

The Coleshill School

Covid-19 Plan for Returning to School in September

Plan written by: Mr Ian Smith-Childs (Headteacher)

Date: Last updated 10th September 2020

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

Governors: Y/N **Date:**

Staff: Y/N **Date:** 13th July

	Action	How	Who	Complete Y/N	Notes
1	Inform Governors and staff that the school will be opening. Share the key information around procedures	Email/telephone/ Teleconference Share the following information with staff: <ul style="list-style-type: none"> • Risk assessment • Key policies • Safeguarding and Child Protection reminders • Updates from the DFE and guidance from the Public Health England 2020 Arrangements for the return of pupils and parents.	ATLP communication from RG ISC updates	Y	ISC informed parents via blog on Friday 10 th that all students would be returning, in a staggered approach. Letters for year groups will go out week beginning 13 th July Recorded briefing from ISC and accompanying notes/management plan to be shared with staff on Monday 13 th July. Staff Induction Day on Monday 1 st September to cover all key areas
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 Complete staffing plan.	ISC/NWA ATLP HR	Y	Staff have completed a survey and HR have completed risk assessments for those staff who have been identified as vulnerable. BAME staff have also had a risk assessment.

3	<p>Plan which rooms will be open, including kitchens, staff areas, access to drinking water and pupil/staff/visitor toilet facilities.</p> <p>Important to note that Wilson Block is due to be complete in the summer holidays and if it is not there will need to be an adapted plan. (see contingency in attached plan)</p>	<p>Planning has been done to meet the government aim of having students in 'bubbles'.</p> <p>Year 7 – A block top floor Year 8 – C block Year 9 W and A block far side Year 10 A block near side, E block Year 11 Wilson</p> <p>Toilets will be dedicated</p> <p>Year 7 A Year 8 C Year 9 E Year 10 B Year 11 Wilson Sixth Form - Sixth Form Centre</p> <p>Specialist rooms will remain available for use.</p> <p>Sixth Form will need to move around</p> <p>We will be using three server areas</p> <p>Dining Room Serving Wilson Block (Hall is needed)</p>	ISC/CCH/ NWA/ KCO LTR and site team	Y	<p>Plan of which classrooms and rooms and associated toilets is included in this document. This will ensure students are kept in their own bubble using their own desk/classroom, toilets and social spaces.</p> <p>Each room/space will have a maximum occupancy to ensure compliance with social distancing. This will include hall, foyer and canteen etc</p> <p>All classrooms will be available.</p> <p>Circulation plans have been reviewed and updated to ensure movement around school is minimized and a one-way system is to be used where ever possible, and corridors divided where feasible.</p> <p>There will be appropriate signage to assist movement.</p> <p>Toilets will be clearly designated for year groups</p> <p>We cannot have staggered arrival and departure times, due to buses but we will use different entrances, exits and social spaces for different groups. (see attached plan)</p> <p>All soft furnishings to be stored or marked out of use. Where possible chairs to be single person use or covered with plastic disposable covers.</p> <p>Walkie Talkies and desk telephones should not be shared if possible. However, if unavoidable must be cleaned before and after use.</p> <p>Floor markings to be positioned to remind staff and students of social distancing</p>
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					<p>Pinch points and bottle necks have been considered and will be managed. Floor marking will be used to ensure social distancing.</p> <p>A system will be in place for queuing and access to toilets. There will be suitable floor and wall signage.</p> <p>Work rooms and staff offices are being reconfigured with maximum occupancy.</p>
4	<p>Arrange for the ongoing and regular cleaning of schools areas that are in to be in use</p>	<p>Liase with CC and ABI/LTR</p>	<p>ABI and LTR and cleaning team</p>	Y	<p>Enhanced cleaning regimes have been agreed</p> <p>There will be increase cleaning of touch points and toilets</p> <p>A procedure will be in place to ensure appropriate cleaning after a suspected Covid case</p> <p>Doors to be wedged open where ever possible to reduce number of door handles being touched.</p> <p>Cleaning staffing requirements, hours etc being reviewed by ABI and MD with HR.</p> <p>Pedal bins have been purchased for all rooms and offices and bins will be double bagged.</p> <p>Bins will be emptied regularly, and toilets monitored for stocks of hand soap etc supplies</p> <p>Students will be trained to cleaned down their equipment and seat if multi-use; eg computer rooms and specialist areas.</p>

					Technicians will be asked to support cleaning of equipment/ areas in line with their current duties for the role.
5	Contact catering company and inform them that the school will be opening and ask about staff availability and provision going forward.	<p>We will only be having catering at lunch time to begin with.</p> <p>Student will be encouraged to bring a packed lunch and snacks/drink.</p> <p>FSM will get free school meal at lunch</p>	<p>O&E Manager – BC</p> <p>ICS – communication to students in school</p>	Y	<p>ISC has liaised with Chartwells and has amended the timetable to enable enough time for service.</p> <p>A grab and go approach will be used to ensure efficiency of service. A split lunch is in place with three year groups eating in three zones at a time.</p> <p>School will provide water bottles of water and some snacks from Food Bank in case students come with no provisions and use food bank.</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> <p>Rooms have been 'decluttered'</p> <p>Rooms to be reconfigured for social distancing and to meet government guidelines</p> <p>Health and safety briefings will be in place in September</p>	KCO/CCH /LTR/ABI	Y	<p>Site walk planned for Tuesday 14th July to ensure all rooms meet guidelines.</p> <p>Briefing for staff in September training day. Any new or transient staff will also need an induction.</p> <p>Room planning ensures that all staff/pupils/visitors have access to the toilet facilities, with year groups in bubbles with clear signage.</p> <p>Rooms being 'decluttered' to ensure maximum space for social distancing</p> <p>All rooms will be reconfigured with seats facing the front in pairs. Where this cannot happen (such as Technology/Art) there will be mitigation to support social distancing.</p> <p>Site Manager to ensure that all ongoing and regular health and safety checks are being undertaken at prescribed intervals.</p>

					<p>Health and Safety compliance visits are being monitored by O&E team to ensure being undertaken</p> <p>Review of fire evacuation procedures has taken place and staff will be informed before opening and updated if any changes are required. Staff and students will be briefed as to changes. Fire Drill to be undertaken in first week and as part of induction for year groups.</p> <p>Refuge storage and collection facilities will be reviewed to ensure adequate</p> <p>Consultation with Construction company to ensure safe access to playground and social spaces during period they are still on school site</p>
7	<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.</p> <p>Ensure there is a separate corona isolation room if anyone gets ill</p>	<p>KCO/CCH /VSO First Aiders</p>	Y	<p>First aid supplies have been reviewed and restocked as appropriate updated. A stock control system will be implemented</p> <p>The Medical room will have a maximum occupancy of one person and this will have clear signage</p> <p>A portable first aid kit will be available for first aiders to go to cases.</p> <p>There will be a separate Corona Isolation room for any one displaying symptoms. There will be a Corona Bucket of PPE equipment ready in the Corona Isolation room. The door will be wedged open so a member of staff can monitor the student with out being in the room, while the student awaits collection by their parent</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.
8	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	KCO/CCH LTR and Site team	Y	<p>Communication will be clear to parents through letters and blog to ensure clarity of expectations.</p> <p>All staff to be clear about expectations for parents and visitors.</p> <p>Parents will not be allowed into the school building unless in an emergency.</p> <p>Only one person to be allowed into the reception at one time and everyone to wait outside.</p> <p>Clear signage and floor marking to be installed/displayed</p> <p>Only essential visitors (eg emergency workmen) will be allowed into the school building and any essential visitor must be notified to reception staff in advance so can ensure they can be accommodated and their details added to the Inventory System in advance</p> <p>Inventory System to be used by all staff arriving and leaving school site (touch free) and contractors or other visitors.</p> <p>Appropriate hand sanitizer and cleaning materials to be available in reception for visitors</p>

					<p>Perspex screens have been ordered and control measures are in place until installation (ie staff will not sit at reception if screens are not in place)</p> <p>Only member of staff on reception desk at any one time.</p>
9	Communicate infection control measures to all stakeholder	<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>	ISC/KCO CCH	Y	<p>Guidance for staff on when to wear PPE and to dispose of</p> <p>Student medical procedures (normal first aid issues)</p> <p>Reminder to staff and students on hand washing requirements</p> <p>Suspected Covid 19 Medical holding room to be used until student can be collected by parent asap (parent not to come onto school)</p> <p>Covid Kit to be in Medical holding room (supplies on way)</p> <p>Ensure that there are sufficient stocks of PPE, hygiene and social distancing items. Initial orders placed by O&E team. Introduce a monitoring system of all stocks and have a member of staff nominated to checks stocks and reorder well in advance to ensure do not run out of critical items. (bear in mind current shortages of some items and financial regulation cut off dates)</p> <p>Put signage and posters around school. Ensure stocks of hand sanitizer in each space being used</p> <p>Regular reminders to students about social distancing and hygiene requirements</p>

					Hand sanitizer will be in place in all classrooms and offices, with students being asked to use on way in and out of classrooms.
10	Plan a support package for families who are vulnerable in order to help them transition back to school.	Phone calls All students expected back to school Update website if applicable Work packs to be sent out if students are absent	ISC/CCH/ KCO/CLA	Ongoing	Support recorded on safeguarding forms. Work packs going out to absent students Students who are anxious may need additional support to return to school.
11	Adapt curriculum to ensure that school is prepared to adapt on return to school	Update website Head's blog communicates curriculum plan for year groups	ISC/CLA Class Teachers	Y	Curriculum work has been ongoing and plans continue for wider re opening ATLP LAT team supporting with curriculum development. (See school development plan)
12	Organise transport arrangements for pupils. Note transport is a major issue at Coleshill, with hundreds of students arriving by bus. If bus services do not support all students arriving and leaving at the normal time, our plans will have to adapt.	Contact bus companies for Warks and National Express Ensure students wear face coverings on buses Write to families re safer routes to school – cycling and walking where possible Clarify drop off/pick up	ISC/KCO/ NWA	Y	National Express and Warwickshire bus service have advised they will confirm arrangements in the summer. Currently we are planning for students to be dropped off and picked up at the normal times. High level of staffing for bus bays at the start and end of the day to support social distancing. Students will be talked to about walking/cycling to school. Government guidance is that face coverings are worn for people using public transport. Parents advised that they should encourage the use of this with those pupils coming to school on public transport. Protocol will be in place for face masks to be worn getting onto the buses. Bins will be available for students to dispose of single use face masks.
13	Fire drill procedures		ISC/LT		Fire Drill procedures

					<p>HTs will ensure that all staff and students are aware of the fire drill procedures. Teachers or tutors, depending on when an alarm goes off, will be responsible for taking their group to the muster point as normal.</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 priority will be to exit the building immediately via the nearest available fire exit.</p>
14	Remote Learning to continue to be part of the curriculum in case of a further lock down	<p>MS Teams to be used as main remote learning platform</p> <p>Remote induction at the start of term for each year group to ensure all students are able to access MS Teams and work remotely.</p> <p>Curriculum plans will consider remote learning and factor in MS Teams for home learning and feedback.</p>	RBR/LT	ongoing	<p>Students will have a 'remote' induction as part of the staggered start to school, with each year group having work set via TEAM whilst they are at home.</p> <p>MS Teams will continue to be used as the main platform for setting work and for students to submit work.</p> <p>MS Teams will be used for teachers to feedback to students about their work.</p> <p>In the event of a local lockdown or if a students or group of students need to self isolate remote learning will be used to ensure continuity of education.</p> <p>Work packs will be available where there is no access to a device.</p>

Additional information

Attendance

All students are expected to attend school full time and all normal expectations and procedures will apply. See information to parents letter.

Proposed temporary structure of the day for the autumn term

Entry points	Via Hall doors	Via side gate 2m distancing	Via side gate 2 m distancing	Via Reception	Via A block doors, through B	Via F Block
Time	Year 7	Year 8	Year 9	Year 10	Year 11	Sixth Form
Arrival from 8.15	Hall	Playground C Block	EBlock /Quad	Dining Room	Plaza/ Wilson	F Block
Main teaching zones	A4-8,13,14,15	C1,2,5,6,7,8,9,10	As time tabled	As time tabled	Wilson	As time tabled
Meet and greet and P1 8.45	Period 1	Period 1	Period 1	Period 1	Period 1	Period 1
9.50	Period 2	Period 2	Period 2	Period 2	Period 2	Period 2
10.50 (outside area if good weather)	Break M/W Playground	Break M/W/Th Field Left	Break T/W/Fr Field right	Break T/Th/Fri Playground	Break Plaza daily	Break Quad daily
11.05	Period 3	Period 3	Period 3	Period 3	Period 3	Period 3
12.05 Lunch Grab and go	From 11.50 Dining Room	Servery	Wilson or Hall	Tutor B/A block	Tutor Wilson	Tutor As timetabled
12.40	Tutor A rooms	Tutor C block	Tutor E/D block	Dining Room	Wilson	Servery
1.10	Period 4	Period 4	Period 4	Period 4	Period 4	Period 4
2.	Period 5	Period 5	Period 5	Period 5	Period 5	Period 5
3.10	Release from 3.00	Release from 3.00	Release from 3.05	Release from 3.05	Release from 3.10	Release from 3.10

Catering – detail for lunch time arrangements

- No breakfast or break service to start with, we will review this after 3 week
- Lunch time will be split into two half hour sittings.
- Students will queue up in one of 3 locations, in their year group bubble, to ‘grab and go’. They will then either eat inside as per areas below or go to their outside zone to eat. The serving and inside eating areas will be cleaned from 12.25-12.40

Year Group	Time	Food served in	Inside eating area	Good weather (all outside, except 6 th Form)	Bad weather (all inside)
7	11.50-12.40	Servery	Hall	Tennis court or playground	A Block classrooms
8	12.05-12.40	Dining Room	Dining Room	Field Left	Dining Room/ C5-10
9	12.05-12.40	Wilson café	Wilson café	Field Right	Wilson café / E3,4,5
10	12.40-1.10	Servery	Hall	Far Field	Hall / B1,2,3,4
11	12.40-1.10	Wilson cafe	Wilson Café	Plaza	Wilson café /W5,6,7,8
Sixth Form	12.40-1.10	Dining Room	Dining Room	GLC Quad or Common Rm	Dining Room / F Block

Toilets

Year groups will have to use one set of toilets only – tutor bases will be blocked nearest toilets and students will have to be escorted during lesson/tutor time. All toilets will be staffed at social times.

Y7 A block
 Y8 C block
 Y9 E/D block
 Y10 B block
 Y11 Wilson
 Sixth Form – F block

Controlled entry and exit to school

Entry to school

All students will arrive and go to their arrival zone – these will match with social time zones as far as possible. Students will be expected to hand sanitize on entry to period one, which has been extended by 5 minutes.

The plan assumes that buses are getting all students to school and picking up at the normal time. There are some considerations to discuss so these are just initial thoughts

Walkers and cyclists will enter and exit through Packington Lane entrance at the back of school. We will have 2m distancing on the floor and will supervise student movement

For those arriving by bus or car -

Year 7 will enter through the main car park and either Hall doors– doors propped open and staffed and will wait in the Hall

Year 8 will enter through side gate from main car park and will go to the playground

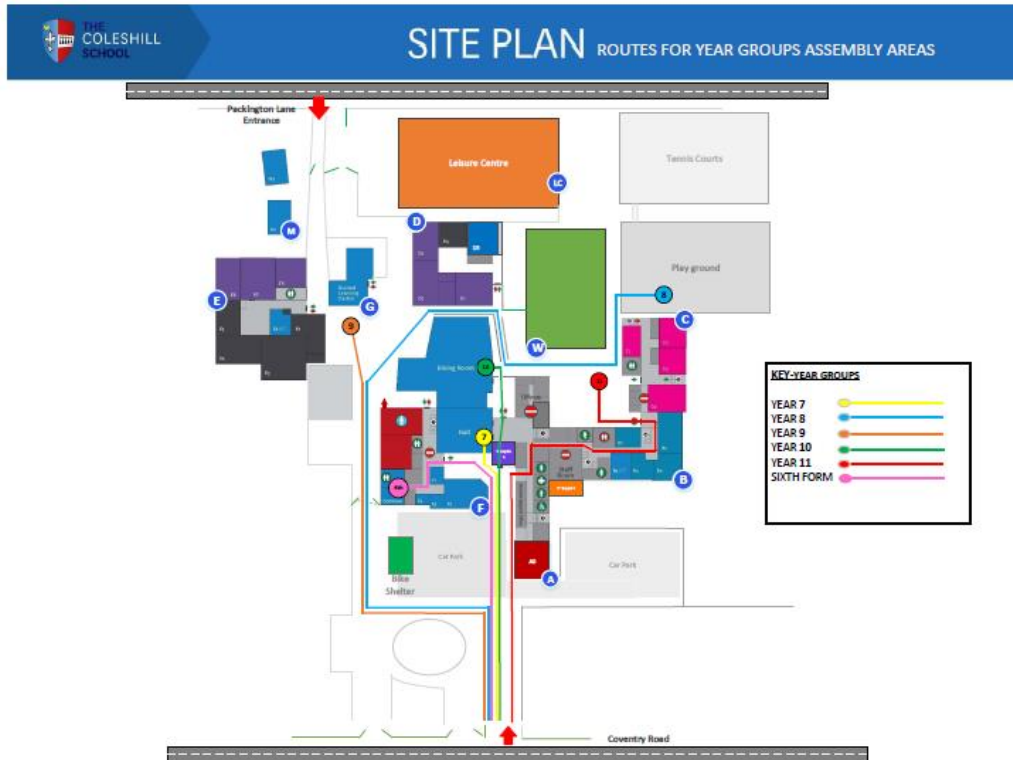
Year 9 will enter through the side gate from main car park and go to E block quad

Year 10 will enter through Reception with the door held open will go to the dining room

Year 11 will enter through A block doors, go through B block and go to Plaza

Sixth Form will enter through F block to Sixth Form

Sixth Form will enter through main car park and F block



Exit from school

A staggered exit from school will be used to support social distancing.

Year 7 and 8 will leave first so that the Y7 891 bus can be filled first

Year 11 and Sixth Form will leave last to maximise learning time.

Walkers and cyclists will be asked to leave via Packington Lane.

Staff movement and staff room/work spaces

- Staff will move to students. This means some staff will teach in 12 different classrooms. Need to order additional boxes for books and resources and/or trolleys for teachers. Middle leaders to advise week beginning 13th July.
- Need to ensure leadership and middle leaders are supporting change overs as there will be a gap in some cases with staff moving further than students
- Additional resources, such as text books, may need to be bought for some subjects where they are needed across bubbles eg science – middle leaders need to advise urgently
- Social and work spaces for staff will be arranged mostly by department for teachers, with support staff using their area of work. The staff room will be reconfigured to support social distancing and allow for some social space for staff to eat. Potentially the hall could be used for staff to eat, but the area would need to be cleaned down afterwards.
- Students will keep all their exercise books with them and marking in books is minimised, with a view that we use TEAMS more for completing and returning assessments.

Considerations for practical and specialist subjects

- Equipment cannot be shared between bubbles.
- Science for Y11 does not have to involve the same level/number of practical experiments as exam guidance has changed
- Science will consider which experiments they need to do and adapt curriculum time accordingly so Y8 and 7 only move to labs when needed. Year 10 will be prioritised as they have to learn the required practicals for examinations in 2022.
- PE will focus on outside sport where possible and non-contact. Students will come to school in their PE kit. Wet weather plans need to be carefully managed.
- Art could consider use of varying resources for year groups (eg Y7 do pencil work, Y8 painting etc) but need to consider how technician supports with cleaning
- Technology are going to focus on theory but will use some practical time with use of technicians to support
- Music could focus KS3 year groups on one instrument but will need them also in KS4 – a focus on exam units will help in autumn term
- Drama and dance will teach groups with some adjustments
- We will be training students on cleaning of equipment as part of their induction. This would not be a substitute for cleaning regimes but will be necessary for some specialist room to be used by different year groups.
- Technicians need to be considered in planning for cleaning and preparation.

Start to school year

- Coleshill's start was complicated by the planned opening of a new 3 storey teaching block, which has changed the physical nature of the school and also the challenge of all students arriving and leaving at the same time. The block opened on 1st September.
- A staggered approach was needed to ensure that all students have had a full induction to the 'new school'

- If the Wilson Block is not complete we will need to have 2 year groups at home as we will not have enough classrooms to cater for all the students or maintain our social distancing through year group bubbles. This has been factored into the planning of year groups to be at home 'if needed'.
- Year 7 and 12 have not had a physical induction to school so were prioritised.
- Year 11 and 13 are examination year groups who have missed a great deal of time and need to be in school.
- Remote learning is likely to be needed during the year if there is a second spike, local lockdown or a year group bubble needs to self-isolate. Therefore we will had a series of remote learning inductions if a year group is at home.

Face Coverings

Students will wear face coverings every time they move, including:

- on the entry and exit from school
- lesson change over
- on the way to and from year group bubble social areas
- when queuing for food