

**Amblecote Primary School**  
**School Re-opening Risk Assessment Summary**  
**for**  
**Parents / Carers and Staff**

1st June is the proposed date for certain year groups in schools to begin to return. This was announced on May 10th. This document will set out Amblecote Primary School's approach to implementing this announcement. This summary plan is a starting point and may well be subject to small, or larger changes as the days and weeks progress (a more detailed risk assessment is also available). This plan covers the first phase of wider opening from **TUESDAY 2<sup>nd</sup> JUNE 2020** and the preparation leading to this date. The Government's plan is for all primary school children to return to school before the summer for a month, if feasible. We will look at further planning around that expectation at a later date.

Each area in this plan will draw on advice from the Government, taking into account these three main principles:

1. Risk assessment and managing of risk of contamination
2. Social distancing guidance as far as is practicable
3. Welfare of staff and pupils

This plan incorporates, as far as is possible, the points set out in the more detailed COVID 19 – Reopening of School Risk Assessment, which should be read in conjunction with the COVID 19 Workplace Risk Assessment, and all Government documentation relevant to schools.

The Government's advice on effective infection protection and control, which is followed closely throughout this document, states the following:

*There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.*

*In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:*

- *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges*
- *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
- *ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach*
- *cleaning frequently touched surfaces often using standard products, such as detergents and wipes.*
- *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*

The year groups initially being introduced back into school are Reception, Year 1 and Year 6. Each classroom/area of school has been measured to take into account 2m for social distancing, and the groups have been organised based around that. Obviously, when extra children are introduced this will have to change.

Please be assured that we have tried to ensure that everyone in school is as safe as possible – hence the strictness of some of the aspects below. It will be a challenging time for all of us over the coming weeks, but I know that we have a good team who will work together to make things as 'normal' as possible for the children. We will all be doing things differently and doing things we may never have done before.

## Documents Used In The Creation of This Plan



<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>








<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>



<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

LA risk assessment May 15<sup>th</sup> 2020

## Practicalities and reducing footfall

	<p>School building opening times:          06:45 am – 6 pm Mon – Thurs, 6:45am – 5:30pm Friday (where possible teachers and teaching assistant staff will be asked to leave by 4pm)          Times for children from selected year groups will be: 8:45am – 3:15pm – Staggered drop off and collection times for each year group.          Times for key worker children will be (as they have been since 23.03.2020) 8:30am – 3:30pm          During this initial period no wrap around care will be provided.</p>
	<p>A Health and Safety check of the building and grounds will be undertaken by the Site Manager and Head Teacher. A deep clean and all statutory H&amp;S checks (if not already up-to-date) will be completed before opening.</p>
	<p>A slightly modified fire evacuation procedure will be implemented and all staff and children will be made aware of what to do in the event of a fire and where their nearest exit is.          A fire drill to take place when all three year groups are present.</p>
	<p>Ventilation - wherever possible windows and doors (not fire doors) to be left open.</p>
	<p>Cleaning of classroom items (frequently-touched surfaces/ equipment/tables/chairs/door handles etc) will be constant throughout the day. This will be facilitated by staff in each room. Deeper cleaning will take place at both the start and end of each day – teachers and teaching assistant staff <b>MUST LEAVE</b> by 4pm at the latest to help facilitate this.</p>
	<p>Cleaning materials to be provided for each room for cleaning throughout the day.          Only materials provided by the SLT or Site Manager are to be used, and advice for their correct use followed.</p>
	<p>Different entrance and exit points will be used for different groups of children in school.</p> <p><b>Reception Drop off: 8:45am &amp; collect 2:55pm</b></p> <ul style="list-style-type: none"> <li>• 1 parent per child will enter school via either gate and walk to the top of the steps by the middle playground.</li> <li>• A member of Reception staff will be on the playground and will direct the children towards the classroom where they will be based.</li> <li>• The children will walk into the classroom alone, where they will be greeted by a familiar member of staff.</li> <li>• Once settled all children will wash their hands.</li> <li>• 1 Parent will wait at the gates until they are opened at 2:55pm, then wait on the playground following social distancing guidelines as far as is practically possible.</li> <li>• At the end of the day, children will be brought with all of their belongings onto the middle playground and will be sent safely to their parent.</li> <li>• Parents will need to leave school promptly after both dropping off and collecting.</li> </ul>

	<p><b>Year 1 Drop off: 8:55am &amp; collect 3:05pm</b></p> <ul style="list-style-type: none"> <li>• 1 parent per child will enter school via either gate and walk to the back entrance of 1M and 1/2C classrooms.</li> <li>• A member of KS1 staff will be in the outside area under the canopy and will direct the children towards the classroom where they will be based.</li> <li>• The children will walk into the classroom alone, where they will be greeted by a familiar member of staff.</li> <li>• All children will be invited to wash their hands straight away and take their seats.</li> <li>• 1 Parent will wait at the gates until 3:05pm, then wait on the field area following social distancing guidelines as far as is practically possible.</li> <li>• At the end of the day, children will be sent out with all of their belongings from the class back entrance and will be sent safely and directly to their parent.</li> <li>• Parents will need to leave school promptly after both dropping off and collecting</li> </ul> <p><b>Year 6 Drop off: 9.05am &amp; collect 3.15pm</b></p> <ul style="list-style-type: none"> <li>• Where possible Year 6 children are encouraged to bring themselves into school through either gates at their arrival time of 9:05</li> <li>• They will walk straight to the outside door of the classroom they will be working in (6P &amp; 5/6F).</li> <li>• A member of KS2 staff will be in the outside area and will direct the children towards the classroom where they will be based.</li> <li>• The doors will be open and they will be invited straight in to wash their hands and take their seats.</li> <li>• Year 6 will leave school at 3:15pm to be met by parents on the field following social distancing guidelines as far as is practically possible, or by either gate or walk straight home.</li> </ul> <p><b>Key Worker Children Drop off: 8:30am &amp; collect 3:30pm</b></p> <ul style="list-style-type: none"> <li>• Key worker children who we are expecting will be dropped off and collected at the Pre School Side Gate.</li> <li>• Here they will be met by a familiar member of staff, signed in by the member of staff and sent to the intervention room, via the fire exit of 5B.</li> <li>• Children will be collected by 3:30pm (any times that differ from these set times will have been pre-arranged with Mrs Cook / Mrs Pickett) and children will be brought to the Pre School Side gate to be collected.</li> </ul>
	<p>As far as possible we will endeavour to have one-way systems in school so that passing on the way to toilet etc can be minimised. Signs will help show children the way to enter and leave classrooms and hall, and arrows on the corridor floor will show the direction in which to walk.</p> <p>Where corridors are narrower, all adults and children will be encouraged and reminded to keep to the left.</p>
	<p><b>NO</b> adults to enter the school office (other than admin staff).  There will be no volunteers on site until further notice.  Adults and parents to preferably email (<a href="mailto:info@amblecote.dudley.sch.uk">info@amblecote.dudley.sch.uk</a>) or telephone the main office on 01384 818335.  If it is absolutely necessary to speak to someone at Reception, please use the main door, stand 1m back and speak through the glass screen.  If needing to speak to Mrs Cook or a member of the Senior Leadership Team, please telephone the school office and leave a message.  Mrs Cook or a member of the Senior Leadership Team will return your call as soon as they can.  Each class will have a walkie talkie so that they can communicate with the office staff if needed.</p>



All non-essential resources and furniture to be put away/stacked out of use.  
All soft furnishings and soft toys to be removed (e.g. floor cushions in reading corners; soft toys; etc.).  
All children will be provided with their own personal pack of resources which will not be shared with other children.



Visitors and deliveries to be restricted as far as possible.  
Both Office Manager and Site Manager will ensure strict hygiene rules are adhered to and that there is no unnecessary footfall into school.



External areas to be clearly marked – for example:

- Marked areas on drive leading up into school are planned in conjunction with the LA. In the meantime, all adults and children are reminded and encouraged to keep to the left.
- Where necessary due to increasing numbers for keeping groups separate at breaks and lunch.

**Parents**

- Ensure all contact details are correct. (this can be done by emailing [info@amblecote.dudley.sch.uk](mailto:info@amblecote.dudley.sch.uk) or telephoning the school office 01384 818335)
- Reminders about symptoms and non-attendance if in doubt.
- Notify the school office by telephone by 9:30am if not attending so that attendance records can be kept up to date.
- Clear communication regarding drop off and pick up times and procedures.
- No congregating on school site or outside of either gate
- Only one parent at drop off/ pick up.
- Staggered pick up and drop off times.

# Hygiene and Management of Contamination



Nothing to be brought in from home other than:

- A coat
- Lunchbox - containing lunch and snacks for the morning
- Drinks bottle
- This should apply to staff also if possible – no taking books/work home from school.
- School will provide each child with their own set of equipment.
- Children do not need to wear uniform. Instead they can wear casual and comfortable sportswear and trainers.



It's imperative that handwashing is encouraged regularly for staff and children:






- On entrance to the building;
- Before and after breaks / snack time
- Before and after lunch,
- After every visit to the toilet
- If they cough/sneeze into their hand.
- If they are not in classrooms, groups need to coordinate with one another so that all children can wash hands whilst remaining a sensible distance from one another. Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands.
- Antibacterial soap is available in every classroom and in all toilets.
- Hand sanitisers have been installed at numerous other points around school.
- Extra supplies of both soap and sanitiser have been arranged.
- Children will be reminded of good handwashing practise daily.



Following Government guidance, children and staff will be grouped in 'bubbles' of no more than 15 children, however our aim is to make the groups where possible no larger than 8. Each bubble will be self-contained and no mixing will be allowed – toilet breaks, lunch breaks and outside breaks will be taken as a group. This is following Government advice to ensure that different groups are not mixed during the day, or on subsequent days. The staff which are assigned to each group will need to remain with the same group each day and on subsequent days, in the same classroom/area of school each day. It is important to recognise that your child may not be placed in their original classroom or with their original class teacher, however all children will be placed in a 'bubble' with a member of staff that has worked within their key stage. <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> (p.8) We fully appreciate this is not ideal but, at this current time, all measures to reduce the risk of cross-contamination must be adhered to. All groups will have left school by 3.30pm (with some earlier) which will allow some time at the end of the day to clean tables/equipment used etc.

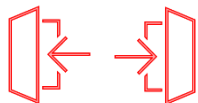
An increased cleaning routine will be established:

- The Site Manager will open the site at 06:45am and 2 cleaners will clean prior to the school day beginning. Please leave a note on your classroom board if there is anything you need cleaning in particular.
- 2 cleaner will then attend site from **3:03pm** onwards to clean school.
- Adults working with children will clean children's desks and classroom surfaces regularly throughout the day, including before and after children eat.
- Cleaning classroom equipment and any outdoor equipment throughout the day in the classroom sink.
- Remove soft furnishings. Don't have water/sand trays. Remove items that are difficult to wipe clean e.g. have intricate parts.
- Remove all unnecessary furniture – store around the outside edge of classrooms if possible where they will not block the any exits.

	<p>Children will be provided with a stationery pack for them to use for the duration of time they are in school. Where possible, equipment sharing will not be allowed.</p>
	<p>PPE will be provided if required or necessary (face shields, fabric masks, gloves and aprons have been sourced for staff use). Wearing a face covering or face mask in schools is entirely staffs' decision. PPE should always be worn when providing intimate care/first aid. A pack of PPE will be provided for each 'bubble' in case a child becomes ill. The staff member (Mrs Cook, in the first instance) would wear PPE if a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home. These children would be immediately taken to the meeting room, until they were collected by their parent. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> (p.5)</p>
	<p>Any person (adult or child) showing symptoms of covid-19 (the main ones being a new, persistent cough and high temperature) will be isolated in the meeting room, supervised by Mrs Cook while arrangements are made for them to be sent home. If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines outlined within this document: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> Supervising member of staff should wear PPE provided. Bio Hazard kits will be stored in the Medical Room in case of emergencies.</p>
	<p>Staff must always model social distancing and take opportunities to teach this to children, especially the older ones. Staff will not congregate in the staff room Whilst this at times will prove difficult, we must try to show how to keep our distance as much as possible.</p>
	<p>Also consider the use of photocopiers, laminator, etc. Where possible any items that need photocopying / laminating can be emailed to the office team. Items that are being used by staff need to be wiped down by the person who uses it before they leave it. Wipes and gloves will be left by these items of equipment for staff to use.</p>



## Start and End of the Day



There will be staggered arrival and dismissal times to avoid congregation of parents and/or children.  
There will also be different entrance and exit points for each group.

**Reception Drop off: 8:45am & collect 2:55pm**

**Year 1 Drop off: 8:55am & collect 3:05pm**

**Year 6 Drop off: 9.05am & collect 3.15pm**

Children who are not expected to be in school will be sent home with their parents as they will not have been accounted for in our risk assessment.

Child care arrangements for children of key workers will need to be pre-booked with at least 7 days' notice, by emailing [info@amblecote.dudley.sch.uk](mailto:info@amblecote.dudley.sch.uk)

No siblings from other year groups than the one specified will be accepted.



Parents will be discouraged from making face-to-face enquiries but directed instead to telephone the office on 01384 818335 or email [info@amblecote.dudley.sch.uk](mailto:info@amblecote.dudley.sch.uk)

Parents will not be allowed into the reception area of school except in exceptional circumstances.

If they are, the glass screen will always remain closed and they will be requested to stand 1m back from the glass screen



A one-way system will be established around the building, where possible.

Signs will help show children the way to enter and leave classrooms and arrows on the corridor floor will show the direction in which to walk.

Where corridors are narrower, all adults and children will be encouraged and reminded to keep to the left.

# Planning What and How To Teach



Key worker and vulnerable group will be relocated to their new location (The intervention room and possibly 5B classroom) from Tuesday 2<sup>nd</sup> June.

Staff returning will be Monday 1<sup>st</sup> June as an INSET day when they can come into school for a day to prepare the classroom, remove unnecessary furniture and resource the room so that each child can have their own set of equipment.

Each day, on entry to their classrooms staff will ensure that outside doors and windows are opened.

Staff to ensure that doors and windows are closed at the end of the school day before the leave.

Site manager will then check all windows and doors are closed.

We will all have been changed by this experience. It will take time for us to adjust to the 'new' normal. We will need to recognise and allow for this by being kind to each other and ourselves. Everyone will be reminded that we will take our time to return to 'normal' and it will be done in a holistic way.

The mental health of us all is a key priority. If everyone's well-being is cared for, the children will hit the ground running *when* they are ready and make up the lost learning relatively quickly.

It is important for the transition back to school to involve a routine being put in place swiftly as children prefer routine and it gives them a sense of comfort.

Staff will re-establish behaviour expectations (please refer to the new Behaviour addendum), how we speak to each other, how we treat each other and our attitude to being in school. Establish new charters in each bubble of how our behaviour expectations will have altered due to the pandemic. Constant focus on values of kindness, patience and respect will need to be evident here.

Week beginning 1<sup>st</sup> June will be planned, prepared and resourced by all phases – all staff supporting each other to provide activities for the children in the 'bubbles'.

Home learning overviews will continue to be sent to support learning of those children not in school.

Weekly class newsletters will not be sent out.



Children will be organised into small groups. The Government recommend groups of no more than 15. We have decided, initially at least, to try to stick to smaller groups, enabling us to be able to keep children further apart. We won't know how many in each group until we have definite numbers of children who are returning. We do know, however, that each group will have no more than 8 children. Children will be allocated to the group by staff who know them best. We will try, but unfortunately, we will be unable to guarantee that children are organised into friendship groups.



Planning will focus primarily around wellbeing and pastoral care – our priority is that children do not feel frightened by the new arrangements. SENDCOs will be providing a social story to share with the different groups of children.

The teaching assistants have planned a range of creative and mindful activities which can be done based at desks.

Phonics, Kinetic Letters, reading and maths will form the foundations of the curriculum for EYFS and year 1 pupils.

Staff will spend the first couple of weeks (at least) focusing on revision/recap work, where appropriate. It cannot be assumed that children now understand the content delivered through home-learning, and we can't afford to widen gaps in understanding by racing through curriculum content in an attempt to try to catch-up. This approach will be evaluated after a couple of weeks. There will be no marking of any work that children complete in school – verbal feedback will be provided continually. No work will leave the premises.

Home learning will continue to be provided for those continuing to learn from home in the same way it has been done during the lockdown period.



Across school there will be a huge range in what learning children have engaged in while not in school. There will be children who have spent every day, including the holidays, engaged in formal learning activities and completed every piece of work set by the school. Equally, there will be children who have not engaged in any focused learning activity for the entire time they were not in school. Most children will come somewhere in between. We will need to respond to what children have learnt, not what we expected them to have learnt. We will need to understand what children have learnt and what they have forgotten.

Assessing learning: we will do this informally, to restart children's schooling with formal testing will mitigate any focus on re-building relationships and exacerbate the anxieties about restarting formal schooling. It will be more important to value and celebrate what children have learnt and the non-academic milestones that they have achieved during the time away from school.

Staff should spend time allowing the children to 'show and tell' what they have been doing, what they have learned and what their lives have been like over the lockdown.

Assessment will not possible for a while and may prove to be difficult depending on numbers of children in school. This is not an area to be concerned with at all.



Allow time each day for reflection. It is important that we don't overwhelm children, especially early on, and give them 'time'.



Bereavement is an area that all staff must be mindful of.

The school has a new bereavement policy and Mary Steven's Hospice have provided resources to school in the form of a Bereavement box. If staff are made aware that any child has lost someone close to them, please discuss with Mrs Cook and a plan of support will be discussed with parents and implemented.



The majority of children will have become used to being with their parents and immediate family for an extended period. Even for those who are excited to regain their freedom and see their friends, this is a potential source of anxiety. There will be children who struggle with this separation and experience anxiety while they are in school, particularly where their family includes key workers or those going back to work in crowded spaces.

Many children separate from their families easily every day, but even in normal circumstances some do not. Staff know who these children are; however, now there may be many more who do not want to leave their family. Staff may need to constantly reassure the children that their family are safe, all working, shopping etc. just as we would when a child shows these anxieties. For children particularly distressed we will contact parents.



The impact of all these issues may be even greater for those with special needs. Their learning will have been impacted as will issues of being or not being in school, managing change, routines and anxieties. There may be particular issues with managing transitions into school and where there is a change of setting.

For most of our SEND children the biggest hurdle will be expectations of behaviour, establishing routine again and reassuring them that all is ok.

Each group should have a visual timetable every day to reassure the children how the day will look.

If behaviour is an issue for individual children and that leads to us not being able to ensure the safety of others, in terms of the virus control, then we will refer to the Behaviour Policy Addendum where we will suggest that those children are placed on reduced timetables as they transition back to school or if this is not successful the child will need to remain at home until social distancing rules are relaxed further so that appropriate support can be provided with the safety of all involved considered.

## Break Time and Lunchtime



Children are to be encouraged to play outdoors as the transmission of the virus is reduced in outdoor spaces. However, we need to reduce the risk of contact between groups of children.

Each group will have an allocated space in the playground or field and lunch times will be staggered so that they don't come in to contact with other children from different groups. This will be planned and shared with staff, once numbers of children attending are confirmed.

Games that encourage distancing and no contact need to be made available to the children – this will be discussed and agreed in each bubble as part of the group charter. Outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. The playground climbing equipment will be out of bounds until further notice.

Staff will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them during both class time and lunch times.



All children will need to have sandwiches for lunch.

Children entitled to 'Universal FSM' in Reception and Year 1 will be given the option to either bring their own packed lunch from home or receive a school grab bag of cheese, ham or jam. These will need to be ordered in advance.

Families who are entitled to benefit based FSM will continue to receive the weekly voucher from Edenred until the end of June and therefore will be expected to provide a packed lunch for their child. Moving forwards from July, FSM children will be provided with a school grab bag and those children who are entitled to FSM, who are not attending school will be provided with a school grab bag to be collected from school.

There will be no hot meal option. We are only offering grab bag provision so that children do not need to leave the room to eat their lunch.

Midday supervisors will be required to come into school to supervise the children during the lunchtime to allow staff to have a break. The Senior Leadership Team will be available throughout lunchtimes to support where needed.

Staff allocated to each group will remain with them throughout the day and will release each other for breaks. This will ensure that adults are able to remain alert at all times.

Staff will be able to use the staffroom, but following social distancing guidelines and the use of the hall as a staff hub, will provide a base for staff not working directly in a 'bubble'.