

Secondary School Reopening Plan

GUIDANCE DOCUMENT

Stanley High School

School Reopening Plan

Statement

So long as the coronavirus rate (r) remains below 1 and the NHS test-and-trace is in place, the Government are looking at moving to the next phase and reopening schools to all pupils in September 2020.

A Statement from the Department of Education states.

The Prime Minister announced on the 2nd July 2020 that in September 2020, all Secondary schools in England will be able to welcome back students in every year group (Year 7 through to Sixth Form)

The plan is for secondary students, who are currently being taught in 'protective bubbles' to enter in to a larger year group bubble and be allowed to be taught by various teachers who can be on a rotational basis. Social distancing has been the key stumbling block to getting all students back in to school, however this will now be lifted and therefore we are no longer dependent on social distancing. The aim now is to reduce the number of transmission points.

The transmission rate has gradually decreased and the aim is that by September 2020 it will be safe for all students to return to school. As a result, the Government is asking education providers to plan on this basis.

The information within this document has been collated from several Government and Public Health publications www.gov.uk/coronavirus.

If you require any further information or wish us to attend your school to discuss any issues you may have, please do not hesitate to contact us on 0800 6128162

We are all in this together, Stay Safe

The purpose of this document

This document is designed to allow Stanley High School with the planning, managing and implementing, of the next of the Government's plans, to reopen schools in September 2020 safely.

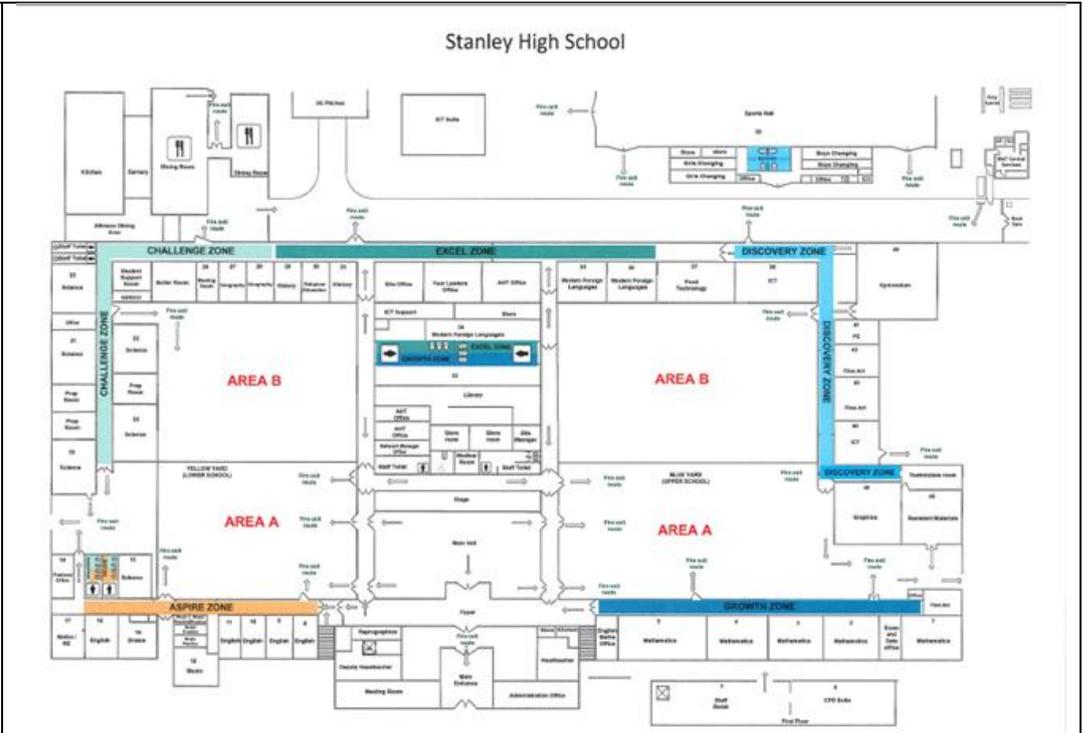
Schooling bracket.

Secondary School:	Phase 2: Key Workers, Year 10, bespoke pastoral support
	Phase 3: To provide a place for all Year Group students in September 2020

How we will achieve this:

<p>Resources.</p> <p>ALL ACTIONS TO BE COMPLETED</p> <p>APPENDIX ONE</p>	<ol style="list-style-type: none"> 1. The Return to Work pre-questionnaire will be completed by all staff 2. Up on receipt of the pre-questionnaire the Head Teacher and SLT will ascertain which staff are able to return to work in September 2020 and in what capacity. 3. Staff with underlying health conditions who have been classed as being at high risk of severe illness have been advised to work from home if they can. Staff who cannot work from home should take extra care in meeting with the current guidelines. Extra protective measures may need to be put in place by the school. 4. Pregnant Staff may come back to work so long as an Expectant Mothers Risk Assessment takes place prior to returning.
<p>Student, Staff, eligibility</p> <p>ALL ACTIONS TO BE COMPLETED</p>	<p>All students eligible to return in September will be encouraged to do so.</p> <ol style="list-style-type: none"> 1. Communication with the student's parent/carer will be made to inform them there is a place for their child as of September 2020. 2. Numbers of pupils per year group will be collated by ascertaining current pupils registered at school (for the term commencing September 2020). 3. Each Classroom/learning capacity will be assessed following current government social distance and subject activity guidelines. 4. The school is split up into Daily learning Zones. Where only one-year group will use the zone classroom and facilities on their allocated day. 5. Students will be placed in teaching groups of up to 30. 6. Each Zone will be made up of a year group with classes of up to 30 students from the same year group and will remain in that Zone for the full day, this includes a zone outdoor space. This is to minimise the number of other students they will come into contact with. Students will be taught in year groups for the entirety of the school day with limited movement and staff rotation. We have reduced the need for staff to move from their Daily learning zone. Staff will follow a strict sanitisation regime when moving between Zones.

Classroom / ZONES



We have identified bringing Years 7 to 11 will require 5 individual ZONES based on the number of year groups. There will be up to 183 students in each ZONE. The school will stagger start and finish times and where possible use different entrances for each ZONE. Designated staff members will meet with students at the entrance of the ZONE each morning at staggered times and students will finish lessons and leave the ZONE at by 3.10pm.

Aspire: Students in Aspire for the day will have their own entrance and ZONE toilets and will not pass into any other ZONE's. Lunch will be pre-ordered and provided in the ZONE. Students will eat packed lunches in their ZONE or their designated outdoor area. Designated staff members will meet with students at the entrance of the ZONE each morning at between 8.10-8.30am and students will finish lessons and leave the ZONE by 15.10 pm.

Challenge: Students in Challenge for the day will have their own entrance and ZONE toilets and will not pass into any other ZONE's. Lunch will be pre-ordered and provided in the ZONE. Students will eat packed lunches in their ZONE or their designated outdoor area. Designated staff members will meet with students at the entrance of the ZONE each morning at between 8.10-8.30am and students will finish lessons and leave the ZONE by 15.10 pm.

Excel: Students in Excel for the day will have their own entrance and ZONE toilets and will not pass into any other ZONE's. Lunch will be pre-ordered and provided in the ZONE. Students will eat packed lunches in their ZONE or their designated outdoor area. Designated staff members

	<p>will meet with students at the entrance of the ZONE each morning at between 8.10-8.30am and students will finish lessons and leave the ZONE by 15.10 pm.</p> <p>Discovery: Students in Discovery for the day will have their own entrance and ZONE toilets and will not pass into any other ZONE's. Lunch will be pre-ordered and provided in the ZONE. Students will eat packed lunches in their ZONE or their designated outdoor area. Designated staff members will meet with students at the entrance of the ZONE each morning at between 8.10-8.30am and students will finish lessons and leave the ZONE by 15.10 pm.</p> <p>Growth: Students in Growth for the day will have their own entrance and ZONE toilets and will not pass into any other ZONE's. Lunch will be pre-ordered and provided in the ZONE. Students will eat packed lunches in their ZONE or their designated outdoor area. Designated staff members will meet with students at the entrance of the ZONE each morning at between 8.10-8.30am and students will finish lessons and leave the ZONE by 15.10 pm.</p>
Do the Maths	<p>As of September 2020, based on the staffing levels and building survey findings it would be possible to maintain a maximum of 5 ZONES with specialist rooms kept free to support their curriculum across the school. This allows for a maximum of 900 students to attend. Based on the current guidance received, assessment of risk and lifting of social distancing restrictions, detailed consideration has been given to the manageability of this on site (incorporating entry and exit points for staff and pupils, segregation of students)</p>
Classroom/learning area layout Generic	<p>Each classroom will establish and maintain their own seating plan this will be up-dated by the classroom teacher and collated for the curriculum area leader to have as a reference. Students will bring their own equipment as per the school equipment list for their sole use. Form time staff will have additional supplies of stationery. All classroom seating is facing the front of the classrooms. All classrooms will be deep cleaned at the end of each day.</p> <p>All learning and office spaces have:</p> <ul style="list-style-type: none"> • Blue roll • Tissues • Hand sanitiser • Disinfectant spray <p>All zones have allocated:</p> <ul style="list-style-type: none"> • Classrooms • Hand wash facilities • Entrance and exit • Outdoor space • Pastoral support room • Member of first Aid

	<p>Students will remain in their ZONE and not visit other ZONE's. Staff may rotate between ZONE's but this is limited. We have decided where each ZONE is going to be located and have arranged them as follows according to the map on page 4:</p>
<p>Growth – Mathematics, PSHE</p>	<p>Curriculum Area Leaders will keep abreast of all current guidelines in relation to their specialist subjects. All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. The Curriculum Area Leaders will review the COVID classroom/practice area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind. The library will be used for delivering PSHE – students will not have access to the reading resources in the room. Where PSHE lessons are delivered in a mathematics classroom staff should ensure high hygiene and cleaning methods in between computer and desk use.</p>
<p>Classroom/learning area layout Aspire – Music, Drama English</p>	<p>Curriculum Area Leaders will keep abreast of all current guidelines in relation to their specialist subjects. All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. Curriculum Area Leaders will review the COVID classroom/practice area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind.</p> <p>Singing There is scientific evidence to show that during singing the virus appears to fly particularly far and researchers say that the coronavirus can spread in respiratory aerosols which may linger in the air for an hour or more, floating farther than the 2 metre social distancing. They say that choir members are particularly vulnerable to infection from airborne particles, because they exhale and inhale deeply to sing, often at close quarters in poorly ventilated rooms therefore singing sessions will be postponed.</p> <p>Drama</p> <ul style="list-style-type: none"> • Small acting groups are formed • Designated corridor grids marked on the Hall floor for teacher to traverse as some research has shown that the breath from speaking or projecting your voice can carry the virus a greater distance. • Actors should avoid close face-to-face contact as evidence suggests that aerosol droplets remain suspended in the air or projected onto your face. • Regular breaks. • Students instructed to stay spatially aware <p>Music</p> <ul style="list-style-type: none"> • Live musicians are assigned to a consistent practice room • Students have their own instruments.

	<ul style="list-style-type: none"> • Special care taken when wind instruments are used. As their evidence that droplets of the virus can be projected a long distance through the use of the wind instrument. • Any shared instruments are disinfected before and after use • Stationary instruments are cleaned between musicians. • Sound equipment cleaned before and after use. • Volumes are lowered to avoid the teacher having to shout as there is evidence that droplets of the virus can travel further when shouting. <p>Performances All stage performances have been suspended until further guidance is released.</p>
<p>Classroom/learning area layout Discovery - PE</p>	<p>The PE department will follow current guidelines and only introduce contact sports and indoor gym sessions when it is safe to do so. The Subject Leader will review the COVID sports area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation https://www.sportengland.org/how-we-can-help/coronavirus https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</p> <ul style="list-style-type: none"> • Where possible all PE lessons will be conducted outside. • Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups • Training sessions will be structured with social distancing in mind as some evidence suggests that there is a risk to people traveling directly behind each other, that they may travel into the slipstream of droplets that have remained suspended in the air. • All PE equipment used during the session will be cleaned after each use. • Hand washing regimes are in place. <p>Changing rooms</p> <ul style="list-style-type: none"> • Changing rooms will be closed for this period as students will attend school wearing their PE uniform on days they are timetabled for PE. <p>Athletics</p> <ul style="list-style-type: none"> • Athletics tracks can re-open but must be done in a way that adheres to guidance on social distancing. <p>Tennis</p> <ul style="list-style-type: none"> • You can play tennis providing students observe social distancing guidelines. <p>Team Sports</p> <ul style="list-style-type: none"> • Team sports can now meet to train together and do things like conditioning or fitness sessions, but they must follow social distancing guidelines.

	<ul style="list-style-type: none"> • While groups could practice ball skills like passing and kicking, equipment sharing should be kept to a minimum and strong hand hygiene practices should be in place before and after. • Physical contact with anyone outside of your household is not permitted, therefore playing of any games (small sided or full) is also not permitted at this time. <p>Dancing</p> <ul style="list-style-type: none"> • Dance bubbles are formed • Designated corridor grids marked on the Hall floor for teacher to traverse as some research has shown that the breath from exercise can carry the virus a greater distance • Dancers should move side by side where possible. Some evidence suggests that there is a risk to dancers travelling directly behind each other that they may travel into the slipstream of droplets that have remained suspended in the air. • Regular breaks. • Students instructed to stay spatially aware • All shared equipment should be cleaned after use by the user under instruction by the teacher.
<p>Classroom/learning area layout Discovery - DT and Art</p>	<p>Curriculum Area Leaders will keep abreast of all current guidelines in relation to their specialist subjects. All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. Curriculum Area Leaders will review the COVID DT and Arts Classroom capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind http://www.cleapss.org.uk/ https://www.data.org.uk/for-education/health-and-safety</p> <ul style="list-style-type: none"> • DT and Art bubbles are formed (year group classes) • Students will be allocated a workbench/station • The staff will make up individual toolkits depending on the subject being taught for students to use during the lesson. • Each toolkit will be counted-out and cleaned on return • Students will be instructed to maintain good hand and respiratory hygiene. • Touch points on equipment will be wiped down regularly. • PPE is worn as per equipment and COSHH requirements. • Delivery of food practices is suspended
<p>Classroom/learning area layout Challenge -Science</p>	<p>Curriculum Area Leaders will keep abreast of all current guidelines in relation to their specialist subjects. All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. Curriculum Area Leaders will review the COVID Science Laboratory capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind http://www.cleapss.org.uk/ https://www.ase.org.uk/resources/health-and-safety-resources</p>

	<ul style="list-style-type: none"> • Science bubbles are formed (year group classes) • Students will be allocated a workbench/station • The staff will make up individual experiment kits depending on the subject being taught for students to use during the lesson. • Each experiment kit will be counted-out and cleaned on return • Students will be instructed to maintain good hand and respiratory hygiene. • Touch points on equipment will be wiped down regularly. • PPE is worn as per equipment and COSHH requirements.
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First Aid	<p>First Aid</p> <ul style="list-style-type: none"> • The requirements for at least one person who has a full first aid certificate to be on the premises at all times when students are present remains in place. First Aiders will attend each ZONE as required. • The school will ensure all First Aiders receive refresher training to ensure they are: <ul style="list-style-type: none"> ▪ Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. ▪ Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc. ▪ Aware of the importance to keep up to date with relevant First Aid Advice ▪ Aware of their own capabilities. <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>
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If Stanley High School cannot achieve these ZONES at any time, we will discuss options with our local authority or trust. This might be because we do not have enough available teachers or staff to supervise the groups. Solutions might involve agency staff.

How we implemented the protective measures

Risk Assessments	<ul style="list-style-type: none"> • COVID School Reopening Risk Assessment • Teaching and Teaching Assistant Staff (COVID) RA • Site Manager/Caretaker (COVID) RA • Cleaning Staff (COVID) RA • Office and Receptionist RA • Vulnerable Staff Member RA • All Contractor COVID RA's
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Organising our zones

Refreshing the school timetable	<ul style="list-style-type: none"> • We will decide which lessons or activities will be delivered. Teachers will continue to plan in the manner that was undertaken prior to the lockdown period whilst adhering to current guidance. We are aware of the importance of pastoral support for pupils and have planned in daily opportunities for students to talk about how they are feeling to enable staff to intervene where necessary. • We will consider which lessons or classroom activities could take place outdoors. All ZONES will have their own allocated outdoor space and the site easily allows for this. It will be at the discretion
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of the teacher to manage the use of this time, but a good proportion of learning could be outside if possible. Use of outdoor equipment should follow the same principles set out for individual and ZONE use.

- We will use the timetable and selection of classroom or other learning environment to reduce movement around the school.
- The layout of the school building allows for good segregation between ZONEs. The use of designated classroom entrance and exit points in the building supports segregation where possible. In the event of ZONEs needing to share entrance and exit points this will be managed through good communication and staggering lessons when required.
- Assembly sessions will only take place in year group ZONEs.
- Lunch will be taken in classroom spaces. The areas on site will be timetabled and space designated to each ZONE. We will stagger student arrival and leaving times where possible.

- We have considered how students arrive at the school, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. We will ask students to avoid public transport if possible and be driven by car, walk or cycle to the school.
- We will ensure via communication; parents are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.
- We will continue to advise students to wear a face covering and wash their hands for 20 seconds prior to getting on the bus and after getting off. if they do not have access to washing facilities advise them to use hand sanitiser.

Merseytravel registered Public Transport

- Staff and Students are advised to practice social distancing
- All Staff and Students will wear a face covering
- The school will endeavour to encourage staff and students to walk or cycle to school or will look at stagger start and finish times to ease the congestion on public transport

Car Sharing or Parents picking students up

- All Staff and Students will wear a face covering if they are traveling with person from another household.
- Parents are responsible for the safety of their own children; Parents will arrange all travel arrangements between themselves.

Cycling

- The school has adequate bicycle security, sheds/racks.

Training for removing face coverings

- The school will provide safe instruction to all Staff and Students on the importance of wearing a face covering and how to put it on and remove safely. Lidded bins at entry and exit points and on corridors provide safe disposal methods.

When open:

- The Headteacher and Deputy Headteacher will have limited teaching responsibility and will assume responsibility for the safe running of the school. The Headteacher and Deputy Headteacher will be based in their Office when possible or contactable via radio. A culture of vigilance around the safety of staff and students will be modelled, monitored, and implemented at all times. All staff will review and evaluate the effectiveness of our systems in place daily. Our risk assessment will be fluid throughout.
- A member of SLT, A designated child protection and safeguarding officer, appropriate first aiders and a fire marshal will be on site at all times. If any staffing issues arise, we will contact the Trust along with Compliance Education for further support and guidance.
- Students will be allocated ZONES and will remain within these ZONES throughout the day
- Seating plans will be completed. Students will remain in the same place on daily basis as far as possible.
- ZONES will remain in the same outdoor and classroom space allocated.

Communicating

Communicating our plans to staff

- Stanley High School will deliver the PowerPoint Presentation to all staff before fully opening and explain/provide plans to manage the situation safely. NM, JS and DV will be available daily to discuss any potential adaptations that may be required. Documentation is shared throughout, after the staff meeting presentation 8.07.2020. following consultation a completed phase 3 plan will be shared with currently employed staff prior to the end of the year. All staff will receive an additional copy 01.09.2020 new staff will receive a copy prior to induction beginning on 01.09.2020
- The COVID-19 fire procedure is explained to all staff members before the school reopens to students on 02.09.2020 and 03.09.2020.
- Staff will be requested to sign on Smartlog to indicate they have read and understood the documents provided when required and based on any updates.

Plans for Visitors and Parents/Carers

- A poster stating that all visitors, students, parents, contractors displaying any symptoms of coronavirus are not allowed on school grounds is in place. Reminders will be provided by staff on gate duty. Only essential work and meetings will take place on site.
- Parents, visitors and Contractors will not be allowed on site without a pre-arranged appointment. The school site will be locked throughout the day. Any additional access will need to be approved and recorded.
- Stanley high School track and trace system will be in place for visitors to the site who enter the building for over 15 minutes.
- Parents are asked to restrict the number of people accompanying the student to school to one adult and this will be communicated in writing to parents.
- Parents will be allocated a drop off and collection gate and time. This will be updated as required. Parents will be asked to refrain from gatherings of large groups outside with other parents.

Letters to parents to ensure full understanding of measures in place sent out 14.07.2020 and 18.08.2020. Systems will be trialled in

principle. SLT will make further adjustments as necessary. We feel confident and secure in the system we have put in place.

Cleaning, Hygiene and Protection

Documentation	<ul style="list-style-type: none"> • Cleaning Staff Risk Assessments • COVID School DOCS • PPE Guide and How to Put on and Remove it • MSDS and COSHH Risk Assessments for the cleaning products used.
Hand washing facilities	<ul style="list-style-type: none"> • Hand sanitiser stations will be available at key points where hand washing is limited. All Toilets have hand washing facilities with soap and water available. • Each ZONE will be allocated a designated toilet and handwashing station which is located as close to their ZONE as possible. • Staff and students will frequently wash their hands with soap and water for 20 seconds and dry them thoroughly. Staff and students are required to wash their hands or sanitise on every entry to their ZONE. ZONE staff will supervise as far as possible to ensure good practise. • Hands Must be washed on arrival at the school, before and after eating, after using the toilet and after sneezing or coughing. Handwashing is timetabled into the daily timetable If a student uses the toilet, they will be required to wash their hands. • Staff and students will be encouraged not to touch their mouth, eyes or nose. • “Catch it, bin it, kill it” is encouraged We will actively teach hygiene through our curriculum. The first assembly on the first day that students return will be dedicated to this. We ask our parents to teach this at home. Lidded bins are available within all ZONES. • Help is available to all students who have trouble washing their hands. ZONE staff will monitor students and support if necessary. • Where general hand washing facilities are not available hand sanitiser is provided. NOTE: overuse of hand sanitiser can lead to skin irritation and/or blistering. Therefore, it should only be used in areas where hand washing facilities cannot be provided. Hand washing and hand sanitiser is available to all staff and students.
Toilets	<ul style="list-style-type: none"> • Each zone will be allocated a designated toilet and handwashing station which is located as close to their ZONE as possible. Any facilities shared between Zones will have clearly marked cubicles for zone allocation. These will be the closest toilets to the ZONE. • The number of students going to the toilet at any one time will be monitored and managed. Regular toilet breaks are encouraged and should occur directly before students go outside at any point. • All surfaces that staff and students touch throughout the day. Example: door handles, sinks, toilet, bannisters will be cleaned regularly throughout the day. Cleaning products will be available for staff, should they wish to clean surfaces such as the door handles, sinks etc before they use them.

	<p>There will be increased cleaning throughout the day by cleaning staff. Toilets will also be cleaned at regular intervals.</p>
Adjustments to the ways we deal with young people to prevent face-to-face contact	<ul style="list-style-type: none"> • The virus affects the respiratory system so, we need to minimise our direct face-to-face contact with others. • When dealing with first aid it will be good practise to have the student side on to yourself. • Teachers do not need to bend down to student's height to provide feedback to students. • PPE will be provided where required.

Reducing the risk of students mixing with other students outside their own zones.

To prevent the risk of an outbreak we are attempting to formulate a mini "household" within school "ZONE"	<ul style="list-style-type: none"> • We have considered a one-way circulation to keep groups apart as they move through the building. Groups will not be moving through the building at the same times. • Students will only eat lunch in their allocated ZONE or outdoor space. If using the ZONE - Lunches will be delivered to the entrance of each ZONE by an allocated member of canteen staff. • Students that bring their own packed lunch will be encouraged not to share food with others. • Wet lunch- students will remain in their ZONE with ZONE staff in supervision, supported by welfare if possible. • We will ensure that toilets do not become crowded by limiting the number of students or young people who use the toilet facilities at any one time. Noting that some students and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules). • Students with support/behaviour needs who are in attendance will have individual risk assessments completed. • PEEPS (Personal Emergency Evacuation Plans) will be considered and reviewed on an individual basis if required.
Outside Space	<ul style="list-style-type: none"> • Staggering lunch breaks - students will wash their hands before using outside space and after using the outside space. Students will have staggered lunch breaks and only be permitted to take breaks in their outdoor ZONE space. These spaces are strategically placed maximising the available space around the school, so ZONE's of students do not see each other. • Toilet breaks will be completed prior to any outside activity – if a desperate situation arises, pupils may be escorted to a toilet within their ZONE.
For shared rooms example Main Hall	<ul style="list-style-type: none"> • Use of halls, dining areas and internal and external sports facilities for lunch and exercise will be for individual ZONE's with a deep clean afterwards. • Staff have allocated spaces for breaks and lunch time within ZONE areas. This will be staggered in line with the individual ZONE.
Reducing the use of shared resources	<ul style="list-style-type: none"> • Where possible staff and students should NOT share resources. All students will have their own set of equipment. Teachers lessons will

	<p>primarily be held on SharePoint/Teams and can be shared from the front of the class and avoid photocopying where possible.</p> <ul style="list-style-type: none"> • Practical lessons can go ahead. However, all equipment and each classroom must be cleaned thoroughly before they are used by students from another ZONE. Each ZONE will have its own PE equipment or a deep clean will be provided. • Students will need to bring their own water bottle into school. This will be communicated with parents clearly. The only other items they will be able to bring into school is a packed lunch and a coat. • Exercise books will be kept by the students. Books will be monitored by the teacher using effective social distancing. Written feedback assessment will be given using other strategies where possible.
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Adjustments to Transport where necessary

	<ul style="list-style-type: none"> • We will be encouraging staff and students to walk or cycle to school where possible • Staff, parents and pupils will be encouraged to follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required • We will make sure our school transport providers, as far as possible are following hygiene rules.
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Testing

<p>Staff, pupils are eligible for testing</p>	<p>Staff and pupils in all schools will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or school, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting. We have ascertained the location of our nearest test centre to our setting which is Walk-through Testing Site - Sefton (Southport Town Hall), Preston College, Haydock Racecourse or Liverpool John Lennon Airport.</p> <ul style="list-style-type: none"> • Staff and parents are instructed to keep the school up to speed on their or their child's illness and condition. • Depending on the result of the test Local Health Protection Team, Compliance Education and School Governors/Trust/LA • All staff should familiarise themselves with the procedural arrangements for the test and trace process. The school will engage with the NHS Test and Trace process. • The school will work closely with the Local Health Protection Team and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the school. • Coronavirus Letter will be sent out to all Parents and Staff who have had contact with the ill person (This is provided by LHPT) • Deep Cleaning of the ZONE and all communal areas will be carried out. • It will be communicated to staff, parents and carers that they will need to book a test if they are symptomatic or a small number of testing kits may be available for the school to supply.
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	<ul style="list-style-type: none"> • Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. • School will ask parents and staff to inform them immediately of the results of any test: if they test negative, feel well and no longer have symptoms they can return to school. • Stanley high School have a track and trace system in place for visitors to the building.
Systems for isolating students that display symptoms	An Isolated room has been identified to all staff. PPE equipment will be used if staff have to support the student. The door will be closed and ventilation available through opening all windows. Parents will be contacted immediately and told to come and collect their child. Parents will be encouraged to get a test carried out for their student and to inform school immediately upon receiving results. We will continue to check with parents following a student being sent home. If a case is confirmed, the ZONE the student belonged to will all go into self- isolation for a period of 14 days (or as stated in the government guidelines).
First Aid	<p>PPE will be worn for all first aid. Staff will receive information for the correct use of PPE. The school will ensure all First Aiders receive refresher training to ensure they are:</p> <ul style="list-style-type: none"> ▪ Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. ▪ Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc. ▪ Aware of the importance to keep up to date with relevant First Aid Advice ▪ Aware of their own capabilities <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>
Lunch times for staff	Staff will have breaks and Lunchtime during the ZONE break times of that day.
Teachers travel	Teachers will be encouraged to travel on their own by car. If this is not possible, staff will be encouraged to walk or cycle to school. For any staff who cannot do either of the above, we will recommend that staff use a taxi service before public transport. If public transport is the only option for staff, we will ensure staff are clear on the government guidelines regarding safe use of public transport in response to COVID 19.
Training for staff before opening	Training will be provided for all staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them. We are also factoring in time to ensure staff are familiar with revised physical arrangements before opening to more significant numbers of pupils. Training could include: remote staff meetings; comprehensive staff information documents, with time given for staff to analyse and ask questions.
Staff working in close proximity to students	<p>Students that require additional support due to SEN needs will be individually risk assessed</p> <p>Staff working closely to students are encouraged to approach them from the side and avoid front facing conversation.</p>
Staff wellbeing/Staff workload	<p>Workload and wellbeing of staff will be central to the decision-making process of any changes to arrangements. SLT wellbeing and workload will also be considered.</p> <p>Safeguarding calls will be completed by SLT/ADMIM whenever possible</p>

Fire arrangements (HT)	Fire evacuation procedures are maintained from the ZONE bases. Drills will be in place to support students who may be in a ZONE different to their usual space. Staff and students must use evacuation guide from the ZONE they are working in. In the case of a fire alarm, doors should be closed on route out of the school. Staff should not enter further into the school to close doors.
Behaviour annex (HT)	The Behaviour for Learning policy has been updated
Attendance	The attendance policy and procedures has been updated and is in in line with government guidance
Ventilation	All teaching spaces have windows or ventilation that meets with the current guidance. ZONE staff will be directed, where possible, to keep all windows and doors open throughout the day. Any unventilated spaces used across school as a last resort will be on an individual basis only.
Communication	ZONES and offices have access to the school phones. All members of SLT and Site will have radios with them for on call, pupil movement, first aid and emergencies.

APPENDIX ONE:

PREPARATION

STAFFING:

The return to work survey has been completed by all staff. Responses have been collated and reviewed by the Head Teacher and HR advice has been taken. Individual staff members have been contacted (week beginning xx/xx/xx) by the Head Teacher to discuss and issues raised and complete any appropriate PEEP and/or risk assessment documents:

ROLE	AVAILABILTY	NOTES
Head Teacher		

TEACHING STAFF- INCLUDING ASSISTANT PRINCIPAL FULL TIME PART TIME		
TEACHING ASSISTANT SUPPORT STAFF INCLUDING LEARNING MENTOR AND AGENCY LONG TERM		
ADMIN STAFF		
SITE STAFF		
MIDDAY WELFARE STAFF		
KITCHEN CATERING TEAM		
CLEANING TEAM		

The staffing available would indicate that provision of XX ZONES would be possible across school. Any further ZONE provision would need to be provided by additional staff that would require additional spending from XXXXX Secondary School.

IN THE EVENT OF A LOCAL OR NATIONAL SPIKE THE SCHOOL WILL RETURN TO OUR PHASE 1 OR PHASE 2 PLAN.