



## **COVID19: RE-OPENING RISK ASSESSMENT AND ACTION PLAN**

**SCHOOL NAME: Beauchamps High**

**OWNER: Headteacher**

### **Purpose of this document:**

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- CYP Response Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

## **RISK ASSESSMENT / ACTION PLAN SECTIONS;**

- **Preparing Building and Facilities**
- **Emergency Evacuations**
- **Cleaning and Waste Disposal**
- **Classrooms**
- **Staffing**
- **Group Sizes**
- **Social Distancing**
- **Catering**
- **PPE**
- **Response to suspected/confirmed cases of COVID19 in school**
- **Pupil Re-orientation**
- **Partial Re-opening**
- **Transition into new year group**
- **Safeguarding**
- **Curriculum/Learning environment**
- **CYP with SEND**
- **Attendance**
- **Communication**
- **Governors/Governance**
- **School events, including trips**
- **Finance**

\*The below table includes examples in grey, these are not exhaustive.

L - Low M - Medium H - High

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	Premises and utilities have been health and safety checked and building is compliant.	No Site team availability.	H	The school has an available team of 5.	18/05/2020	L
	<ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> </ul>	Health & Safety checks incomplete following site closure.	M	The site has remained open and regular Health and Safety checks of the building have been undertaken by SBM and the Premises Manager. All statutory Health & Safety checks are current and up to date.	18/05/2020	L
	Office spaces have been re-designed to allow office-based staff to work safely.	Some offices may not allow for adequate space between staff members, and there may be no windows for ventilation.	H	All offices have been reconfigured where required, and staff have been relocated to different working areas where necessary. Any staff who are pregnant and returning to work have been	12/08/2020	L

				allocated individual office space to allow them to work and remain distanced from the main body of staff and students. Pregnant staff working at home are doing so under a personal risk assessment.		
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks are likely at the entrance to school. Social distancing is unlikely to be maintained.	H	Staggered start and finish times have been applied for different year groups to ensure minimal contact between Year Group bubbles.  Social distancing signs are in place throughout the school.  A one way system is now in place and highlighted with signage around the school.	12/08/2020	L
	Use of bike sheds as many students may cycle to school.	Bottleneck at bike sheds on entry and exit.	H	Bikes for students in KS3 are to be locked in the farthest location and bikes for KS4 in the nearest locations, thus keeping students separate. The bike	12/08/2020	L

				sheds will be manned by the Site Team before and after school to ensure pupil compliance.		
	Consideration given to premises lettings and approach in place.	Hall to be repurposed as a classroom; it cannot be let and reassembled with sufficient time for cleaning in between.	M	Lettings requests are to be considered on a case by case basis in line with current government guidelines. A copy of the hirees risk assessment will be required in all circumstances.	12/08/2020	L
	Consideration should be given to the arrangements for any deliveries.		M	Delivery drivers are to ring the bell connected to the Finance office – parcels are to be dropped off outside by the main entrance doors of the delivery store and signed for by the delivery driver.	18/05/2020	L
<b>Emergency Evacuations</b>	Evacuation routes are confirmed, and signage accurately reflects these.  [NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing, and via the nearest route.]		H	There will be no amendments to the current evacuation policy.	12/08/2020	L

	Arrangements are in place to support individuals with reduced mobility, including cover arrangements in the case of reduced numbers of staff.	The lift may be unavailable as it is too small to socially distance with a student and an accompanying adult.	M	Students with mobility issues are to be allocated to ground floor classrooms.	12/08/2020	L
<b>Cleaning and waste disposal</b>	An enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance</u> .		H	A deep-clean of the school was undertaken by a cleaning company prior to September. A new cleaning regime is in place and a daytime cleaner has been employed to clean the toilets, clean door handles, hand rails etc	12/08/2020	L
	The capacity of cleaning staff is adequate to enable enhanced cleaning regime.		H	Sufficient members of cleaning contract staff have been employed to undertake daytime cleaning, and morning and evening cleaning in line within enhanced cleaning requirements.	12/08/2020	L
	Adequate cleaning supplies and facilities around the school are in place.  Arrangements for longer-term continual supplies are also in place.	No hand sanitiser	M	Wall mounted hand sanitiser units are in place throughout the school.  Mobile hand sanitisers are available for outside social areas	12/08/2020	L

		Classrooms do not have tissues.	M	Hand sanitiser, antibacterial spray and tissues are available in all classrooms and faculty areas.		L
		Low supply of soap.	M	Stocks are continuously reviewed and replacements are ordered as required.		L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	A rota of contracted cleaning staff is in place to ensure that enhanced cleaning is undertaken both before and after students and staff leave the premises.	12/08/2020	L
	Waste disposal process in place for potentially contaminated waste.		H	A clinical waste disposal container is available in First Aid, serviced by PHS between 6am and 8am weekly.	12/08/2020	L
<b>Classrooms</b>	Classrooms have been re/arranged to allow as much space between individuals as practical.		H	Classrooms have been re-arranged where space allows. Students are encouraged to sit spaced out when this is possible.	12/08/2020	M
	Classroom entry and exit routes have been determined and	Most classrooms have only one exit/entrance.	H	There is a one way system in place around the school, with signage.	12/08/2020	M

	appropriate signage in place.					
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance].	Pre-lockdown, students at times did have all their equipment. Most departments have a supply of stationary and equipment that can be given out.	M	In some practical lessons, equipment will be shared in bubbles where possible or cleaned between use by different bubbles if not possible. Cleaning equipment will be available in each classroom.  Students are reminded to have correct equipment for all lessons in assemblies.	12/08/2020	L
		Computer keyboards can be cleaned as wipes and spray are available.	H	Resources which are not easily washable or wipeable have been removed.	18/5/2020	L
			H	Cleaning wipes are available in all rooms.		L
	H	Notices are displayed throughout the school for all students, staff and visitors.	18/5/2020	L		
Ventilation	No ventilation.	M	Windows are to be opened at all times.	On-going	L	



<b>Staffing</b>	Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).  Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.	These staff will not be in school and are therefore not at risk from the school environment.	L	Individual agreements may be in place; these will be detailed in employee HR files as personalised Risk Assessment.	1/9/2020	L
		These staff will continue to set online work to support their departments.	L	Communication to employees will be through virtual, weekly updates.	Ongoing	L
	Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).	Staff wearing formal suiting.	L	Staff will be required to wear formal workwear.  Staff may wear masks if they wish to do so.	1/9/2020	L
	Approaches for meetings and staff training in place.	Reduced the need for meetings on a large scale.	H	There will be a meeting for all staff on the first day of term.  Meetings are to be held either virtually or in large hall allowing distancing.	1/9/2020	L

	Approach to support wellbeing, mental health and resilience in place, including bereavement support.	Additional support required for those working with students with higher levels of emotion or vulnerability.	L	The school has a counsellor and teacher trained in counselling as well as support from a youth worker.	1/9/2020	L
	How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	School has been in constant contact with all staff. School has DH and HR manager with oversight of staff wellbeing. School employs a counsellor and has a teacher trained in counselling who offers staff a listening service School subscribes to Ed Support Partnership which all staff are registered on.	L	The Incident Management plan has been reviewed to ensure the Bereavement section reflects current circumstances and arrangements.	20/8/2020	L
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Clear understanding of the process.	L	Communication has been sent to all staff previously. This should be included in all staff weekly updates.	1/9/2020 Updated weekly.	L
	The approach for inducting new starters has been reviewed and updated in line with current situation.	Ensure consistent communication with all new starters .	L	New starters had induction day pre September reopening.		L

	Return to school procedures are clear for all staff.	Ensure frequent and consistent communication.	L	Clear Guidance has been sent by HT to all staff on social distancing in school and arrangements for staff and students to be safe in school on their return in September.  This was further explained on the first INSET day.	1/9/2020	L
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.  NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.		H	Clear expectations are to be conveyed to all contractors when services engaged.	1/9/2020 Reviewed weekly	M
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders.	There will be some external staff who visit the school. Eg social care.	M	DWi (DH) is to provide a list. An email is to be sent to all external staff clearly stating the school's expectations. Clear signs are to be displayed in Reception	14/08/2020	L

	<p>Protocols and expectations shared.</p> <ul style="list-style-type: none"> <li>• All visitors must sign in and out of Inentry terminal – Main Reception.</li> <li>• All visitors must sanitise their hands on arrival at the hand sanitiser station located in main reception.</li> <li>• All visitors will be issued with a visitors badge which includes their photograph. This must be worn at all times and handed back to reception when leaving the building.</li> <li>• Face masks must be worn when entering the building.</li> <li>• Face masks may be removed during the meeting where socially distanced measures are in place.</li> </ul>			<p>informing visitors of protocols. No groups of visitors are to be held in reception (eg for social care meetings) All meeting rooms must be pre-booked with Heather Frost prior to meeting. All staff will be informed of this.</p> <p>An externally employed adult may only meet with students from the same year group bubble at any one time. If meeting with students from different year group bubbles at different times, it will be the responsibility of the externally employed adult to ensure the next group of students wipe down their table at the start of the meeting. The school will provide cleaning materials for this purpose.</p>		
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<b>Social Distancing</b>	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>• Staggered school drop off/pick up times and locations (if possible).</li> <li>• Staggered or limited amounts of moving around the school/ corridors.</li> <li>• Classroom design.</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches.</li> <li>• Toilet arrangements.</li> </ul> <p>Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.</p>	No sufficient spaces for recreation time to facilitate effective social distancing.	H	<p>Staggered start and finish times are in place for different year groups.</p> <p>Staggered lunch hours are in place for different year groups.</p> <p>A one way system is in place.</p> <p>Year zones have been created in social areas.</p> <p>Indoor mass gatherings are to be avoided e.g. assemblies.</p>	12/08/2020	L
	Approach to potential breaches of social	It is possible that some students may not	M	Handwashing and cleaning (if needed).	12/08/2020	M
			M	Weekly communication should continue with parents, reminding them of their shared responsibility.		M

	distancing in place, including in the case of repeat or deliberate breaches.	adhere to the guidance.		Any student breaching the social distance rules will be dealt with by YL and possibly sent home if they are unwilling to conform.		M
	Approach to assemblies – if still occurring, plan in place to manage social distancing.	Some assemblies may take place.	H	Assemblies will be only in year group bubbles.	12/08/2020	L
	Social distancing plans communicated with parents, including approach to breaches.	Parents need to know our rules.	M	Letter(s) sent to parents to setting out clearly the expectations for students in school.	1/09/2020	L
	Arrangements in place for the use of the playground, including equipment.  NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.		H	Year zones have been created in the playground to distance year groups.  Mobile hand sanitiser stations are available on the playground in each year zone. There will be limited use of equipment Any equipment used will be cleaned before using again.	12/08/2020	L
	Arrangements in place for the use of toilets by staff and students.	The school has no toilets that have 2m spaces for staff or	H	A daily cleaner has been employed to regularly clean the	12/08/2020	M

		students and obviously all toilets have solid doors so you cannot tell if they are occupied.		<p>toilets throughout the day. Hand sanitiser dispensers are in place outside each toilet. Windows will be opened for ventilation. Staff are to use dedicated toilets for their area where possible. Staff are to knock on the door before entering.</p> <p>Students should not be released during lessons to use the toilets. In exceptional circumstances, they will be escorted to the toilet by the Year Lead. Students with a toilet card will report to the medical room to use the toilet there.</p>		
	Arrangements in place for social distancing in the Admin area.	The stairs and admin corridor do not allow for staff to be 2 m apart. Staff can access this area easily and often as they wish.	H	Staff wanting to see HT, HR, timetable, DH, AHT, PA, other admin must call/email before visiting and will be given a time slot so there are no social distancing errors.	12/08/2020	L
<b>Catering</b>	Arrangements in place to provide food to CYP	Reduced offer in school canteen.	M	Staff and students are encouraged to bring	12/08/2020	L

	on site, including the requirement of universal free school meals.			their own lunch and snacks.		
			H	<p>There will be no breakfast or break time provision. Staggered lunch times are in place for different year groups. Different Year groups are using the East Hall and the WDA. All food will be individually wrapped. No plated food will be available.</p> <p>Students are to use hand sanitiser before using the biometrics equipment.</p>		L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.		H	<p>Staggered lunch times are in place for different year groups.</p> <p>Different Year groups are using East Hall and WDA.</p> <p>There will be no breakfast or break time provision.</p>		L
<b>PPE</b>	PPE requirements understood and		L	Hand sanitiser, liquid soap, tissues and	12/08/2020	L



	appropriate supplies in place.			paper towel are in plentiful supply and ordered on a regular basis. Plastic gloves, aprons and masks are available if student presents with any coronavirus symptoms (held in the Delivery store and the First Aid office).		
	Long term approach to obtaining adequate PPE supplies in place.		M	Regular source secured with trusted company.	Ongoing	M
<b>Response to suspected/ confirmed case of COVID19 in school</b>	<p>Approach to confirmed COVID19 cases in place during school day:</p> <ul style="list-style-type: none"> <li>• Which staff member/s should be informed/ take action.</li> <li>• Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated.</li> <li>• Cleaning procedure in place.</li> </ul>	1. Child/staff arrives at school with symptoms.	H	<p>Any student/staff that arrives to school displaying any symptoms should immediately be removed to the B&amp;E Boardroom and the procedure for cases during the day put in place.</p> <p>Infected Staff/student to be isolated in B&amp;E. Boardroom.</p> <p>Family to be contacted by on- site medical person.</p>	Ongoing	M

	<ul style="list-style-type: none"> <li>• Arrangements for informing parent community in place.</li> </ul>			<p>SLT are to be informed immediately.</p> <p>CCh to inform PHE/DfE and follow current guidance.</p> <p>SBM to arrange deep cleaning of areas immediately.</p>		
		<p>2. School in receipt of information confirming a case/suspected case of COVID19 in a student or member of staff in school.</p> <p>SLT and CCh to be informed and will then contact PHE and DfE for guidance.</p>	<p>H</p>	<p>In a suspected case of a student, they will be taken to the isolation room and be collected from the school, PPE will be worn by the member of staff supervising. They will be advised to self-isolate immediately, only leaving the house to access a test.</p> <p>In a suspected case with a member of staff, the member of staff will inform HR. They will need to access a test and isolate for 14 days or until they receive a negative result. Tests for staff can be access through the employer portal or through the NHS testing and tracing website.</p>		<p>M</p>

				<p>HR will contact the DfE helpline and follow their advice to identify close contacts. The school will inform those contacts and they will be advised they need to isolate for 14 days. If they develop symptoms they should access a test and inform the school of the result.</p> <p>SBM to arrange deep cleaning of areas immediately.</p>		
	<p>Approach to confirmed COVID 19 cases in place: outside of school hours.</p> <ul style="list-style-type: none"> <li>• Approach to relocating CYP away from certain parts of the school to clean, if possible.</li> <li>• Cleaning procedure in place.</li> <li>• Arrangements for informing parent community in place.</li> </ul>	<p>What if there is a suspected case in the household?</p>	H	<p>The person that is showing symptoms will need to access a test and they will need to isolate for 14 days unless there is a negative test result. The whole household should isolate until a negative test result. Accessing a test themselves if they develop symptoms.</p>		

	Approach and expectations around school uniform determined and communicated with parents.	Expectations are not communicated.	M	Students are required to wear full school uniform. Students may wear masks if they wish to do so.  Students will not be required to change PE initially. Letter(s) sent to parents setting out clearly the expectations for students in school (20/08/20)	12/08/2020	L
	Changes to the school day/timetables shared with parents.		L	Letter(s) sent to parents setting out clearly the expectations for students in school. (20/08/20).	12/08/2020	L
	All students instructed to bring a water bottle each day. Water fountains not in use, strict social distancing and cleaning arrangements in place.	Expectations are not communicated.	M	Letter(s) sent to parents setting out clearly the expectations for students in school. (20/08/20).	12/08/2020	L
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Students in school need individual support.	H	Year Leaders will be fully briefed on expectations and consequences. The Mental Health team will see key students. All staff must understand that any student taken into an	12/08/2020	L

				<p>office must adhere to the social distancing guidance and not increase the "bubble".ie not students from different year groups at the same time. Students may not leave the lesson unless accompanied by a member of staff.</p> <p>Students identified by HTi/LWy will be taken to SEN classroom area which will be sanitised afterwards.</p>		
	<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> <li>• Financial.</li> <li>• Increased FSM eligibility.</li> <li>• Referrals to social care and other support.</li> <li>• PPG/ vulnerable groups.</li> </ul>		L	<p>Parents of students with prior low attendance have been contacted by Year Leads to see if any support is needed to facilitate return to school.</p>	29/5/2020	L
<b>Partial closure if needed</b>	<p>All students have access to technology and remote learning offer.</p>	<p>No access to equipment.</p>	L	<p>Planning in place to ensure partial or full closure is planned for and staff can deliver education on line.</p>	18/05/2020	L

	Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.					
<b>Transition into new year group</b>	Online/ website support for families and young people around transition.		L	Transition pages on the website have been updated by SBa and AJa.	18/05/2020	L
<b>What will need to be different this year because of COVID19?</b>	<p>Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face:</p> <ul style="list-style-type: none"> <li>• EY to Primary.</li> <li>• Primary to Secondary.</li> <li>• Vulnerable children.</li> <li>• Children with SEND.</li> <li>• Physical and sensory needs, including adaptations, equipment etc (lead in times).</li> <li>• Post 16.</li> <li>• School Leavers.</li> </ul>		L	The new year 7 cohort will be in school for a day on their own to acclimatise- Wednesday 2 September 2020.	12/08/2020	L

	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	There are insufficient pastoral/safeguarding staff in school when students return.	M	Staff are all trained on the school's safeguarding referral system. Key members of welfare team are prepared for suspected rise in numbers of students who will need additional support and guidance.		L
	Updated Child Protection Policy in place.	Policy is in place and remains relevant during partial re-opening.	L	No action required.		L
	Work with other agencies has been undertaken to support vulnerable CYP and families.	No risk. Work has continued throughout closure with relevant referrals and advice sought where necessary.	L	No action required.		L
	Consideration given to the safe use of physical contact in context of managing behaviour.		L	Review individual consistent management plans to ensure they include protective measures. DWI Policy still applied and physical contact remains a last resort. Staff will only use physical contact when not doing so would present a H+S risk to staff or students and		L

				where all other options have been exhausted.		
<b>Curriculum / learning environment</b>	Current learning plans, revised expectations and required adjustments have been considered.	SLs are reviewing SOW and lesson material to accommodate new working practices and online provision.	L	Continued adaptation.	Ongoing	L
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?  Each activity should be risk assessed and should not be run unless the risks can be mitigated; <ul style="list-style-type: none"> <li>• PE.</li> <li>• Practical science lessons.</li> <li>• DT/ FT.</li> </ul>	Practical lessons cannot be safely run due to the inability to social distance effectively and monitor student use of equipment and machinery	M	Initially, outdoor PE lessons will run but students will not be changing into PE kits.  This is to be adjusted as of 21 <sup>st</sup> September when pupils will arrive in PE kit if they have a lesson P1,2 or 3.)	12/08/2020	L
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.	Consideration needed for sanctions for not complying with safe social distancing practices and for any amendments to disruptive behaviour sanctions.	H	Suggested additions made to C1-C6 system to cover breaches of Covid guidance. All students have been briefed in their first day assembly by MHP and DWI. Students not able to follow the Covid procedures may be		



				required to work from home for a period of time until meeting with parents to discuss implications of their unsafe behaviour.		
<b>CYP with SEND</b>	Approach to provision of the elements of the EHCP including health/therapies.	EHCP students will be expected to attend school full time. Provision, which is vital to their progress, will continue to be implemented, including vital support strategies such as break and lunch clubs in the learning support department. These will, where possible, be held outside and always adhere to social distancing rules. Alternative offsite provision will also continue and certain students will use placements such as Circles Farm and Reach community mentoring. To further help students with SEMH and sensory needs, the learning support department is opening a new sensory space for these	L			L

		students to access in times of emotional dysregulation.				
	Annual reviews.	Annual reviews are taking place remotely in liaison with parents, carers, child and multi agencies.	L	EHCP annual reviews will be completed either in person or via Microsoft Teams. This is dependent on parent / carer preference. All annual reviews are currently up to date.		L
	Requests for assessment.	The SENCO is communicating with the local authority regarding any referrals and assessments. Two assessments are currently ongoing.	L	The SENCO is communicating with the local authority regarding any referrals and assessments. Two assessments are currently ongoing. A further four will be considered during this academic year. The SENCO has been in regular liaison with the directed educational psychologist and will be completing an online meeting in the first term.		L
	Approach to support for parents where rates of persistent absence were high before closure.	No risk, as no change in procedures.	L	All parents whose children were PA prior to lockdown have been contacted by Year Leads and plan discussed. School's action will be		L

				supportive in first instance and proactive in trying to ensure attendance.		
<b>Communication</b>	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.		M	Letter to be sent to staff.	20/08/2020	L
	Re-opening plans shared with governors.		M	RA to be sent to Chair of Governors.	20/08/2020	L
	Communications with parents: <ul style="list-style-type: none"> <li>• Plan for partial re-opening.</li> <li>• Social distancing plan.</li> <li>• Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning.</li> </ul>		M	Letter to be sent to parents and students	20/08/2020	L
	Pupil communications around: <ul style="list-style-type: none"> <li>• Changes to timetable.</li> <li>• Social distancing arrangements.</li> </ul>		M	Letters are to be sent to students; a tutor session on day 1 will encompass powerpoint of the new rules.		L

	<ul style="list-style-type: none"> <li>• Staggered start times.</li> <li>• Expectations when in school and at home.</li> <li>• Travelling to and from school safely.</li> </ul>					
	On-going regular communication plans determined to ensure parents are kept well-informed.		M	Letters, website updates, social media. Risk Assessment will be published on website.		L
<b>Governors/ Governance</b>	Meetings and decisions that need to be taken prioritised.		M	Zoom meetings: an arranged Full Governing Body meeting is to go ahead in school, socially distanced, in September.	12/08/2020	L
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.		L	Regular updates to Chair of Governors and Vice Chair of Governors. Chair's Action utilised where needed.	Ongoing	L
<b>School events, including trips</b>	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.		L	No school trips will take place until further notice. The prom has been provisionally rearranged but a decision will be made a week beforehand about the viability.	12/08/2020	L

<b>Finance</b>	Additional costs incurred due to COVID19 are understood and clearly documented.		L	Separate cost centre in operation.	18/05/2020	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM.		L	DfE claim submitted 15 <sup>th</sup> July 2020.	12/08/2020	L
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.		L	Budget adjusted as required / on-going review.	18/05/2020	L
	Insurance claims, including visits/trips booked previously.		L	Insurance claims submitted, settled received and reimbursement made to parents.	12/08/2020	L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> <li>• Cleaning.</li> <li>• IT support.</li> <li>• Catering.</li> </ul>		L	N/A - continued throughout period of lockdown.	18/05/2020	L
	Consideration given to any support that may		L	On going.	18/05/2020	L

	be brokered through working together, for example, partnerships, trusts etc.					
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