

# Arthur Terry COVID-19: Management Plan for school reopening

Please note: this document is created in conjunction with the ATLP risk assessment.

Changes in red are from 4<sup>th</sup> January-12<sup>th</sup> February 2021

Changes in blue are from 8<sup>th</sup> March-2<sup>nd</sup> April 2021

Changes in green are from 24<sup>th</sup> May

Changes in brown are from September 2021

Assessment conducted by:	Samantha Kibble	Job title:	Associate Headteacher	Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	November 2020	Review interval:	Half termly	Date of next review:	December 2021
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Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
<b>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened</b>	<ul style="list-style-type: none"> <li>Gaps in learning are assessed and addressed in teachers' planning.</li> <li>Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified.</li> <li>Exam syllabi are covered.</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Rigorous planning that incorporates and focuses on: Relationships, routines, retrieval, review, reteach and remote learning.</li> <li>Emphasis and focus on building and re-establishing positive relationships, the well-being and personal growth of students alongside the below:</li> <li>Middle leaders are planning a recovery curriculum which will evaluate the curriculum from 2019-2020 under the following headings (RDP plans available for each subject):</li> <li>Key concepts (knowledge, skills, understanding) that should have been delivered</li> <li>Remote learning that was offered (evaluate student engagement)</li> <li>Recovery curriculum- which is the key concepts need to be retaught and built into the curriculum 2020-2021</li> <li>1st day training to focus on remote learning and teaching. Upskilling and training staff to ensure that they can deliver remote learning using Microsoft teams using prepared training videos on staff development platform. Guidance on feedback and using teams: see feedback and assessment addendum and remote learning</li> </ul>

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			<p>guidance/policy. This will ensure a smooth transition and ensure we are able to continue to deliver high quality provision despite location.</p> <ul style="list-style-type: none"> <li>• CPD planned to continue to reinforce a knowledge engaged curriculum and support the development of Microsoft teams</li> <li>• <b>The Remote learning policy has been updated and it considers gaps in learning. This has been shared with parents and carers.</b></li> <li>• The remote learning policy continues for students who have contracted Covid and are having to isolate.</li> </ul>
<b>Governors are not fully informed or involved in making key decisions</b>	<ul style="list-style-type: none"> <li>• Online meetings are held regularly with governors.</li> <li>• Governing bodies are involved in key decisions on reopening.</li> <li>• Governors are briefed regularly on the latest government guidance and its implications for the school.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Trust board will be fully informed of all plans and these will be made available to the Chair of Governors every time they are reviewed and updated.</li> <li>• <b>Stakeholders have read and authorised the letter that was sent to all parents and staff on 2<sup>nd</sup> March 2021 to ensure that everyone was aware of the arrangements in place to facilitate the return to school of students for testing commencing 4<sup>th</sup> March 2021 and the return to lessons from Monday 8<sup>th</sup> March 2021</b></li> <li>• <b>Governors are updated at each meeting about the measures in place for staff and students. Governors meetings will now return to face to face meetings.</b></li> </ul>
<b>Staff are not trained in new procedures, leading to risks to health</b>	<ul style="list-style-type: none"> <li>• A revised staff handbook is issued to all staff prior to reopening.</li> <li>• Induction and CPD programmes are in operation for all staff prior to reopening, and include: <ul style="list-style-type: none"> <li>• Infection control</li> <li>• Fire safety and evacuation procedures</li> <li>• Constructive behaviour management</li> <li>• Safeguarding</li> <li>• Risk management</li> </ul> </li> </ul>	Yes	<ul style="list-style-type: none"> <li>• All information for staff in relation to amendments and changes to policy, procedures and resources for training are available on the staff intranet.</li> <li>• Staff briefing and documentation will ensure staff are aware of the policies and procedures for Infection Control, Fire Safety and Evacuation Procedures, Behaviour Policy, Safeguarding and Risk Management.</li> <li>• <b>A letter has been sent to all staff on 2<sup>nd</sup> March 2021 to ensure that staff are aware of the arrangements in place to facilitate the return to school of students for testing commencing 4<sup>th</sup> March 2021 and the return to lessons from Monday 8<sup>th</sup> March 2021</b></li> <li>• <b>Certain staff have been trained in specific roles to facilitate the testing process. The staff involved have attended online NHS training to equip them with the skills that they will need to undertake the specific role that they will undertake as part of the Lateral Flow Testing process. This process has been trialled with small numbers of students in school due to vulnerable/keyworker status and with staff; it has worked very well. A trained Quality Lead has been present at all times to ensure the smooth and correct running of the Lateral Flow Testing process. On 4<sup>th</sup> March 2021, it will be trialled with a year group and on Friday 5<sup>th</sup> March with Y13 before students attend lessons to allow us time to reflect on the process and make any necessary changes if needed to further improve the process before any students return to lessons.</b></li> </ul>

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			<ul style="list-style-type: none"> <li>• Please note that school has opened 2 days earlier than requested by the government to allow this testing to take place before lessons commence in order to give this time and capacity to adapt if needed.</li> <li>• A strategic meeting with all members of the Leadership Group took place on the morning of Friday 5<sup>th</sup> March 2021 to review how the first day of testing went. It was extremely successful due the planning and preparation that had gone into the process. Small refinements were identified from the staff who led on Thursday 4<sup>th</sup> March and these were feedback to the Leadership Group so the process for Friday 5<sup>th</sup> March could be further refined and further improved</li> </ul>
<p><b>Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required</b></p>	<ul style="list-style-type: none"> <li>• A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies and in house cleaning staff prior to opening.</li> <li>• An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</li> <li>• Working hours for cleaning staff are reallocated and/or increased if required.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• See section 1.6, 1.8</li> <li>• All faculty work rooms and admin spaces</li> <li>• Dining hall and mezzanine</li> <li>• <b>Enhanced cleaning still continues each morning/night.</b></li> </ul>
<p><b>Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency</b></p>	<ul style="list-style-type: none"> <li>• An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</li> <li>• Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</li> <li>• Forward procurement planning is in place in schools, to ensure ongoing stock monitoring and timely ordering of supplies.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Handwashing for students will be allocated toilets – operating a 4 at any one-time policy.</li> <li>• Ground Floor B block will use F block toilets</li> <li>• First Floor B block (Keyworker rota) will use C2 toilets.</li> <li>• Ground Floor C block will use ground floor C toilets</li> <li>• Ground Floor D block will use ground floor D toilets</li> <li>• Handwashing for staff in any staff toilet</li> <li>• Hand sanitiser available in – reception, mezzanine, dining hall, staff pigeonholes, each classroom, faculty office and support room</li> <li>• Box of tissues, hand sanitiser and cleaning wipes is in every classroom</li> <li>• <b>All faculties have access to hand sanitiser and tissues.</b></li> </ul>

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<p><b>Pupils forget to wash their hands regularly and frequently</b></p>	<ul style="list-style-type: none"> <li>• Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently.</li> <li>• Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently.</li> <li>• School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Washing hands and use of sanitisers will be included in the staff induction</li> <li>• Posters will be displayed on the school site and in toilets re-enforcing the message.</li> <li>• All staff, including school leaders, will monitor the extent to which handwashing is taking place.</li> <li>• In the letter dated 2<sup>nd</sup> March 2021 to parents, we reiterated the following: students will need to continue to wash their hands thoroughly and use hand sanitiser more often than usual. Hand sanitisers are available in every classroom and at other key locations around the school site. We also recommend students have a personal supply of hand sanitiser in their school bag.</li> <li>• Good respiratory hygiene is essential, and students should continue to follow the 'catch it, bin it, kill it' approach. Tissues are available in every classroom as well as pedal bins.</li> <li>• Students will be expected to social distance (2m) where possible and especially when they are outside and not wearing face coverings.</li> <li>• Regular reminders in tutor time, assemblies, screens and parental letters.</li> </ul>
<p><b>Testing is not used effectively to help manage staffing levels and support staff wellbeing</b></p>	<ul style="list-style-type: none"> <li>• Guidance on getting tested has been published.</li> <li>• The guidance has been explained to staff as part of the induction process.</li> <li>• Post-testing support is available for staff through the school's health provider.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Government guidelines and processes in line with testing are shared with Staff, Students, Parents, and all school stakeholders.</li> <li>• School nurse provision will be contacted in relation to post-testing support</li> <li>• Lateral flow tests still remain available for staff</li> </ul>
<p><b>Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms</b></p>	<ul style="list-style-type: none"> <li>• Robust collection and monitoring of absence data, including tracking return to school dates, is in place.</li> <li>• Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive or negative.</li> <li>• Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms <b>clinically vulnerable</b> and <b>clinically extremely vulnerable</b> should these apply.</li> <li>• A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• A central record of staff absence data is kept, tracking return to school-dates for all staff.</li> <li>• The record also contains information on staff who are working from home.</li> <li>• Procedures are clearly communicated to staff, students and parents in relation to actions to take if someone is displaying symptoms and is tested positive.</li> <li>• HR will provide detailed and support for staff who are identified as clinically vulnerable or clinically extremely vulnerable.</li> <li>• An online form is sent to parents to complete it if a student is self-isolating. This is monitored by the attendance team.</li> <li>• A flow chart is used if there is a positive case in school. This includes informing PHE and BCC.</li> <li>• Updated guidance about household isolation has been issued to staff.</li> </ul> <p><b>Household contacts who are not required to self-isolate from 16 August</b></p>

Areas for concern	Control measures	In place ? (Yes/No)	Further action/comments
			<p>From 16 August, you will not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:</p> <ul style="list-style-type: none"> <li>· you are fully vaccinated</li> <li>· you are below the age of 18 years 6 months</li> <li>· you have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>· you are not able to get vaccinated for medical reasons</li> </ul> <p>Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.</p>
<p><b>Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19</b></p>	<ul style="list-style-type: none"> <li>• Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</li> <li>• This guidance has been explained to staff and pupils as part of the induction process.</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Parental letters (e.g. 2nd March 2021) clearly outline what the actions are if anyone displays symptoms of COVID-19.</li> <li>• This was sent again in May 2021.</li> <li>• Regular updates about the process for staff to follow if they need to self-isolate is shared in briefing.</li> <li>• Letter to parents dated 2<sup>nd</sup> March 2021 reiterates what parents should do if they believe that their child may have symptoms of COVID-19</li> <li>• This was sent again in May 2021.</li> <li>• Updated guidance about household isolation has been issued to staff. See above.</li> </ul>
<p><b>Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school</b></p>	<ul style="list-style-type: none"> <li>• Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school.</li> <li>• This guidance has been explained to staff and pupils as part of the induction process.</li> <li>• Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• Staff will receive guidelines on the school's procedures if they or a student or a student's family members are symptomatic or tested positive for COVID-19. This will be reinforced through staff briefing.</li> <li>• Staff induction will include this information as required.</li> <li>• Parents and students will be informed of what the school's procedure via letter in advance of their return to school.</li> <li>• This has now been managed by NHS Track and Trace.</li> </ul>
<p><b>Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19</b></p>	<ul style="list-style-type: none"> <li>• Key messages in line with government guidance are reinforced on a weekly basis via email, text and the school's website.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>• See previous point</li> </ul>

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<p><b>Provision of PPE for staff where required is not in line with government guidelines</b></p>	<ul style="list-style-type: none"> <li>Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured.</li> <li>Those staff required to wear PPE (e.g. intimate care, cleaning areas where COVID-19 symptoms have been present) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely.</li> <li>Staff are reminded that PPE is not substitute for good handwashing.</li> </ul>	<p>Yes</p>	<ul style="list-style-type: none"> <li>First Aiders will require access to PPE and this will be provided by the school. Training will be required in the safe use of PPE.</li> <li>PPE will not be provided by the school, however, should staff or students wish to wear facemasks then this will be allowed.</li> <li>Safe Hygiene practises will be re-enforced regularly.</li> <li>This is still available for staff to wear if required.</li> </ul>
<p><b>Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b></p>	<ul style="list-style-type: none"> <li>There are sufficient numbers of trained staff available to support pupils with mental health issues.</li> <li>There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health.</li> <li>Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings).</li> <li>Resources/websites to support the mental health of pupils are provided.</li> </ul>	<p>Yes</p>	<p>Staff will be available on site to enable students to access mental health support through student support services or progress leaders. Virtual assemblies and support resources refer students to support with mental health will take place in September. Parental letter includes up-to-date resources available for families who require mental health support. Two-week support programme will be delivered to all students on their return to school. All students complete an audit on their mental health and wellbeing on their return in September. PSHCE lessons are part of student timetables.</p> <ul style="list-style-type: none"> <li>The school day has been changed to include a tutor period for all students starting after October half term. This will allow tutors to deliver sessions based on mental health during this time.</li> <li>Students will be monitored during the lockdown and offered support and guidance by staff.</li> <li>Smoothwall monitoring of internet and IT usage has allowed Designated Safeguarding Leads to monitor mental health concerns and take the appropriate course of action to support students</li> <li>Safeguarding audit conducted by Designated Safeguarding Leads conducted during initial lockdown where to enable the Designated Safeguarding Leads to act to offer support as appropriate. This support has been constantly monitored and amended as appropriate with Myconcern used to record.</li> <li>Tutors/pastoral staff have made contact home on a fortnightly basis to check on the wellbeing of students</li> <li>The school has appointed a senior Mental Health Lead to the leadership group. There is a clear strategy for staff at school.</li> </ul>

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<b>The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general</b>	<ul style="list-style-type: none"> <li>• Staff are encouraged to focus on their wellbeing.</li> <li>• Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload.</li> <li>• Staff briefings and training have included content on wellbeing.</li> <li>• Staff briefings/training on wellbeing are provided.</li> <li>• Staff have been signposted to useful websites and resources.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• This will be covered in the induction for staff in September and then followed up in line meetings.</li> <li>• There are regular signposting messages in the staff briefing.</li> <li>• Staff initiatives for well being have been reintroduced since school returned in September.</li> <li>• A member of LG has responsibility for staff workload and well-being.</li> </ul>
<b>Working from home can adversely affect mental health</b>	<ul style="list-style-type: none"> <li>• Staff working from home due to self-isolation have regular catch-ups with line managers.</li> <li>• Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise.</li> <li>• Appropriate work plans have been agreed with support provided where necessary.</li> <li>• Staff working from home may help provide remote learning for any pupils who need to stay at home.</li> </ul>	Yes	The school continues to signpost staff to external support agencies
<b>Pupils and staff are grieving because of loss of friends or family</b>	<ul style="list-style-type: none"> <li>• The school has access to trained staff who can deliver bereavement counselling and support.</li> <li>• Support is requested from other organisations when necessary.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Student support services staff are trained in bereavement counselling and can support students as required.</li> <li>• See ATLP Risk Assessment</li> </ul>
<b>Educational provision must still be maintained for priority children when the school reopens</b>	<ul style="list-style-type: none"> <li>• Current government guidance is being followed.</li> <li>• Liaison is continuing with parents who are key workers and the parents of vulnerable children to agree required provision.</li> <li>• The facility for full-time attendance is available where required (even if their peers are only attending part-time).</li> <li>• Arrangements are in place to ensure that this cohort is tracked and supported effectively.</li> <li>• Arrangements are in place where supervision for children of key workers needs to be extended beyond the normal school day.</li> <li>• Arrangements are in place to supervise children of key workers and vulnerable children over any holiday periods in-line with current government guidance.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Current guidance is being followed.</li> <li>• Full-time attendance is expected for all students in September</li> <li>• Extended school provision not available beyond the normal school day. Extra-curricular activities will be reviewed after October half term.</li> <li>• Extra-curricular clubs can restart in June 2021 but the Health and Safety of students and staff must be adhered to.</li> <li>• With approval from the Director of Education, the EVC can plan and agree trips.</li> </ul>

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<b>Fire procedures are not appropriate to cover new arrangements</b>	<ul style="list-style-type: none"> <li>• Fire procedures have been reviewed and revised where required, due to:               <ul style="list-style-type: none"> <li>• Reduced numbers of pupils/staff</li> <li>• Possible absence of fire marshals</li> <li>• Social distancing during evacuation and at muster points</li> <li>• Possible need for additional muster point(s) to enable social distancing where possible</li> </ul> </li> <li>• Staff and pupils have been briefed on any new evacuation procedures.</li> <li>• Fire wardens/fire marshals have been trained and briefed appropriately.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• No change to existing fire evacuation procedures</li> <li>• Support staff rota to ensure Fire Marshalls are available each day</li> <li>• Fire Marshalls informed on rooms being used and that the normal response / procedures are required</li> </ul>
<b>Fire evacuation drills - unable to apply social distancing effectively</b>	<ul style="list-style-type: none"> <li>• Plans for fire evacuation drills are in place, adhering to social distancing measures where possible.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Fire Marshalls and Teaching staff briefed on the need to maintain social distance during an evacuation.</li> <li>• Fire drill planned for each half term. This is then reviewed, and action points are fed back to staff.</li> </ul>
<b>All systems may not be operational</b>	<ul style="list-style-type: none"> <li>• Government guidance is being implemented where appropriate.</li> <li>• All systems have been recommissioned.</li> <li>• Site staff continue to conduct all routine site inspections and maintenance checks</li> </ul>		The school adapts the management plan in line with Government changes.



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<b>Statutory compliance has not been completed due to the availability of contractors during lockdown</b>	<ul style="list-style-type: none"> <li>• All statutory compliance is up to date.</li> <li>• Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged.</li> </ul>		
<b>Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control</b>	<ul style="list-style-type: none"> <li>• Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue.</li> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe.</li> <li>• Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</li> <li>• Alternative arrangements have been considered such as using a different entrance for contractors and organising on site work so that contractors and staff/pupils are kept apart.</li> <li>• Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</li> <li>• In addition to arrangements for COVID-19, normal contractor and safeguarding procedures are being applied and have been updated in light of COVID-19.</li> </ul>		<ul style="list-style-type: none"> <li>• See ATLP Risk Assessment</li> </ul>

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<p><b>The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties</b></p>	<ul style="list-style-type: none"> <li>• Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced.</li> <li>• LA or trust finance team has been consulted to identify potential savings in order to work towards a balanced budget.</li> <li>• Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review.</li> <li>• Additional sources of income are under exploration.</li> <li>• The school's projected financial position has been shared with governors and LA or trust.</li> </ul>		<ul style="list-style-type: none"> <li>• See ATLP Risk Assessment</li> </ul>
<p><b>Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.</b></p>	<ul style="list-style-type: none"> <li>• The governing body continues to meet regularly via online platforms.</li> <li>• The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation.</li> <li>• The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19.</li> <li>• Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</li> <li>• Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.</li> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>• Governors are kept informed of the school plans throughout the academic year.</li> </ul>