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**Our Lady of Walsingham Catholic Trust**

**Full opening of schools September 2020 a decision-making framework for Trust schools**

Our Lady of Walsingham Catholic Trust is founded on Catholic Christian values. We are based across the East Anglian counties of Suffolk and Cambridgeshire. As a Trust we recognise the individual identities and circumstances of our member schools whilst seeking to support them at all times and in particular during the Covid-19 pandemic. We also recognise that Headteachers, Heads of School and Executive Headteachers are in the best position to understand how their schools respond to the current situation and the Trust is here to guide them in their decision making and to enable them to carry out those decisions.

As a Trust we are members of the Confederation of Schools Trusts and we have been grateful for the excellent work that they have done in informing, supporting and guiding their members in recent weeks. This document is largely their work and we have adapted it to meet the specific needs of our Trust. As schools are being asked to open more widely, this framework outlines a series of strategic actions for our schools to take before decisions can be made about opening a school more widely in the safest possible way. It does not include all possible actions that could or should be taken in the specific context of each school and it is therefore intended to be adapted to meet the circumstances in which each school operates. It is intended to be a strategic framework to guide decision-making and we have therefore attempted to be concise.

If you follow the **system of controls** set out in annex A of this guidance, you will effectively reduce risks in your school and create an inherently safer environment. CST

**The strategic job now is to ensure a balance of risk – using the system of controls to prevent infection alongside ensuring pupils have a broad and ambitious curriculum.**

The sections in the framework could be used as your governing body agenda. In each case, risks and actions to mitigate risks should be identified and recorded formally by the LGB. These will then be forwarded to the Trust board as the responsible body, legal entity and employer.

We would like to re-assure you that the health and safety of our staff and children will be paramount over the coming weeks while we make best endeavours to serve the needs of our families as they navigate their own routes to eventual normality. Our Trust schools have responded professionally and in good spirit to the conditions they have found themselves in over recent weeks and we feel confident that we are best placed to respond in a balanced way which best meets the needs of all in the weeks to come.

**Decisions and actions to take before opening the schools in your trust in September**

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| **Health and safety** | * Review health and safety risk assessments ensuring these are based on the Public Health System of Eleven Controls in the [DfE guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) summarised in **annex A** below. More information about health and safety risk assessments in set out in annex A of the DfE guidance. Consider using [HSE managing risks and risk templates](https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm). * Ensure consultation has taken place with all staff and their representatives in line with [HSE requirements](https://www.hse.gov.uk/involvement/index.htm). * Ensure statutory site checks are carried out, if required (DfE guidance [here](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak). Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers’ guidance on [emerging from lockdown](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown)) * Commission cleaning of all sites using [guidance on cleaning non-health care settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) * Review arrangements to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm) * Agree a policy and procedures should a child or adult fall ill with the coronavirus on site, fall ill having recently been on site and/or if a number of people fall ill related to a particular site (use DfE guidance on the system of controls, response to any infection points 7-9 [here](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) and guidance on testing [here](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)) * Ensure there is a critical path decision making process/ contingency plan in case of the need for further closures, or scaling back operations, to address local infections (local lockdown guidance can be found [here](https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings)) * Assess transport-related health and safety risks and how these can be mitigated * Always keep occupied spaces well ventilated | System of controls in place to minimise risk. Refer to RAG colour coded document.  Each class serves as primary bubble but integrates at lunch and break time with those who enter via the same door at the same time. Fixed start and end of day entrance /exit points agreed and shared with staff and parents.  Initial outline shared with SLT 7.7.20. Teachers 8.7.20  Full Risk Assessment shared with staff 16.7.20  All staff are fully briefed on school H&S protocol documents and receive printed copies for reference. All staff have the opportunity to raise any concerns or queries and clarify understanding. All staff understand the importance of consistent adherence to guidance.  Usual pre start of school year site checks are carried out and any checks delayed due to period of partial closure are rescheduled and completed.  Schedule of checks and maintenance continue – further remedial work planned for legionella – removal of dead legs etc.  All staff are aware of importance of good ventilation and consider when organising classroom and learning spaces ( e.g. school hall)  RPA Audit 4/8/20 and 6/8/20  Deep Cleaning arranged for summer holidays – 70 hours with Magic Wand wc 17/8/20  Windows are opened throughout the school  Should an adult or child fall ill on site they will wait in the small den with windows open Flow chart poster for response to symptomatic pupil or staff displayed throughout the school. Small Den for isolation and PPE is stored here. Top corridor boys designated toilet which will be cleaned and disinfected before anyone else uses it. Any adult who waits with them should wear PPE. In the event of a positive test within the bubble DfE/PHE advice sought. Reminder given to admin staff 2.12.20  A record will be kept of all visitors to the school containing information about contact with adults or children within the school. Contractor protocol shared on arrival  Additional social distancing reminder posters to be displayed on external notice boards, school entrances, staffroom and office spaces.  Hygiene reminder posters to be displayed in all classrooms, staff room and toilets.  PPE for adults dealing with children who become unwell with symptoms of coronavirus or where there is a risk of spitting, splashing or vomiting.  PPE for cleaning an area in which coronavirus is possible or confirmed.  Check sufficiency of stores of all cleaning materials for all at half term and order as necessary.  Current Guidance on testing to be followed. Poster from 21st August displayed – updated to 17th Sept version  Hand sanitiser at all school entrances and in classroom without access to soap and water.  Every bubble will have a First Aid kit and any children with inhalers or epi pens will be kept securely in the room they are being taught in.  HoS – EH – CEO critical path decision making process in case of the need for further closures, or scaling back operations, to address local infections.  All pupils will have an individual stationary pack.  Bi-Weekly Head Operations Group Zoom  Taxi register for Test and Trace purposes  One toilet block leaking 10.9.20 – repair book for next day before pupil arrival – All fixed 11.9.20  Hand driers can be used in schools safely – Driers reinstated where SEND does not contravene. 9.10.20  Advice on ventilation updated to staff 23.10.20  Instructed caretaker to ventilate all spaces fully before staff arrive 2.11.20  New signage in car park 5.11.20  New cleaner started – handover completed with previous staff member 23.11.20  RA re-shared with Staff 4.1.21  Face coverings for staff in non-teaching areas – correct use and disposal <https://www.stcatharines.ca/en/governin/resources/Masks-By-law/proper_mask_use-Moxie.jpg>  School closed to most pupils 5.1.21 following Lockdown announcement 4.1.21 – all existing measures remain in place except staggered starts and finishes due to staffing numbers 8.1.21 |
| **Pupils and parents** | * Assess parental confidence and ensure processes are in place to communicate clear and consistent expectations around school attendance to families * Ensure appropriate support and arrangements are in place for pupils with EHC plans * Ensure that pupils most at risk of disengagement/most in need of additional support are identified and support is in place * Audit wider family services supporting mental health, bereavement, domestic violence etc in order to be able to signpost/refer families where required (Public Health England has published [guidance on supporting children and young people’s mental health](https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing), [Every Mind Matters](https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/) and [advice for groups with specific mental health needs)](https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19#additional-advice-for-groups-with-specific-mental-health-needs) | Letter from Trust saying that all schools will be fully open from September and will be following the DfE guidance on prevention and response to infection in line with the public health system of controls. The expectation from the Trust is that all children can return to school in September unless they are under the care of a specialist health care professional who advises otherwise.  Follow LA guidance on management and support of pupils with EHC plans  Audit and review existing lists of pupils most at risk of disengagement/most in need of additional support.  Continue to signpost in line with existing practice.  Written progress report before Christmas and parent consultations postponed until Spring  Send communication to all parents (PD day, 1/9/20) welcoming children back and reminding of arrival/collection arrangements.  Make telephone contact with any parents of children not in school on 3/9/20 to identify reasons and identify and address any barriers to attendance.  Phone calls made to follow up absence due to symptoms to check for school vulnerability 11.9.20  Local outbreak at Samuel Ward – understand the risks to St Felix – 2 parents are teachers (negative tests) / many siblings / staff children are pupils. One member of our staff self-isolating following T&T advice.  SEND meeting in school using screen and visitor protocol because language limitations over the phone. 22.9.20  NHS Covid App information shared and advised parents and staff to download and use 28.9.20  Adjustments made to personal risk assessment for pupil trying to exit Wraparound. Windows remain open but doors are closed 6.10.20  Discussed options with anxious parent who has keen to home school. 3.11.20 Child has continued to attend  Shared new guidance 4.11.20 with parents and staff  SEND pupil behaviour increasing risk to others in class – change of approach by LSA and more time spent on sensory breaks 12.11.20  Parents advised of Tier 2 status 27.11.20  CISS RA received 27.11.20  Falling snow 4.12.20 am – slight relaxation of arrival times but bubble integrity maintained.  Letter to parents about expectations for Teams / Distancing / Attendance/Masks 4.1.21  Places offered to key worker and vulnerable pupils. 61 pupils accessed 5.1.21. Expectation of >80 in future.  Pupils remain in their original bubbles and staff do not move between these bubbles  Part time places offered to minimise attendance where possible.  97 places requested across the school. 14 in some classes. 8.1.21 |
| **Workforce and HR** | * Review your trust’s workforce audit. The clinically extremely vulnerable list will be paused on 1st August. Some people on this list will remain under the care of their doctor or specialist and may be advised not to return to work. Assess how many staff remain in this much smaller group and the impact on the workforce – * Assess how many staff may be at increased risk due to protected characteristics and disparities in outcomes. This has been extended to 60+ * In light of this assessment, scrutinise how staff will be deployed * If necessary and applicable in your circumstances, consider using longer assignments with supply teachers and agree a minimum number of hours across the academic year * Consider what arrangements might be put in place for staff wellbeing * Ensure designated safeguarding leads (and deputies) are provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate | Clinically Vulnerable staff contacted to begin the process of liaising/mitigating additional risks (9.7.20)  Update any existing or create new risk assessments for individual staff as required.  Use the PD days at the start of the Autumn term for any locally identified training in line with the risk assessments.  Share risk assessments with staff before the end of term  Consult on the first PD day  Respond to any concerns on the PD Days following consultation with their Executive Headteacher.  Continue well-being measures already in place.  Remind/re-signpost all staff to ``Education Broker 0870 240 2530  Leadership Wellbeing Support : leadershipwellbeingsupport@suffolk.gov.uk  Wellbeing included on CPD agendas  Meeting between DSL and ADSL to review current situation and address new concerns.  Domestic Abuse Champion Training for DSL  Procedure for NQT to be adopted once received from PGCE provider. Training by co-ordinator 9.7.20  Reminders given in light of local outbreak and spread between teachers 8.9.20  Trust advice on Supply teachers changed to acknowledge impact of testing and the risk to closing a bubble.  Priority testing in Suffolk for staff moves from Martlesham to Copdock passcode needed 8.10.20  Updates to school guidance shared with staff 23.10.20  Volunteers suspended lockdown 4.11.20  Updated guidance shared 4.11.20.  Supported by [https://english.elpais.com/society/2020-10-28/a-room-a-bar-and-a-class-how-the-coronavirus-is-spread-through-the-air.html sent 5.11.20](https://english.elpais.com/society/2020-10-28/a-room-a-bar-and-a-class-how-the-coronavirus-is-spread-through-the-air.html%20sent%205.11.20)  MDSA resignation – cover plan minimises risk to other bubbles. HoS / TAs in same bubble 2.11.20  2.11.20 Staff request to wear masks in high contact situations:  *The Trust preference for primary schools, in line with DfE guidance, is for staff not to wear masks unless there is a specific medical reason, this has been risk assessed and additional preventative measures (including wearing of masks) agreed as an outcome.*  *This is the approach being adopted across each of the primaries*  Individual risk assessments carried out for all staff in higher risk group for health, BAME or over 60. 10.11.20  Advent wreath making in Covid secure bubbles with festive music and nibbles – wellbeing/ethos activity. Each bubble has own advent wreath. Packs prepared 72 hours in advance 24.11.20  Additional staff RA required 4.1.21  Trust advice has changed on the wearing of face masks. Staff can now wear a face coverings in non-teaching communal areas including the school gate/staffroom/meetings/toilets.  TAs deployed in school and teachers at home leading remote learning 5.1.21  Further advice to staff following DfE guidance and Trust guidance 8.1.21 |
| **Curriculum and timetabling** | * Ensure the curriculum remains broad and ambitious and that all pupils continue to be taught a wide range of subjects * Ensure that there is a staffing plan and timetable for each school, including any special arrangements where necessary and practicable e.g. staggered starting and ending times of the school day, drop off and collection and/or break and lunch arrangements * Scrutinise the plan for spending the trust’s allocation of tuition funding and ensure curriculum alignment and relevant training is in place (Education Endowment Foundation guidance can be found [here](https://educationendowmentfoundation.org.uk/covid-19-resources/covid-19-support-guide-for-schools/)) * Scrutinise plans for how remote education will be offered where a class, group or small number of pupils need to self-isolate, or where there is a local lockdown (online learning resources [here](https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources), Oak National Academy [here](https://www.thenational.academy/), technology support [here](https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19), guidance for parents on supporting home learning [here](https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19), guidance for parents of children with SEND to support home learning [here](https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19) and EEF best evidence in remote learning can be found [here](https://educationendowmentfoundation.org.uk/public/files/Publications/Covid-19_Resources/Remote_learning_evidence_review/Remote_Learning_Rapid_Evidence_Assessment.pdf) - there is also a [summary](https://educationendowmentfoundation.org.uk/public/files/Publications/Covid-19_Resources/Remote_learning_evidence_review/Rapid_Evidence_Assessment_summary.pdf) of findings and a [toolkit](https://educationendowmentfoundation.org.uk/covid-19-resources/support-resources-for-schools/) to support home learning. DfE has also published case studies using various methods to [adapt the curriculum for remote education](https://www.gov.uk/guidance/adapting-the-curriculum-for-remote-education?utm_source=e5c51ee7-4e30-4849-9275-25afd2ae3e2a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) to best meet the needs of pupils and [adapt teaching practice for remote education](https://www.gov.uk/guidance/adapting-teaching-practice-for-remote-education?utm_source=764bd106-089e-4d86-abb9-b878073c2c3d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) and [keep pupils engaged](https://www.gov.uk/guidance/keeping-pupils-motivated-and-engaged?utm_source=b69c331c-d6c8-4799-8da7-5f23962a7b3e&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate) * Review the approach to physical activity within the school day, ensuring pupils remain in consistent groups where possible, sports equipment is thoroughly cleaned between each use, contact sports are avoided and outdoor sports are prioritised where possible, and large indoor spaces used where not, maximising distancing between pupils and paying attention to cleaning and hygiene. * Review your before and after-school provision and plan whether/ how to restart these in the autumn term. And ensure where school is aware that parents are using external providers, that the school makes best endeavours (such as seeing the provider’s risk assessments) to consider how such provision will work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. | Group all classes (pupils, teachers and TAs) into separate phase led operational Bubbles:  o Bubble 1 Nursery/ Reception  o Bubble 2 Years 1/2  o Bubble 3 Classes y3 and Y3/4  o Bubble 4 Classes Y4 and Y5  o Bubble 5 Year 6  • Use Bubble structure to determine all timetabled school routines and activities, including staggered start and end to school day etc. Agree with SLT and share with all staff (WB 13/7/20)  • Plan for deployment of MDS (from 3/9/20) attached to identified and consistent phase led bubbles. Brief and train all MDS on new school protocols and expectations by 3/9/20 with particular reference to all H&S matters including the school H&S RAG rated assessment, Policies and Annex A  • Information confirming September 2020 start and end of day entrance /exit points and timings shared with staff and parents (by 17/7/20).  Recovery curriculum in place for September based on PiXL transition package. Focus on key priorities until first half term and review. All teachers aware of the expectation. 8/7/20   * **Year 1 – 6**   Whole school text, Here we Are by Oliver Jeffers. Use to promote EMERGE project in initial weeks  Use Pixl wellbeing package across the school.  Assessment week 7th September – 1st aspect / 1st test – GPS / Maths / Reading  Complete PiXL Transition Package by half term (DTTR)  Review for second half term.  Calculation Policy reviewed in line with DfE maths guidance [here](https://www.gov.uk/government/publications/teaching-mathematics-in-primary-schools?utm_source=020ba20b-4b2e-4458-9567-11265d9b8377&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)  Phonics testing across Y1-4  Fortnightly pupil progress review in phase groups from Y2.  All subjects will be taught but swimming and educational residential visits are on hold until guidance changes  Physical activity will take place in class groups, equipment will be thoroughly cleaned between each use. Outdoor physical activity will be prioritised along with maximising distancing between pupils.  Sports club reopening postponed until January due to limitations of space with Wraparound provision  Hot grab and go offer to be adopted from September to ensure maximum benefit from universal infant and free school meals.  Packed lunches can be brought from home  Pupils dine in three sittings 11:45 12:15 12:40 in the Hall – cleaning of tables/touchpoints in between. Outdoor areas zoned and bubbles the same as arrival and departure. Benches moved to outside Y6 to provide outside eating area in good weather.  Reviewed 7.9.20 and review of flow of younger classes as risk could be lowered.  Additional adult required for smooth running currently - SLT  Capacity identified in school if funding is made available for catch up.  Await further guidance in terms of optimising DfE offers of support.  Work is underway to roll out implementation of Microsoft 365 as a platform for this. Initial central training will be provided for all staff before the end of term. Training session for teachers 8.9.20  Classes still not updated for the whole school 22.9.20  The protocol for home school remote home school learning will be agreed by the end of September.  Policy written and sent to LGB 23.9.20  Wraparound recommences in Hall for both sessions and all sessions must be booked in advance. Pupil drop off and collection from central gates – bell provided. Hall space divided to accommodate bubbles as separate groups Training for outside contractors about protocols on 4th September.  Nativity unlikely at this time.  Key Stage and Class Masses to be discussed when new Parish priest in post.  Swimming lessons are due to start in September – further guidance and risk assessment awaited from Suffolk Norse before decision to attend is made.  PE Kits – all items to be labelled and left on own space. No shared PE Kits. PE Kits sent home for washing at least once every half term.  School on target to meet Education directive by 22.10.20.  Request made via Cambridge ICT re calls/ email access / sharepoint at pupil level  Request made to Tim Line to change teachers on Teams to Mrs/Mr/ Miss as informality inappropriate at primary level.  Teams App installed on school laptops to support learning  UKS2 parents given details of logins 9.10.20 – roll out weekly across remaining phases  LKS2 parents given details of logins16.10.20 – roll out weekly across remaining phases  Class Mass 21.10.20 for retirement – one class only visited by PP  Harvest Festival 20.10.20 – liturgy held in individual classrooms. Foodbank donation left outside school gates in boxes. No money donations  KS1 logins shared 24.10.20  EYFS / KS1 Nativity in bubbles filmed and edited to create the final result in two weeks  Remote learning offer reiterated and posted to website 4.1.21  Remote learning commenced 5.1.21  Parental feedback requested about volume of work. 8.1.21 |
| **Policies and procedures** | * Review at least the following policies and procedures and if you have addendums to policies consider whether these need to be amended or removed: * Health and safety * Child protection and safeguarding (safeguarding and remote education [here](https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19)) * Attendance * Behaviour * Exclusions * Pastoral/Welfare * Consider whether enhanced safeguarding and welfare provision needs to be put in place – plan for the potential increase in disclosures and welfare needs including mental health * Amend procedures for fire drills * Assess whether any other trust and/or school-based policies and procedures need to be reviewed and amended * Consider whether any delegations in your scheme of delegation need to be amended or stood down * Engage with NHS Test and Trace in sufficient detail | Review current arrangements but only very minor amendments are anticipated.  Existing annexations to remain in place (apart from Safeguarding (see below)). This as a contingency against further short notice closures.  Changes to KCSIE 2020 reflected in an updated Safeguarding Policy for September 2020.  Lateness Protocols – Pupils arriving after their gate has closed to ring the bell on the central gate and await admin staff to escort to class. This protocol will be reviewed weekly.  Protocols for contractors  Remote Learning Policy created by EH/HoS  Rule of 6 reiterated to parents by email 1.10.20  Additional procedure for visitors – contact details requested and stored for 2 weeks. 23.10.20  LGB remains a remote activity 4.11.20  Laptop wipes purchased due to increased use because of Teams 6.11.20  H&S walk showed ventilation advice was largely complied with. Omissions addressed 19.11.20  New DSL recruited internally 24.11.20  Classroom ventilation advice reissued in response to cold weather 26.11.20  Online safety audit 27.11.20  Safeguarding Training for 4 members of staff 27.11.20  Suffolk advice is to record and follow up absence but not to penalise 4.1.21  Amendments to Remote learning Policy and Safeguarding Policy 7.1.21 |
| **School kitchens, supply chains and contracts** | * Scrutinise plans to reopen school kitchens and compliance with the [guidance for food businesses](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19) on COVID-19 * Reactivate and amend catering and/or cleaning contracts, including bringing staff out of furlough where necessary if this has not already been done * Reactivate supply chains if this has not already been done * Ensure there is free school meals provision over the summer (see DfE’s summer food programme) * Check suppliers know and understand the system of controls and hygiene arrangements * Agree approach to any scheduled or ongoing building works in relation to safety | The expectation is that all furloughed staff including those employed by external providers will return to work in September.  See risk assessment from Vertas.  FSM provision for over the summer holidays has been made using Edenred vouchers.  No adults will enter the school site without prior arrangement from the school.  Magic Wand retained for Autumn term cleaning contract  Window repairs / H&S remedial to landscaping over the summer  Fruit and Veg scheme for KS1 resumes in Sept. Additional handwashing / gloves for distribution of larger pieces of fruit. Further information awaited on nature of fruit to be delivered  The same protocol in operation during Wraparound  Vertas added to contact list in case of positive test as per their request 8.10.20  Christmas lunch planned for 17.12.20 – moved to the 16.12.20 due to pupil funeral in 17th Dec  Catering provision unchanged |
| **Communications** | * Plan and agree communications to staff, including but not limited to: * Arrangements for keeping staff and pupils safe * Staff deployment and attendance expectations * Curriculum and timetabling * Workload and wellbeing * Training * Plan and agree communications to parents/carers, including but not limited to: * Attendance expectations * Uniform expectations * The curriculum * Transport * Dropping off and picking up * Parents/ carers visiting the school * Agree the frequency of communications with parents or delegate to school-level | T4T training for HoS on 9/9/20 to ensure Safeguarding updates can be undertaken within school setting.  HoS NPQH face to face days scheduled for Autumn term – TBC  Training to be reviewed – webinars attended where possible  All staff deployment shared and agreed  Staff business meetings (information sharing - briefings etc.) should continue to be held remotely  Staff CPD - initial session during PD days in Hall 179 m2  CPD focus on curriculum recovery until half term  The expectation is that all schools return to regular staff CPD sessions over time.  PPA time on Wednesday morning, Tuesday, Wednesday and Thursday afternoon in Large Den - 22.3m2  Written report before Christmas – phone calls as per need  HoS meets with Exec Head at least weekly and attends weekly Trust Head Operations Group Zoom  Staff/parents are re-signposted to national guidance on methods of transport to/from school.  Open Morning for EYFS prospective parents video - posted to Fb page / school website / linked on posters / parish 9.10.20  Test and Trace requirement to report positive tests until Sunday shared with parents. 24.10.20  Parent reminders via October newsletter 22.10.20  New guidelines shared with stakeholder – parents / staff and governors 4.11.20  Bereavement communications all conform to Covid guidelines. Staff informed in bubbles. Governors/Community informed by email. Follow up meetings for HoS/EH attended by Teams/phone call. Consistent message of no known link to Covid. 12.11.20  Parent newsletter – links to online safety / Christmas plans / attendance expectations/ car park safety / warm clothing 27.11.20  Tier 2 guidance sent to parents 2.12.20  Letter to parents and signage change in car park 4.1.21  Closure letter sent 5..1.21  Update 8.1.21  Data Allowance Scheme Survey launched 8.1.21  All teachers available on Teams for support. Admin now on Teams to add additional communication support 8.1.21  Phone calls to unengaged commenced 7.1.21  O |

**Annex A: The Public Health System of Controls**

*The system of nine controls is the set of actions schools MUST take, grouped into ‘prevention’ and ‘response to any infection.’*

*There is a lot of detailed guidance about the system of controls including how to group children, measures within the classroom, measures elsewhere and measures for arriving at and leaving school. Schools must work through the system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows you to deliver a broad and balanced curriculum. If you follow the guidance set out here, you will effectively reduce risks in the school or groups of schools and create an inherently safer environment.*

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| **A. Prevention** | Prevention  1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.  2) Where recommended, the use of face coverings in schools.  3) Clean hands thoroughly more often than usual.  4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.  5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.  6) Minimise contact between individuals and maintain social distancing wherever possible.  7) Where necessary, wear appropriate personal protective equipment (PPE).  8) Always keeping occupied spaces well ventilated.  Numbers 1 to 5, and number 8, must be in place in all schools, all the time.  Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.  Number 7 applies in specific circumstances. |
| **B. Response to any infection** | Response to any infection  9) Engage with the NHS Test and Trace process.  10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.  11) Contain any outbreak by following local health protection team advice.  Numbers 9 to 11 must be followed in every case where they are relevant |
| Tes | Definition of close contact which will be used in the [Test and Trace](http://www.cambslearntogether.co.uk/asset-library/Corona-Virus-Schools/CCC-and-PCC-Test-and-Trace-Poster-for-schools.pdf) process to support decisions making by Public Health England around the closure of bubbles.  It is people who:   * + had face-to-face contact of any duration (less than 1 metre away) with the case   + or   were coughed or sneezed on by the case or   + had unprotected physical contact (skin to skin) with case or   + Spent more than 1 minute within 1 metre of the case or   + spent more than 15 minutes within 2 metres of the case or   + travelled in a car or other small vehicle (even on a short journey) or   + with a person confirmed as having COVID-19. |