eat in their year group bubble in one of the two areas at a set time.</p> <p>Lunchtime supervisors that are on duty in the Café and Hall to be briefed about cleaning/wiping down the tables. HR have advised this isn't a change to their duties as already happens in other schools</p>
6	Carry out a Health and Safety check of all areas of the school, including the outdoor space.	<p>Check that there is access to drinking water for children/staff/visitors to access.</p> <p>Check that there is access to toilet facilities for staff/pupils/visitors</p>	MEG Claire Cheswick Engie	Y	<p>Site walk conducted on Fri 5<sup>th</sup> June which identified all areas to be used and what needed to happen to ensure areas are ready; clearing of surfaces, chairs not being used etc</p> <p>Room planning ensures that all staff/pupils/visitors have access to the toilet facilities. These will now be shared across bubbles so regular cleaning will be done to reduce risk</p> <p>Review fire evacuation plan and arrangements so that social distancing between bubbles can be</p>

					maintained at the assembly point. Ensure students/staff informed of what to do in the event of the fire alarm going off and practice evacuating will be planned for September. Year 7 will do a practice on their own on 2 <sup>nd</sup> September.
7	Prepare classroom , offices and other spaces for use	Plan and display information posters for parents/carers/visitors. Ensure that there is access to drinking water, facilities for hand washing, and access to hand sanitiser.	MEG RMG JLB SXC Engie	Y	<p>Site walk conducted on Fri 10th July:</p> <ul style="list-style-type: none"> <li>- identified what posters are needed and where</li> <li>- Where classrooms need to be reconfigured and rearranged</li> <li>- Placement of wall mounted hand sanitizer</li> <li>- Maximum occupancy of work areas and configuration of tables and chairs. Any excess to be removed by Engie</li> <li>- Where we have previously moved furniture and taped off; identify if any needs to be replaced in classrooms or areas and then request the rest to be removed by Engie and this includes all soft covered seating</li> </ul> <p>Signage to promote social distancing, hygiene etc to be displayed where all will see it (movement areas, classrooms used etc)</p> <p>One way system in operation with arrows identifying the direction of movement</p>

					<p>Walkie Talkies and desk telephones will not be shared if they are in allocated offices. However for break duty walkie talkies will be shared and a cleaning protocol will be displayed so they are wiped before and after use. This is the same for phones in work rooms</p> <p>Engie to confirm that their compliance testing is up to date</p>
8	<p>Ensure that there is access to a First Aid areas from the learning spaces.</p>	<p>Check that the First Aid areas are easily accessible and adequately stocked. Order stock if needed. Stock control procedure in place.</p> <p>Ensure there is a separate Covid symptom isolation room if anyone gets ill</p>	<p>MEG GMB RMG</p>	Y	<p>Ensure all first aiders on site are fully aware of where things are and the two areas in use: Medical Room for non Covid treatment and the meeting room at the front of school continues to be the Covid symptom room.</p> <p>First aid supplies have been reviewed and restocked as appropriate. A stock control system is in place</p> <p>COVID symptom room to be meeting room at the front of school with first aider having easy access to the COVID bin kit to include all PPE etc. The door will be shut and the student will be visible through the glass so a member of staff can check on the student while waiting collection without being in the room. Once the student has been collected then all areas to be cleaned and touch points.</p>

					All first aiders who are part of the plans for school reopening have had risk assessments to ascertain whether they are happy to administer first aid at this time. HTs have been made aware of the outcome of the RA's and taken appropriate measures
	<b>Action</b>	<b>How</b>	<b>Who</b>	<b>Complete Y/N</b>	<b>Notes</b>
9	Prepare welcome areas for receiving pupils and visitors/parents/carers.	Display welcome posters and information about staffing/safeguarding and infection control etc. Update website if applicable	MEG RMG LC (letter)	Y	<p>Parents will not be allowed into the school building unless in an emergency and by invitation only. This is to be included in the parental letter.</p> <p>Any students needing to be dropped inside the school gates will be issues with a pass. All other parents must drop off either on Slade Road or Marsh Hill as per the allocated entrance.</p> <p>Students to be told via letter where they access school, their start and exit time and what area they will be based in.</p> <p>Only essential visitors (eg emergency workmen) will be allowed into the school building. All essential visitors must be notified to school office in advance of their visit so can be ensured that they can be accommodated.</p>

					<p>Lanyards of regular visitors to be allocated and maintained in a sperate space. All other lanyards to be kept for 72 hours before giving out again.</p> <p>Perspex screen to remain in place in reception.</p> <p>Only one person to be allowed in reception area at one time, and everyone else to wait outside. There is clear signage and floor markings in place to support this.</p> <p>There will be hand sanitiser available for visitors.</p>
10	Communicate with parents that the school plan for September opening by 17 <sup>th</sup> July	<p>Letter, text and/or email with information about where/when parents can drop off/collect their child/ren and what they need to bring to school</p> <p>Update website if applicable and share information about which learning/welcome spaces will be open.</p>	MEG RMG SXC	Y	<p>Management plan submitted to Director for Education (DofE) by 13<sup>th</sup> July. MEG to liaise with Claire before this deadline</p> <p>Letters to be prepared with the specific info needed for each bubble. To include:</p> <ul style="list-style-type: none"> <li>-start &amp; finish time</li> <li>-entry &amp; exit gate</li> <li>-expectation travelling to and from school including the use and disposal of face coverings</li> <li>-uniform requirements</li> <li>-equipment</li> <li>-no assemblies</li> </ul> <p>Once letter is cleared by DofE then to be sent out to parents asap</p> <p>Year 7 parents induction video to be created and distributed</p>



					Regular communication with parents/carers to be ongoing to ensure we are able to work together to support the implemented measures
11	Communicate infection control measures to staff and students	<p>Training/CPD</p> <p>Posters</p> <p>Emails</p> <p>Texts</p> <p>Use of hand sanitiser where/when nec.</p> <p>Update website if applicable</p>	<p>MEG</p> <p>RMG</p> <p>LC</p> <p>GMB</p>	Y	<p>Expectations communicated to staff and students and posters used to remind them.</p> <p>Meeting room used for suspected COVID symptoms. Parents collect but not to access site. COVID kit ready only to be used if cant keep 2m away from the patient</p> <p>Stocks of PPE, Hygiene and social distancing items to be monitored by a nominated member of staff. They will ensure they are reordering stock so there is enough for into the Autumn term bearing in mind current shortages of some items and the finance cut off dates.</p> <p>Staff updated on government guidelines on hand washing, social distancing, PPE equipment and if think have Covid symptoms etc</p> <p>Put signage and posters around school in areas that we haven't been using so all areas are the same and displaying consistent information</p> <p>Ensure stocks of hand sanitiser in each area being used as well as tissues and wipes. Use of wall</p>

					<p>mounted sanitisers at key points in school</p> <p>Communicate the clear protocol for disposing of face coverings or safe keeping of reusable ones. Bins on entry point and signage to remind of protocol</p> <p>Students to wear face coverings for all movements in around the building as well as for breaks and lunch unless eating.</p> <p>Staff use of face coverings is optional but advised to if they feel they cant keep a 2m distance such as break duty and moving between lessons</p>
12	Organise a staff meeting online (or email staff) with the latest updates, including the risk assessment – 1 <sup>st</sup> September training day	<p>Share the following information with staff:</p> <ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Key policies</li> <li>• Safeguarding and Child Protection reminders</li> <li>• Updates from the DFE and guidance from the Public Health England 2020</li> <li>• Arrangements for the return of students.</li> </ul>	MEG RMG	Y	<p>Staff to be informed via email of the broad plan for return.</p> <p>1<sup>st</sup> September training day to include all key information as detailed opposite. Highlighting key expectations of keeping some bubbles clear eg admin office, data etc</p>
	<b>Action</b>	<b>How</b>	<b>Who</b>	<b>Complete Y/N</b>	<b>Notes</b>
13	Update parents and staff with any further information.	As needed Update website if applicable	MEG	Ongoing	MEG to write to parents with the clear detail around the plan. Staff to have this letter too so they know

					<p>what has been communicated to parents and students</p> <p>MEG to ensure all ATLP and government guidance is updated and communicated as appropriate</p> <p>Update website as appropriate</p>
14	Order supplies if necessary, e.g. first aid etc	Complete order forms as appropriate	MEG GMB	Ongoing	<p>Orders have been placed for items needed for September; bins, wipes &amp; tissues and we await delivery.</p> <p>A stock control system is in place for essential PPE. Hygiene and social distancing products which will be monitored by GMB.</p> <p>We are September ready as orders are fulfilled and we will continue to check stock and order as necessary.</p>
15	Plan a support package for families who are vulnerable in order to help them transition back to school.	Phone calls Update website if applicable	RMG Pastoral team	Ongoing	Support recorded on safeguarding forms and G4S
16	Plan a sequence of teaching/curriculum for this half term (and/or longer if appropriate to do so).	Update website All students to return but students who continue to shield to have access to a full remote learning package Local lockdown remote learning plan	SXC Curriculum team RMG LHG	Ongoing	<p>Curriculum work has been ongoing and plans continue for full opening</p> <p>All plans being communicated through letter</p> <p>Key Stage 3 Schemes of Learning in creative subjects to be amended so that the students can still do practical activities away from the specialist teaching rooms</p>

					<p>All bubbles to be equipped with all resources so that we aren't sharing across bubbles</p> <p>Awaiting Ofqual guidance on Y11 examinations and practical aspects</p> <p>Remote learning accessible in the event of local lockdown or students not in school for authorised absences</p>
18	Organise transport arrangements for students.	<p>Write to families re safer routes to school – cycling and walking where possible</p> <p>Clarify drop off/pick up</p> <p>Organise timetable to avoid bus use at peak times</p>	<p>MEG</p> <p>RMG</p>	Y	<p>Communication to parents when ATLP have approved – includes information on the protocol for the removal and disposal of face coverings</p>
	Fire Drill Procedures		<p>MEG</p> <p>RMG</p> <p>GMB</p>	Y	<p>Fire Drill procedures</p> <p>HTs will ensure that all staff and students are aware of the fire drill procedures. Students will line up in the designated area in their year group bubble. Teachers will ensure their group exits the building at the correct exit point and support in getting to the correct assembly point at the front of school. Tutors will take the register and will await instruction from the senior member of staff when to re-enter the building.</p> <p>During the Covid-19 outbreak, due consideration will be given to social distancing where we can, however, preservation of life takes precedent and in the event of a fire the</p>

					priority will be to exit the building immediately via the nearest available fire exit.
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### ORGANISATION OF CHILDREN RETURNING TO SCHOOL

Start time	P1 8:50 – 10	P2 (75 min in total) 60 min lesson [L] 15 min break [B] 10 – 11:15			P3 (60 min) 11:15 – 12:15	P4 (90 min) Includes lunch for all year groups 12:15 – 13:45			P5 (60 min lesson) 13:45 – 14:45	P6 End time
Y7 – 9:10 Maths Slade Rd	L - 50 mins	L - 30 mins	B	L - 30 mins	L - 60 mins	L - 30 mins	Lunch	L - 30 mins	L - 60 mins	3:15 finish
Y8 – 9:00 Humanities Marsh Hill	L - 60 mins	L - 30 mins	B	L - 30 mins	L - 60 mins	L - 30 mins	Lunch	L - 30 mins	L - 60 mins	3:10 finish
Y9 – 9:00 English Slade Rd	L - 60 mins	L – 60 mins		B	L – 60 mins	L - 60mins		L u n c h	L - 60 mins	3:10 finish
Y10 – 8:50 Marsh Hill	L - 70 mins	B	L – 60 mins		L - 60 mins	Lunch	L - 60 mins		L - 60 mins	3:05 finish
Y11 – 8:50 Slade Rd	L - 70 mins	B	L – 60 mins		L - 60 mins	Lunch	L - 60 mins		L - 60 mins	3:05 finish

Students to enter and exit via the same gate