



Consilium
Academies

WIDER OPENING PLAN

Guide for Parents and Carers

Updated 5th June 2020

Introduction

This Phased Reopening Plan should be read in conjunction with the other relevant guidance published by the Trust and the Department for Education (DfE).

While the government does not expect year ten and year twelve students to return to school or college on a full-time basis at this stage, they are asking secondary schools to offer some face to face support to these students. The Government guidance suggests that schools will be in a position to provide some provision for up to 25% of the cohort on any one day. Remote learning (i.e. learning at home) will continue to be the predominant method of education for the time being.

The plan set out in this document initially covers the two weeks commencing 15th June 2020. The plan will be reviewed during this period and any proposed changes will be communicated before 29th June 2020.

Please note that the measures outlined, and the approach taken will be adapted as DfE advice and guidance changes, and this document will be reviewed on a fortnightly basis as a minimum. The approach set out in this document provides an overview. Full details of the control measures in place to minimise risk are set out in the full risk assessment.

Provision on offer

At this stage, and in line with Government restrictions, the Trust is only working towards offering face-to-face provision to students in years ten and twelve, in addition to the existing provision which continues to be on offer for vulnerable students, or the children of key workers.

All other students should continue to remain at home, learning remotely. The Trust and Schools will continue to provide appropriate work and guidance to these students.

Provision for vulnerable students and the children of key workers

Provision for vulnerable students and the children of key workers will continue to be offered in accordance with existing arrangements. The provision for these students will be kept entirely separate from the provision for students in years ten and twelve in order to minimise any risk of infection.

The Trust would encourage all vulnerable students and children of key workers to attend school, as long as they are not suffering any symptoms of Covid-19. Students who are vulnerable should seek advice from their GP before returning to school. Parents and Carers are advised to speak to staff in school if they have any concerns.

Face-to-Face Contact for Students in Year Ten

Provision in each school will be planned according to the following principles:

- Each student will be invited to attend for one day each week, with no more than 25% of the year group planned to attend each day.
- Students in year ten who are also considered vulnerable or are children of key workers should form part of the year ten cohort for their allocated day each week. On other days, they will continue to access provision with other vulnerable students and children of key workers.
- Students will be allocated to a teaching group of no more than ten students. We consider that ten students can be safely supervised by a member of staff to ensure that social distancing is maintained. The exact number will be determined based on the size of classrooms used, and how many students can be safely accommodated with social distancing measures in place. Please see “Organisation of Classrooms” section.

- Transmission risks will be reduced by ensuring that students will remain with their teaching group at all times, and there will be no mixing between teaching groups. Whilst Government guidance suggests that some mixing may be necessary due to the breadth of subjects on offer, we consider that minimising the levels of risk should be the priority at this stage.
- Students will receive three hours of provision on their allocated day, which is likely to be one hour of Maths, English and Science. Options subjects will continue to be provided for remotely during the initial two weeks of this plan. Provision of options subjects will be reviewed following the initial two-week period.
- The provision on offer will include discussions with students around their health and wellbeing to ensure that additional support can be provided where needs are identified.
- Students will leave school before lunchtime and will therefore not access the catering facilities in school. This measure will further act to reduce any transmission risk. Students will have a fifteen-minute break during the morning. Students will remain within their teaching groups for the duration of this break and social distancing measures will continue to be observed.
- Individual risk assessments will be carried out for students who usually require additional one-to-one support to access school. Where a student will require additional support to access the provision on offer, this should be incorporated in to the rota and the consideration of classroom capacity based on social distancing requirements. Group sizes for SEND students may need to be reduced further.

These arrangements will be reviewed following any changes to Government advice, and at least fortnightly. The first fortnightly review will also be utilised to consider whether provision could be more effectively targeted at those pupils who are unable to access provision remotely from home.

Where applicable, schools will write to parents directly with the arrangements for provision for students in year twelve.

Maintaining Contact with Students

All schools within the Trust have arrangements in place to maintain contact with students to support their wellbeing and to encourage them to attend school, where they are eligible to do so, and ensuring that support and guidance is offered where required.

A specific programme of contact will also be in place for those students in year eleven to assist with pupils' transition to their post-16 destinations.

Attendance Arrangements

Any student suffering any symptoms of Covid-19 (or who is in a household with somebody displaying symptoms) **must** self-isolate in accordance with Government guidance and **must not** attend school.

Students who are extremely clinically vulnerable or who live with somebody who is extremely clinically vulnerable (i.e. those who have received a letter instructing them to engage in social shielding) must not return to school.

Students who are clinically vulnerable (but not extremely clinically vulnerable), or who live with somebody who is clinically vulnerable should seek their own medical advice regarding whether it would be appropriate for them to return to school.

Until further guidance is issued by Government, the Trust will respect the right of parents to choose whether or not they consider it safe to send their child to school to receive the provision on offer. No penalties will be enforced for non-attendance during this period. However, where students do not attend, schools will continue to maintain weekly contact (or daily for vulnerable students) to support learning and wellbeing.

Uniform Arrangements

Government guidance highlights the importance of washing clothes frequently and wearing fresh clothes daily in order to minimise the risk of transmission of the virus. In order to support this, students not required to attend in uniform until further notice.

Organisation of Classrooms

In order to minimise transmission risk, each teaching group will be allocated to a specific classroom where they will receive all of their provision. Students will not move between classrooms during a day.

- Each classroom will be set up with appropriate social distance measures in place, and ensuring that seating arrangements maintain at least a two-meter gap. Furniture must not be moved.
- Each student will be allocated a desk within their classroom. Students will remain at the same desk for the duration of the day.
- Appropriate signage will be in place to direct students to the appropriate classroom.
- Students and staff will use hand sanitiser on entering and leaving their classroom.
- Windows and classroom doors will be left open wherever possible to maximise ventilation and avoid contact with door handles.

Arrival to and departure from school

- Each teaching group will be given an allocated arrival time. The arrival time of each teaching group will be staggered to minimise contact and mixing.
- Corridor arrangements will be reviewed and clear signage on display to maximise social distancing.
- Unless their child has a medical need or other vulnerability, parents should avoid coming on to the school site. Parents will not be allowed to wait inside the school building.
- Upon entering school, students will be asked to use a hand sanitiser. Students will also be asked to use hand sanitiser as they leave.

Movement around school

- All non-essential movement around school should be avoided. Students will be directed to take the shortest route to their classroom.
- Some areas of the school may become one-way. These areas will be clearly signposted and one-way systems must be adhered to at all times by staff and students. Where corridors are not designated to be one way, they should be divided to ensure that social distancing is maximised.
- Appropriate corridor supervision will be in place to ensure that students use the shortest route possible and maintain social distancing.

Hygiene and PPE considerations

Extensive signage will be utilised to remind students of the importance of good hygiene habits, including frequent hand washing, and “catch it, bin it, kill it”. Signage will also remind students of the need to maintain social distancing measures.

Schools will maintain adequate stocks of hand sanitiser and PPE to support the implementation of this guidance.

Current guidance states that students will not need to wear masks in school given the low risk of contracting the virus. However, any student who wants to wear their own mask will be supported to do so. Members of staff have also been informed that, whilst guidance does not suggest it to be necessary, if they wish to wear a mask for work they will also be supported in doing so.

If a student requires first aid or personal/intimate care, the relevant member of staff will wear appropriate PPE (to include an apron, gloves and face mask as a minimum).

PPE will also be worn by any member of staff interacting with a student or colleague who has developed symptoms whilst on site (see guidance later in this document).

Catering

Food will only be required for vulnerable students and the children of key workers. Students in years ten and twelve in school for their allocated day will not utilise the dining facilities.

- The menu for each day will be reduced to offer quick grab items and limit options.
- All food items will be served on disposable plates. Disposable cutlery will also be used.

Cleaning

- Toilets that are open and available for use will be cleaned at least once per hour.
- Cleaners will disinfect and wipe down all surfaces paying particular attention to stair railings, entrances to the buildings, lifts and staff room offices.
- Entrance to classrooms (both door handles etc) will be cleaned before students arrive, after they return from break and after they leave.
- Furniture in classrooms which are open for use will be cleaned daily. This includes keyboards, mice and all chairs and tables.

Toilets

- Toilets will be supervised during break times. Social distancing must be maintained for any students queuing to use the toilets.
- At all times, students will be directed to utilise their nearest toilet to minimise movement around the building.
- Only one student per cubicle should enter the toilets (i.e. students should not enter the toilet if there is no available cubicle).
- Cleaning staff will ensure that toilets are adequately stocked with soap at all times.

Student expectations

Students must not attend school if they or a member of their household have any COVID-19 related symptoms.

When attending school, students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

- Arrive to school and leave to go home at the designated time. Do not congregate on the school site at the end of the school day.
- Use a sanitiser to disinfect hands on entering and leaving school and each classroom within the day. Wash hands with soap regularly during the day.

- Avoid physical contact at all times. No hugs, shaking hands etc.
- Maintain a safe distance from others between and during lessons
- Do not share belongings (stationery, food etc) with others.
- Only enter the toilets if there is a free cubicle.
- Students should bring their own water bottles to school.
- It is also critical that students follow the Government's guidelines on social distancing outside of school hours. Students who do not social distance in the community potentially risk transmitting the virus in to school.

Students who are unable to follow these expectations will not be eligible to continue accessing the provision on offer due to the health and safety risk to themselves and the wider school community. Parents should therefore explain to their children the importance of following these rules and maintaining social distancing at all times.

NHS Guidance regarding the Track and Trace system

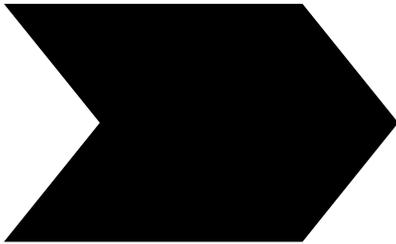
Part 1: for someone with symptoms of coronavirus

- isolate: as soon as you experience coronavirus symptoms, medical advice is clear: you must self-isolate for at least 7 days. Anyone else in your household must self-isolate for 14 days from when you started having symptoms
- test: order a test immediately at www.nhs.uk/coronavirus or call 119 if you have no internet access
- results: if your test is positive, you must complete the remainder of your 7-day self-isolation. Anyone in your household must also complete self-isolation for 14 days from when you started having symptoms. If your test is negative, you and other household members no longer need to self-isolate
- share contacts: if you test positive for coronavirus, the NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of our contract tracers.

Part 2: if you are contacted by the NHS test and trace service because you have been in close contact with someone who has tested positive for coronavirus

- alert: you will be alerted by the NHS test and trace service if you have been in close contact with someone who has tested positive for coronavirus. The alert will usually come by text, email or phone call. You should then log on to the NHS test and trace website, which is normally the easiest way for you and the service to communicate with each other – but, if not, a trained call handler will talk you through what you must do. Under-18s will get a phone call and a parent or guardian will be asked to give permission for the call to continue
- isolate: you will be told to begin self-isolation for 14 days from your last contact with the person who has tested positive. It's really important to do this even if you don't feel unwell because, if you have been infected, you could become infectious to others at any point up to 14 days. Your household doesn't need to self-isolate with you, if you do not have symptoms, but they must take extra care to follow the guidance on social distancing and handwashing and avoid contact with you at home
- test if needed: if you develop symptoms of coronavirus, other members of your household must self-isolate immediately at home for 14 days and you must book a test at www.nhs.uk/coronavirus or call 119 if you have no internet access. If your test is positive, you must continue to stay at home for at least 7 days and we will get in touch to ask about your contacts since they must self-isolate. If your test is negative, you must still complete your 14-day self-isolation period because the virus may not be detectable yet - this is crucial to avoid unknowingly spreading the virus.

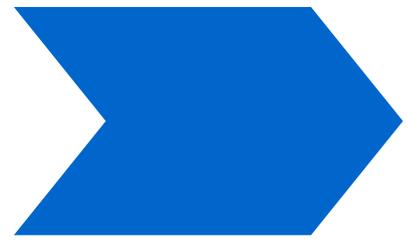
Actions if a student or staff member shows COVID-19 symptoms



Student or staff member displays COVID-19 symptoms.



Send home and advise to self-isolate for 7 days.
Household members should self-isolate for 14 days.
Staff or students the individual has been in contact with to remain away from school until the results of testing.



If test is negative, return to school and household ends self-isolation.
If test is positive, move to 'confirmed case' scenario.

Where a student or member of staff becomes unwell whilst on site, they should immediately be moved to a separate room whilst they wait to be collected. Once collected, the allocated room must be deep cleaned.

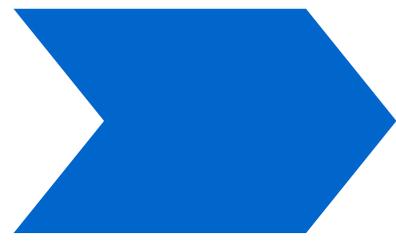
Actions if there is a confirmed case of COVID-19 in a school



Student or staff member tests positive for COVID-19.



Individual receives medical advice and/or treatment.
Staff or students the individual has been in contact with sent home and told to self-isolate for 14 days.



If other cases are detected within the school, report to PHE who will investigate and advise.