



Preparation for School Re-opening Risk Assessment – Fairchildes Primary School

This framework should be read alongside DfE and PHE Guidance.

Theme	Planning for Staff coming in <i>(things that can happen now)</i>	Planning for Pupils coming in <i>(Whole school planning in advance of pupils and staff coming in)</i>	Partial Re-opening Phase Pupils and staff are in school and at home <i>What changes might we need to make.</i>	Additional points linked to longer term plans.
Buildings/ Facilities	Updated overarching school risk assessment in place – with responsible individuals identified.			
	<p>School has been open so health and safety checks of facilities have continued.</p> <p>Time table for staff in place to organise classrooms including the spacing of tables, removal of all soft furnishings and toys that are difficult to wash. Cleaning of trays etc.</p>	Detailed letter sent to parents explaining procedure and practices for the partial return to school of pupils to allow them to make a decision about their child’s return.	<ul style="list-style-type: none"> • Resources used to aid with social distancing eg fences in the playground are working. • Children are able to follow social distancing rules. • Children have all of the resources necessary in their tray. • Parents and Staff are happy with the standard of cleaning of resources and of the building. 	

<p>First Aid</p>	<p>First aid arrangements in place.</p> <p>Gloves, face masks new thermometers and aprons have been bought.</p> <p>Borrowed steam cleaners to be PAT tested.</p>	<p>First aid requirements met for any pupils who will be in school.</p> <p>All teaching assistants and most teachers are first aiders.</p> <p>Each pod to have a first aid kit.</p> <p>Once initial list of children has been finalised 1st Aid coordinator to contact all parents of children with a health care plan.</p> <p>Parents have been told of new first aid procedures- no green slip, but a phone call for all cuts and grazes.</p> <p>If a child should have Covid-19 symptoms, plans have been made including where to send a child if they need to wait to be collect/ toilet for that child to use etc.</p>		
<p>PPE</p>	<p>PPE requirements-</p> <p>All staff have a visor.</p> <p>Additional supply of wipes for each classroom.</p> <p>Bowls ordered and a video will be made to demonstrate how to clean the visors.</p> <p>Additional supply of hand sanitizer so enough for each room and general.</p> <p>Gloves and aprons are available for first aid.</p>	<p>School has sourced enough visors for all children.</p> <p>Parents will sign a form to say if they want their child to wear a visor.</p> <p>Parent have been told that pod staff will clean the visor each afternoon.</p> <p>Parent discouraged from sending child to school with facemask.</p>	<ul style="list-style-type: none"> • PPE is used well and looked after correctly. • As new pupils return they are given all of the equipment they need. • Supplies of hand sanitizer, gloves, aprons etc are kept up. 	

	New bins with lids ordered for tissues.			
Food	School kitchen will run as usual. Fareshare will continue to run in the steel band hut.	All parents encouraged to allow their child to have school dinners. No lunchboxes in the lower school unless an arrangement has been made. Year 6 may bring lunch box and to keep it at their table. Hot meals provided for those at school. eVouchers in place for fsm pupils not in schools. A few families may still need their fsm food delivered- 2 staff and minibus.	<ul style="list-style-type: none"> • Timetable for zones in the dining room is constantly adapted to keep up with growing numbers. • Most parents of pupils not at school but eligible for FSM are in receipt of eVouchers. 	
Uniform		NO school uniform. Parents asked for clean clothes each day. No changing for PE. Wear plimsolls or trainers. No coats if weather is nice. (If not, coats hang on child's own chair)	<ul style="list-style-type: none"> • Mentors to contact parents of pupils if there is a concern about personal hygiene and support to be given. 	
Travel	Can all staff travel to school avoiding public transport? Survey staff and find out how they feel about it. If necessary, the minibus will collect some members of staff. No more than 6 people in the minibus at any time including the driver. Windows to be open.	SENCo to notify 360 taxis that they must stop outside of school and children will be met there. Only staff and deliveries to drive through the gates. New start times given for each year group. Specific gates and doors for each pod.	<ul style="list-style-type: none"> • Staff and pupils arrive at school safely. • Pods are not mixed during entry and exit to school. • Children joining are confident in these procedures. • Changes to procedures made if numbers are too large. 	

		Parents asked to be on time, not to be early or late, no congregating at the gates. School cannot plan for family groups those parents will need to wait.		
Cleaning	Enhanced Cleaning schedule has been created. Staff placed in 3s in each pod to allow for additional cleaning of resources, door handles, light switches and tables.	Additional cleaning of the toilets throughout the day. Larger outside play equipment to be kept within each pod and to be cleaned by the site staff each afternoon.	<ul style="list-style-type: none"> • Staff and parents are happy with cleaning schedule. 	
	Additional staff added for deep clean on 28 th and 29 th May.	Cleaning rota changed to include the middle of the day session.	<ul style="list-style-type: none"> • Reasses does school need another deep clean? Can this happens at the weekend? 	
	Cleaning response to a confirmed or suspected COVID19 case is agreed. Pod classroom will be shut for cleaning and staff will self isolate	Cleaning response to a confirmed or suspected COVID19 case is agreed. Pod classroom will be shut for cleaning and pupils will self isolate	<ul style="list-style-type: none"> • Did procedures work? Do they need to be changed/imporved. 	
	Additional cleaning supplies in place and longer-term arrangement for continual supply is in place.	Continual supply of hand sanitizer, tissues and wipes available	<ul style="list-style-type: none"> • School has a good supply of all stock needed. 	
		Sufficient time enabled for enhanced cleaning schedule i.e. all pod staff leave school once pod resources are clean. Early years and year 1 toys to be steam cleaned each afternoon.	<ul style="list-style-type: none"> • Does this take more time than was expected? Change timetables if so. 	

COVID-19 infection control	<p>Approach to confirmed COVID19 cases in place: Staff given explanation of what happens should there be a case or a suspected case of the virus. Including where to take child if waiting for the parent to arrive.</p>	<p>Parents informed of procedures in regards to a case or suspected case of the virus.</p>		
Organisation of rooms to encourage social distancing	<p>Staff to work in teams to organise classrooms, including placing desks, removing soft furnishings.</p>	<p>Children to be given their own seat and tray of resources in year 1-6. Doors to remain open. Windows to be opened.</p>	<ul style="list-style-type: none"> • Reorganise classrooms if social distancing not working. Speak to individual pupils where necessary. 	
	<p>Dining room to be split into 4 zones and timetabled for each pod. Staff lunchtimes are also staggered to allow for social distancing.</p>	<p>Children to eat in their own zone at lunchtime. No mixing of pods. Tables to be cleaned between pods. Food to be delivered to 360 to allow for less children in the dining room.</p>	<ul style="list-style-type: none"> • Make changes to zones and time tables if necessary. Option for some pods to eat in their classroom. 	
	<p>One adult working in the office.</p>	<p>No parents/ visitors allowed into school</p>		
	<p>Regular reminders to staff to keep themselves safe. Lunchtime and break time staggered means less staff in the staffroom. PPA to be done on a Friday remotely SLT meetings to be held via zoom where necessary. All meetings suspended for the time being, discussions and information shared using Google Chat.</p>	<p>Social Distancing Plan is in place for pupil return including: Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches, barriers to separate zones in the playground Toilet and handwashing rotas in place.</p>	<ul style="list-style-type: none"> • Continue to remind staff of the need to keep themselves as well as the children safe. • Consider that more meetings may need to be set up using Google Meet. • Ensure that staff are not staying at school too late. 	

	Video explanation of new points of entry at gates and doors to ensure clarity for staff	Welcome back video to children made so that they are aware that school will be different, but to alleviate worries. Signs placed on doors and gates so that parents know where they are heading. Each pod to have an email sent to parents explaining their entry/ exit to/from school		
	2-meter markers are present on floors in the dining room.		<ul style="list-style-type: none"> • Reapply markers if necessary/ • Are there other places where markers would be useful? Consult staff. 	
	Reminder to staff about social distancing. Posters to be put up as reminders.	Clear behaviour expectations to be laid out for all pupils. Continuous breach of the rules will result in the child being sent home. Email to those coming asking parents to remind pupils of specific behaviour expectations.		
	Friday assembly will be recorded as we have done during the lockdown period. Pods of pupils will take part in them.	As we cannot meet physically as a school Google Meet will be used so that each pod can see the others and, and can take part in short assembly slots.	<ul style="list-style-type: none"> • Monitor the feeling from parents of children at home in regards to seeing pupils at school on video. Make changes if necessary. 	
HR/Staffing	All staff in place. Those shielding the clinically extremely vulnerable have Google Classroom responsibilities. Office staff have carry out some of their duties remotely.		<ul style="list-style-type: none"> • Ensure staff at home still feel a part of the school community. Regular check ins with senior leaders. 	

Google Classroom	Approach to absence reporting and recording in place. All staff aware that this has not changed.		<ul style="list-style-type: none"> • Monitor staff absence. What support is needed? 		
	In year 2,3,4 and 5, teachers are aware that one teacher within the year group will be setting, monitoring and marking work set on Google Classroom. In year N, R, 1 and 6, parents will be signposted to good sites.	Arrangements for the ongoing delivery of remote provision are in place- Google classroom in its current form to years 2,3,4 and 5 and suggestions for learning in the other year groups with some monitoring done by year group TA.		<ul style="list-style-type: none"> • Continue to set interesting Google Classroom work • Continue to monitor use of google classroom. 	
	Each pod has 3 members of staff to allow for cover during sickness.				
	Staff encouraged to share their concerns with senior leaders. Staff offered support from pastoral team. Friday PPA session- at home. Later starts if child care is a problem. Access to school counsellor.	Discussion with older pupils about showing consideration for the adults in their pods.		<ul style="list-style-type: none"> • Regular check-ins with staff by SLT. • Ensure that support is there for anybody struggling. 	
	Government guidelines to be followed re arrangements for accessing testing, if and when necessary, are in place- Staff are clear on returning to work guidance.	Government guidelines to be followed re arrangements for accessing testing, if and when necessary, are in place-			
Pupil Re-orientation	Rationale for the chosen model is clearly articulated and understood by staff members.	Rationale for the chosen model is clearly articulated and communicated to families.			

<i>back into school after a period of closure/ being at home</i>				
	Staff are given enough time to set plans in motion for their own pod. Days are set aside for the preparation of each pod, other members of staff asked to help.	Children who are currently at school will be spoken to in regards to the changes that will occur from 1 st June.		
	Staff consulted on decisions such as how do we mark? Staff begin to plan lessons for the returning pupils and to think about e learning for those not returning.	Parents of pupils returning will be in receipt of additional information 1. Entry and exit. 2. Visors 3. Lunch/playtimes. 4. Sickness.	<ul style="list-style-type: none"> Pupils and parents are confident with new procedures. 	
	All staff have been in during the lockdown period	Classrooms will be prepared for the children. Years 1-6 taking into account the 2m recommended social distance. All soft furnishings to be removed. Each child to have a labelled desk, chair, tray and resources within it.	<ul style="list-style-type: none"> Are all social distancing procedures working? Does anything need to change? 	
		Approach to supporting wellbeing, mental health and resilience, including bereavement support- mentors and dot com ladies available. Teachers allow time for well-being sessions.	<ul style="list-style-type: none"> Regular inclusion meetings will ensure that there is enough support for the wellbeing of our pupils. 	Introduction of Zones of Regulation.

		A mentor to be at the gate each morning in case parents need advice about finances, food etc. And to sign post them for support. (Initial meet at the gate, then onto a phone call)		
Partial Re-opening	All staff know that they are expected to work their hours each week. Some have had time tables changed slightly to accommodate the schools needs at this time.	Timetables for toilet and handwashing sessions in place.	<ul style="list-style-type: none"> Do all time tables work, do changes need to be made to fit an expanding pupil number? 	
	A small number of staff are shielding-jobs have been reassigned to these members of staff, which will allow them to work from home.	<p>Outdoor play/PE equipment will be given to each pod. This will be cleaned each afternoon by a member of the site team.</p> <p>Staff will order resources for music and art to be delivered to their pod when needed, these will be cleaned and returned.</p> <p>Each child from years 1-6 will have a new book in which to put all of their work.</p>		
	As many schools are not providing breakfast club, some staff may need a timetable variation to accommodate them.	Each child will have their resources placed on their desk for them on arrival.		

		Parents will have been notified of the gates/doors that each pod must use.		
Transition into new year group	Nursery teacher to ring pupils due to start in April. They will be offered the opportunity to start school on 11 th June or to wait until September. This will allow the current Nursery cohort the chance to settle in.	New Nursery children will be met by a member of the Nursery team at the gate and will remain with them throughout the session.	<ul style="list-style-type: none"> New pupils are in and settled into a routine. 	
<i>What will need to be different this year because of COVID19?</i>	Croydon LA are working on a transition plan for high school. This will involve virtual tours of pupil's new schools. These will be accessible to children at school and those who are still having home learning. Year 6 teachers will plan some lessons based on transition.		<ul style="list-style-type: none"> Year 6 pupils feel more confident about their transitions. Contact any high schools who have not contacted their future pupils. 	
Safeguarding	CP leads at school each day. Mentor team have regular check-ins with vulnerable families. Most vulnerable pupils are in school as part of the lockdown group.		<ul style="list-style-type: none"> Regular inclusion meetings will ensure that information comes from all areas in regards to the most vulnerable pupils. 	
	TAs to monitor the use of Google Classroom by those children not returning to years N, R, 1 and 6. Class teachers running Google Classroom to monitor this in years 2,3,4 and 5.	CP leads, mentors and Dot Com ladies in place should there be and disclosures on return. Counselling sessions will continue to run by phone to start.	<ul style="list-style-type: none"> Families of pupils at home continue to access support from mentoring team. 	

	<p>Friday phone calls to those who have not appeared on GC or told us otherwise.</p> <p>2 TA will be ensuring that pupils not returning to the 360 and those with EHCPs and not returning are set work on Google Classroom and have a regular phone check in.</p> <p>Safeguarding policy includes section on Covid- 19</p> <p>Safe mentor practise- 1:1 only or family group, to ensure that pods are not mixed.</p>	<p>Children who have been bereaved during this time will receive mentor support.</p>	<ul style="list-style-type: none"> Continue to check numbers of non-attenders on Google Classroom and to contact if no work is being done. 	
<p>Curriculum / on-site learning environment</p>	<p>Teachers will plan for literacy and numeracy sessions each morning. During the afternoon science and the foundation subjects will be taught. Plans will include thinking about the sharing of resources eg in art, children will need their own pallet of pains and their own brushes. In music, musical instruments including beaters, must be cleaned before and after use. Each pod will have its own PE equipment.</p>	<p>Approach to individual baseline assessment of progress/ gap analysis and how to respond to different 'levels' of progress is developed.</p> <p>How can these be done virtually for children who are not on-site?</p>	<ul style="list-style-type: none"> Pupils at school are learning and taking an active role in their lessons. Work shows an improvement. 	

	<p>In the early years thought must be put into which pieces of equipment are needed for the skills/ learning relevant to their curriculum. Between uses all equipment will be wiped and at the end of the day steam cleaned. No mixing of resources between pods.</p> <p>Google classroom suggestions for those children not at school.</p>	<p>Where possible the children will continue with the early years curriculum. There will be less opportunities to work as a group, more opportunity for talk, modelling vocabulary etc due to the smaller groups.</p>		
	<p>Staff aware that pupil's water bottles need to be placed in kitchen dishwasher each afternoon.</p>	<p>Children bring in own reusable bottles which are washed each afternoon.</p>		
	<p>Posters around the school, including the staffroom with reminders of social distancing and Catch it, bin it kill it etc,</p>			
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>	<p>Parents asked to speak to child before the return to school about acceptable behaviour in terms of social distancing.</p>	<ul style="list-style-type: none"> Consequences for pupils who do not take social distancing seriously and cause a risk to others. 	
CYP with SEND	<p>SENCO has spoken to the parents of all pupils with an EHCP so school knows who is returning and plans can be made for them.</p>	<p>Groupings for pods in year 6 will allow for a lower ability pod so that these children can have a slightly different curriculum to enable them to be high school ready.</p>		
	<p>360 centre will reopen on 4th June.</p>	<p>360 is prepared for children's return with easily washable equipment only in use in the Green Room.</p>		

	Transport has been organised and change of drop off, pickups conveyed to parents and drivers.	Blue room laid out to allow social distancing. Children to stay in their 360 pod. Lunch to be brought to them. 360 pupils to play in their own outside area. Until further notice, no mainstream work will be possible.	<ul style="list-style-type: none"> Pupils in the 360 are dropped off/picked up safely. 	
	2 TA will be ensuring that pupils not returning to the 360 and those with EHCPs and not returning are set work on Google Classroom and have a regular phone check in.	Remote learning will continue		
Attendance	Sims registers will re open. DFE return needed daily			
	Parents who have said that their children are not returning will receive a courtesy call each week. (Families are monitored through Google Classroom) Children at school in year N, R, 1 and 6 are expected to be at school every day, as are vulnerable pupils in years 2,3,4 and 5. Children of Key workers in years 2,3,4 and 5 may come all of the time or when their parent needs to work. Parents must inform the school of the days they require.		<ul style="list-style-type: none"> Are attendance procedures acting as safe guarding measures? Are their families that we haven't had contact with? 	

	Children who are expected at school but who are absent will be contacted. Parents have been notified of these procedures.			
	Each year group has a different start and end times, these have been conveyed to staff.			
Communications	Staff consulted on plans where possible. Kept in the loop about all decisions. Given timetables re: opening within a good time frame.		<ul style="list-style-type: none"> • Continue to post regularly on Facebook, notices and pupils work (both school and home school work) • At least a weekly letter to the whole school community. • Email group set up for those parents who have pupils at school. 	
	Staff use of Google Chat to ensure communications channels are open. Access to senior management at all times.			
	All parents of returning year groups surveyed. All parents of children eligible to return to school spoken to for final decision.	Additional communication with parents of those children returning to school, including information on entrances and exits, visitors etc.	Weekly quizzes and assemblies will continue in order to keep the school community together. Facebook updated regularly showing work completed at school and at home.	

	Teachers will write end of year reports with information from before 16 th March.		<ul style="list-style-type: none"> • Reports to be ready for the last day of term. 	
Governors/ Governance	Academy committee meeting and Board meetings to go ahead as planned via zoom.		<ul style="list-style-type: none"> • Regularly check in with the chair of governors in regards to what is happening at school. 	
	Heads report to governors details what has happened in school. Heads presentation to academy board re reopening procedures.			
School events, including trips	All trips and shows are postponed for the time being.	Year 6 leavers assembly and disco to be moved to September.		Plan for re-instating school trips.
Finance	Additional costs incurred due to COVID19. – including additional cleaning equipment and PPE.			
	Some loss of income as there are no lettings.			Consider a phase approach to re-instating lettings.
	Money will need to be reimbursed for trips including camp.			