



Stanwell School: COVID 19 Re-Opening Plan

Last updated: 16th June 2020

Purpose:

This document outlines how the School will reopen to more pupils and the measures that will be put in place to ensure our school community is as safe as practically possible and that everyone is supported.

This is a live document that will be reviewed by Mr Trevor Brown, Headteacher, in conjunction with other key stakeholders as the situation develops.

Now that COVID-19 has passed the initial peak, discussion has moved to the safe re-opening of schools across Wales.

On Wednesday 3rd June, the Welsh Education Minister advised that all schools would return from 29th June 2020. Welsh Government have confirmed that childcare provision for children of key workers will continue; however, the existing hub system will be discontinued with each school providing childcare for eligible students.

What is clear from the guidance issued to date is that schools including Stanwell will be operating a 'new normal' for the foreseeable future. This will include adopting the principles of 'social distancing' whereby all those within the education setting would need to maintain a 2m distance at all times.

Returning to School:

Preparation for the wider reopening of the School will be undertaken by Mr Brown, Headteacher, and other senior members of staff in liaison with advice and guidance from the Welsh Government (WG) and the Vale of Glamorgan Local Authority and relevant Professional Trade Unions.

The School will work closely with all stakeholders to assist a secure return to the school site as safely as is practically possible.

Phased Return

Pupils in existing priority groups who have attended hub provision during the closure will continue to attend school. This has been limited.

This plan will continue to be updated when the government makes any further announcements in relation to this. This plan is, therefore, draft and will change to accommodate advice and guidance as this emerges. When we deem it safe to do so and following relevant risk assessments, we will be offering pupils the opportunity to receive face-to-face teaching and support to supplement their remote education. (Unless in the interim period WG makes a different decision.) We will, during this period, look to ensure that Years 10 and 12 feel prepared as far as possible, within the restrictions currently being imposed by WG, to move into the next year when they will be taking their examinations. This plan remains predicated that the guidance provided by Welsh Government remains that it is safe for schools to reopen on a phased approach from the 29th June.

Risk Assessment

A detailed and comprehensive risk assessment will be carried out before the School opens to more pupils, to ensure sensible measures are put in place to protect pupils and staff. We will consult with staff as part of the assessment, to ensure everyone's needs are understood and accounted for. This risk assessment will address the following areas of risk:

- Safety of the school premises
- Cleaning measures
- Infection control and the ability to implement protective measures, e.g. social distancing
- Supporting staff and pupil wellbeing
- Supporting pupils' learning
- Safeguarding

Communication of plans and procedures

A copy of the School's main risk assessment will be available for all stakeholders should they request it.

Staff will be provided with a copy before they return to work and the School being opened to additional pupils on a phased and partial return.

Covid-19 Symptoms and Shielding

Shielding Households

Staff and pupils who have been classed as clinically extremely vulnerable due to a pre-existing medical condition are not expected to attend school. These would have received a shielding letter from the Chief Medical Officer.

Staff and pupils living in a household with someone who is classed as clinically extremely vulnerable should only attend school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.

Staff and pupils who have been classed as clinically vulnerable, should remain home if possible. If staff or learners do attend, extra care must be taken to ensure vulnerable individuals, and those around them adhere to strict social distancing guidelines. In the case of learners, we would only expect these to attend where parents/carers consent to this.

Further information is available by following the link below:

<https://gov.wales/keep-education-safe-operational-guidance-schools-and-settings-covid-19>

Covid-19 Symptoms

Under no circumstances should learners or staff attend school if they feel unwell and have any of the identified COVID-19 symptoms.

If any pupil in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child, and with appropriate adult supervision if required. Ideally, a window will be opened for ventilation. If it is not possible to

isolate them, we will move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as a child with complex needs).

We will ensure all areas are thoroughly cleaned and disinfected before further use.

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

Test, Trace, Protect

Welsh Government's Test, Trace, Protect strategy was implemented from 1 June. COVID-19 testing is available to anyone who has one of the following symptoms:

- A new continuous cough
- A fever (above 37°C)
- Loss of smell or taste

You can apply for a test [online](#).

In the event of a positive test, a contact tracer will contact the person tested to help identify potential contacts. A second contact tracer will then get in touch with those contacts and advise them to self-isolate for 14 days from their last contact with the person who tested positive. These people will only be required to take a test if they develop symptoms.

A positive test on site therefore does not require closure of that site. The process of testing and contact tracing is part of the 'new normal' and where schools and settings follow these guidelines carefully, there is no cause for alarm.

Protocol should any pupil/staff member who has attended school test positive for covid-19

This includes:

- Organising an additional clean
- Template for informing parents etc.

In the event of a positive test, a contact tracer will contact the person tested to help identify potential contacts. A second contact tracer will then get in touch with those contacts and advise them to self-isolate for 14 days from their last contact with the person who tested positive. These people will only be required to take a test if they develop symptoms.

A positive test on site therefore does not require closure of that site. The process of testing and contact tracing is part of the 'new normal' and where schools and settings follow these guidelines carefully, there is no cause for alarm.

PUPIL GROUPS

The likely number of pupils returning to school will be identified by contacting parents via Parentmail – this number will be used to agree what staffing resource is required. The number of pupils able to attend has been calculated on a room by room basis, taking into account the 2m social distancing rule. All classrooms are subject to individual risk assessments carried out by the SLT and assisting staff.

To reduce contact between pupils and staff as far as possible, people will only be allowed to mix in small groups. All pupils and staff will be required to uphold the 2m social distancing at all times, unless this is reduced or changed by WG. Teacher and pupil movement will be minimised wherever possible.

SLT will decide on appropriate groupings. We will work on the basic principle that class sizes are no more than 8 per classroom (using current guidance) and that limited amounts of teachers will be allocated to each group. Where there are teacher shortages, support staff may be asked to cover groups under the direction of a teacher.

Upon reopening, we will aim to:

- Ensure pupils are in the same small groups at all times each day, as far as this is possible and with the exception of different option subjects. We will ensure that different groups are not mixed during the day, or on subsequent days as far as practically possible.
- Minimal rotation of staff will take place to accommodate subject specialist teaching and we will aim to ensure that there is minimal pupil movement.
- Ensure that, wherever possible, pupils use the same classroom or area of the school throughout the day and that each area is thoroughly cleaned at the end of the day. Cleaning is currently being reviewed and re-negotiated to accommodate cleaners being on-site during the school day.

STAFFING ARRANGEMENTS

In considering the staffing resource available at Stanwell we will:

- Identify which staff members are able to return to work and those that will need to remain at home, if any.
- Outline how staff members that need to remain at home will be supported to work from home, if this is possible and practical.
- Consider options if the necessary staffing levels cannot be maintained– this includes school leaders and other key staff such as the DSL and first aid providers.
- Agree the flexible working arrangements needed to support changes to the school's routines, e.g. staggered start times.
- Agree staff workload expectations.
- Decide what training is needed to implement planned changes, e.g. risk management, curriculum, behaviour and safeguarding.

Considerations will include the following (not exhaustive):

- How many staff do you have available to work in school?
- How many teachers do you have available to work in school?
- How many support staff including LSAs do you have available to work in school?
- Do you have a headteacher and senior leaders available for work in school?

- Do you have at least 3 staff with first aid training available for work in school?
- Do you have at least one person with DSL training available to work in school?
- Do you have your ALNCo available for work, or an alternative member of staff who could take on this role?
- Do you have site technicians and appropriate numbers of cleaning staff, and sufficient support staff available during the school day?
- The health, safety, wellbeing of all concerned and the teaching and learning of pupils. To ensure these aspects are of the highest priority, support staff will be required to fulfil duties commensurate with their salary grades, outside of their normal team areas.

The Headteacher, assisted by the senior leadership team will work with all key stakeholders to determine what staffing arrangements will be implemented as the school opens more widely. These arrangements will be communicated via email to all staff members. Staff members will then be able to contact their line managers with any questions or concerns. Staffing arrangements will be kept as consistent as possible, but any changes will be clearly communicated to all members of staff.

Staff members and Pupils in high-risk situations

Staff members and pupils who have been classed as clinically, extremely vulnerable with an official letter from the Chief Medical Officer for Wales, will continue to work and learn at home until the government says it is safe for them to return to school/ the workplace. Staff members or pupils who live with someone who is clinically vulnerable, but not extremely vulnerable, will be able to attend school. If they live with a dependent who is extremely vulnerable, they will not be expected to attend school unless they are able to follow stringent social distancing measures and an individual risk assessment is completed and agreed.

All reasonable adjustments will be considered to allow the member of staff to return to the workplace.

Any pupil or staff member that remains at home will be supported to work or learn from home. Pupils at home will receive support but cannot be taught in the same way as if they were attending school.

PUPILS

SAFEGUARDING

Ensuring safeguarding arrangements remain effective while the school transitions to opening more widely is a key priority.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.

Identifying and Supporting Newly Vulnerable Pupils

We are aware that some pupils may have been at an increased risk of experiencing harm during the lockdown period, particularly as they were not seen by staff at the school or other agencies. Others may not have provided cause for concern before the lockdown period but have since experienced significant harm during their time at home – these pupils will form part of a newly vulnerable group.

We will take steps to identify and support these pupils as they return to school, accounting for the fact that these pupils may not be those that would usually be considered 'at risk'. The DSL and their team will be given time and support to enable them to organise and manage their workload effectively. This will include re-engaging with external agencies and ensuring staff, pupils and pupils' families are informed of any services whose work practices may have changed due to the lockdown period.

Safeguarding training will be refreshed for all staff before the school reopens fully to ensure everyone is able to respond appropriately to disclosures from pupils and identify signs that could indicate a pupil has experienced significant harm, e.g. changes in behaviour. This training will be provided in the form of staff briefings and online courses.

A safe place will be provided for pupils to discuss concerns about their experiences of lockdown and make disclosures where necessary and this will accommodate social distancing in line with the requirements for all staff and all pupils and parents.

All staff will have undertaken online training (through the LA) on supporting the wellbeing and mental health of young people in light of the Covid-19 pandemic.

Attendance

As the School reopens, pupils and their families will be reminded that it remains a safe place, as practically as possible, to continue learning.

Where parents have indicated that their child/children will return to school they are required to notify the school following the normal procedure if their child is unable to attend. The School will continue to inform social workers where children with a social worker do not attend school.

The School will resume taking its attendance register in accordance with guidance provided by WG, as and when available.

In the first stages of our planned reopening we have made it clear to our parents that attendance is optional.

As we move forwards, the School will determine when non-attendance becomes a safeguarding issue, considering pupils' personal circumstances, e.g. whether they or a member of their family has an underlying health condition and is continuing to shield themselves.

ALN Support

Within these groups, pupils' experiences will not have been uniform. To ensure pupils receive the appropriate support, the ALNCo will ensure they have a clear understanding of the experiences of pupils during the partial closure. This will be done in a number of ways, such as speaking to pupils and their parents and getting in touch with any external agencies that have been supporting pupils. The re-establishment of routines for pupils with ALN will be vital, bearing in mind that routines when the school reopens more widely will involve staggered starts and part-time timetables. The support pupils have received from external services during the partial closure, such as speech and language therapy, occupational therapy and educational psychologists, will be established. The ALNCo will be responsible for ensuring this support is continued and that any other in-school support is restarted as required. Reintegration action plans for identified individual ALN learners have been put in place.

Establishing New Routines

When establishing new routines, all staff will work together as a team to build a sense of ownership and control which will contribute to the feeling of safety. Clear guidelines and expectations will be given to staff, pupils and families for the new routines that will apply once the school opens more widely. This will be adapted as required and any adaptations will be fully communicated to all members of the school community to ensure they know exactly what is expected of them and have a sense of control.

Clear Expectations on Behaviour

When pupils return to school, they will be told exactly what they need to do in relation to social distancing and infection control measures by the staff that are in contact with them. Pupils will be told why these measures need to be in place and will be given the chance to discuss their ideas about how the school can make it work so they feel they have some control over what is happening.

Welcoming Pupils

We understand that pupils who are returning to school may be anxious about doing so after an extended period. Familiar staff members including Year Tutors will be there to welcome pupils into the school, as appropriate.

The Environment

Staff will work together to decide how to create a warm and welcoming environment which fosters a sense of belonging despite the necessity of social distancing measures.

We understand that staff, pupils and families will have experienced many overwhelming emotions during the coronavirus pandemic and some may have faced loss and trauma. We will ensure that an emotionally safe environment is fostered that nurtures and supports pupils and also focuses on rebuilding and reconnecting.

Pupil uniform

Pupils are not required to wear any part of the school uniform that cannot be machine washed. This applies to the school tie until further notice.

Learning

Returning to school from being at home, will need time to adjust to learning in a school environment.

We understand that pupils will have had different experiences of home learning. Pupils will be reassured that there will be plenty of time to catch up with learning in order to minimise anxieties.

Bereavement

Our school understands that some members of our community may have experienced loss due to coronavirus. We must ensure we have provisions in place to support these members of our school community.

All staff are responsible for coordinating the school's bereavement support approach. They will meet to discuss how best to support pupils and staff that have been affected as and when they return to school. Before returning to school, the designated staff member will talk to the pupil or staff member to speak to them about the following:

- Who within the school community has been informed about the death
- Who they can go to for support within the school and externally

Contact will be maintained with the affected families at all times to ensure they are receiving the support they need.

Clubs and Groups

On the basis of the risk assessment, it is determined that no after-school clubs or activities will take place until further notice. This is to ensure that stringent cleaning can be conducted from 2pm – 6pm and to monitor the safety and confidence of pupils and staff.

Other provisions will only be restarted when a risk assessment determines it would be safe to do so. Any changes to the above will be clearly communicated to staff, pupils and parents. We will review the risk assessment on a regular basis and any changes will be clearly communicated to staff, pupils and parents

STAFF

Staff Guidance

Staff will also be asked to adhere to the following basic principles:

- Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access a test as soon as possible.
- Clean your hands more often than usual with running water and soap, and dry them thoroughly or use alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered.
- Use the 'catch it, bin it, kill it' approach.
- Avoid touching your mouth, nose and eyes.
- Think about ways to modify your teaching approach to keep a distance from pupils in your class as much as possible, particularly close face-to-face support.
- Avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it', etc. This includes drawing attention to classroom/ corridor displays with posters.
- Prevent your class from sharing equipment and resources, e.g. stationery, pens etc.
- Ensure any electronic device and/or apparatus that is distributed to pupils is thoroughly cleaned using the sanitising wipes available in each room
- Keep your classroom door and windows open if possible for airflow.
- Limit the number of pupils from your class using the toilet at any one time (1pupil at a time)
- Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.
- Participate in any relevant online Covid-19 training prior to return to formal work and opening of the school.

If a staff member is unable to follow these principles, they should speak to their line manager as a matter of priority.

Staff Training

Prior to the phased reopening, staff will undergo training to ensure they understand the new ways of working, e.g. in relation to social distancing and delivering the curriculum to pupils both in school and at home. Staff will also undertake LA provided online training on child mental health and wellbeing

Staff Dress Code

Staff must ensure that they dress appropriately and professionally for work in line with the School's dress code and not wear clothing that would be deemed inappropriate. Staff uncertain of whether their dress code is suitable should check with a member of the senior team.

We wish to remove any barriers to safety and allow staff to feel comfortable. There is no need for anything other than normal washing/changing of clothes following a day in school. Clothing that cannot be machine or hand washed should be avoided as daily washing of clothes is advised but is not an absolute requirement. Staff are advised not to wear clothes which require dry cleaning as this would not enable /facilitate staff to clean clothes daily/ regularly and would incur increased costs if done frequently.

It is not expected that any member of staff wears a tie, unless the tie can be washed or changed daily.

Staff Workload and Wellbeing

The Headteacher is aware that staff wellbeing is of the utmost importance. To support staff as they settle into a new working routine, flexible working practices will be implemented, and a good work-life balance promoted and encouraged. The School will support staff with the demands of a blended learning offer so that they are able, if and when necessary, to teach pupils remotely and face-to-face.

As part of resource and curriculum planning, the SLT will consider how staff who remain at home can be supported to focus on remote education, while staff in school focus on face-to-face provision. If necessary, it may be that additional resources need to be brought in – where this is the case, we will ensure it is done safely and appropriately.

We will continue to promote a culture of communication and openness with all staff. Support systems will be made clear to all staff to ensure they understand where they can go to if they require additional support.

New Members of Staff

Line managers will contact new members of their team starting in September. Induction programmes will be adapted to ensure the appropriate support is offered to new staff members.

Recruitment

Recruitment processes will continue in line with the Safer Recruitment Policy and our recruitment procedures. Interviews will take place face-to-face when social distancing measures can be strictly adhered to and via video conferencing where not possible.

NQT induction

All NQTs will be contacted by LD (Induction Mentor), who will request the NQT's Career Entry Profile, prior to starting in September. A mentor within the NQT's department will also be assigned, for the provision of day-to-day support, and the induction programme will be adapted to ensure appropriate support is offered and available. NQTs will not teach for more than 90% of the time a teacher would normally be expected to teach. Professional Learning opportunities will take place 'in-house' at Stanwell rather than attending Consortium/Local Authority programmes at least for the first term.

PREMISES

Reactivating the Premises

During the partial closure of the School, some areas of the school premises were closed or put on reduced occupancy. All critical services were maintained in line with their planned preventative maintenance schedule. The School's Business Manager, Mrs. White, and the School's Site Manager, Mr. Barry, arranged for any necessary inspections, maintenance work and certification to take place during the closure and prior to the school reopening more widely.

The School's Business Manager has coordinated the following to take place prior to resuming normal operation of the premises:

- Commission a water treatment trained person to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied – this will be done approximately one week before the school reopens.
- Recommission all systems before the school reopens, as would normally be done after a long holiday period – this includes gas, heating, water supply, access control and intruder alarm systems, ventilation, mechanical and electrical systems, and catering equipment.
- Check the fire safety systems, including making sure that all fire doors are operational, and the fire alarm system and emergency lights are operational.
- Clean and disinfect all areas and surfaces.
- Organise pest control for insect infestation, where appropriate, particularly in food preparation areas.
- Deep clean the kitchen before food preparation resumes.

All soft furnishings and resources that are hard to clean and other unnecessary items will be moved from classrooms and other learning environments to locked storage cupboards or unlocked stores. This is because Covid-19 can stay active on soft furnishings and we are unable to steam clean these daily.

Fire Safety

Any changes made to the Stanwell site will not compromise fire safety. Emergency evacuation procedures have been considered and amended where appropriate. We will share these together with any changes to fire assembly points that may need to be changed or expanded to encourage social distancing.

Social Distancing

The Senior Leadership Team, assisted with teachers and support staff, will conduct a net capacity audit of all areas of the school premises to determine a safe level of occupation. This audit will also determine which classrooms are available to use and whether any other rooms need to be used as temporary classrooms. The findings from this audit will be used to help determine what social distancing measures will need to be put in place upon reopening.

Classes will be organised into smaller groups, and classrooms and other learning environments will be rearranged so that enough space is maintained between seats and desks where possible.

The school timetable will be altered to facilitate social distancing. The Deputy Headteacher in conjunction with senior colleagues, will determine which lessons and activities will be delivered. The timetable will be planned in a way that reduces and staggers movement around the school.

Break and drop off and collection times will all be staggered to reduce large gatherings and volumes of movement around the school.

Social Distancing & Safety Measures

The following social distancing and safety measures will be implemented when the School reopens:

- Increased cleaning of classroom surfaces, including desks and handles, handrails etc. will be carried out.
- Pupils and staff will be encouraged to wash their hands frequently
- Class sizes will be limited to no more than 8 pupils per class (based on current social distancing guidance) and classrooms rearranged to ensure seating positions are two metres apart.
- The time pupils need to arrive at school will be staggered from 8:20am
- The time pupils can leave school will be staggered at 10 -minute intervals from 12.10pm.
- Parents will not be allowed to gather at the school. If parents need to drop off or collect their children at the school gates, they will be required to stand at least 2 metres apart.
- Pupils will be encouraged not to use public transport to get to and from school. Other methods, such as cycling or walking, will be promoted. Where it is not possible for pupils to walk or cycle to school, they will be required to follow social distancing guidelines when using public transport.
- Breaktimes, lunchtimes and the movement of pupils around the school will be staggered, as appropriate, to avoid large groups of pupils gathering.
- The school yard and field will be open so pupils are able to go outside during their break times, however, they will be required to follow social distancing guidelines.
- Pupils will be required to follow social distancing guidelines when participating in PE fitness activities. These lessons will be limited to ensure pupils can adhere to guidelines during fitness activities.
- Pupils will not mix with others that are not in their class or group.
- The number of pupils in a class will be kept to a minimum, depending on staffing requirements.

Assemblies will not be held in large groups; however, class teachers may hold assemblies with the pupils in their class. The auditorium seating will not be available for use until further notice.

As far as practically possible, pupils will be allocated a 'base room' for the majority of their teaching to limit movement and exposure to surfaces by others. Therefore, at the start of the staggered day, pupils must make their way to their designated base room, into their designated chair, and wait until their allocated formal start time.

These measures will be reviewed weekly by the Headteacher assisted by the Senior Leadership Team, in conjunction with key stakeholders, and in line with any government guidance.

General Classrooms

Stanwell will amend the layout of classrooms to ensure 2m distance can be maintained.

Key considerations

- Pupils will be allocated a base classroom prior to their arrival at school.
- Pupils should be directed to a table when arriving to ensure 2m distancing can be maintained as pupils travel to their seat (i.e. table furthest from the entrance should be filled first)
- When devising entrance strategy, consider hand washing arrangements. I.e. is it possible to wash hands on the way to their seat, whilst maintaining social distancing? If not, consider temporary hygiene station at classroom entrance
- If classroom has direct access to the outside, we will consider using this access to avoid queueing in the corridor.
- We will remove unnecessary items from the classroom to create additional space and reduce cleaning.
- We will remove equipment that cannot be cleaned easily between uses.
- We will ask staff to open windows to improve ventilation where possible.

The use of specialist rooms and equipment will be limited and where used we will carefully consider the layout of these rooms to accommodate social distancing.

Corridors

Movement between rooms will be kept to a minimum. Pupils will have a designated classroom and remain there except during break time. Staff movement will be minimal. This avoids risk of transmission from room to room and keeps the number of people each person comes into contact with to a minimum.

One-Way System

The school will adopt a one-way system where possible (our pupils will be familiar with this system from current arrangements). This will be clearly signposted and communicated to staff and pupils. Floor markings will be used to identify where pupils should stop and give way and reinforce social distancing. Complex junctions will be monitored by staff where possible and at all times SLT will be present to monitor at breaks and the starts/finishes of the school day.

Toilets

We will need to ensure toilets do not become crowded by limiting the number of pupils using the facilities at a single time.

Key Considerations:

- We will limit the number of pupils who can access toilet facilities at any time. One pupil at a time will be permitted to visit the toilet from each class. There will be a one-in one-out system. We will encourage pupils to use this facility readily throughout the day to avoid congestion at break time.
- We will lock toilet cubicles that are not required to reduce amount of cleaning required
- We will cover adjoining sinks and urinals to avoid use
- We will display signage and floor markings where appropriate.
- We will turn off hand dryers and provide hand towels and/or hand sanitiser.
- Staff will monitor toilets at busy times.

Break

These will be carefully managed to ensure social distancing guidelines are applied.

Key Considerations:

- Break times will be staggered to limit the number of pupils.
- External areas will be utilised wherever possible.
- We will consider dividing the the courtyard area by floor markings to accommodate different groups.
- A plan will be developed for access to external areas
- Equipment that would be shared between pupils, such as footballs, will be removed
- We will ensure regular handwashing/hand sanitising before and after break times.

INFECTION CONTROL

The school's Infection Control Procedures will be implemented as appropriate. This follows the Public Health Wales guidance

A specific Infection Control Policy will be formulated and an audit completed using the below framework (with Covid-19 added). This will be coordinated and completed by July 2020. <https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/all-wales-infection-prevention-and-control-audit-tool-for-childcare-amp-educational-settings-v1-october-2019-english/>

To ensure the risk of transmission of infection is substantially reduced when the School reopens, we will implement the following controls:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who live with someone who does, do not attend school.
- Cleaning hands more often than usual, ensuring everyone washes their hands thoroughly for 20 seconds using soap or an alcohol-based sanitizer.
- Ensuring good respiratory hygiene and displaying posters to promote the steps that should be taken
- Cleaning frequently touched surfaces and equipment often using standard cleaning products.
- Minimising contact and mixing by altering the school environment, including classroom layouts, limiting the number of pupils who use toilet facilities at any time, staggering timetables and altering the way pupils move around school.
- Ensuring parents do not enter the school or gather anywhere on the school site or immediately outside of the school.

We have developed an enhanced cleaning schedule that will be implemented as the School reopens to more pupils and staff.

Hygiene

Hand hygiene is essential to reduce the transmission of infection in school settings and is a critical element of standard infection control precautions. All staff, pupils and visitors should decontaminate their hands with alcohol-based hand rub when entering and leaving the building. Staff are encouraged to use hot running water and soap where available, before and after every personal contact. Alcohol Based Hand Rub (hand sanitiser) should only be used when there are no hand washing facilities.

Hand hygiene must be performed immediately before every episode of direct pupil care and after any activity or contact that potentially results in hands becoming contaminated, including the removal of PPE, equipment decontamination and waste handling.

Before performing hand hygiene:

- expose forearms (bare below the elbows);
- remove all hand and wrist jewellery (a single, plain metal finger ring is permitted but should be removed (or moved up) during hand hygiene);
- ensure fingernails are clean, short and that artificial nails or nail products are not worn; and
- cover all cuts or abrasions with a waterproof dressing.

The table below provides a summary of when hand washing should be undertaken.

Staff	Pupils
Entering the building	Entering the building
Using the toilet	Using the toilet
Touching, eyes, nose or mouth	Touching, eyes, nose or mouth
Assisting learners with toileting	Playing outside or playing with sand or water
Removing personal protective equipment (disposable gloves and aprons)	Sneezing/blowing nose (Sneezing /runny nose should alert staff member to remove child from area to designated room and call parent to take child home).
Contact with blood/body fluids (e.g. faeces, vomit)	Contact with blood/body fluids (e.g. faeces, vomit)
Touching any potentially contaminated surface (e.g. cleaning cloths/equipment, soiled clothing)	Before and after eating and drinking
Before and after starting new activities	Before and after starting new activities
Any cleaning procedure even if gloves have been worn	After using shared equipment or toys.
Caring for sick children	Going home
Sneezing/blowing nose	
Dealing with waste	
Preparing and serving food or drink	
Before and after eating and drinking	
On leaving the building	

Pupil uniform

Pupils are not required to wear any part of the school uniform that cannot be machine washed. This applies to the school tie until further notice.

Cleaning checklist

The cleaning procedures for the School have been reviewed and staff will be subject to different working hours to ensure that the site is disinfected regularly throughout the day. We have planned, in the initial phase of our reopening, to finish by 2pm in order to facilitate a robust cleaning procedure every day. Cleaned areas are subject to visual checklists displayed in key areas e.g. corridors, toilets etc.

The Use Of PPE

Reference to PPE in this section means:

- Fluid-resistant face masks
- Disposable gloves
- Disposable plastic aprons
- Eye protection, e.g. face visor or goggles.

The Welsh Government has said that the majority of school staff will not require PPE beyond (to date) what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. This also is in line with advice from the UK

Government. We will however have protective visors available to any member of staff who would like to wear one.

PPE will be provided where staff are caring for pupils who become unwell with coronavirus symptoms, although in our setting, this will be minimal and will only involve remote supervision until a parent can collect their child. Staff will not be expected to break the 2m social distancing unless a pupil is injured or in great distress, and this will be voluntary.

If a pupil becomes unwell with symptoms of coronavirus whilst at school and needs direct personal care until they can go home, a face mask will be worn by the supervising staff member if a 2-metre distance cannot be maintained. This is likely to be a rare occurrence if at all. If contact with the pupil is necessary, gloves, an apron and face mask will be worn. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting or vomiting, eye protection will also be worn.

When using face masks, staff will adhere to the following rules – face masks must:

- Cover both the nose and mouth
- Not be allowed to dangle around the neck
- Not be touched once put on, except when carefully removed before disposal
- Be changed when they become moist or damaged
- Be worn once and then discarded – hands must be cleaned after disposal.

When using PPE, staff members will follow PHW Guidance on putting on and taking off equipment.

The safety of our staff is paramount, so additional risk assessments will be conducted to determine whether PPE is required for other tasks and activities, and we will do our utmost to ensure staff are provided with the PPE they need.

As stated above, with the exception of providing first aid, it is not an expectation that staff wear masks.

Disposing of PPE

Where the wearer of PPE does not have coronavirus symptoms, the equipment will be placed in a refuse bag and be disposed of as normal domestic waste. PPE that has been worn by, or near, someone with coronavirus symptoms will be disposed of by:

- Putting it in a plastic rubbish bag and tying it when full
- Placing the rubbish bag in a second rubbish bag and tying it
- Putting it in a suitable container and secure place marked for storage for 72 hours.

Waste will be stored safely and securely kept away from pupils. Waste will not be put in communal waste areas until it has been stored for at least 72 hours. This waste does not require a dedicated clinical waste collection.

Testing and Those Who Are Unwell

Staff members are already eligible for testing. Details have been made available to all staff via the LA.

All pupils eligible to attend will have access to testing if they display symptoms of coronavirus, along with members of their household – parents will be informed of this.

Any staff member or pupil displaying symptoms of coronavirus will be asked to self-isolate for a minimum of 7 days from the appearance of the symptoms. Parents will contact the school if their child is displaying symptoms. Staff members will contact the school, as per the normal absence procedures set out in the staff handbook, if they are displaying symptoms rather than attending work.

Cover arrangements will be made to account for staff members who are required to self-isolate.

If a pupil or staff member starts displaying symptoms while they are at school, they will be asked to go home – arrangements will be made with the pupil's parents to pick him/her up. If a pupil cannot be collected from school as their parent is a key worker, a member of staff will speak to the child's parent as soon as possible to discuss what other arrangements can be made.

Once the pupil or member of staff tests negative, they can return to the school.

If a pupil or member of staff tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days or in accordance with the latest advice at that time.

TRANSPORT

Pupils and staff are encouraged to walk or cycle to school or be dropped off by a member of their household. Where this is not possible and pupils and staff need to use public transport, they are required to follow guidelines on social distancing. Where school transport is provided, this should ensure safety and social distancing measures are maintained in accordance with the latest guidelines.

Stanwell are waiting for information from the Council who are currently liaising with transport providers regarding the measures they are taking.

SCHOOL CATERING

School meals will not be available during the last weeks of the Summer Term (with the exception of children attending key worker provision for the day). Parents/carers should be advised to ensure their child has a packed lunch and any snacks/water for the school day. Pupils who are entitled to free school meals will continue to receive vouchers to purchase food.

Food provision (in longer term)

We will ensure measures are in place so that meals can be prepared and served safely before our kitchen is reopened. We will ensure we are able to achieve the following before reopening the kitchen and we may stagger our dining provision:

- Regular deep cleans of the kitchen.
- Kitchen staff are able to work in a safe environment, including adhering to social distancing measures as far as possible.
- Kitchen staff have the PPE required to prepare and serve meals safely.
- Pupils and staff are able to collect meals safely

All kitchen areas and surfaces will be cleaned and disinfected thoroughly prior to food preparation resuming.

We will continue to support eligible pupils and their families to access food vouchers where needed and these will be provided by the LA.

SCHOOL VISITORS

Stanwell will limit the number of people on site at any given time and will only allow essential visitors to access the premises.

Key considerations

- Visitors will be permitted on an appointment only basis.
- Signage will be clearly displayed at entrances to notify visitors of the entrance procedure.
- We will avoid appointments or deliveries during school start and finish times.
- We will ensure hygiene facilities are available for visitors arriving on site i.e. hand sanitiser
- We will avoid use of electronic sign-in systems unless they we can clean after every use.
- We will ensure visitors are made aware of social distancing requirements e.g. clear signage in reception.
- We will ensure room is available where 2m social distance can be maintained, if required.

SUPPLIERS AND PROCUREMENT

Reviewing Supply Chains

The Business Manager and Headteacher, in liaison with relevant staff, will review all of the school's supply chains to assess their performance, effectiveness and resilience during the partial school closure, and to determine what measures need to remain in place or change as the school begins to reopen more fully. When conducting the review of supply chains, the Business Manager and Headteacher will:

- Review the interim arrangements put in place with each supplier.
- Determine which suppliers may be subject to new standards, increases or decreases in volume or frequency as a result of the return to partial or full activity.
- Enter talks with all suppliers to gauge their ability to maintain the agreed contract terms.

CURRICULUM

For year groups that return to school, we will:

- Consider pupils' mental health and wellbeing and identify any pupils who may need additional support to ensure they are ready to learn.
- Assess where pupils are in their learning and agree on which adjustments may be needed to the curriculum over the coming weeks and months ahead.
- Identify and plan how best to support the education of high needs groups.
- Support pupils in Year 6 by working collaboratively with the current primary schools.
- Agree what learning is appropriate.
- Identify curriculum priorities.
- Agree revised expectations and required adjustments in all subjects which involve practical elements.
- Establish approaches to ensure pupils are able to catch-up with their learning.

We will use our best endeavours to support both pupils who are attending school and those who remain at home.

Activities will be designed to be accessible for all pupils, whether they are in school or at home. We will utilise online resources to maintain frequent contact with pupils who remain at home.

Focusing on wellbeing

We understand that the period of partial closure may not have been a positive experience for many pupils. When pupils return, we will focus on wellbeing and allow pupils to reconnect with peers, the learning environment and curriculum content.

Conducting a curriculum audit

The SLT and curriculum leads will meet to conduct a curriculum audit where the following will be considered:

- What skills, content and knowledge are important to cover in the remainder of the academic year and the 2019/2020 academic year?
- In what sequence should these skills, content and knowledge be taught?
- How often should these skills, content and knowledge be revisited?
- Can the current curriculum be adapted to circumvent any missing knowledge?
- Can similar units of study be combined?
- Can a topic-based approach be adopted to cover multiple areas of knowledge and skills?

TRANSITIONS

The School opening more widely will be a transition for all members of the school community, impacting both those who have continued to attend school and those who remained at home. We recognise that this is a period of high anxiety and that we must take time to rebuild relationships and allow people to readjust to new routines. All transitions will be handled in accordance with the school's Transition Procedures, while making necessary adaptations due to the impact of coronavirus and the subsequent partial closure of schools

Information sharing

We have contacted pupils' schools to ensure arrangements are in place to support transitions. To establish an effective process of exchanging information, we will:

- Ensure a member of staff coordinates all transition activity (SO).
- Set up clear communications between staff in our school and, if applicable, staff in receiving schools.
- Allow more time for the process to take place, to account for members of staff who are not back in school yet.
- Ensure the relevant staff have access to all the information they need.
- Encourage staff to make notes for transition as early as possible, whilst they are still familiar with the pupils in their classes.
- Plan for the transfer of pupils' information.
- Ensure that key safeguarding information is shared.

We have requested current settings to provide us with the relevant information as early as possible to ensure we are prepared to support new pupils. To ensure smooth transitions for all, we will:

- Ensure that a team of staff, led by the AHT, coordinates all transition activity.
- Set up direct communication channels between our school and pupils' previous setting.
- Ensure key safeguarding information is received before pupils attend the school for the first time.
- Engage in discussions with the previous schools to identify vulnerable pupils and their families, and those that may have lacked the IT or other resources to engage in effective learning from home and may be at a disadvantage when they return.
- Consider additional vulnerabilities and anxieties that pupils may experience due to the coronavirus pandemic, including bereavement or family separation.
- No visits by Y6 pupils will be accommodated in the summer term 2020.

We will work with the current school to ensure pupils receive a joined-up approach to their transition when they move into Year 7.

Measures that we will implement to ensure pupils settle in will include the following:

- Providing pupils with an induction booklet, including a map of the school and essential information about Stanwell School.
- Providing a series of videos introducing the school to pupils and their families.

- Dedicated induction day for Year 7 pupils only on first day of Autumn term prior to any other pupils being on site.

Support for pupils with ALN

The ALNCo will ensure contact is made with the current school's ALNCo so that they receive detailed information about pupils with ALN that are moving into the school. During the first half of the Autumn term, the ALNCo will arrange for contact to be made with pupils and their families to reassure them that the support they receive will be continued when they move to their new school. Prior to the start of the Autumn term, actions plans and memos will be completed for all year 6 into 7 ALN learners and the ALN directory will have been updated.

Support for parents

As part of Y6 transition, we will aim to establish relationships with pupils and their families to ensure they feel welcomed, valued and informed. There is a designated email address for pupils and parents to pose any questions related to transition.

COMMUNICATION

Policy Amendments

The Headteacher, SLT, and governing body and other relevant stakeholders will review all of the amended policies to assess whether any further changes need to be made.

All staff will be required to familiarise themselves with the updated policies and procedures (including fire safety policy) as and when they are available.

Communication

Our plans to reopen and all associated procedures will be communicated to all relevant stakeholders, including pupils, parents, staff, visitors, suppliers and contractors.

Parents will be informed of:

- When their child will be able to attend and the pattern.
- What protective steps the school is taking to ensure pupils are safe.
- New timetable arrangements, including start and finish times.
- The processes for drop-off and collection.
- The educational resources they can access from home if their child is not returning to school.
- Recommendations in terms of transport to and from the school.
- Safety measures that will be implemented, e.g. social distancing.

These arrangements will be communicated via Parentmail. Parents will be expected to share the above information with their children.

Staff will be informed of all relevant plans, including safety measures, timetable changes and staggered arrival and departure times, and will have opportunities to discuss training on the new measures.

Staff will be engaged regularly to get their feedback on the arrangements that are in place. Prior to reopening, discussions will be held with all contractors and suppliers to ensure they are prepared to support our plans.

Cleaning staff/contractors will be informed of the additional cleaning requirements and additional time for these to be completed will be agreed.

Monitoring and Review

The SLT will review all solutions used during the partial school closure and how they might be part of sustainable future operation.

This plan will be reviewed continually in line with guidance from the government and PHW in collaboration with any advice and guidance from the LA and professional trade associations.

Any changes to the plan will be communicated to all relevant stakeholders.

Please note that the current health pandemic (COVID-19) is an evolving situation. This plan will be superseded by Welsh Government/ dfe circulars until this policy is updated to reflect the latest scientific guidance.

POLICIES AND KEY DOCUMENTS

[Apply for a Test](#)

[Education and childcare: coronavirus](#)

[Welsh Government Operational Guidance](#)

[Welsh Government Learner Guidance](#)

[Welsh Government Childcare Settings](#)

[Welsh Government - FAQs](#)