

School: All Saints Leek	Date: October 2021	Completed by: E Allbutt
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**Managed Recovery of Provision - Consideration Checklist and Action Plan** (*working document reviewed and updated at each stage of expansion*)

1. Safeguarding/ Vulnerable Groups	
<p>Consider:</p> <ul style="list-style-type: none"> <li>• Children not choosing to return to school, children not in school</li> <li>• Children who are self isolating, or who are/have family members who are shielding – not visible in school for extended periods of time.</li> </ul>	<p>Action:</p> <ul style="list-style-type: none"> <li>➤ First day call system to be implemented as normal for all year groups. <b>Admin Staff</b></li> <li>➤ Children who cannot be contacted after 2 days – completed a My Concern and responsibility moves to DSL. <b>Admin Staff</b></li> <li>➤ If parents are choosing not to send their child – refer to Headteacher. Headteacher to arrange meeting and refer to agencies if needed. <b>Admin Staff/Headteacher</b></li> <li>➤ Children still officially shielding or being asked to isolate (if current advice is that is to continue) – information to be passed to class teacher. <b>Admin Staff/Class Teacher</b></li> <li>➤ Self isolating children and shielding families - weekly wellbeing check. <b>Person Responsible: Office Manager</b></li> <li>➤ Self isolating and shielding families – work sent home or emailed <b>Person Responsible: Class Teacher</b></li> </ul>

2. Premises and Transport	
Consider:	Action:

- Physical and organisational structures to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, staggered starts and break times, class sizes, lunch queues, use of communal staff areas).

- The plan for children being dropped off and collected which includes: queuing systems, entrance and exits to be used, staggered times if needed, social distancing of parents, safety of staff.

➤ Classrooms:

- Normal classroom layout (all year groups)
- Surfaces in rooms CLEAR to enable thorough cleaning at end of the day (including children's tables)
- Can use carpet area if enough space.

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*Person Responsible – Class Teacher*

➤ Entry and Exit Points:

- Nursery – use Nursery Door
- St George – St George Door
- St Christopher – St Christopher Door
- St David – main entrance
- St Patrick – main pupil entrance
- St Andrew – main pupil entrance
- St Mary – main pupil entrance
- St John – main entrance

➤ Start Times – Normal times -see school day structure document.

➤ Staff will rota on the entry points :

- N, St G, St C, St D as normal (teacher/TA)
- Staff member on main playground pupil gate and on pupil entrance to direct children straight to rooms

*Personal Responsible: staff on rota*

➤ No parents inside in general. Children to go straight to classroom.

<ul style="list-style-type: none"> <li>• How safety measures and messages will be implemented and displayed around school.</li> </ul>	<p><i>Person Responsible: Staff on rota</i></p> <ul style="list-style-type: none"> <li>➤ <i>If parents are required for meetings, use as large a space as possible e.g. Kids Club room or Headteacher room. Parents to socially distance from staff within meetings, area to be ventilated and masks worn.</i></li> <li>➤ Break Times – <i>normal breaks (see separate document and rota)</i></li> <li>➤ Lunch times – <i>normal lunches (see separate document and rota)</i></li> <li>➤ Home Time: <ul style="list-style-type: none"> <li>○ Parents asked to collect at normal times (see school day structure document)</li> <li>○ If Nursery parents pick up at other times, this will have to be through the main office.</li> </ul> </li> <li>➤ Walkie Talkies still be used if needed e.g morning. <i>Persons Responsible – Class Teacher and Class TA</i></li> <li>➤ <i>Signage and one way systems to be updated. Gates to be locked/unlocked as needed for correct one way flow. Persons responsible: Malc and Office Staff</i></li> <li>➤ <i>Letters to all parents explaining changing procedures for picking up and dropping off, and structure and school operation from October. Person Responsible : HT</i></li> <li>➤ Cleaning staff to ensure covid-secure cleaning procedures. <i>Persons Responsible: Cleaning Staff</i></li> </ul>
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<ul style="list-style-type: none"> <li>• what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.</li> <li>• Classroom resources – what resources should be put away, what resources are suitable to use, how they will be cleaned, what resources will be for individual use</li> </ul>	<ul style="list-style-type: none"> <li>➤ Classroom surfaces to be spot cleaned regularly. Each classroom will have appropriate sprays, cloths etc in the room. Sprays etc to be stored out of reach of children. <i>Persons responsible: Class Teachers, TAs, and lunchtime staff</i></li> <li>➤ Surface areas, taps, handles etc to be wiped down in toilets during the day. <i>Persons Responsible: am – RW, After school – Cleaning staff</i></li> <li>➤ PPE equipment has been purchased. Gloves, aprons and masks are available if needed – ask at the office. <i>Office staff to monitor and maintain supplies.</i></li> <li>➤ Class teachers to review classroom resources. <ul style="list-style-type: none"> <li>○ Each child to bring in own equipment in a pencil case.</li> <li>○ Resources used across bubble (e.g. science equipment) should be disinfected between use across bubbles.</li> <li>○ Outdoor equipment – children to sanitise hands before use</li> </ul> </li> <li>➤ Limit the amount of equipment children bring into school each day, to essentials such as lunch boxes, hats, coats, books. A small bag is allowed. <i>Person Responsible: HT – send letter, class teachers/TAs to maintain above practices</i></li> </ul>
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3. Health & Safety	
<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• <b>the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, books, toys, practical equipment).</b></li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Handwashing <ul style="list-style-type: none"> <li>○ Children/staff asked to handwash upon leaving home</li> <li>○ Children/staff asked to handwash or sanitise on entry</li> <li>○ Children reminded regularly of how to handwash</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>• Grouping of children</li>   <li>• Classroom Measures</li> </ul>	<ul style="list-style-type: none"> <li>○ Children/staff asked to sanitise after breaks, before and after lunch.</li> <li>○ Sanitizer to be available at all times.</li> <li>○ Person Responsible – All staff</li>   <li>➤ Toilets <ul style="list-style-type: none"> <li>○ Classrooms with toilets. Class teacher to put in place suitable toilet procedures. This will be different depending on age of the children. EYFS staff to decide best manageable approach and implement. <i>Person Responsible: V Clewes</i></li> <li>○ Main children’s toilets. – Continue use of toilet pass system. <i>Person Responsible L Mullen</i></li> <li>○ Ensure toilets are monitored at lunch <i>Person Responsible K Cooper</i></li> </ul> </li>   <li>➤ All staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable, maintaining good hygiene. However, this should be kept to a minimum where possible, and staff should not go into a different classroom if it is not necessary for teaching and learning. <p><i>Persons responsible: SLT to arrange, teaching staff to maintain.</i></p> </li>   <li>➤ Staff to note when classes have been in ‘close contact’ e.g. classes taught together in a classroom. This may be needed if there is a local outbreak. <i>Person Responsible: Class Teachers</i></li>   <li>➤ Clear visitor records with contact details to be maintained. <i>Persons responsible: Office Manager</i></li> </ul>
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<ul style="list-style-type: none"> <li>• <b>the school level response should someone fall ill on site (in line with relevant government guidance).</b></li>   <li>• <b>arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Staff to avoid close face to face contact and minimise time spent within 1 metre where possible. This is clearly not practical at times, but a sensible approach when feasible.</li> </ul> <p>School must ensure that staff members and parents/carers understand that they will need to:</p> <ul style="list-style-type: none"> <li>➤ book a test if they are displaying symptoms. Staff and pupils must not come into the school <i>if they have symptoms</i>, and must be sent home to self-isolate if they develop them in school. Staff and children to take a PCR test, and stay home until negative.</li> <li>➤ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>➤ self-isolate (ADULTS) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) AND HAVE NOT BEEN DOUBLE VACCINATED.</li> <li>➤ If child has COVID symptoms: <ul style="list-style-type: none"> <li>○ Remove from class. Isolate in staffroom. Ring parents. Advise parents that they should follow government guidelines and not bring their child to school until the guidelines state. Siblings and household members will be strongly advised to self isolate pending a negative PCR test. Parents also advised to take an LFT a few days after. Staff who are with child to use PPE equipment, gloves, mask and</li> </ul> </li> </ul>
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- **What will children be wearing to school?**

apron and stay 2m away. Staff to safely dispose of PPE after, and handwash.

Advised to Email Local Protection team and follow advice for more than one positive case.

Persons responsible: Headteacher and Admin Staff

- If adult has COVID symptoms:
  - Isolate in staffroom. Advise that they should follow government guidelines and not attend until the guidelines state. EA to reorganise staffing.
- If parent or household members have COVID symptoms:
  - Family members (including children) asked to get immediate PCR and self isolate. Children asked to not be in school until test results known.
- Staff and pupils with a positive LFT test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to school, as long as the individual doesn't have COVID-19 symptoms.
- If a confirmed COVID case in school:
  - Test and Trace will now advise parents of close contacts and will advise PCR test for children.
  - Send letter to class advising PCR tests to be taken. We cannot insist on this, but will 'strongly advise'. Children can remain at school until LOC team requests otherwise.

	<ul style="list-style-type: none"> <li>○ Ring local Protection Team – follow advice given. <b>Persons responsible: Headteacher and Admin Staff</b></li> </ul>

4. HR, Staffing and staff well being	
<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• <b>Consider options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers).</b></li> <li>• <b>Identify staff who can't return to school at this point (for example, those who are extremely clinically vulnerable or those who are clinically vulnerable or living with someone who is extremely clinically vulnerable and stringent social distancing cannot be adhered to on site) and how they can work from home (for example, supporting remote education).</b></li> <li>• <b>any flexible working arrangements needed to support any changes to your usual patterns (for example, staggered start/end times).</b></li> <li>• <b>staff workload expectations (including for leaders).</b></li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ If staffing issues cannot be covered we will use our regular support staff, supply staff and agency staff.</li> <li>➤ <b>If a class cannot be safely staffed, we will inform parents of that class that school will not be open for those children until we can staff the class, and provide remote learning opportunities if at all possible.</b></li> <li>➤ Senior Leaders – if HT absent DHT to stand in, and supply to cover class.</li> <li>➤ If all SLT absent, the Trust will be informed, and a decision made with TTLT whether to close school or staff with Trust staff.</li> </ul>



<ul style="list-style-type: none"> <li>• <b>put in place measures to check on staff wellbeing (including for leaders).</b></li>   <li>• <b>What provision for social times can there be for staff – including time together (while social distancing), staff room facilities, shared breaks etc</b></li>   <li>• <b>Volunteers</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Staff to be asked to be flexible on hours if needed, but SLT to try to maintain staff normal hours if at all possible. It is understood that staff may not be able to be flexible, and will not be expected to do this.</li>   <li>➤ Children who are shielding or having to isolate will be provided with remote learning – see separate document (continuity of provision). Remote learning will not be provided for other reasons.</li>   <li>➤ Staff are encouraged, as always, to share concerns and worries. If we don't then we can't implement changes. If we do, we may be able to help. If you see someone struggling, offer some help if you can. If you are very concerned speak to your KS leader or HT.</li>   <li>➤ Staffroom will return to normal. Masks are optional but recommended. The staffroom needs to be well ventilated at all times.</li>   <li>➤ Volunteers may be used to support the work of the school, as would usually be the case.</li> </ul>
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5. Governance	
<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• <b>How to maintain governance, meetings and governor involvement in school during this period.</b></li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Until further notice, Governors meetings will remain on Microsoft Teams. Paperwork will be also available using Teams.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>How to keep governors informed during constant periods of change.</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ The governor chat facility on Teams will continue to be used to keep governors up to date. This will enable governors to ask questions too (on the understanding that we can't always reply immediately!) If you would like to use Teams to have a virtual face to face chat (e.g. Keith's Chair Chat!) please can you email or use teams to arrange a time for a meeting.</li> </ul>
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6. Curriculum – home/school	
<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• <b>what learning is appropriate - for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support.</b></li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ KS Leaders to decide curriculum priorities with their key stage. Review current planning and prioritise <b>within</b> subjects. <b>(Persons responsible : Key Stage Leaders)</b></li> <li>➤ In KS1/2, prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, writing and mathematics). Children to be assessed in Reading, Writing and Maths.. <b>(Persons responsible : Class Teachers)</b></li> <li>➤ Substantial modification to the curriculum may still be needed, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content when the children are ready to do so.</li> <li>➤ For children in nursery, teachers should focus on the prime areas of learning.</li> <li>➤ In Reception, teachers should assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.</li> </ul>

<ul style="list-style-type: none"> <li>• <b>identify what provision can be reasonably provided for in line with education, health and care (EHC) plans.</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year,</li> <li>➤ Singing may now take place in larger groups such as school choirs or whole school assemblies, in a well ventilated area.</li> <li>➤ Outdoor sports should be prioritised. If indoor sport takes place, ensure ventilation is good.</li> <li>➤ <b>LM</b> - Look at reasonable provision for when EHC/SEND children in school. Plan for Autumn term provision.</li> <li>➤ Reception baseline assessment will take place in September 2021,</li> </ul>
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7. Communications – pupils/parents	
<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• <b>How will communication between parents and school continue?</b></li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Use ParentPay to send letters by emails wherever possible, or by text.</li> <li>➤ Staff to continue to use phone/email to communicate with parents where appropriate. Meetings may take place in school in well ventilated areas, with social distancing. Seesaw to continue to be used for homework. <b>Persons responsible- Class teachers</b></li> </ul>

<ul style="list-style-type: none"> <li>• How will we deal with parental anxiety?</li> <li>• How will parents of children who are at school continue to contact school?</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clear information to go out regarding the procedures the school has in place. However, it will also make clear that school is attempting to manage the risk, and cannot minimise or eliminate the risk. <b>Person Responsible – HT</b></li> <li>➤ Parents to continue to use phone or email to contact the school. However, if parents come into the office, continue to socially distance. <b>Person Responsible – HT and office manager</b></li> </ul>
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8. School Organisation	
<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• numbers of pupils and agree staffing resource, school day structure and rotas.</li> <li>• Planning the content and timing of communications to parents and pupils (including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils, for example, arrangements for drop-off/collection).</li> <li>• Plan to resume taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school.</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ See Staff Rota and Timetables for September.</li> <li>➤ Send out parent information with communication of all relevant information from this document before 5<sup>th</sup> October <b>Persons responsible: HT and Office Manager</b></li> <li>➤ Attendance registers resume as normal. Correct codes to be obtained from Local Authority. <b>Code X to be used for self isolating. Class</b> teachers to complete daily. Record absence reasons as normal. <b>Persons responsible – class teachers and office staff.</b></li> </ul>

9. Partner Provision	
<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• <b>Work with your catering supplier to ensure meals are available for all children in school. Also, consider your arrangements for those year groups still out of school and eligible for benefits related free school meals.</b></li> <li>• <b>Agree how breakfast club and after-school clubs can operate (in line with the <a href="#">implementing protective measures in education and childcare settings guidance</a>).</b></li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Office Staff/Headteacher</b> to liaise with Catering to arrange provision: <ul style="list-style-type: none"> <li>○ Hot dinners/packed lunches to be as normal. Tables and chairs to be put up and put away by catering and dinner staff.</li> <li>○ Disinfect tables during lunchtime as needed.</li> <li>○ Lunchtime staff to organise rota. If absences require a change to the rota, a record of any changes should be kept. <b>Persons Responsible: Senior Lunchtime Supervisor and Office Manager</b></li> </ul> </li> <li>➤ <b>Kids Club – see separate plan</b></li> </ul>

10. Contingency Planning	
<p><b>Consider:</b></p> <ul style="list-style-type: none"> <li>• individuals or groups of self-isolating pupils,</li> <li>• a contingency plan for if the school needs to close.</li> </ul>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ school must to have the capacity to offer immediate remote education for individuals or groups self isolating. Person <b>Responsible: Headteacher</b></li> <li>➤ See Remote Learning Contingency Plan</li> </ul>