



ORGANISATION & RISK ASSESSMENT WEBSITE VERSION: 4th JANUARY 2021

This plan should be read alongside the Durham Schools Risk Assessment which gives further details about some aspects.

This is an updated plan for the current Lockdown period and will be reviewed prior to school opening to further pupils.

1. GENERAL ORGANISATION

Pupils wear school uniform except on PE days when pupils wear PE kit

Staff to wear usual work wear

No longer recommended that temperatures are taken daily. Each class has a thermometer available however should a pupil feel they feel hot/have a temperature/feel unwell.

Assemblies will take place within classrooms via video or other online methods. Singing should not take place in classes, unless outdoors or in groups of 15 or less within a class bubble.

Photocopying be kept a minimum. Anti-bac wipes kept next to this. Staff wipe handles/keys down before and after use.

Staff to be in school (and car park) by 8.30am and leave the carpark no earlier than 3.50pm. The last class leaves at 3.40pm.

Staff to wear masks when moving around the school and entering/exiting the school building. This includes in the staff toilets. Also wear masks as needed within classrooms and office spaces. Boxes of these will be supplied in each classroom. Dispose after use and put on/remove safely. Cleaning staff will wear masks when carrying out their duties across the school.

2. CLASS ORGANISATION/YEAR GROUP BUBBLES

Pupils attending school (children of Key Workers and Vulnerable groups) are organized into year group bubbles. The majority of the children will be with their usual teacher in their usual classroom. Groups are organized as follows:

Nursery – Ms Franklin and Mrs Henderson
Reception – Miss Lowery, Miss Bodham and Miss Robson
Yr1 – Mrs Downs/Mrs Turner and Mrs Forbister
Yr2 – Mrs Exley/Mrs Wise, Miss Davis and Mrs Dixon
Yr3 – Miss Stebbings, Mrs Wallwork and Mrs Patton
Yr4 – Mrs Dadswell and Mr Storrar
Yr5 – Miss Allen and Mrs Bray/Mrs Greenwell
Yr6 – Mr Walsh
(Year 5 and 6 together during the afternoons)

Two staff will be allocated to each group so that: PPA time can be given daily; pupils in school can be supported well with work; break times can be taken; to ensure cover in the case of a staff member displaying symptoms and needing to be sent home or to cover other eventualities during the course of a day. Teachers may work at home on Remote Learning plans during the afternoons if they wish, with the other staff member covering the group. Work areas are available in school if needed also.

Wherever possible, classrooms from Years 1 to 6 will be organized so that desks are in rows and facing forward. Children will sit side by side rather than opposite each other. The Teacher's desk will be at the front or side of the classroom, distanced from pupil desks. Avoid sitting the class on the carpet wherever possible in Years 1 and 2 as there is little space to do this.

We will provide each child with a clear pencil case filled with the required rulers, pencils, erasers etc.

Classes in Years 1-6 will be timetabled to have laptops or ipads for one day. These will be cleaned at the end of the day, prior to the next class use.

Pupils will work in their subject exercise books as normal. These will be marked as normal by staff but ensure regular handwashing/use of sanitizer during and afterwards.

In EYFS, pupils will operate in small groups within the continuous provision as they would usually. Children will be reminded to try not to touch each other, get too close to one another but will only have contact with other children within their class bubble throughout the school day.

Top windows and doors to corridors to be kept open wherever possible unless this causes discomfort for staff/pupils. Heating to be on full if windows open.

Reading books and Homework books will currently not be sent home from school. Younger children will use Oxford Owl online reading resources at home.

Children will bring in their own full water bottle and there will be no use of school water fountains by pupils. Jugs to be filled from water fountains by staff should children need a top up. Water bottles to be kept on the child's desks.

KS2 pupils may bring their own healthy snacks in for the morning. Both these and KS1/EYFS fruit/veg snacks to be eaten in the classroom before break where possible. Hands to be washed before and afterwards. Some classes are eating healthy snacks outside monitored by staff

All classrooms will be neat and well-ordered with no clutter so that can be cleaned thoroughly each day. This includes the Teacher's desk and those in office spaces.

Packed lunches are being kept in pupil bags/on coat pegs in the cloakroom areas.

Mobile Phones only to be brought in by Y5/6 pupils who walk to and from school. Each class to have a Mobile Phone Wallet/Folder with named sections. These to be collected by office staff when they do a morning register check and returned at the end of the day. Children not be sent to the office with these or register numbers

Any shared equipment (Science, Maths, Art etc) must be cleaned after use, before next class/year group bubble use or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Staff need to stay in their year group 'bubble' wherever possible. This includes before and after school. Where messages need to be given, questions/advice asked etc, maintain a 2m distance at all times and ideally speak from the classroom doorway or at a 2m distance or more in the hall or a corridor. When attending Zoom meetings, staff members to attend individually rather than sharing a screen.

Non-office based staff must not walk through the office or come into the office.

3. BREAK TIMES, PE AND OTHER OUTDOOR TIME

Morning Break

Reception and Nursery each have their own yard so can stay within their class bubble during lunchtimes/outdoor times.

Each KS1 and KS2 group has their own zone on the playground.

The grass/field areas and Timber Trails are currently not being used.

Staff to continue to keep social distance from pupils and each other as much as possible with their class/year group during break/lunch time and any other outdoor time. PPE to be taken out

onto each yard at lunch/break-times in a yellow First Aid bag to be used by staff if needed when supporting a child with a fall/first aid issue etc.

A list of games which encourage social distance will be given to staff to share with their groups. If playing football and other ball games however, it is inevitable that pupils will be at a closer distance to each other at some points. This should always only be within their own class/year group bubble however.

Each class/year group will have their own resource box items will be stored in classrooms and cleaned at the end of every day by the cleaning staff.

Pupils will be asked to maintain social distancing within their bubbles where possible at any point of the school day when lining up.

Teachers to take their classes outside one at a time at breaktimes and to their allocated areas. Classes next to each other to be vigilant and ensure that they bring their groups in/out separately.

High staff room windows, Outdoor classroom windows and Toilet windows opened before start of school day by Caretaker. Staff to try to keep these open wherever possible. Heating can be turned up to full.

'Maximum Occupancy' signs will be displayed in the shared staff and office areas. Additional chairs have been removed from the staff room.

In the staff room, all cups/plates etc used by staff to be placed in the dishwasher by staff who have used them- no handwashing of these items or leaving items in the sink. Staff are advised to make drinks for themselves only, not for others.

Lunch Sittings

Each group/bubble goes into the hall for lunch one at a time, starting with Nursery. Once the group/bubble have finished lunch, the tables are cleaned and the next group/bubble brought in. Hot meals are being served as usual.

Groups/bubbles spend the rest of their lunchtime outside on the yards or in their classrooms if the weather does not allow for this.

Lunch Times:

Nursery, Reception 11.30 to 12.45

Year 1: 11.45 to 1pm

Year 2: 11.45 to 1pm

Year 3 12.15 to 1.30pm

Year 4 11.45 to 1pm

Years 5 and 6 12.15 to 1.30pm

Lunchtime Staff

Lunch staff will be allocated to year groups as follows:

Nursery: Mrs Pendleton

Reception: Mrs Mawson

Year 1: Mrs Wallwark

Year 2: Mrs Dickinson

Year 3: Miss Robson

Year 4: Mrs Matthison

Year 5 and 6: Mrs Harmer and Mrs Barrass

Lunch staff and teachers to ensure year groups stay separate as enter/leave hall and when travelling between yard/school building

All lunch staff wear face shields, gloves and aprons. Kitchen staff to remain in kitchen unless collecting cutlery/trays etc.

Lunch staff to monitor toilet visits before going into hall or out onto yard. Children not to be sent in from yard unsupervised.

Tables to be wiped after each group. Handwash/sanitizer as usual before entering hall.

Tokens will not be used. Lunch staff have the lists and will inform children which meal colour they are each day.

Office staff will support with First Aid lunchtimes

Indoor Break/Lunchtimes

Each child will be given a jotter to keep on desk for drawing/doodling/playing games during wet breaks. Word searches/other puzzles to be available. Children can play games on ipads/laptops if their allocated day. DVDs can be played on the interactive boards. Class board games can be used but MUST be kept within that classroom only. Staff supervision will remain the same as for outdoor breaks.

4. TOILET BREAKS FOR CHILDREN

Staff to work out slots for groups: one mid-morning, one before lunch, one after lunch.

Wherever possible, pupils to stick to these. For younger children, staff to ensure that toilet is empty before escorting children from their groups to these. No more than three in the toilets at one and these **MUST** be from the same group. Toilet slots to be displayed outside each toilet.

Toilet Rota has been devised and displayed on toilet doors (including cleaning times)

5. DROP OFF AND COLLECTION

Parents/carers must wear masks when dropping off/collecting

We will ask that only one parent/carer collects their child. There will be staggered drop off and collection times. Plus one way system and different points of entry/exit as in the Autumn Term.

Parents/Carers to observe social distancing guidance when waiting/queuing.

From 5th January, the timings will be the same as in the Autumn Term, although we will build in flexibility for the drop off/collection of siblings.

Nursery

Nursery gate at 8.45am for the morning session. A member of staff will take the children into the nursery classroom. If child is only in for a morning session, collected from the main office 11.45am.

If child in for an afternoon session, bring to the main office at 12.15pm.

At the end of the day, children collected from the Nursery gate at 3.15pm.

Reception

Bring to the Nursery Gate between 9am to 9.10am.

Collect from the Nursery Gate between 3.25pm and 3.35pm

Year 1

Bring to the Key Stage 1 yard at 8.55am. The Class Teacher will line the class up and take them into school.

Collect from the Key Stage 1 yard at 3.20pm. Parents/carers to stand at the fence and teachers will send children over one at a time.

Year 2

Bring to the Key Stage 1 yard at 8.45am. The Class Teacher will line the class up and take them into school.

Collect from the Key Stage 1 yard at 3.10pm. Parents/carers to stand at the fence and teachers will send children over one at a time.

Year 3

Bring to the Key Stage 1 yard at 9.05am. The Class Teacher will line the class up and take them into school.

Collect from the Key Stage 1 yard at 3.40pm. Parents/carers to stand at the fence and teachers will send children over one at a time.

Year 4

Bring to the Key Stage 2 yard at 8.45am. Children will join their class line and the teacher will then take them into school.

Collect from the Key Stage 2 yard at 3.15pm. Parents/carers to stand at the designated waiting area and teachers will send children over one at a time.

Year 5

Bring your child to the Key Stage 2 yard at 8.55am. Children will join the class line and the teacher will then take them into school.

Collect from the Key Stage 2 yard at 3.30pm. Parents/carers to stand at the designated area and teachers will send children over one at a time.

Year 6

Mr Walsh's Class - bring to the door next to the Year 6 classrooms from 8.45 to 8.55am. The teacher will be on the door to let children in one at a time and direct to their classrooms.

Collect from this door at 3.20pm-3.30pm or pupils walk home

Parents/Carers will not be able to pass on messages to staff at beginning or end of school day at the drop off/collection points. Communication through Class Dojo can be used where appropriate or parents/carers can contact the school office by telephone or email to pass on

messages or to arrange a phone call or face to face appointment. Parents/Carers should not visit the school office unless absolutely necessary.

Pupils will access bike/scooter racks at different times due to staggered start/finish. Gaps in racks identified so pupils maintaining distance when taking/collecting. Different racks/areas for KS1/EYFS and KS2. These to be spaced out further and parents/carers and children informed.

6. MOVEMENT AROUND THE SITE

Different year groups should not be in contact with each other wherever possible. This will be managed as following when moving around the building:

- Each class has its own drop off/collection point that are well separated
- Toilet visits as explained above and to be staggered. This to be organized by staff and everyone aware of their 'slots' – displayed in classrooms and next to toilets
- Staggered morning and lunch-breaks plus yard zones.
- Staff to be vigilant at all times and stop their group and wait/retreat if encounter another group unexpectedly at any point.
- Pupils must keep to the left at all times when walking around the school. Arrows will be placed in corridors to support with this. Children to be reminded regularly about this.
- Pupils not to be sent to the office/other classes for messages etc. Office staff will come to each class each morning for registers/absent pupil list and to collect mobile phone folders from Y5/6.

7. SOCIAL DISTANCING & ZONE MARKINGS

These are added to the following areas:

KS1 fence - 2m markers along the fence from the gate (on the ground) so that parents can wait safely

Main office – 2m markers on fence from entrance to end of path

Zone areas on the KS2 yard for break times and drop off/collection

Bike/Scooter rack gaps

Arrows to remind parents/carers of one way system

8. SYMPTOMS OF COVID-19 IN THE SCHOOL COMMUNITY

Should a pupil or staff member have any of the following symptoms, they must not come into school. The self-isolation guidance must then be followed for the pupil/staff member and their household members. Any pupil, staff member or family member experiencing symptoms should book a test and school inform school of this. The result should then be emailed to school.

Weekly reminders will be sent to parents/carers about not sending children in with symptoms and booking tests where feel any symptoms are present.

Latest NHS advice (as of 30/12/20)

Self-isolate immediately if:

- you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- someone you live with has symptoms or tested positive
- someone in your support bubble has symptoms and you've been in close contact with them since their symptoms started or during the 48 hours before they started
- someone in your support bubble tested positive and you've been in close contact with them since they had the test or in the 48 hours before their test
- you've been told you've been in contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)

You should self-isolate for at least 10 days.

You may need to self-isolate for more than 10 days if you get symptoms while self-isolating or your symptoms do not go away.

Get a test as soon as possible if you have any symptoms of coronavirus.

The symptoms are:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

The test needs to be done in the first 8 days of having symptoms.

You do not need to get a test if you have no symptoms or if you have different symptoms.

CLOSE CONTACT DEFINITION

- A person who lives with or spends significant time in the same household as a confirmed case of coronavirus (COVID-19)
- Having direct face-to-face contact or direct physical contact with a confirmed case for any length of time
- Being less than 1m from a confirmed case for 1 minute or longer
- Being less than 2m from a confirmed case for more than 15 mins
- Travelling in a small vehicle with a confirmed case

The room next to the Headteacher's Office will be used to isolate a pupil displaying symptoms until they can be collected. This should be cleared of any unnecessary items to allow for thorough cleaning. An 'Isolation Room' sign to be placed on the door plus an overview of instructions. The pupil will be monitored by a staff member, whilst maintaining a 2m distance. Windows of the isolation room (top windows) to be kept open and the door to also remain open. If a pupil with symptoms needs to use the toilet, use accessible toilet and then close this to use by others until a thorough clean can occur.

Pupils to be sent to isolation room as soon as symptoms are suspected.

Staff who have helped a Pupil/Staff member presenting COVID-19 symptoms and any pupils who have been in close contact with them **DO NOT** need to go home to self-isolate at this point. They must however wash/sanitize hands if have been in contact with an affected pupil/staff member.

PPE to be worn- gloves, mask, apron should any bodily fluids have to be cleaned up and when cleaning the area once the pupil has left. See guidance below:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Windows to be left open until end of school day.

See section 3 of the Durham Schools Risk Assessment (attached) for further details plus the guidance below:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Parents/carers and staff should inform school of test results immediately.

Should a positive result be given, school would contact the local Health Protection Team who would advise about the course of action, including NHS Test and Trace procedures:

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

Staff members to be informed if a pupil or staff member has been sent home with COVID-19 symptoms.

A record to be kept in the office of pupils/staff members sent home with symptoms so that checks can be made on length of isolation/test results before pupil/staff member returns. Year group/initials only to be recorded.

Regular updates given to parents/carers particularly in regard to testing and when to self isolate.

9. EVACUATION OF BUILDING

In the case of a fire or other emergency which requires evacuation, we will revert to our usual evacuation procedures (see signs in classrooms which advise of these).

Social distancing should not be a priority when evacuating as the fire/other emergency would be the immediate danger. Observe social distancing/non-mixing of bubbles when bringing classes back into school.

10. PREPARING THE SITE

Health and Safety Check of the Building

The following aspects have been checked and maintained as usual and details are below:

- Hot and cold water systems September 2020
- Gas safety 05/05/20
- Fire safety (Extinguishers) 30/09/20
- Fire Safety (Smoke Detectors/Fire Alarm) September 2020
- Kitchen equipment (Gas) 05/05/20
- Security systems (Doors) January 2021
- Intruder Alarm September 2020
- Kitchen ventilation system January 2021
- Legionella (monthly), last check Jan 2021

Cleaning and Hygiene

Soap, hand sanitizer, hot water and paper towels are available in every toilet and kitchen areas. Hand dryers have been unplugged/turned off.

Hand sanitizer is available in each classroom next to the door and children will be asked to use this every time they enter the classroom (ie on a morning when come in, after visiting the toilet, after break etc). They will also be asked to use this before each break and lunchtime. We have a large supply of sanitizer and stock in classroom, toilets etc will be replenished as needed. Soap and paper towels should also be available in every classroom and in the toilets and is preferable to use wherever possible – pupils to be reminded of this.

Classes next to each other to come in from the yard separately to avoid queuing next to each other. Teacher will wait at the entrance from the yard if a queue is still apparent.

Staggered drop off times have been organized so that classes next to each other do not come into/leave school at the same time.

Hand sanitizer will also be available in the hall which children coming into the hall from the yard will use before going to the serving hatch or table (if packed lunches).

All classrooms have a bin with a swing lid and double bin bags in the classroom for the disposal of tissues/other potentially affected waste only. Children will be asked to wash hands/use sanitizer after using this bin.

Three bins now in each classroom – hazardous, re-cycling and general waste

An open bin will be available in the classroom for general waste – ie paper, pencil sharpenings etc

Bins with swing lids and double bags will also be in each toilet for paper towels and in the kitchen areas, Reception area and office areas for tissues etc. The office will have a separate bin for general, no- hazardous waste.

Bins will be emptied at the end of every day and taken to the outside bin store. They are large so unlikely to get full during the course of the day. If this does occur, staff member to use gloves to tie bag up (double bag). Spare bin bags will be available in the classroom.

A box of disposable tissues will be available in each classroom plus spare boxes. Staff to let office staff know when these need replenishing.

Pupils and staff will be reminded regularly to catch coughs/sneezes with tissue or elbow then wash hands. Posters will be displayed in all classrooms, toilets, communal areas and the hall.

All doors to have a door stop so can be kept open for ventilation. Windows open at all times unless the draft/temperature is not comfortable. We have no current 'runners' but if this

becomes an issue, a separate RA will be put in place. Classroom staff to open windows before school day begins.

We will not use air conditioning units until we have confirmation that these are safe to use.

A cleaning schedule is in place each day. Cleaning schedules/rotas have been amended so that a cleaner will be in school during the mornings/afternoons also. This will allow for a cleaning of all toilets after morning break and lunchtime plus the staff break areas. It will also need to include the cleaning of PE equipment, outdoor play classroom boxes and the intervention room tables (both after lunch and end of school day due to staff break use, meetings etc). The following guidance to be followed to ensure that cleaning schedules meet all requirements:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Gloves and anti-bacterial wipes will be provided in each classroom in case a pupil coughs/sneezes on a surface/piece of equipment. Boxes of masks for staff are also available in each classroom.

Any soft furnishing, soft toys and items that cannot be easily cleaned to be removed from the classrooms and isolation room.

The main office should have surfaces free wherever possible to ensure thorough cleaning can be carried out daily.

Staff toilets will have hand sanitizer in addition to soap. Anti-bac wipes plus a spray will also be available. Windows to be kept open.

Movement Around the School

Already covered earlier in the plan.

Staggered start/finish times, toilet breaks and morning/lunch breaks means groups stay separate. Staff will also have to be vigilant at all times and check before bringing a group in/out of classrooms, toilets and the hall.

Children to be taught to keep to the left at all times when moving round the school. Children to be reminded of this daily/weekly

11. STAFFING

All staff except for pregnant and CEV staff members are working in school from 4th January 2021.

Staff members will stay with their class/year group and enforce social distancing as much as possible, even with younger children. Face masks and shields are available to all staff. A supply of aprons and gloves are in each classroom also.

Staff to use PPE if dealing with a pupil displaying symptoms.

Staff carrying out First Aid will wear PPE (gloves, apron, mask). Items used will be disposed of in the hazardous waste bins as usual.

Our arrangements for drop off/collection prevent wherever possible any contact with parents/carers. Staff will be told that they are within their rights to ask a parent/carer to maintain a 2m distance should they attempt to come closer. All parents/carers should also be wearing masks. Any parent/carer not following this advice will be contacted by the HT/DHT.

Separate RAs will be drawn up for staff working with SEND pupils who require 1:1/close proximity usually.

Supply staff are being used as little as possible but where this is required we will use our two usual supply staff.

Staff meetings will take place via Zoom. Only one staff member to one screen

12. PRACTICAL STEPS TO REDUCE RISKS (ASPECTS NOT ALREADY COVERED EARLIER IN THIS PLAN)

Children will be reminded about handwashing, not touching face and other hygiene precautions daily. Posters relating to this are displayed around school.

Separate RAs are being carried out for any pupils who currently have potential for close proximity/Team Teach being needed.

Essential visitors to school should only come in contact with Office staff or the SENCO (if SEND visit) and at a 2m distance. They will be asked to use hand sanitizer on entry and exit. Office staff to sign visitors in to avoid multiple contact with sign in book and pen. They will need to wear masks/face visors. Visits currently being kept to a minimum.

With regards to deliveries, only essential items are ordered by the school. Office staff will take responsibility for deliveries made to the school. Staff members wash their hands before and after decanting orders and storing them away. Kitchen deliveries are made directly to the kitchen area. On decanting products, products are to be wiped down and stored away. Packaging to be placed in the external bin store.

School Meals provider has completed their own RA and a copy has been given to the school.

PE lessons will take place outdoors wherever possible but the hall can be used if needed. Equipment must be wiped down between each class use or quarantined for 72 hours. This will be built into the Cleaning Schedule.

There are no residential visits or off-site visits planned for the Spring Term. Swimming lessons have been cancelled until further notice.

There are currently no after-school clubs taking place. This will be reviewed at the end of the current lock down period.

A new RA for Kidz Club is now in place.

Safe wearing/removal of masks (in the case of pupils if wearing to and from school). Staff and Pupils instructed not to touch the front of their face mask/shield during use or when removing them. Wash hands before putting on/removing.

13. SEND, BEHAVIOUR AND INTERVENTION GROUPS

Teachers and Support Staff to support pupils from the side, rather than face to face.

Individual RAs devised pupils with an EHCP/TU funding. EHCPs for pupils who are clinically vulnerable should be reviewed and discussions with GPs to take place before the child returns.

Staff members supporting pupils with additional needs may choose to wear face shields/masks if behaviour can include spitting, biting, emotional/aggressive behaviour. These staff members should also carry a small hand sanitizer with them (provided by school).

Both pupils and parents/carers will be informed of the expectations with regards to behaviour and social distancing. Where an older child, who should be able to follow social distancing guidance, purposely and repeatedly ignores this, this may result in a pupil being sent home. The same may apply to a younger child whose behaviour is causing an issue for staff in following health and safety procedures.

Our Behaviour and Attendance policies will be followed as usual. See Section 13 of the Durham Schools RA for further details about Challenging Behaviour.

Our usual intervention groups are not currently taking place. The use of these will be reviewed at the end of the current lock down period.

14. FIRST AID AND PERSONAL CARE

Trained staff will continue to administer First Aid to children and comfort them as needed whilst maintaining social distance wherever possible. Health and safety procedures will be followed to protect both pupils and staff members. Personal Care Plans to be followed as usual

with additional cleaning post care if needed. Staff members should use PPE when carrying out First Aid and Personal Care *ie mask/face visor, plastic apron, gloves*. See section 19 of Durham Schools RA for further details

We have a large group of staff trained in First Aid, including Paediatric First Aid.

SBM to ask Durham H&S team for current advice about carrying out CPR and COVID-19

15. COMMUNICATING WITH STAFF AND PARENTS/CARERS

Updated Risk Assessment/Organisation shared with all staff during Training Day on 4th January 2021. Further updates/reminders sent out as needed.

Weekly staff meetings give opportunity to discuss aspects of the Risk Assessment/Organisation.

Updated Risk Assessment along with all other necessary information added to website in January 2021

Regular letters, newsletters and updates to parents/carers.

Class Dojo Contact between Parents/Carers and Teachers.

See also 'Remote Learning Policy' and Child Protection Addendum

16. MANAGING PUPIL AND STAFF WELL BEING AND MENTAL HEALTH

Our staff are very skilled in supporting pupils in this area and we have a HLTA who is our lead for emotional health and well being. She has a range of resources that can be shared with staff.

Emotional Health and Wellbeing will be a key focus of RSE/PSHE lessons.

Our PSA can provide 2 hours of counselling/Time to Talk to pupils each week. During lockdown, this is in the form of phone calls to these families/pupils.

All employees have access to a counselling service if required.

17. WRAP AROUND PROVISION (KIDZ CLUB)

This provision offers before and after school plus holiday provision for children from Nursery to Year 6 at our school.

The main organisational points with regards to the Risk Assessment are:

- Tables arranged to be facing forward and children to sit side by side

- Children grouped into bubbles within the club (ie two year groups at the most) and to play, eat etc within these groups only
- Outdoor play wherever possible using Kidz Club equipment only. Each bubble to have their own set of equipment
- Strict Toilet Schedule and regular cleaning
- Parents/Carers to not enter the classroom when dropping off/collecting (wait at bottom of ramp)
- All tables and chairs cleaned before and after each Kidz Club session
- All other health and safety/hygiene/organization points covered in this Risk Assessment that are appropriate should also be applied in Kidz Club also.

See full RA for more details

18. RECOVERY CURRICULUM

When children returned to school in September, our curriculum was planned to ensure that we re-cap, consolidate and re-teach where necessary key concepts and learning objectives from the Summer Term. Some assessment tasks took place and any potential gaps identified. The following additional lessons and interventions were in place during the Autumn Term:

- Year 6 set into 3 small Maths groups
- Year 5 set into 2 smaller Maths groups
- Daily 30 minute reading sessions in KS2
- Daily 30 minute Phonics sessions in KS1/Reception
- Daily handwriting/letter and number formation practice
- An additional weekly arithmetic lesson in years 1-6
- An additional weekly English and Maths skills lesson in years 1-6 (carousel of activities to include times-tables, guided reading, Spelling Frame, Readworks/Lexia, Handwriting Practice)
- Continuous provision afternoons in the first half term for Year 1 to allow them to experience some of the learning areas they were used to in Reception and support with transition to Year 1
- Lunchtime and after school Intervention for target groups of children
- Our weekly RSE/PSHE lesson covered emotional well-being and resilience activities initially
- Visual Time-tables in every classroom to help children familiarise themselves with the routine of the school day and encourage a sense of security.
- Morning and afternoon lessons broken up by active activities such as the Daily Mile.

These groups and interventions will continue when school returns after the current lockdown with additional intervention/organization planned as needed. Maths lessons are still being

planned in the three different groups (Year 6) and two groups (Year 5) during the lockdown period.

19. REMOTE LEARNING AND PROVISION FOR KEYWORKER/VULNERABLE PUPILS IN SCHOOL

Children will follow the same curriculum and use the same lesson videos both at home and in school.

See the Remote Learning Policy for more details.