

The Coleshill School

Covid-19 Plan for Returning to School in September

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

Date: Last updated 24th September 2020

Amendments for period beginning January 5th, to reflect changes to national lockdown

Amendments for period beginning March 8th, to reflect re-opening

Shared with: Neil Warner (ATLP Director of Secondary Education) & Michael Birkett (ATLP Operations & Estates)

Governors: Y/N **Date:**

Staff: Y/N **Date:** 13th July, 1st Sep, 24th Sep, 1st March 2021

	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. ISC informed parents by letter on 1.3.2021 about details of the return and plans for testing. 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. All staff meeting 1.3.2021 to communicate procedures for re-opening Further information for all staff on Friday 5th March. Governors informed by ISC on 1.3.2021

					<p>Staff Induction Day on Monday 1st September to cover all key areas</p> <p>Staff briefing on Thursday 24th September on updated plan and additional mitigations to enable own classroom plan</p> <p>Updated plan sent to governors with commentary on 24th September Updated plan sent to governors 6th Jan</p>
2	Find out which members of staff are able to work and produce a staffing plan going forward.	<p>Working from existing staffing information</p> <p>Check with HR re any updates from new guidance</p> <p>Complete staffing plan.</p>	ISC/NWA ATLP HR	Y	<p>Staff have completed a survey and HR have completed risk assessments for those staff who have been identified as vulnerable.</p> <p>BAME staff have also had a risk assessment.</p> <p>ATLP reviewing risk assessments</p>
3	Plan which rooms will be open, including kitchens, staff areas, access to drinking water and pupil/staff/visitor toilet facilities.	<p>Planning has been done to meet the government aim of having students in 'bubbles'.</p> <p>Students are in bubbles on arrival to school in 'arrival zones' and are in bubbles at social time.</p> <p>Students are able to move to classrooms due to additional mitigations – masks, wiping down</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>	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 toilets and social spaces.</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>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 Servery Wilson Block (Hall is needed)</p>			<p>It is difficult to have staggered arrival and departure times, due to buses but we will use different entrances, exits and social spaces for different groups and will stagger the exit to school by year 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> <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>	<p>Y</p>	<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 clean down their work area at the start of lessons using appropriate wipes and will be wiping down all equipment.</p> <p>Every classroom has a set of wipes.</p> <p>Technicians will be asked to support cleaning of equipment/ areas in line with their current duties for the role.</p> <p>Cleaning regime continuing as above with classrooms being used by staff or students identified through KWV plan or staff sign in sheet to ensure appropriate cleaning.</p>
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>Site check planned for 4th March to check readiness. (ISC, MBI)</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>Examination room for BTEC configured for maximum social distancing of 2m plus</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 COVID 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> <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.</p>
8	<p>Prepare welcome areas for receiving pupils and visitors/parents/carers.</p>	<p>Display welcome posters and information about</p>	<p>KCO/CCH LTR and Site team</p>	Y	<p>Communication will be clear to parents through letters and blog to ensure clarity of expectations.</p>

		<p>staffing/safeguarding and infection control etc. Update website if applicable</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 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 Posters Emails Texts Use of hand sanitiser where/when nec.</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>Update website if applicable</p> <p>Use of masks to move</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> <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.</p> <p>All students will wear face coverings at all times unless eating, drinking or active,</p>
10	Plan a support package for families who are vulnerable in order to help them transition back to school.	<p>Phone calls</p> <p>All students expected back to school</p> <p>Update website if applicable</p>	ISC/CCH/KCO/CLA	Ongoing	<p>Support recorded on safeguarding forms.</p> <p>Work packs going out to absent students</p>

		Work packs to be sent out if students are absent			Students who are anxious may need additional support to return to school. Comprehensive tracking of vulnerable students with weekly safe and well check will occur in times of lockdown.
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	Buses are loaded carefully due to the staggered exit. Students have to wear masks on buses. 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. Measures remain in place for those students using school public transport
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>

					<p>*See flow chart for remote learning below</p> <p>Remote learning plan in place and live lessons in place for all year groups in the case of national lockdown.</p> <p>Year 11 and 13 are receiving live lessons for all of their lessons during a lockdown</p>
--	--	--	--	--	---

Additional information

Proposed structure of the day for the Spring term 1 with social time arrangements: (lessons in normal classrooms with students moving with masks)

	Year 7	Year 8	Year 9	Year 10	Year 11	6th Form
Entry point	Side gate	Side gate	Side gate	Main reception	A block doors	F Block
Arrival Zone – from 8.15am. Staggered entry to lessons managed By SLT.	Tennis Courts	Main Playground	E block quad	Dining Room	Plaza	Common room
Breaktime Social area – Dry – staggered Years 8 &10 at 10.40 – supervised by their teacher until bell . Staggered return to lessons managed by SLT.	Tennis Courts And Playground	Field Left	E block quad	Field Right	Plaza	Common room

Wet Break – First 2-3 weeks only while Test Centre remains open	Stay in classrooms – Teachers supervise and spare staff relieve for toilet breaks First 2 weeks only because of testing centre.					
Lunchtime food area	Dining Room (1S)	Servery (1S)	Dining Room (2S)	Wilson (1S)	Wilson (2S)	Servery (2S)
Lunchtime social area	Tennis Courts And Playground	Field Left	Field all	Field Right	Plaza and Tennis Courts	Playground
Wet Lunchtime (Until Test Centre goes – 2 weeks)	Dining Room	Tutor bases C block	Dining Room	Wilson	Wilson	6 th Form
Staggered end of the day with bells	Leave at 3pm	Leave at 3pm	Leave at 3.05pm	Leave at 3.05pm	Leave at 3.10pm	Leave at 3.10pm

Timings of the day	
8.40am	SLT to manage staggered movement to lessons.
8.45am	Period 1
9.50	Period 2
10.40	Break begins for Years 8 & 10
10.50 (outside area if good weather)	Break – all Years SLT to stagger return to lessons.
11.05	Period 3
12.05	Lunch Years 7,8,10 Tutor Years 9,11, 6th Form
12.35	Lunch Years 9, 11, 6th form Tutor Years 7,8,9
1.10	Period 4
2.10	Period 5
3.10	Release from 3.00 Years 7 & 8 3.05 Years 9 & 10 3.10 Years 11 & 12,13

Catering – detail for lunch time arrangements

- No breakfast or break service to start with, we will review this after 4 weeks
- 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

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 side gate from the main car park and will go to the tennis courts

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 (updated 1.3.2021)

- Staff will follow their timetable and stay in their classroom base. Children will move to staff.
- Need to ensure leadership and middle leaders are supporting change overs to ensure all students wear masks to move.
- Additional resources, such as text books, may need to be bought for some subjects where they are needed across bubbles eg science
- 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.
- 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 of varying resources for year groups (eg Y7 do pencil work, Y8 painting etc) but need to consider how technician supports with cleaning
- Technology focus on theory but will use some practical time with use of technicians to support
- Music focus KS3 year groups on one instrument but will need them also in KS4
- Drama and dance will teach groups with some adjustments
- We will train continue students on cleaning of equipment as part of their re-focus weeks. 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 continue to be considered in planning for cleaning and preparation.

Reopening of School from 8th March 2021

- In order to Lateral Flow Test students on their return to school we will have a staggered start for all Year groups as outlined below. All children will be back in full-time face to face lessons in school by Thursday 11th March.

First week back

Date	Testing – Students complete Personal Development Activities.		Normal Lessons – Face to Face teaching resumes.		Tutor Time- refocus PP
	AM	PM	AM	PM	
Thurs 4 th March	12/13				
No live lessons from Friday 5 th March					
Monday 8 th	11	12,13 (2 nd test)	12,13	11,12, 13	12,13
Tuesday 9 th	10	9	11, 12, 13	10, 11, 12, 13	11,
Weds 10 th	7	8	9, 10, 11, 12, 13	7, 8, 9, 10, 11, 12, 13	9, 10
Thurs 11 th	Mop up	Mop up	All year groups		7, 8


Routines & Relationships


Lateral Flow Testing – March 2021

- All children whose parents have given consent will receive a LFT before entry to their lessons – starting from the 8th March. See arrangements below.

Lateral Flow Testing – students only

- Thursday – 4th March – 12,13 (10.30 – 2)
- Monday 8 – Years 11 (am), 12,13 (pm)
- Tuesday 9 – Year 10 (am), 9 (pm)
- Wednesday 10 – Years 7 (am), 8 (pm)
- Thursday 11 – Years 11(am), 12,13 (pm)
- Friday 12 – Years 10 (am),9 (pm)
- Monday 15 – Years 7 (am),8 (pm)
- Tuesday 16- Years 11 (am), Mop-up (pm)
- Wednesday 17 – Years 10 (am), 9 (pm)
- Thursday 18 – Years 7 (am), 8 (pm)
- Friday 19th – Mop-up

- Timed appointments
- Very staggered start on days 1,2,3.
- Students to go to Wilson block to wait for their results.
- Students will then trickle in to lessons.
- Non-consenting children will be brought in towards the end of the testing slot.



Routines & Relationships



Face Coverings

Students will wear face coverings when moving around the school, 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

Students may need to wear face coverings in some classrooms and are welcome to wear them at all times if they wish too

On re-opening on March 8th– this flowchart will be used in the case of students who are not able to attend school.

Read each of the 3 boxes below.
Which one best describes your situation?

1.

I am **individually** isolating at home

Staff will upload the lessons that you would normally be attending if you were in school (at the end of each school day) onto Microsoft Teams.

Please ensure that you work through the lessons that are uploaded and...

2.

Me and my whole **year group** are all isolating at home

- Students will follow the 'remote timetable' (not your normal timetable)
- For each day that you are at home, you will only have 2 lessons PLUS home learning/homework
- The lessons will follow the timings of a normal school day. i.e. if your lesson is period 3 then it will start at 11.05am
- Staff will invite you to the lesson and you will have 2 'live lessons' a day via Microsoft Teams
- Lessons, resources and additional home learning will be uploaded (by the end of the school day)
- You must attend and attendance will be monitored and rewarded

3.

The **whole school** is isolating and are at home

Whilst at home ensure that you regularly:

1. Read a book to expand your vocabulary, which will help you to access your work better in school & at home
2. Check Microsoft Teams (for the lessons and resources) and G4S (which alerts you and your parents to the home learning):
 - ✓ Complete activities in your exercise book (have your equipment ready)
 - ✓ Submit any home learning or assessments that you are set, for feedback from your teacher, through the assignments function
 - ✓ Use the post function to ask questions or ask for support from your teacher

Additional work for:

- Years 7 & 8, that has been coordinated across the partnership using resources from the OAK Academy, that reflects and supports our curriculum offer can be accessed on our school website, under the students 'home study' tab and clicking on the correct year group and subject.

Please note for scenario 1. there are NO live lessons as staff will be in school teaching as normal

If you are:

- Unable to access Microsoft Teams or G4S please e-mail helpdesk@atlp.org.uk or passwords@thecoleshillschool.org
- Need further guidance on teams go to: <https://www.thecoleshillschool.org/students/home-study/remote-induction> for the remote induction

Please don't worry during any time that you spend at home. We care about you and a member of staff will contact you to check on your well-being, whilst teachers are working hard to ensure you stay on top of your work. If you are worried, contact your form tutor and we will try to help in anyway we can