



Eskdale School reopening September 2020 Risk Assessment Documentation

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28/08/2020

Dear Parent/Carer

Firstly, I would like to thank everyone for their support during these incredibly difficult times that we have faced together. The upcoming term will be challenging for all members of our school community, it is essential that we continue to work as a team and support one another.

We are looking forward to welcoming your child back to Eskdale school in September. I appreciate there are a lot of questions that you may have. This risk assessment document has been created, to inform all stakeholders of the considerations we have looked at and the actions we have taken or will take both before and during the start of the academic year.

Included in this document, you will find key information taken and adapted from the government guidance issued recently. This has been considered, adapted and implemented at Eskdale School. I have included a large selection of questions gathered over the last few months which I have answered for you all. Finally, the school risk assessment framework that underpins this document has been included. I appreciate that this is a large document, but it is essential that you have all of the information available to you, so that you are reassured that we are determined to make the site a safe and happy learning environment. This is a live document and therefore Eskdale School reserves the right to update as required. We will continue to inform you of any changes or decisions made.

The school will continue to work with the different agencies that we have supporting us and will inform you of any changes. As you can appreciate the situation is changing daily and we are having to adapt to new guidance as it is announced. Our priority is to ensure that the school is a safe environment for all our stakeholders and that we continue to offer a good education to all our students.

I hope you find this information useful and reassures you for your child's return in September. Please get in touch if you have any questions. I will be continuing to use social media and encourage you contact me directly if you require any advice.

Thank you again for your continuing support, I look forward to seeing you child very soon.

Kind regards
Andy Fyfe

Main processes and principles followed by Eskdale School from September 2020.

USING GOVERNMENT GUIDANCE AND PUBLIC HEALTH ENGLAND ADVICE ESKDALE SCHOOL WILL –

- Require people who are ill to stay at home.
- Have in place robust hand and respiratory hygiene.
- Enhanced cleaning arrangements.
- Active engagement with NHS Test and Trace.
- Formally consider how to reduce contact and maximise distancing between those in school wherever possible.
- Use year and Key Stage grouping of students together.
- Avoid mixing groups.
- Staff will maintain a distance where possible from students.

Eskdale School has updated the risk assessment provided by the local authority and this has been shared with governors, staff and unions. It is attached to this document and is available online. The school have considered the additional risks and control measures required to enable the school to return to full capacity. We are following health and safety guidance to reduce risk to a reasonably practical level.

The system of controls: protective measures

Having assessed the risk, Eskdale school is using the system of controls set out by the DFE, adopting measures to the fullest extent possible in a way that addresses the risk identified and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND. We have followed the guidance set out by the government to effectively reduce risks in school and create a safer environment.

System of controls

This is the set of actions following guidance that Eskdale school will take. They are grouped into 'prevention' and 'response to any infection'.

Prevention:

- 1 - minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2 - clean hands thoroughly more often than usual, in addition to toilet facilities Eskdale School has cleaning and disposal materials in every classroom.
- 3 - ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4 - introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and appropriate cleaning fluids.*
- 5 - minimise contact between individuals and maintain social distancing wherever possible. *
- 6 - where necessary, wear appropriate personal protective equipment. (PPE)

* Numbers 1 to 4 must be in place in all schools, all the time, *Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances, * Number 6 applies in specific circumstances such as first aid.

Response to any infection:

7 - engage with the NHS Test and Trace process. *

8 - manage confirmed cases of coronavirus (COVID-19) amongst the school community. *

9 - contain any outbreak by following local health protection team advice. *

* Numbers 7 to 9 must be followed in every case where they are relevant.

- **What will happen if my child is feeling unwell or has coronavirus symptoms?**

In the case of any suspected illness then you should ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days. Anyone developing symptoms during the school day will be sent home. These are essential actions directed by the DFE in order to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

- **All schools must follow this process and ensure all staff are aware of it.**

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. This only applies to those who begin their isolation on or after 30 July. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be moved to the meeting room in reception, they will be behind a closed door during this time, depending on the needs of the child, we may need appropriate adult supervision. This adult will wear PPE whilst sat with the child. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a child with complex needs). The adult will be a designated member of staff and not randomly chosen.

If they need to go to the bathroom while waiting to be collected, they will use the disabled toilet located in reception. The room and disabled toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.

As is the current practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk. Government guidance states that anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with appropriate cleaning fluids after they have left to reduce the risk of passing the infection on to other people.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19)

Engagement with the NHS Test and Trace process.

Staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if they or their child are displaying symptoms. 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. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government have ensured that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. By the autumn term, all schools are expecting to be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. These will be limited and therefore if required please order a testing kit from the NHS or your GP.

Eskdale School will expect all parents and staff tested, to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

How Eskdale School will manage confirmed cases of coronavirus (COVID-19) amongst the school community.

Eskdale School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Eskdale School will contact the local health protection team. This team will also

contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- **direct close contacts** - face to face contact with an infected individual for any length of time, within 1 metre, including students who need physical support, being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).
- **proximity contacts** - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- **travelling in a small vehicle**, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record through our attendance system of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This is a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to Eskdale school, on the advice of the health protection team, to send to parents and staff if needed. Eskdale School cannot share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#).

If a member of the school develops symptoms then they should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#)

As directed by the government, Eskdale School is not allowed to request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

What will happen if there is an outbreak?

Eskdale School will follow government guidance and will contain any outbreak by following local health protection team advice. If Eskdale school has two or more confirmed cases within 14 days, or an overall rise in sickness

absence where coronavirus (COVID-19) is suspected, we will report this to the local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. We hope that whole school closure based on cases within the school will not be required. All actions will be based in the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Questions that students, parents and staff may have regarding the return to Eskdale School

- **What is happening with students on the first day back?**

On the 8th September students in Y7, Y10 and Y11 will return to school. This partial reopening is being rolled out at both secondary schools in Whitby. We want to ensure that the systems we have in place are able to function effectively. By having half the school in, ensures that we can test and amend as required. Y8 and Y9 will return on the 9th September.

- **How will my child know where to go when they arrive?**

Staff will be there to welcome all students. Students on arrival will be directed to a specific marked area of the playground for their year group bubble. This will be their arrival base every morning that they arrive at school. Year 7 in particular will be identified and taken to their area of the playground. Just before 8.55am students will hear a whistle and will be directed to line up in their area. On wet days students will go directly to their classroom via their designated route. Students on dry days will not be permitted inside the school until directed. This will not apply to identified students with special requirements. We expect it to take a few days for pupils to get use to this new arrangement.

- **What will my child be doing in the first few days?**

We understand that returning to school may be quite a daunting prospect for many pupils. During the first week of school there will be a focus on fun and engaging activities in lessons to make the return to learning in school an enjoyable experience. There will also be opportunities to reflect on experiences during lockdown and to explore ways in which we can deal with these issues together.

- **What is a year group bubble and how are the school doing this?**

A year group bubble is an area of the school that a set group of students will be assigned to. No other year groups are permitted in that area. Each year group has their own entrance and exit. Each area has 4 classrooms provided for students to access. Key Stage 3 are based in 3 sections of the C block.

Key Stage 3 allocated areas.

Rooms 12, 11, 6, 5 – Y9

Rooms 10, 9, 4, 3 – Y8

Rooms 8, 7, 2, 1 - Y7

Key Stage 4 allocated area will be front of school, science, creative, DT and hall

WHAT WILL THE SCHOOL DAY LOOK LIKE?

- **The running order of the day will be as follows.**

8.55am-9.15am – Registration in designated room

9.15am-10.10am – Lesson 1 (55 mins)

10.10am-11.00am- Lesson 2 (50 mins)

11.00am – 11.50am Lesson 3 (50 mins)

11.50am – 1.35pm – Extended break

1.35pm – 2.30pm – lesson 4 (55 mins)

2.30pm – 3.25pm – lesson 5 (55 mins)

In order to accommodate the extended breaktime to ensure all students get a lunch slot in their year group bubble we have had to reduce lesson time.

- **Why has the school not used a staggered start rota during the day?**

Due to the complexity of transport from the different areas, the LEA can only provide transport for mixed age groups. Therefore, we cannot stagger the day as all year groups using transport will arrive at the same time. (see transport)

- **What is happening with my child who is studying their GCSE's?**

Year 10 and 11 are being placed in one large bubble, this is essential as it means we can then focus on properly focus on teaching the course content and skills in specialist areas. We have made the decision that the front of school with the science labs, creative suites and hall area is the best place for Key Stage 4 to be located. Key Stage 3 cannot be taught in this area.

TEACHING AND LEARNING

- **What can my child in Key Stage 3 expect in their lessons?**

Students in Key Stage 3 will be taught in a specific non-specialist room allocated to them unless it is a subject such as English and maths that uses setting. Due to the guidance from the government and the space available on the site we are restricted in where students can go. Staff were made aware of this before the summer break and have been preparing for lessons to be delivered in this manner. Lots of exciting activities are being devised as we speak, we will ensure that students in Key Stage 3 are not disadvantaged.

- **Will setting take place at Key Stage 3?**

We have set aside 4 specific classrooms for each year group, which will ensure that any subjects that rely on setting will be able to do this. Where subjects do not require setting, students will remain in their assigned classroom. The year group bubble allows for movement within your area, tables will be wiped down at the start and end of the lesson by students and staff, using non toxic cleaning spray.

- **I'm not happy with the set my child has been placed in, what should I do?**

All setting is based on evidence gathered over time or provided by institutions before their arrival to Eskdale. Please feel free to contact the head of faculty and they will happily discuss any concern you have. Setting is always based on the evidence gathered by our experienced staff.

- **My child due to COVID didn't sit their SATS exams, how will you arrange settings for groups this year?**

We will work with the previous primary school and gather more information over the first few weeks. Our staff are excellent at identifying ability levels and this will be adjusted early on in the term.

- **Can my child drop a subject in Y11?**

No. This isn't a good option for your child and the school would not support the removal of any subjects, students follow the national curriculum framework and the number of subjects followed is in line with the national picture. We would look to offer additional support. Bearing in mind we are still unsure how the summer will work and therefore it may be in the best interests to continue with their studies.

- **Which teachers will be working with my child?**

Teachers will follow their normal assigned timetable and teach their classes moving from classroom to classroom, students will remain in their area. We do not have the capacity to assign equal numbers of specialist staff to each year group bubble. Staff will follow guidance on keeping safe and will regularly clean hands.

- **What about teachers moving around the site?**

Teachers will have to move from area to area. They will be mindful of social distancing with students, this is unprecedented for us all and we will have to adapt as we go along to the changing circumstances. Books will be stored in their specific teaching space to minimise moving room to room. This will take the first week to implement. Staff if required will be issued with a trolley to assist with moving of equipment. They will also be issued with their own keyboard and mouse that will be plugged into the computers they use.

- **What will happen with students whilst they wait for their teachers to arrive?**

Students will be expected to sit quietly in their room awaiting their teacher. When they have to move classroom in their areas for lessons that are set groups, they will calmly and quietly move to the room assigned. The only exception is the cooking room and design technology room for Key Stage 4 students, they must wait outside in a socially considerate line. This does not affect Key Stage 3.

- **Will teachers mark my child's books?**

The amount of marking and written feedback will reduce at this time until we figure out a robust way to feedback to students. Mrs Parlby will be working with middle leaders to devise suitable plans in the first few weeks. Staff will not be taking books home, but they will when possible mark work in school if there is an available room. Staff will however continue to give verbal guidance and feedback in lessons. We are looking at potential strategies with digital feedback at this time.

- **Where will my child's books be stored?**

There books will be stored in the room assigned to your child. Teachers materials will be stored in a room with shelving assigned to each staff member. The books will not leave the site at this time. With staff moving around the site, we want to minimise what they need to carry with them. Staff may take them to another room to mark, this reasonable should they wish to do it.

- **Should my child bring their own pencil case and equipment?**

Yes, they should bring their own pencil case as before. If they require specialist equipment, then the school will continue to provide this. We will also provide a box of materials for each classroom if required. Staff will not be providing stationery to students.

- **I'm worried about my child's progress and want more work for them to do at home?**

Our teachers will continue to focus on closing any gaps that your child has developed since March. We will open the online learning to all year groups, so they have more work to access. It's important not to overload them, if you need any advice please get in touch.

- **What about ICT facilities at Key Stage 4?**

We have purchased a large quantity of laptops before the school closed. This investment is significant and as you will appreciate not planned for at the start of the academic year. We believe that it is important to build on our digital infrastructure to further support the school in these uncertain times. We are awaiting delivery of them. We have initially prioritised the Key Stage 4 area, with replacing machines in design tec. Moving and therefore creating an additional 10 computers into the hall, adding 6 machines into the science theory room, moving 8 machines to the second-floor art space. We also have 22 machines in the new creative space, a laptop trolley of 20 machines, and chrome books used by child development. Key Stage 4 will also receive a new laptop trolley of 30 chrome books in the first few weeks.

- **What about ICT for Key Stage 3?**

Year 9 will have access to the computer room in C block, Year 8 and 7 will receive a separate new laptop trolley of machines for their ICT lessons. The delay in receiving the machines is due to the ongoing trade war between the US and China. We hope to receive this delivery soon.

- **How will PE lessons work in September?**

Eskdale School PE staff has the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures we have in place. Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and our sports hall will be used where it is not.

SEN SUPPORT

- **How will Eskdale School support my child?**

Mrs Watson and Mrs Locker will co-ordinate with their teams to ensure that your child continues to receive the required support. They are working closely with colleagues to ensure that the required help is present.

- **Will my child have a set base to help support them?**

Each year group will have a set base that only members of their year group bubble can access. The SEN classroom, Garden room, behaviour room and SLT office will be converted to hold a separate year group bubble.

- **What about lunchtime, will my child have somewhere to go and get support?**

Mrs Watson is currently assigning staff to each SEN room at lunch break to ensure the students have somewhere to go. If you have any questions, please do get in touch with Mrs Watson or Mrs Locker.

- **Will the same TA be working with my child?**

Mrs Watson is currently finalising a timetable that will place set TA's with student groups. More information will be released soon. We will create some form of continuity in their support.

UNIFORM

- **Will we need to wash clothing each day?**

We ask that families regularly wash any clothing worn at the end of each day. It is important that students wear fresh clothing to help minimise risk at school and at home. A normal wash cycle typically used will be sufficient.

- **We still haven't been able to get all the uniform yet, what should we do?**

We appreciate that it may be difficult to get hold of items at the moment. Please do not worry, you can send your child in appropriate non-school uniform until you have it. We wouldn't expect this to last much longer than a week.

- **Are you relaxing the school uniform on my child's return to school?**

We realise that some clothing such as blazers and ties will be difficult to wash daily. Your child doesn't need to wear these items, this is a choice you can make. We ask that your child wears their school trousers not jeans, skirt, shirt, blouse when they are in school. These items are easier to clean.

- **What about their PE kit?**

Students should come into school in sports clothing on the day that they have PE, they should not wear school uniform. With Autumn and Winter fast approaching please ensure that they are wearing track suits etc. Students should bring a spare change of clothing in case they get dirty from the activity. If this happens the PE department will ask students to change into their clean clothes in designated areas. Dirty PE kit will be placed in bags and stored in designated plastic boxes outside the PE block for collection at the end of the school day (if required).

- **5 washes a week is a lot to do over the week, I'm worried we won't have time to do this every night.**

Every Wednesday will be a non-uniform day for students, we hope this break in the week will reduce the pressure on those who will struggle to do daily school uniform washes. If a child has a PE lesson on a Wednesday, then they should be arriving to school in their PE kit as stated above. Staff will also have a relaxed dress code at times to assist with similar pressures.

- **To clarify every Wednesday will be a non-uniform day for students?**

Yes, every Wednesday is a non-uniform day. The expectation is that students choose sensible clothes. We do not want this to turn into a weekly fashion show! This is just to assist with the washing of school uniform each week. In the winter we expect to see students wearing appropriate clothing to keep them warm.

- **What will my child do with their coat and bag when in school, will they have a locker this term?**

Currently we are unable to use the lockers as they are spread over the school and will create mixing of year groups. Coats and bags should be brought into the classroom, coats placed on the back of chairs and bags under their

table. The amount of moving around will not be substantial and therefore this isn't an unreasonable ask of students. Please ensure your child attends school in a coat during the winter.

TRANSPORT

The local authority will continue to provide the set transport arrangements; however, it is important that families contact the transport department if they have any specific questions. Contracts with Taxi companies are held by the LEA so you should ring the taxi firms to check the arrangements for the first week back.

- **Are the transport arrangements in place for my child?**

Mr Fyfe has been in touch with the transport department and has been told that normal services will happen. The email I received is below, we are awaiting further information.

Dear Mr Fyfe

Transport will be in place as normal from September. Guidance will be available to parents/schools/colleges on our website with regards to school transport in September. We have been waiting for confirmation from the DFE with regards to the arrangements from September and we are in the process of finalising those details and putting them out on to our website and sending it to schools. It will have FAQ section which will hopefully answer any concerns/questions you or parents may have. All transport providers will be sent an updated version of their COVID risk assessment which will outline safety measures that they must adhere to from September.

That is all the information I can provide you with at this moment in time.

Kind regards

- **Will my child be mixing with children from other schools and year groups on these buses?**

Yes. Government guidance released on the 8th August stated that children will be expected if possible, to sit with their own year group and that they should sit with the same students on other days. Children over 11 should wear masks while on school buses. The bus services are a mixed age group service and some also contain students also from CCW.

- **What if I want to bring my child to school?**

You're welcome to drop your child off at school at the top of Stainsacre Lane, we request you drop off away from the school to help reduce congestion and lower the danger of traffic for students crossing the road.

- **I have children going to primary too and that means I will be late each day dropping my child off at Eskdale each day, will they get in trouble?**

No, not at all. We want to help reduce the pressure you will be facing with multiple drop offs. We ask that wherever possible you get your child to school as soon as possible. If they are late during the tutor period, this isn't a problem. Please ensure you still drop them off on Stainsacre Lane.

- **Will the school mini bus still be on?**

Yes, Mr Parker has agreed to drive the bus. However, the 2 front seats must remain unoccupied and all students must wear face masks.

LUNCHTIME AND BREAK

Due to the difficulties of managing a school lunch time facing the issues of space and timetabling. The school has made the decision to create an extended lunch break. This is not an ideal scenario but is the only one that currently fits into our system.

The extended break will begin at am. Hot food and sandwiches will be served. Students with packed lunches will be able to eat in the hall, playground. On wet break days they can eat in their tutor room, but all rubbish must be cleared away.

11.50am – 1.35pm – Extended break

11.50am – 12.15pm Year 10 & 11

12.15pm – 12.40pm Year 9

12.40pm – 1.05pm Year 8

1.05pm – 1.35pm Year 7 (session 4 is longer to allow more time to support and organise the Y7)

There will be a rota system for using the playground. For example

11.50am – 12.15pm Year 9 will use the playground

12.15pm – 12.40pm Year 9 will line up and be directed into the dining hall, those not using the dining area will go back to their tutor base.

12.40 – 1.35pm students will leave the dining area back to tutor base for social time with peers.

- **How will we top up our child's account for their lunch money?**

We recommend that you send a cheque or sealed envelope into school with your child's name. They should hand it over to their head of year in the morning, it will be passed to the office. We ask that you do not give money to be added daily. We are looking to introduce parent pay, we will update you when we have further information. The finger print scanner will not be used.

- **How will the school manage the extended break time?**

Our staff will be divided into 2 groups per year group with heads of year directing their teams. Some staff will be used at different points within the school, such as playgrounds or corridors. The duty will be split ensuring that staff also get a break. Senior leaders will also be around the site, our site manager and the catering team will manage the dining area.

- **Will there be any clubs at lunchtime?**

There will be no mixed clubs or sports clubs at lunch time. We do not have the staff capacity to run this additional service. The LGBT club and movie club will not be able to meet at this time. Year teams on duty will manage the year bubbles.

- **Will there be any extra-curricular activities after school or sports fixtures?**

All extra-curricular activities and sports are currently suspended up to Christmas. We will continue to review the situation as time moves on.

- **Will my child be able to still participate with their one to one music lessons?**

We hope that we will find a viable solution. Currently we are looking at virtual lessons. The headteacher has experienced these lessons first hand and they are incredibly effective. Guidance states that music lessons can take place face to face, however we will struggle to do this due to room use being at capacity.

- **Will year 11 have intervention lessons each week?**

Yes, we are looking to reintroduce after school intervention lessons in the first few weeks. There is also additional support currently being looked at, this may take place in the Whitby Sixth Form on a Thursday evening. More information will follow soon.

- **Will staff be using the staff room at break time?**

At this time no, we are having to restrict the use of the staff room. Staff will make drinks in there, but we are asking them not to gather and follow social distance guidance.

SOCIAL DISTANCING, FACILITIES, CLEANING OF HANDS AND PPE

- **What is the school doing about washing hands?**

We have the washroom areas in the middle of the school. The school will also be providing in each room a safe non-alcoholic/non-toxic cleaning spray and paper rolls to be used. This is perfectly safe to clean hands with. The school only has one main toilet for girls and boys, so using this space for just washing hands will be difficult. Students will be encouraged to regularly clean their hands throughout the day by staff. They will also be able to clean their hands at any point during the lesson should they wish to. The toilets will be regularly monitored and cleaned throughout the day.

- **Can my child wear a face mask in school if they wish?**

The LEA and government currently state that masks are not required in school unless there is a localised lockdown. They have also given headteachers the final say on what happens in their school. We believe that we have systems in place that minimise risk and we do not want to cause worry amongst the student body by encouraging them to be worn. Although we do not believe a child should need to wear a face mask in school. We will respect a student's decision to use one or not to. As of the 26th August we are following the guidance issued. The reason for Eskdale school taking this stance is that we realise there are strong opinions on both sides of the argument, and we do not want to create further anxiety. PPE will at all times be used by staff when they are dealing with a first aid incident or a suspected COVID case. The option of using a mask by staff on the site again is their decision and will be respected by the school.

- **What about contractors and visitors by appointment permitted on the site.**

Contractors and visitors will be required to wear face masks, the member of staff accompanying them will also be required to wear a face mask whilst working with them. They will only be permitted if they an appointment.

- **How will the school maintain the cleanliness of the school site during the day?**

The school site team will monitor the school during the day and will clean any issues that arise. Toilets will be checked at regular intervals throughout the day and cleaned. Teachers and students may spray areas in classrooms after use using approved sprays that are non-alcoholic and non-toxic. The school will be given a deeper clean by the cleaning contractor each evening.

- **What about the toilets, will they be regularly cleaned throughout the day?**

Yes, continual cleaning of the whole site will be a priority. The toilets will be checked and cleaned at regular intervals as already mentioned.

- **What will happen when children arrive to school?**

The school playground will be divided into 4 areas, 3 for years 7,8,9 and 1 for years 10 and 11. Each area will be assigned a pathway through to their bubble. They will be monitored by staff and at 8.55am will be asked to line up, once ready they will be sent to their form base. If on arrival to school it is raining, then students must proceed directly to their room. They should follow the expectations on behaviour when they arrive.

- **How will you manage social distancing around the site?**

Students when in their areas will be expected to behave in a sensible manner. Interactions between pupils in their year groups will be allowed to happen, we ask that they are sensible when they do this. When in classrooms students must respect the space and the people within it, they should not be running around, pushing or grabbing one another, throwing items or any other unreasonable behaviour. Any breaches in behaviour will be treated as serious breaches of the behaviour policy. If a child behaves inappropriately then the school reserve the right to send the child home on a fixed term exclusion. We ask that you with your child before they return to school about this reasonable expectation. As a school we can only do what is reasonable within the confines of the site.

- **What will happen when they walk in corridors from the playground or to the dining hall.**

Students will be monitored walking down the one-way corridor system. They will be asked to behave in a calm manner and mindful of one another's personal space. Any silly behaviour as already mentioned will be treated as a serious breach.

VISITORS AND CONTRACTORS

All visitors and contractors must only arrive at school if they have a pre-arranged appointment. We will not admit anyone if they have not had prior permission to be on the site

- **What if my child is ill, will I be allowed in the site?**

You are permitted to arrive on the site to collect your child, you will not be allowed past the security gate in reception, unless there is a serious medical emergency with your child. Your child will be brought to you by a member of staff. We will be following the guidance set out by public health England and the DFE as stated at the start of the document.

- **My child has meetings with the school nurse or a member of an outside agency usually, will this still go ahead?**

Yes, this will still happen, the meeting will take place in a designated room in the school. The room will be cleaned afterwards.

- **Will I be allowed on the site if I turn up without an appointment?**

Sadly, we cannot permit you on the site and we will politely ask you to leave the premises. You must have an appointment.

- **How will the school deal with deliveries and post?**

The school will continue to receive parcels in reception. They will be removed as soon as possible from the entrance, emptied and then dispersed to appropriate areas of the school. This will be reviewed over time.

WELL-BEING, PASTORAL CARE, MEDICATION AND SAFEGUARDING.

- **My child requires medication being given to him/her by the office, what should they do?**

Please ensure that the school is aware of your child needs, they will be able to still make use of the office for support and collect any medicines during the day. The first aid area is available for privacy for any other treatments required.

- **Our family experienced a loss during COVID lockdown, and it has affected our child's emotional well-being. Should we let the school know what happened?**

Yes, please do. We are here to support. The more information you can provide the school will ensure that we offer appropriate support. We are here to help families too.

- **I'm concerned about my child's well-being and how they will cope on their return to Eskdale School. What should I do?**

Please make contact with either heads of year or senior teachers. We will work with you to manage the reintegration and communicate how things are going.

- **My child is sitting exams this year, we are all really worried about what will happen in the summer. What should we do?**

We will ensure that your child receives the academic and pastoral support over the course of the year. The exam boards have confirmed that there will be reductions in question papers at this time, should students sit the exams in summer 2021. We will offer additional lesson support over the year. We will make their return to Eskdale School a positive experience over the next 10 months. We will look after them and work closely with you.

- **My child loves the school assemblies, will these continue?**

Not at this time, we will send weekly PowerPoints for staff to present. We will review over the term whether they can resume.

- **I'm worried about the teachers well being too?**

We have learnt a lot from the COVID situation, and we are prioritising our efforts on the well-being of students and staff. We are using the guidance set out by the government to protect all of the school community. We want our teachers to be able to focus on teaching your children and hope that the work we will do will further support them over the next 12 months.

- **My child has underlying health issues, what will the school be doing to support them?**

We will be creating risk assessments for any members of the school community identified as requiring support for any health issues. Risk assessments will be created for any students that pose a risk to themselves in a safeguarding capacity.

- **Will there be any changes in how a school deals with issues such as safeguarding at the school?**

The federation made the decision to pool our resources from both schools together to further strengthen our good safeguarding procedures. Our pastoral team and staff will be working with Mr Dixon and Mr Bond from CCW over the coming months. This sharing of expertise and methods will benefit all of our students across Whitby.

- **Can my child bring their phone?**

We still do not permit phones on the site, but we except that students have them on their person. This is a safeguarding precaution that has been in place since September 2018. If a phone is seen then it will be confiscated and will be stored in a plastic box for 72 hours, following guidance on items in school. This includes if they use them during lunchtime. We ask that if students do bring their phone, they ensure it is put away out of sight. We will not be using lockers and if equipment goes missing then the school accepts no responsibility for it.

- **Fix term exclusions issued due to poor and potentially unsafe behaviour**

Eskdale school does not want to have to resort to using fix term exclusions, however if a student doesn't follow the basic principles of what is being asked of them. Then we will not hesitate to send them home. If a child is fix term excluded then they will be taken to the meeting room, where contact will be made with a parent or carer and arrangements made for collection or permission for them to go home. We ask that you ensure you speak to your children and explain the importance of following the guidance we give, they must understand this. To be clear we do not want to be forced to fix term exclude, but the safety of the whole site is our priority.

- **Children purposefully wandering around the site truanting.**

We will be allowing children to walk to a toilet during lesson if required, staff will be on call to manage and look after the corridors during the day. Although rare, if a student is purposefully truanting, then they will be warned once only. If there is a repeat of this behaviour, then they will be sent home on a fixed term exclusion.

- **If I have a safeguarding concern, who should I contact?**

Mr Fyfe and Mr Dixon have overall responsibility for safeguarding in the school. You can also contact Mr Bond at CCW or your child's head of year. We will then work together to support and implement any actions required.

- **Will there be any parent evenings, award evenings or prom?**

At this time, we are still reviewing this and will continue to take advice over the term from our partner agencies. We currently have dates pencilled in the diary however the reality is that we do not believe that restrictions will be lifted in time. In the event that a parents evening doesn't take place we will devise a secondary plan.

- **I had regular meeting with the heads of year to support my child, will these continue.**

Meetings will need to take place by phone or video call for the first term. With the exception of child protection or agency meetings where we will follow guidance set out by the LEA. These meetings however will not take place on the school site unless absolutely required.

- **What will happen if we go into a localised or national lockdown.**

We will follow guidance given to us by PHE and DFE. Our focus throughout the upcoming year will be to provide a safe place and good education for all our students.

- **Will the headteacher continue to be contacted directly?**

Yes, Mr Fyfe will continue using the Facebook page group for contact, and he is more than happy to receive emails and phone calls directly. Mr Fyfe is pleased that the communication channels in the school have improved and wants to continue driving this. Communication with families is incredibly important to him. He will continue to give regular updates on Facebook and hopes to continue with activities and quizzes. Mr Fyfe would like to offer his thanks to all the families who have worked tirelessly with our staff and himself over the last 5 months.

LEA RISK ASSESSMENT DOCUMENT FOR ESKDALE SCHOOL

Activity/ Situation	WIDER OPENING OF SCHOOL FROM SEPTEMBER 2020			
Location	ESKDALE SCHOOL RISK ASSESSMENT DOCUMENTATION			
Persons at Risk	Pupils ☒	Employees☒	Visitors ☒	Contractors ☒
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✗ Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed ✗ Social Distancing Measures Not Followed During Travel to and from School ✗ Inadequate Cleaning/Sanitising ✗ Shared Resources ✗ Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors ✗ Site User Becoming Unwell ✗ Site User Developing Symptoms ✗ Inadequate Hand Washing/Personal Hygiene ✗ Inadequate Personal Protection & PPE ✗ Visitors, Contractors & Spread of Coronavirus ✗ Inadequate Ventilation 			
CONTROL MEASURES	ADDITIONAL INFORMATION			
Contact Between Individuals Not Minimised and Social Distancing Measures Not Followed				
Consistent groups are in place which reduces the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group	Year group bubbles will be used, located in isolated areas of the school.			
The school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups	The schools timetabling and cover system keeps track of all interactions with teaching staff and students. SEN staff are scheduled with groups. In the event of an incident then group texts will be sent to those potentially affected. Year groups will be in social bubbles at Key Stage 3 and a bubble at Key Stage 4.			
Primary schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in the group become ill with coronavirus (COVID-19).	Circumstances need to be assessed and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, you can look to implement year group sized 'bubbles'			

In the younger years in Secondary Schools (Key Stage 3), schools may be able to implement groups that are the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in group become ill with coronavirus (COVID-19).	At Key Stage 3, year groups will be managed by using a micro school model. 4 permanent classrooms will be assigned to each Key Stage 3 group. Typical lessons will be followed. By doing this we will reduce the risk of illness spreading across the site.
In Secondary Schools, and certainly in the older age groups at Key Stage 4 and Key Stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended	The front of the school consisting of 13 learning spaces have been assigned to Key Stage 4. Due to the complexity of need regarding subject content and skills-based teaching we have assigned all practical classrooms.
Where staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk is reduced by keeping pupils in the class-sized groups	Staff will be encouraged to maintain social distancing in lessons remaining at the front of the room wherever possible. Class sizes cannot be reduced due to lack of space.
Whatever the size of the group, they are kept apart from other groups and older children are encouraged to keep their distance within their groups	The year groups will be distanced from one another at all times. A specific timetable outlining the rooms used for each group will be issued.
Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible	We have limited the movement around school and interaction between Key Stage groups. Social spaces will be limited to year group bubbles
It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group	N/A
Schools keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport	Student will be kept in spaces with the exception of PE or lessons that use setting. These lessons will still be within their assigned bubble. PE students will arrive in school wearing kit and collected by PE staff. There will be a specified slot for break times and lunch. Both will be kept to within their bubble.
Boarding pupils can be in one group residentially and another during the school day	n/a
It is accepted that boarding pupils will mix during sociable time	n/a
Siblings may be in different groups	We are aware that siblings will be mixed between year groups. We will follow public health England's advice if we have an illness reported. Please see outline of processes followed in this document.

Teachers and other staff operate across different classes and year groups in order to facilitate the delivery of the school timetable	Staff will have to move from classroom to classroom. Exercise books will remain in the space and will not be removed from the school. Teachers may take books to the library to mark if they wish.
Where staff need to move between classes and year groups, they should keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults	Social distancing measures will be in place and encouraged including lunchtime. See details in document above.
Where possible adults maintain a 2-metre distance from each other, and from children	This will be followed wherever possible. The exception is in the classroom. Staff will wherever possible follow social distancing.
Adults avoid close face to face contact and limit time spent within 1 metre of anyone to less than 15 minutes duration	Adults will be side on to students when they speak to them. Using the same guidance that applies to children. Staff and students will follow social distance guidelines around the site.
Within the classroom a distance between people is maintained so far as reasonably practical	It is accepted that distancing may not be possible with some students who require medical support. Staff will wear appropriate PPE.
Face to face contact time is reduced and limited to no more than 15 minutes duration	This will be followed by colleagues but may not always be practical in small teaching settings or one to one support sessions. The school will encourage reasonable behaviours to be used.
Pupils are seated side by side and facing forwards, rather than face to face or side on	Table settings will be adjusted in each classroom prior to opening.
Staff will work side on to pupils as opposed to face to face whenever possible	Group tables will be disbanded wherever possible and students will be encouraged to follow this where ever practically possible.
Educational and care support is provided as normal to pupils who have complex needs or who need close contact care	The school has created 4 SEND bases for Y7,8,9 and KS4 to support the most complex needs. These will be part of the bubble system. Students from other year groups will not be allowed to mix.
Unnecessary furniture has been moved out of classrooms to make more space	Classroom spaces are being organised with unnecessary furniture removed. Storage area has been created to assist staff.
Large gatherings such as assemblies or collective worship with more than one group do not take place	Assemblies have been suspended at this time and will take place in the classroom when required in the morning.
The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building	School within a school model is in place, with year groups assigned blocks. We have maximised the classrooms available to ensure that students are not disadvantaged.
Consideration given to staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school	Staggered start and finish are not being used as LEA transport doesn't allow for this.

Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	The school will restrict parents dropping students off in the school grounds, exceptions are buses, taxis for send students. All will be asked to drop off on Stainsacre Lane.
Parents and pupils are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	The school is currently not adopting a specific time slot system as this is not practical.
It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	This is to be communicated with parents ready for September.
External entrances to classrooms are used where practical	Set areas to access the school building will be used, for example Year 9 will use the PE entrance, Year 8 will use the veranda entrance, Year 7 will use the boys toilet entrance.
Break times are staggered so that all pupils are not moving around the school at the same time	Break and lunch times are being collapsed with staggered times for access to lunch and break included. This is the only practical solution at this time
Lunch breaks are staggered	Break and lunch times are being collapsed with staggered times for access to lunch and break included. This is the only practical solution at this time
Numbers of staff using Staff Room are limited or the use of Staff Room is staggered	Staff room use will be limited during the school day. Staff will use a quiet place for breaks and wipe down any surface they use after. Staff may also choose to use their car to sit in at lunchtime.
During PE lessons pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.	PE will follow guidance on the cleaning of equipment, students will arrive to school in kit and have a spare change in case. If required, then girls will use the changing rooms and boys will use the hall space.
Outdoor sports are prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene	Schools should refer to the following advice: guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisations such as the Association for Physical Education and the Youth Sport Trust
Parents and pupils are encouraged to walk or cycle to their education setting where possible	This will be communicated, however many families due to the distance they live either use the train, bus or car. This will continue, the school will publish the most up to date

	recommendations from the DFE in August/September.
Schools, parents and pupils following the government guidance on how to travel safely, when planning their travel on public transport	safer travel guidance for passengers
Face coverings are required at all times on public transport for children, over the age of 11	The school will be communicating this to parents and has acquired washable facemasks for all pupils. We have updated our guidance from the 25 th August 2020 on use during local lockdown.
Inadequate Cleaning/Sanitising	
A cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups is in place	The cleaning contractors have submitted a plan to the site manager. They will not be on site during the day. Cleaning during the school day will be completed by the site staff and will be monitored and regularly done at different intervals. Staff at the start and lessons will wipe down their desk. Students if they use a different classroom for a set class will also wipe down their area.
Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more often than normal	There will be a specific deep clean schedule in place. Non-essential equipment will be removed. During the day all stakeholders will be encouraged to wipe down their areas.
Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	All systems will be cleaned regularly, with cleansing materials on hand at these points.
Bins for tissues and other rubbish are emptied throughout the day	All bins will be emptied and stored for 72 hours before disposal.
Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	All PPE, cleaning materials and supplies are stocked. All equipment will be securely stored.
Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	PE will review the process for cleaning equipment used.
Shared Resources	
For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared	Students will be permitted to bring a pencil case with equipment. There will be a classroom set of equipment in each room, staff will not be handing out any stationery.
Classroom based resources, such as books and games, can be used and shared within the	Books and school supplied equipment will be kept in the specific classrooms. It will not be

bubble; these are cleaned regularly, along with all frequently touched surfaces	permitted to leave the building. Including marking of books at home at this time.
Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles	Practical subjects at KS3 will be limited to theory and design tasks. Books and additional laptops are being bought in to further reduce sharing. KS4 equipment will be cleaned between uses. Materials will be rotated were required or regularly cleaned. HOD will oversee the requirements of their area and inform the site manager.
Pupils can bring essentials such as lunch boxes, hats, coats, books, stationery, bags and mobile phones (depending on school policy) in to school	This will be communicated with parents
Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources	Staff will not be taking classroom books home; however, we will be creating online learning tasks that will be assessed. This will minimise risk and contamination.
Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Any equipment will be cleaned.

Staffing & Spread of Coronavirus to Staff, Pupils and Families, Visitors and Contractors

Contact with individuals who are unwell is minimised by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms , or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). Please see guidance in this document that the school will follow.
Staff with specific health conditions who fall within the clinically extremely vulnerable category and have been shielding, are advised to stay at home as much as possible. If working from home is not possible, they may be asked to return to work from 1 st August. Consideration should first be given to roles in school where it is possible to maintain social distancing. Returning is subject to an individual risk assessment and being able to maintain social distancing as much as possible	Clinically extremely vulnerable Individual risk assessments will be reviewed, and in place in September 2020. Risk assessments will be in place for all required students.

Staff who are in the clinically vulnerable group can work in school, subject to an individual risk assessment and being able to maintain social distancing as much as possible	Clinically-vulnerable people Individual risk assessments - guidance will be sought
Where it is necessary to use supply staff and peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils	The school is avoiding supply staff at this time due. We have a cover system in place which should cover any issues.
Access to PPE should be available where there is contact with diagnosed or suspected person with covid-19	See Inadequate Personal Protection & PPE section of this risk assessment
Site User Becoming Unwell	
If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the guidance which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms	stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection
If a pupil is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the Pupils and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.	If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people
If the pupil needs to go to the toilet while waiting to be collected, they should use a separate toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else	The disabled toilet will be used and will be immediately deep cleaned afterwards.
PPE should be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained (such as for a very young pupil or a pupil with complex needs)	See Inadequate Personal Protection & PPE section of this risk assessment
If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most	guidance on isolation for residential educational settings.

children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home	
In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital	This advice will be followed immediately
Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.	The school will continue to follow the medical advice offered by NHS, Public Health England and DFE.
Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell	Posters and signage have been placed around the school and this will be monitored, changed or adapted as required.
The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people	COVID-19: cleaning of non-healthcare settings guidance
Site User Developing Symptoms	
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms. 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. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit	The school will continue to follow the medical advice offered by NHS, Public Health England and DFE. Any members of the school displaying symptoms will be asked to follow guidance for testing.
Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to 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 & Trace	The school will work with the school community members to assist with the track and tracing system.

<p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p>	<p>Guidance from public health England, DFE and NHS will be followed. The school will do its part in communicating this clearly.</p>
<p>Parents and staff are asked to inform the school immediately of the results of a test</p>	<p>This will be followed up by the school until we get a response. We accept that we cannot ask to see evidence of a negative test result as set out by government guidance.</p>
<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating</p>	<p>Guidance from public health England, DFE and NHS will be followed. The school will do its part in communicating this clearly.</p>
<p>If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace</p>
<p>Schools send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious</p>	<p>Close contact means: direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes)</p>

	with an infected individual travelling in a small vehicle, like a car, with an infected person
Public Health England is clear that routinely taking the temperature of pupils by the school is not recommended as this is an unreliable method for identifying coronavirus (COVID-19) so this does not take place	The school will follow the guidance set out and will not rely on this method as an indicator.
Inadequate Hand Washing/Personal Hygiene	
Staff/pupils/cleaners/contractors etc. will be reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating	Ensure that staff and students have sufficient time to wash their hands regularly. Cleaning dispensers/bottles are in each teaching space.
Hands are washed with liquid soap & water for a minimum of 20 seconds	This will be followed and communicated around the school site through signage. The school will also have cleaning materials in each classroom where regular washing of hands isn't possible.
The school has considered whether they have enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly	The school has bottles of Sursol in every classroom to assist with cleaning, we have recognised that we do not have enough hand washing facilities and therefore this action is suitable.
Alcohol based hand cleansers/gels (containing at least 60% alcohol) can only be used if soap and water are not available but is not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION . In normal circumstances pupils should not be using alcohol-based hand cleansers because of the risk of ingestion.	Skin friendly skin cleaning wipes can be used as an alternative and the school has bought in large supplies of Sursol for around the site. We have alcohol gel in the main reception area only.
The 'catch it, bin it, kill it' approach is very important and is promoted	<p>CATCH IT  <small>Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.</small></p> <p>BIN IT  <small>Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.</small></p> <p>KILL IT  <small>Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.</small></p> <p></p>
Disposable tissues are available in each room for both staff and pupil use	Tissues are available in each teaching space with appropriate equipment to discard used items.
Bins (ideally lidded pedal bins) for tissues are available in each room	Will be in each teaching room. Rubbish will be held for 72 hours before disposal.
Risk assessments for pupils with complex needs that may struggle to maintain as good respiratory hygiene as their peers, for	All risk assessments for appropriate students will be in place for September

<p>example those who spit uncontrollably or use saliva as a sensory stimulant, have been updated in order to support these pupils and the staff working with them</p>	
<p>Inadequate Personal Protection & PPE</p>	
<p>Face coverings are not use in school as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education</p>	<p>The school is following the national guidance on face masks, but the headteacher reserves the right to introduce as stated in the most recent guidance on the 25th August 2020. The school intends to minimise the use of face coverings but will allow individuals to reserve the right to use them should they wish. We accept that there are strong feelings on both sides of the argument from our families. Social distancing will be encouraged wherever possible.</p>
<p>PPE will need to be worn by a member of staff if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>	<p>safe working in education, childcare and children’s social care. Guidance set out by the DFE will be followed.</p>
<p>Pupils and staff who use them are required to remove face coverings on arrival at school</p>	<p>We will encourage this as directed by the LEA and government guidance. However, we will not enforce this and will allow persons to reserve the right to use them if they wish according to latest government guidance. By stopping people creates further potential conflict with parents or carers. We want to reduce anxiety not create unnecessary conflict.</p>
<p>Pupils are instructed not to touch the front of their face covering during use or when removing face coverings</p>	<p>Clear guidance through signage will be shared and displayed around the school.</p>
<p>Pupils that arrive wearing a face covering must remove it, must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom</p>	<p>Pupils will be arriving to school and will use Sursol spray on their hands in the classroom. We will encourage students not to use face coverings in school however will not enforce this due to student and parent preference.</p>

Visitors, Contractors & Spread of Coronavirus

All visitors and contractors must make pre-arranged appointments, or they will not be allowed on site	All visitors must be pre-arranged, or they will not be permitted on the school site. All visitors will have to wear facemasks whilst on the site. Staff accompanying them will also wear masks.
School ensures site guidance on physical distancing and hygiene is explained to visitors and contractors on or before arrival	Clear signage will be displayed in the school reception and will be reinforced via guidance offered by staff member. Refusal will mean they cannot enter.
Where visits can happen outside of school hours, they are arranged as such	Site manager to oversee
Contractors to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely	Site manager to oversee.
Contractors to provide updated risk assessment prior to visit which includes their own controls round infection spread prevention	Times of visits may need to be adapted to take in to account the ability to maintain appropriate social distancing measures and availability of resources to effectively clean following the visits
A record is kept of all visitors	Digital record is kept of all staff and visitors on the site. Contact will be made with persons if and when required as part of our track and trace system.

Inadequate Ventilation

Ventilate spaces with outdoor air	Doors will be open whenever possible.
Where possible, occupied room windows should be open.	Windows will be open whenever possible
Keep toilet ventilation in operation as much as possible while building is occupied	n/a
Switch air handling units with recirculation to 100% outdoor air where this is not possible, systems are operated as normal	System in place will be managed by site team.
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted

Plan for reopening to students in September

<ul style="list-style-type: none"> Tuesday 8th September 2020 – Y7, 10, 11 to be brought on site
<ul style="list-style-type: none"> Wednesday 9th September 2020 – Y8, Y9 to be brought on site

Teaching and Learning

<ul style="list-style-type: none"> Teaching spaces will be provided with cleaning spray.

- Teaching spaces will be in blocks. There will be separate entrances for year groups. Students will be assigned to a classroom. Staff will rotate.
- C block, Rooms 5, 6, 11, 12 - Y9
- C block, Rooms 3, 4, 9, 10 - Y8
- C block, Rooms 1, 2, 7, 8 - Y7
- Front of school block – KS4
- Year group blocks will be referred to as schools. With HOY heads of each school. Teams will be created using year teams to manage breaktimes.
- For KS3 this includes practical subjects. For PE, students will arrive at school in their PE kit on days it is on their timetable. PE staff will collect students from the classroom and return them afterwards.
- KS4 will be based in the front school block. 13 teaching spaces. The year groups will use specialist spaces for lessons. The rooms will be assigned in later August.
- KS4 rooms- Science, Music, Hall, DT rooms, the 2 art rooms, the food room, the drama studio which will be housed with tables and chairs and the music room. Drama lessons can take place in the hall or the drama room if available and it is possible to move tables.
- 5-minute window between lessons. Lessons are 55 minutes long.
- Students at KS3 will be allowed to sit in rooms when they are waiting for the next teacher.
- KS4 practical subjects such as Design will require students to wait outside practical rooms until the teacher arrives

Timings of the school day

8.55am-9.15am – Registration in designated room

9.15am-10.10am – Lesson 1 (55 mins)

10.10am-11.00am- Lesson 2 (50 mins)

11.00am – 11.50am Lesson 3 (50 mins)

11.50am – 1.35pm – Extended break

1.35pm – 2.30pm – lesson 4 (55 mins)

2.30pm – 3.25pm – lesson 5 (55 mins)

Lunch rota – Y7 could go in first for the first 2 weeks?

11.50am – 12.15pm Year 10 & 11

12.15pm – 12.40pm Year 9

12.40pm – 1.05pm Year 8

1.05pm – 1.35pm Year 7

Key points for break lunch

- All tables are to be laid out by catering staff and wiped down before first sitting.
- Finger print scanner will not be used at this time. Parents to be encouraged to send cheques or transfer money to school, the accounts will be updated internally.
- Dinner staff to clean tables between sittings.
- Trev Parker to manage the hall space.
- Separate cutlery and plates for year groups.
- Students eating hot dinners to enter via side doors.
- Students with packed lunches to enter via double main doors to the hall.
- Packed lunches will not go on the trolley but be kept with students.
- Once students have finished their lunches they will go back to their allocated classrooms.

- Paid duty staff to be located as per a rota. SLT will need to support. Other staff to be asked if they would like to support.
- Outside use of playground or field. Whilst a year group is having their lunch, the next will use the playground for 20 minutes. If wet, then students wait in their rooms.
- 2 Staff teams will be created to manage areas. Each given 40-minute break and then will look after an allocated area for 40 mins during break.

Key point	Details
Year group bubbles	Students are assigned areas of the school that they will remain in this year. KS3 are placed in the C Block. KS4 in the front of school.
Students personal equipment	Students can bring in coats, bags, pencil cases, water bottles. Bags will be stored under desks, coats on the back of chairs.
Mobile Phones	Mobile phones are still not permitted. If found will be confiscated for 72 hours.
Lockers	Lockers are not available at this time, students will keep their bag under the desk and coat on the back of their chair in lesson.
One-way system	When students move around the site, they will follow the one-way system, being mindful of keeping distance from others.
Assemblies	There will be no assemblies until further notice. Assemblies may be broadcast to tutor rooms instead.
Radio system	The radio system will be used to help manage the site and flow of students. Staff should only use to get key information out. Students will be dismissed at the end of the day on a rota via the walkie talkie system. They will be dismissed a year group at a time to control congestion on the site.
Fire evacuation	Fire evacuation remains the same.
Intruder and site safety	Current protocol to be followed
First Aid	The school will follow guidance set out by St John's Ambulance
Staff room	At this time the staff room is out of bounds.
School mini bus	Students are not allowed in the front seats, all must wear face masks when on board
Visitors on site	Only visitors by appointment permitted, parents cannot arrive to reception unannounced.
Contractors	Will liaise with site manager and will follow strict guidance.
Cleaning Schedule	The contractor will be providing an updated plan for cleaning. Staff may at times feel the need to wipe some work surfaces after a lesson.
Lunch time guidance	The school has created the basic plan. North Yorkshire county caterers are finalising the processes they will follow.
Sportswear for PE and Dance lessons	Students will wear sports kit on the day they have PE or dance. They are recommended to bring a change of clothes if the weather is poor. The PE department will make arrangements to accommodate this.
Sports and lunch time clubs	At this time, there are clubs able to take place.
Sports fixtures	No sports fixtures will take place at this time

Safeguarding	Procedure is updated for September and will be shared with staff on the first day. Jonathan Bond will be supporting the school from September 2020.
Intervention Y11	Intervention will take place every Thursday
Federation support school	The federation is proposing to set up a support school for KS4 every Wednesday using monies from the government catch up fund. This will take place at the Sixth form and is not compulsory for students or staff. We do hope it will gain support and momentum. More information to follow.
Marking of books	Jo Parlby is currently looking at systems to replace traditional marking. We do not want students' books to leave the site at this time. This may change dependent on guidance by September.
On call rota	The school has an on-call rota, staff who are on call will patrol the school throughout hat lesson and offer support as required.
SEND support	The SEND team will be using the 3 rooms on the main corridor including the SLT office at this time. Year groups will be assigned their own room, this is to further support the bubble system to minimise students mixing between year groups.
Meetings	Meetings will take place at their allocated time. Middle leaders for meetings to take place virtually if required at times.
Line management	Meeting slots should be scheduled, and meetings to take place observing 2 metre guidance. Meetings notes uploaded to department development plan.