

School: St James' CE Academy

Plan for reopening from September 2020

Items for consideration	<i>(delete Key Stage not relevant)</i>	Head teacher/Principal's comments
How will you brief staff about your expectations and reassure them prior to their return?		All staff have received documentations and or briefings. All risk assessments and the recovery plan will be visited again during the training day on Monday 7th September, with opportunity for discussion and clarification. Any training needs will be addressed
How will you share procedures for managing a suspected outbreak with staff?		As above.
What transport challenges will you be facing? How will you manage this?		We will work closely with the LA to ensure all guidance continues to be followed and control measures met. We are not aware of any children who travel to school using public transport. However, we will ensure via our website that all parents are aware of the guidance when using public transport. Please also see section Transport in the individual school COVID-19 risk assessment.
How will you communicate the return to school with parents/carers?		Prior to the summer holidays, all parents were informed by email of the plans for the children's return to school on 8 th September. Copies of this information are also on the website. Parents are aware that this will be updated if there are any changes to the proposed opening, start times etc. Any families who are not accessing information electronically were sent a paper copy at the end of the summer term. A video showing the classroom layouts will be put onto the website during the week beginning 31st August which will also remind parents and children about the arrangements for opening.
How will you brief learners about expectations?		Pupils will also be made aware of expectations as soon as they enter the premises.
How will you organise pupil entry into school?		Three gates onto the playground will be used by parents of children in different year groups. All classrooms at St James are entered and exited directly from the playground so there is no need for children from different classes to mix in corridors etc.
How do you plan to stagger toilet trips?		EYFS will manage their own staggered trips to the toilet in 'bubbles' with each bubble having use of its own allocated cubicles. Pupils in KS1 will use the toilets directly outside their classrooms (one marked for year 1 and one for year 2) and will only be allowed to the toilet individually and, when necessary, accompanied by a member of staff. Children in years 3 and 4 will use their own class toilets within the mobile classrooms (one for year 3 and one for year 4) whilst those in years 5 and 6 will use the toilets nearest to their classrooms (cubicles will be labelled for use by either year 5 or year 6 pupils). All KS2 children will go to the toilet individually or when deemed necessary will be accompanied by a member of staff.
What are your plans for break and lunchtimes?		These will be staggered and clearly timetabled to ensure social distancing on the playground. We are offering a hot and cold packed lunch option, the menu has already been shared with parents. Packed lunches will be delivered by the kitchen staff (wearing PPE) to the door of each classroom at allocated times. Children will eat within their own classrooms. Children who prefer to bring a packed lunch from home will be able to do so; parents have been advised to send this in a named, clean plastic container.
How do you plan to ensure safe movement around school?		Breaks, lunches, drop off and pick ups will all be staggered to ensure the least amount of bodies moving around at any one time. One way systems will be implemented where necessary with appropriate signage in place.

How do you plan to organise pupils and distribute staff?	Pupils will remain in the same room for the day, including those attending breakfast club from 8 am (which is offered to working parents only and will be overseen by one member of staff per year group). Each year group to stay within their designated areas. Although the majority of staff will remain within one classroom for the day, where it is necessary, they can move between classrooms as long as hygiene measures are followed. Staff are allocated their own year group 'staffroom' area for use at lunchtimes and break times.
What PPE do you expect you will require?	Hygiene packs available in each class room – gloves, anti bacterial spray and cloths. All staff members have access to masks, face shields, gloves and aprons. Incident packs for potential outbreaks - gloves, masks, cloths, spray and aprons - are available just outside the isolation room.
Who is the designated person staff can talk to if they have concerns?	Any member of SLT, Emotional Wellbeing Worker.
How will you continue to support pupils not in school who might be isolating?	Daily phone calls & welfare visits if necessary. Work - online and paper packs will be provided.
How will you manage attendance and behaviour of pupils? How will expectations be communicated to pupils, parents and carers?	Expectations and procedures as normal. Correspondence and socially distanced pre- arranged meetings with parents and pupils where required before School reopens in September (or as deemed necessary throughout the term).
How will you ensure that adequate safeguarding arrangements are in place?	Full risk assessment and infection control policy have been completed. Systems/ procedures to continue as usual.
Have reviews/risk assessments been carried out for staff who have been shielding and continue to do so or are returning to work? (Clinically vulnerable)	Yes, these will be revisited on the training day.
What arrangements do you have in place to support the mental health/wellbeing of pupils and staff?	Recovery curriculum will be rolled out for the first 3-4 weeks of term, very much focussing on mental health and wellbeing. Emotional Wellbeing Worker has regularly been in contact with a number of families throughout lockdown – this will continue into the new term.
How will you induct reception	Parents of all pupils new to the school are aware of the procedures in place. All pupils in every year group will be receiving specific instructions as to new procedures and expectations. We have new pupils of all year groups being admitted throughout the year and a rigorous induction procedure is in place.
Any other comments	

Agreed Trust-wide non-negotiables

1. All pupils are expected to attend school from September.
2. Pupils will be organised into their own year group bubble so that outbreaks can be managed without having to shut the whole school.
3. Wherever possible, pupils in years 1 to 6 will sit in rows facing the front of the classroom.
4. Schools will limit practical and social areas occupied to facilitate thorough cleaning in-between sessions.
5. All pupils in school are to wear uniform.
6. Schools need to adopt the common Trust strategies, to avoid risk
7. All staff are to be briefed prior to pupils returning

