

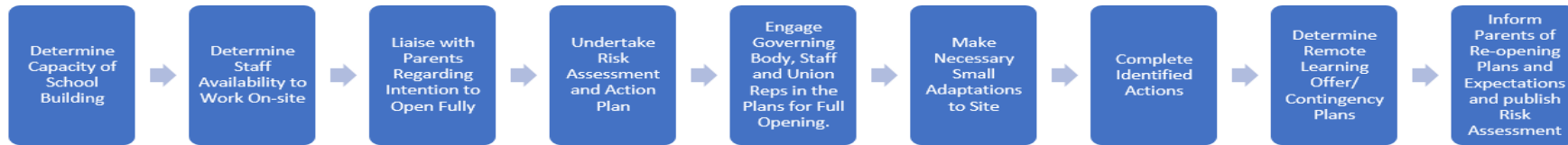


**Coronavirus (COVID-19): Risk Assessment Action Plan for potential opening from September 2020**

**Amblecote Primary School**

Assessment conducted by: Jane Cook	Job title: Acting Head Teacher	Chair of Governors: Mrs June Lewis 
Date of assessment: July 2020	Date of next review: September 2020	Vice Chair of Governors: Mrs Claire Roberts 

**Steps of Full Opening Preparation:**



Final version July 2020

The sole purpose of this risk assessment is to support schools in preparing for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term while reducing the risk of coronavirus transmission. The risk assessment has been written in collaboration with a number of local authorities.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment (this must take into consideration all types of workers including agency workers, casual staff and contractors and any other adult on site as well as your permanent staff).
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below, issued on the 11 May 2020:
  - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
  - [Details on phased wider opening of schools, colleges and nurseries](#)
  - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
  - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
  - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
  - [Opening schools for more children and young people: initial planning framework for schools in England \(updated 12 May \)](#)

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive, and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. <b>NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.</b>
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.



Final version July 2020

Completion Date:	The date by which required plans for controls will be in place. <b>To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.</b>
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Building and facilities are not compliant.	H	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm testing</li> <li>• Repairs</li> <li>• Grass cutting</li> <li>• PAT testing</li> <li>• Fridges and freezers</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> <li>• Any other statutory inspections</li> <li>• Insurance covers reopening arrangements</li> <li>• All outdoor permanent structures will be cordoned off until further notice.</li> <li>• Kitchen Manager to organise deep cleans for key areas such as kitchens and food prep areas.</li> <li>• Cleaning schedule for the summer and cleaning audit carried out prior to school re-opening.</li> </ul>	L	L	Jane Cook Site Team Kitchen Team C Roberts LA	July 2020 September 2020 & ongoing	C Roberts

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>• The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly.</li> <li>• Information on the school website and Parent Hub is updated.</li> <li>• Pupils and families updated via class teacher / email / text / Parent Hub notification as necessary.</li> <li>• Any change in information to be shared with Chair of Governors and passed on to parents and staff by email.</li> </ul> <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community.</p>	L	L	Jane Cook Marie Pickett	July 2020 September 2020 & ongoing	C Roberts
Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> <li>• All staff/pupils / families aware of current actions and requirements and reminded frequently using school communication systems (e.g Parent Hub and emails)</li> <li>• Headteacher to share risk assessment with all staff</li> <li>• Parents notified of risk assessment plan and shared with parents via website and Parent Hub.</li> </ul>	L	L	Jane Cook Marie Pickett	July 2020 Any updates will be ongoing	C Roberts

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, all pupils and all staff working with pupils are adhering to current advice.					
Lack of awareness of policies and procedures	<b>H</b>	<ul style="list-style-type: none"> <li>• School leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>• All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- Infection Control Policy</li> <li>- First Aid Policy</li> <li>- Intimate care policy</li> <li>- Behaviour policy</li> <li>- Staff absence reporting procedures</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>All staff to have read guidance and completed the following training: <a href="https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training">https://www.virtual-college.co.uk/courses//prevent-covid-19-free-training</a></li> <li>Staff are made aware of the school's infection control procedures in relation to coronavirus (in parent and staff summary risk assessment document).</li> <li>Parents are made aware of the school's infection control procedures in relation to coronavirus via in parent and staff summary risk assessment document / letters /poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> <li>Pupils are made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 3<sup>rd</sup> September 2020 onwards. Care should be taken to do this for every pupil even if they do not attend on the first day. All are informed that they must tell a member of staff if they begin to feel unwell.</li> </ul>					



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.					
Poor hygiene practice in school - <b>general</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school)</li> <li>• Children will be shown the <a href="#">NHS handwashing video</a> at the start of each day.</li> <li>• Pupils to wash their hands with soap at the start of the day and before and after break times and lunchtimes for no less than 20 seconds.</li> <li>• Teachers to reiterate key messages in class-time (when directed) to pupils to:               <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue,</li> <li>- To throw all tissues in a bin;</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors.</li> <li>• Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance.</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas ( handwashing stations outside of classrooms will be provided).</li> <li>• Pupils to bring their named water bottle to where they eat their lunch.</li> <li>• Staff wearing gloves will provide children who are having a hot meal with their own cutlery.</li> <li>• All utensils are thoroughly cleaned before and after use</li> <li>• Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day and paper/hand towels are refilled regularly.</li> </ul> <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>					
Poor hygiene practice – specific – school entrance	H	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing expectations on school grounds.</li> <li>• Hand sanitiser available by school entrance and staff signing book.</li> </ul>	L	L	Jane Cook Marie Pickett	July 2020 September 2020 & ongoing	C Roberts



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Glass screen to be used by reception / office staff when dealing with parents/visitors/contractors.</li> <li>Areas touched to be wiped down</li> <li>Discourage parents from entering the school building – provide contact number and email address as an alternative option.</li> <li>Rearrange furniture in reception area to facilitate social distancing.</li> </ul> <p>As a result, reception /office staff are protected.</p>					
<p>Poor hygiene practice – <b>specific – office spaces.</b></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>Tissues/hand sanitiser to be available in office locations</li> <li>Staff to sanitise hands on arrival at school</li> <li>Each individual is responsible for wiping down their own work area and photocopier before and after use.</li> <li>All staff make use of walkie-talkies to reduce unnecessary footfall in the school office</li> </ul> <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<p><b>L</b></p>	<p><b>L</b></p>	<p><b>Jane Cook Marie Pickett</b></p>	<p><b>July 2020 September 2020 &amp; ongoing</b></p>	<p><b>C Roberts</b></p>
<p>Poor hygiene practice – <b>specific - spread of potential infection at the start of the school day.</b></p>	<p><b>H</b></p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>Issue information to young people, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus.</li> </ul>	<p><b>L</b></p>	<p><b>L</b></p>	<p><b>Jane Cook Marie Pickett</b></p>	<p><b>July 2020 September 2020 &amp; ongoing</b></p>	<p><b>C Roberts</b></p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up.</li> <li>• Inform each year group and their parents of their allocated times for the beginning and end of their school day (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020)</li> <li>• Inform each year group and their parents of the allocated entrance and exit points to school and where they should go on arrival (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020)</li> <li>• Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Soap and water is the best approach to this and schools should endeavour to ensure there are enough hand washing facilities available.</li> <li>• The correct hand washing routine should be followed.</li> <li>• Hand sanitiser ‘stations’ are an alternative and sufficient of these should be available so that all pupils and staff can clean their hands regularly between washings.</li> <li>• Ensure supervision of hand sanitiser use given risks around ingestion. ·</li> </ul>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>• Small children and pupils with complex needs should continue to be helped to clean their hands properly.</li> <li>• All staff to sanitise hands on arrival in school.</li> <li>• Make it clear to parents and pupils that they cannot congregate at the front of school prior to the start of the school day.</li> <li>• Make parents and pupils aware of government recommendations with regard to transport.</li> <li>• Issue information to pupils in relation to restrictions on their movement around the site.</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of and during the day.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff arrive at school.</p>					
<p>Poor hygiene practice – specific – toilet/changing facilities.</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>• Staff to wear additional PPE when supporting pupils with toileting routines – mask, gloves, apron</li> <li>• All changing surfaces to be cleaned before and after each use</li> <li>• Nappies/soiled items to be disposed of in yellow bags</li> <li>• Staff to follow specific intimate care procedures as detailed in policy.</li> </ul>	<p><b>L</b></p>	<p><b>L</b></p>	<p><b>Jane Cook Marie Pickett</b></p>	<p><b>July 2020 September 2020 &amp; ongoing</b></p>	<p><b>C Roberts</b></p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> </ul> <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>					
<p>Poor hygiene practice – specific - end of the school day.</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>Issue information to parents about departure procedures, including safe pick-up (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020)</li> <li>Inform pupils and parents of their allocated times for the end of their school day (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020)</li> <li>Inform pupils and their parents of the allocated exit points and pick up points (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020)</li> <li>Make it clear to parents and pupils that they cannot congregate at the front of school/in the playground prior to the end of the school day.</li> <li>Make parents and pupils aware of government recommendations with regard to transport.</li> </ul> <p>As a result, the risk of infection is reduced as pupils and staff leave school.</p>	<p><b>L</b></p>	<p><b>L</b></p>	<p><b>Jane Cook Marie Pickett</b></p>	<p><b>July 2020 September 2020 &amp; ongoing</b></p>	<p><b>C Roberts</b></p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Ill health in school.	H	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature and loss of taste or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell.</li> <li>• All staff are informed of the procedure in school relating a pupil becoming unwell in school.</li> <li>• All staff advised of the procedure in school if a member of staff becomes unwell.</li> <li>• Ensure all staff absences are appropriately recorded.</li> <li>• Any pupil who displays signs of being unwell is immediately referred to <a href="#">Mrs Cook or Mrs Pickett</a>.</li> <li>• Any staff member who displays signs of being unwell immediately refers themselves to <a href="#">Mrs Cook or Mrs Pickett</a> and is sent home.</li> <li>• Where the named person is unavailable, staff ensure that any unwell pupils are moved to the meeting room whilst they wait for their parent to collect them. School admin team to contact</li> </ul>	L	L	Jane Cook Marie Pickett	July 2020 September 2020 & ongoing	C Roberts

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing.</p> <ul style="list-style-type: none"> <li>• If a pupil needs to use the toilet, they should use a separate <a href="#">disabled toilet in the library</a> which will be cleaned after use.</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>• If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn.</li> <li>• The relevant member of staff calls for emergency assistance immediately (via walkie-talkie system in school) if the pupil's symptoms worsen.</li> <li>• Unwell pupils who are waiting to go home are supervised in the <a href="#">Meeting room</a> where they can be at least two metres away from others.</li> <li>• Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated.</li> </ul>					

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.					
Poor management of pupil groupings (bubbles) reduces the ability of pupils to distance from each other.	<b>H</b>	<ul style="list-style-type: none"> <li>• Leaders to identify and communicate clearly to parents and pupils that all children are to attend and the times they are to drop off / collect (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020)</li> <li>• Leaders to communicate with parents that the wider re-opening of school will mean that social distancing will not be possible, but contact with other groups of children will be avoided.</li> <li>• Leaders to organise pupils into the larger ‘phase bubbles’ (see detailed September 2020 opening arrangements table – shared with parents on 13.07.2020).</li> <li>• Classrooms to be arranged so adults maintain 2 metre distance from each other, and from children where possible and when circumstances allow.</li> <li>• Timetables reviewed and refreshed communicated to teachers and staff</li> <li>• Where possible, pupil movement to be limited to make social distancing easier and specialist teachers to move between allocated classrooms.</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Leaders to consider how best to supplement remote education with face-to-face support for pupils. (See Remote Education Plan)</li> </ul> <p>As a result, staff, pupils and parents are clear about where they should be, the times that they should be there and what they are delivering.</p>					
A pupil is tested and has a confirmed case of coronavirus.	<b>H</b>	<p>In line with government advice:</p> <ul style="list-style-type: none"> <li>The rest of the phase bubble should be advised to self-isolate for 14 days. Do not take any action regarding notifying bubbles until you have been contacted by PHE. Refer to the school symptom management Standard Operating Procedure (SOP) by contacting the school nurse team on 01384 408990</li> <li>The Headteacher will contact PHE. Then PHE's local protection teams to conduct a rapid investigation and will advise school on appropriate action.</li> </ul> <p>As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus.</p>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Insufficient staff to run face-to-sessions for pupils.	<b>M</b>	<ul style="list-style-type: none"> <li>Leaders to ensure that the previously shielding or clinically vulnerable staff have an individual risk assessment on return to work in September.</li> <li>Protocols for staff to inform leaders if they need to self-isolate are clearly in place – staff absence procedure.</li> <li>Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate (internal covering of lessons / classes in the first instance)</li> </ul> <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>
Pupil movement between lesson, at break time and lunchtime increases the risk of infection.	<b>H</b>	<ul style="list-style-type: none"> <li>Staggered starts to be put in place for break time and lunchtime (see detailed September 2020 opening arrangements table– shared with parents on 13.07.2020 and lunchtime arrangements table shared with staff on 13.07.2020)</li> <li>One-way circulation where possible to be put in place for pupils arriving and leaving shared lunch space/lessons.</li> <li>Allocated outdoor areas for each year group to be identified for break time and lunchtime. (see detailed September 2020 opening arrangements table– shared with parents on</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<p>13.07.2020 and lunchtime arrangements table shared with staff on 13.07.2020)</p> <ul style="list-style-type: none"> <li>• Lunchtime to be staggered for different year groups (see lunchtime arrangements table shared with staff on 13.07.2020)</li> <li>• Staff to ensure that pupils do not to play contact games at break time or lunchtime. Outdoor equipment to be allocated to each phase bubble and cleaned regularly.</li> <li>• Pupils to be supervised in washing hands before lunch and use hand sanitiser after lunch.</li> <li>• In eating spaces, children will be grouped into their phase bubbles and tables will be cleaned before use.</li> <li>• Tables to be cleaned between phase bubbles using lunchtime facilities.</li> <li>• Screen provided to protect food in canteen when pupils collect food.</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness.</li> </ul> <p>As a result, the risk of infection during unstructured time is reduced.</p>					



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Spread of infection in classrooms/shared areas.	<b>H</b>	<ul style="list-style-type: none"> <li>• Pupils to be directed to specific seats in classrooms and to maintain seats during the day as far as possible.</li> <li>• Tissues and hand sanitiser to be located in each classroom/learning space</li> <li>• Bins to be emptied at least twice daily in classrooms.</li> <li>• Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open, where possible.</li> <li>• Where possible, windows to be opened to provide ventilation.</li> <li>• Children will be provided with their own set of equipment (e.g. pencil, ruler etc.) to reduce the risk of infection.</li> <li>• Pupils/staff to clean IT equipment (esp keyboards) with anti-bacterial wipes before and after each use.</li> <li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use.</li> <li>• Shared teaching resources to be cleaned prior to and after use.</li> <li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned.</li> <li>• Guidance issued to staff on the use of the staff room and staff toilet area.</li> <li>• Staff to be reminded to adhere to social distancing at all times.</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>



Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Antibacterial wipes to be in place at photocopiers/shared keyboards/telephones etc.</li> </ul> <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>					
<p>Poor pupil behaviour increases the risk of the spread of the infection.</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>Pupils are reminded of the adjusted behaviour policy on their return to school (Covid-19 behaviour addendum)</li> <li>Sanctions are clearly communicated to pupils and parents. Behaviour policy is adjusted as a consequence</li> <li>Pupils individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary.</li> <li>Rewards / praise for the pupils is linked to new expectations re hand hygiene, movement around school etc.</li> </ul> <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	<p><b>L</b></p>	<p><b>L</b></p>	<p><b>Jane Cook Marie Pickett</b></p>	<p><b>July 2020 September 2020 &amp; ongoing</b></p>	<p><b>C Roberts</b></p>
<p>Pupils with complex needs are not adequately prepared for a return to school or safely supported.</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>Leaders and staff should review individual pupils handling plans, including the use of PPE</li> <li>Additional advice should be sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy)</li> </ul>	<p><b>L</b></p>	<p><b>L</b></p>	<p><b>Jane Cook Marie Pickett</b></p>	<p><b>July 2020 September 2020 &amp; ongoing</b></p>	<p><b>C Roberts</b></p>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school.</li> <li>PEEP are in place and key trained staff are identified to support in the event of an emergency.</li> </ul> <p>As a result, pupils with complex needs are well supported.</p>					
Vulnerable pupils and pupils with SEND do not receive appropriate support.	<b>H</b>	<ul style="list-style-type: none"> <li>Appropriate planning is in place to support the mental health of pupils returning to school.</li> <li>Agree what returning support is available to pupils with SEND in conjunction with families and other agencies.</li> </ul> <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>
Increased number of safeguarding concerns reported after lockdown.	<b>H</b>	<ul style="list-style-type: none"> <li>Agree safeguarding provision to be put in place to support returning pupils.</li> <li>Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns.</li> <li>Follow up any referrals made by staff swiftly.</li> </ul> <p>As a result, safeguarding remains of the highest priority.</p>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett All other DSLs</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
Emergency evacuation due to fire etc.	<b>H</b>	<ul style="list-style-type: none"> <li>• Lockdown, fire and emergency evacuation procedures to be reviewed and updated.</li> <li>• Leaders to communicate procedures to all staff</li> <li>• Staff to communicate emergency evacuation procedures to pupils on their return to school.</li> <li>• Hold unannounced practise fire drill in the first half term.</li> </ul> <p>As a result all staff and children are aware of nearest fire exits and can exit the building quickly in a safe manner.</p>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>
Cleaning is not sufficiently comprehensive.	<b>H</b>	<ul style="list-style-type: none"> <li>• Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening.</li> <li>• The Acting Head teacher and Acting Deputy Head Teacher monitor the standards of cleaning in school and identifies any additional cleaning measures.</li> <li>• Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning</li> <li>• Whilst pupils are at break time / lunchtime, allocated staff members to clean tables/door handles with a disinfectant spray / antibacterial wipes.</li> <li>• Antibacterial wipes are next to photocopiers/printers etc.</li> <li>• Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years).</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett Site team</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		As a result, high standards of cleanliness are maintained in school.					
Contractors, deliveries and visitors increase the risk of infection.	H	<ul style="list-style-type: none"> <li>All visitor and contractors who enter the school building will be required to leave their contact details with a member of the office staff to ensure they can be contacted in the event of requiring NHS track and trace.</li> <li>All contractors to be checked to ensure that they are essential visitors prior to entry to the school.</li> <li>Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils.</li> <li>All contractors/visitors to wash hands either prior to or on entry to the school site.</li> <li>Contractors and visitors are directed to specific/designated handwashing / sanitising facilities</li> <li>All areas in which contractors work are cleaned in line with government guidance.</li> <li>Contractors to bring own food, drink and utensils onto site.</li> <li>Staff who receive deliveries to the school to wash hands in line with government guidance after handling.</li> <li>Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries.</li> </ul>	L	L	Jane Cook Marie Pickett Office Staff	July 2020 September 2020 & ongoing	C Roberts

Risk Description/Area of Concern	Level of risk prior to control <>	Risk Controls	Level of risk is now <>	Likelihood <>	Responsible person	Planned completion Date	Line Manager Check
		<ul style="list-style-type: none"> <li>If drivers have to enter school site, ensure that they are asked to use hand sanitiser before entering the building.</li> <li>Surfaces to be cleaned after any deliveries have been made.</li> </ul> <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>					
Poor management of pupils during breakfast and after school club	<b>H</b>	<ul style="list-style-type: none"> <li>Relocated Breakfast and After School club to the large school hall.</li> <li>Children will follow all hand washing and sanitising procedures.</li> <li>Children will be grouped according to their phase bubbles.</li> <li>Children in their phase bubbles will have their own sets of resources – which will be cleaned regularly.</li> <li>Allocated staff will take children to and from classrooms to ensure managed safe movement around school.</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett Out of Hours staff</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>
Exposing children to different environments – increase risk of infection.	<b>H</b>	<ul style="list-style-type: none"> <li>All whole school gatherings such as assemblies, extracurricular clubs (with the expectation of after school club) will be cancelled until further guidance is released.</li> <li>Parent assemblies, workshops and open sessions will also be postponed until it is judged to be safe.</li> <li>Educational visits ( including swimming) will also be postponed until safe to attend.</li> </ul>	<b>L</b>	<b>L</b>	<b>Jane Cook Marie Pickett</b>	<b>July 2020 September 2020 &amp; ongoing</b>	<b>C Roberts</b>



Useful links:

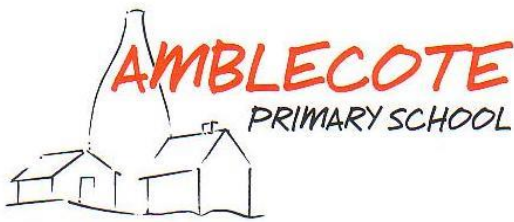
- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Premises: <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>
- Prevention and control- <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress> Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>



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- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>
- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: [www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak](http://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak)
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>





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*'At Amblecote we achieve because in our pupils we believe.'*

13<sup>th</sup> July 2020

Dear Parents and Carers,

Following the guidance, we have received from the Government, we are now writing to provide some important information regarding welcoming **all** children back to school in September. This guidance is very extensive and as each school is different; it is important that we implement these guidelines to our individual school setting.

Thursday 3 <sup>rd</sup> September	Year 2 – 6 return to school full time.
Thursday 3 <sup>rd</sup> September & Friday 4 <sup>th</sup> September	Reception and Year 1 stay & play sessions ( at pre-arranged times).
Monday 7 <sup>th</sup> September	Year 1 return to school full time.
Monday 7 <sup>th</sup> September	Reception half days: Mrs Price's class AM & Miss Judd's class PM.
Monday 14 <sup>th</sup> September	Reception commence full time.

This, as I am sure you can imagine, is a complex task, which the Senior Leadership Team, with support of the Governing Body have been working on since the release of the guidance. Once we have fully updated our Risk Assessments, we will write to you again via Parent Hub and share these with you all, to explain the measures we have put in place as a school.

### **Attendance**

In March when the coronavirus (COVID-19) outbreak was increasing, the Government made it clear that no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for **all** children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

**School attendance will therefore be mandatory again from the beginning of the autumn term.** This means from that point, the usual rules on school attendance will apply.

It will also be vital that all contact details are up to date in case we need to contact you and that if your child is ill, that you contact the school before 9:30am and provide the reasons why.



If your child displays any symptoms of the virus, we will must be informed and will provide support on how to be tested and then take appropriate actions based on the results of the test.

### **Grouping the children**

The children will be grouped in classes and then into larger bubbles, within their phases. Bubbles will not mix with other bubbles, and we will be able to forgo social distancing between pupils within classrooms, so that we can accommodate all pupils.

This arrangement will also ensure that we can tailor our curriculum to meet the needs of individual children, by grouping them for certain lessons, such as phonics and maths, rather than adopting a 'one size fits all' approach, which for many pupils - after having missed so much time in school - will not support them in the most appropriate way.

Bubble 1 – Time for Twos

Bubble 2 – Pre-School AM

Bubble 3 – Pre-School PM

Bubble 4 – Reception

Bubble 5 – Year 1 & 2

Bubble 6 – Year 3 & 4

Bubble 7 – Year 5 & 6 – including the Learning Cave

There will be staggered drop off and collection times for these bubbles and there will also be staggered playtimes and lunchtimes during the day to ensure that children in different bubbles do not mix.

A detailed information table and map of the school identifying classrooms and drop off and collection points, will be shared on Parent Hub, our school website. As these maybe difficult to read on a mobile device, we will endeavour to get a paper copy to each family as well – this week.

As a result of these measures, there will be no assemblies and opportunities to come together as a school. We will also be putting on hold plans we had to for educational visits and open sessions for parents in the Autumn Term. Parents' evenings have been planned for October (more details in my final newsletter on Friday) but it is important that we recognise, it may not be possible to hold these.

### **Breakfast Club and After School Club**

Due to the organisation of the children into bubbles, we are unable to have breakfast and after school club in the mobile on the field. For the time being, these clubs will be moved to the hall and the children will be kept together in the bubbles that they are in the day.

The drop off and collection point will be the fire exit of the hall.

### **Handwashing**

As we were implementing before the enforced lockdown period, we will be insisting on frequent and thorough hand hygiene. This will be achieved through frequent opportunities to for children and adults to wash their hands throughout the day and using the hand sanitisers points regularly suited throughout school.

### **Uniform and PE Kits**

When the children return in September, they will all be in full uniform – Grey trousers or skirts, red jumpers or cardigans, a white shirt or polo shirt and black, flat sensible shoes. Year 6 will also need to wear a red tie.

One change that we have planned for next year, is that children will come to school in their PE kits and trainers on the days that they have a PE lesson. The children can wear their black shorts and white T-shirts, and then wear their jogging bottoms and top over the top of these.

We ask that children simply keep a pair of black school pumps in a drawstring pump bag, in school, at all times on their peg.

Swimming in Year 3 and 4 is currently postponed until at least the Spring term.

<b>Class</b>	<b>PE Lessons and days to come to school in full PE Kit.</b>
Reception (both classes)	Monday & Wednesday
1M	Monday & Friday
1/2C	Monday & Friday
2M	Thursday & Friday
3P	Monday & Thursday
3/4S	Tuesday & Wednesday
4H	Monday & Wednesday
5K	Tuesday & Wednesday
5/6F	Tuesday & Thursday
6PB	Wednesday & Thursday

## **Snacks and Drinks**

As a school we have yet to receive information on whether children will be able to receive free fruit in Reception and Key Stage 1 classes. We also know that KS2 tuck that is normally for sale at playtimes, is cancelled for the time being.

As a result of this, it is important that ALL children are sent into school with a healthy snack to eat mid-morning. We ask that **no products that contain nuts are sent in to school**, as we have children in school with severe life threatening allergies.

It is also important that **ALL children have a water bottle**, which is clearly labelled with their name, so that there is no confusion and pupils do not drink from other children's bottles.

## **Lunches**

On the first two days back (Thursday 3<sup>rd</sup> September & Friday 4<sup>th</sup> September) children will need to bring a packed lunch. If your child is entitled to Free School Meals (you have received a weekly voucher) or they are moving up to Year 2, you can place an order for a free grab bag. To do this you need to email [newsletter@amblecote.dudley.sch.uk](mailto:newsletter@amblecote.dudley.sch.uk) with your child's preference of cheese, jam, tuna or ham.

Hot meals will commence on Monday 7<sup>th</sup> September, however, due to the current circumstances there will be a more limited choice. (see menu up to October half term below) Children will order and pay for their hot dinners in their classrooms each morning (£2.40 per day – this can be paid daily or weekly – cheques made payable to Dudley MBC).

AMBLECOTE SCHOOL MENU

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
<b><u>Main meal</u></b>	Quorn Bolognese and Garlic Bread	Chicken Wraps V Cheese Savoury	Fish of the Day Or Sausage	Quorn Curry Sweet Potato Curry	Pizza
<b><u>Options</u></b>	Jacket Potato Or Grab Bag	Jacket Potato Or Grab Bag	Jacket Potato Or Grab Bag	Jacket Potato Or Grab Bag	Jacket Potato Or Grab Bag
<b><u>Vegetables</u></b>	Carrots	Wedges Sweetcorn Beans / Spaghetti Hoops	Creamed potato Peas, Carrots, Gravy Beans / Spaghetti Hoops	Mixed Veg Rice, Naan	Chips Sweetcorn, Beans
<b><u>Salad</u></b>	Daily selection	Daily selection	Daily selection	Daily selection	Daily selection
<b><u>Dessert</u></b>	Manager's choice* Hot dessert and custard	Manager's choice* Hot dessert and custard	Manager's choice* Hot dessert and custard	Manager's choice* Hot dessert and custard	Manager's choice* Hot dessert and custard
<b><u>Daily Choice</u></b>	Yoghurts Jelly Cheese and Biscuits Fresh Fruit	Yoghurts Jelly Cheese and Biscuits Fresh Fruit	Yoghurts Jelly Cheese and Biscuits Fresh Fruit	Yoghurts Jelly Cheese and Biscuits Fresh Fruit	Yoghurts Jelly Cheese and Biscuits Fresh Fruit

\*Managers Choice – cheesecake/muffins/biscuits/flapjack/ice cream/mouse

## **Medication**

As has always been the case in school, children who need epi pens and / or inhalers will need to bring their medication (2 of each type of medication) in school on the first day that they return.

If your child is sent to school without these, we will be unable to allow them to stay in school as this is potentially life-saving medication.

We ask that parents ensure that each piece of medication is in date and clearly labelled with the child's name.

As a school, we are really looking forward to welcoming back your children. We will be placing a strong focus on everyone's well-being and ensuring that the children feel safe, settled and happy as soon as possible.

We recognise that this maybe an anxious time for many children and parents, but we are all here to help and support. As always we want to work together to make the transition back to school as smooth as possible for all.

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If you have any questions or concerns please contact the school office on 01384 818335 or email [info@amblecote.dudley.sch.uk](mailto:info@amblecote.dudley.sch.uk) and a member of the Senior Leadership Team will get back to you.

Many thanks for your understanding, patience and support,  
Mrs Cook & the Senior Leadership Team.





## Whole School Opening / September Timings

	Time for Twos	AM PRE-SCHOOL	PM PRE-SCHOOL	Reception Mrs Price	Reception Miss Judd	1M Mrs Marsh	1/2C Miss Careless	2M Ms Masters & Mrs Exall	3P Mr Pitts	3/4S Miss Skirving	4H Miss Hughes	5K Mrs Keys	5/6F Mrs Foster	6PB Mrs Pickett & Mrs Brannon
<b>Arrival</b>	9:05am	9:05am	12:30pm	8:45am	8:45am	8:50am	8:50am	8:50am	8:55am	8:55am	8:55am	8:55am	8:55am	8:55am
<b>Breakfast Club HALL 7:30 - 8:45</b>				Mrs Brooks to collect at 8:45am		Mrs Owen to collect KS1 children			Mrs Culter to take Y3 & 4 to classrooms			Mrs Pardoe to send 5K and 6PB children to classrooms & take 5/6F to classroom across car park		
<b>Drop off &amp; Collection Location</b>	Side Gate	Pre-School Gate	Pre-School Gate	Middle play ground	Middle play ground	1M back classroom doors (by field)	1/2C back classroom doors (by field)	2M back classroom door (by field)	3P back classroom door (by field) or main classroom door - see below	3/4S classroom back door.	4H classroom back / fire door.	5K back classroom door.	5/6F Fire door.	6PB back classroom door.
<b>How to get to drop off locations</b>	Walk up School Drive	Walk up School Drive	Walk up School Drive	If coming from top gate, walk down the slope, and wait by the cones on middle playground. If coming from the School Drive entrance go through the side gate (on the left of the school building) walk around the Key Stage 1 building and wait by the cones on the playground.		If coming from top gate, down the slope, around the edge of the middle playground, down the KS1 Playground steps, around the KS1 building and wait on the field. If coming from the School Drive entrance, go straight up toward the KS1 block and wait on the field.			3P back class door (by field) if using the School Drive entrance. Via the library entrance (off middle play ground) if coming from top gate and through the main classroom door.	Via side door if coming from School Drive entrance and into the classroom back door. Via the library entrance (off the middle play ground) if coming from top gate.	Via back /fire door if coming from School Drive entrance. Via the library entrance (off the middle play ground) if coming from top gate.	If coming from the School Drive entrance, go straight into classroom back door. If coming from top gate, down the slope, around the edge of the middle playground, down the KS1 Playground steps, around the KS1 building towards the field and head towards the classroom back door.	Via Pre-School gate if coming from School Drive entrance. If coming from top gate, down the slope, on to the middle playground keep left and head towards the Reception's steps into Pre school outdoor area and in through 5/6F fire door.	If coming from the School Drive entrance, go straight into classroom back door. If coming from top gate, down the slope, around the edge of the middle playground, down the KS1 Playground steps, around the KS1 building towards the field and head towards the classroom back door.
<b>Play time</b>						10 - 10:15			10 - 10:15			10:20 - 10:35		
<b>Location</b>						Middle playground			Top playground			Middle playground		
<b>Play Duty</b>						M - Mrs Exall & Mrs Walker T - Mrs Duncley & Mrs Richards W - Ms Masters & Mrs Owen Th - Miss Careless & Mrs Smith F - Mrs Marsh & Mrs Richards			M - Miss Skirving & Miss Dowler T - Mr Foster & Mrs Hyde W - Miss German & Miss Edwards Th - Mr Pitts & Mrs Ali F - Miss Hughes & Mrs Ellis			M - Mrs Barratt & Mrs Cartwright T - Mrs Foster & Mrs Barstow W - Mrs Brannon & Miss Delves Th - Mrs Pickett & Mrs Cook F - Mrs Keys & Miss Edwards		
<b>Lunch time</b>				11:30 - 12:45	11:45am - 1pm	12pm - 1pm	12pm - 1pm Y1 12:05 - 1pm Yr2	12:10 - 1pm	12:20 - 1:05pm	12:20 - 1:05pm	12:20 - 1:05pm	12:20 - 1:05pm	12:20 - 1:05pm	12:20 - 1:05pm
<b>Eating location</b>				Hall 11:30 - 12:15	Hall 11:45 - 12:30	Hall 12pm - 12:40	Hall Y1 12:05 - 12:40 Y2 12:10 - 12:40	Hall 12:10 - 12:40	Hall 12:45 - 1:05	Hall 12:45 - 1:05	Hall 12:45 - 1:05	Sandwiches to be eaten in 5/6F & Intervention room 12:20 - 12:40 Tables to be cleaned in classrooms by staff before eating Hot dinners to be collected from hall and eaten in 6PB and 5K		
<b>Lunch play</b>				12:15 - 12:45	12:30 - 1pm	12:45 - 1pm	12:45 - 1pm	12:45 - 1pm	12:20 - 12:40	12:20 - 12:40	12:20 - 12:40	12:40 - 1:05	12:40 - 1:05	12:40 - 1:05
<b>Location</b>				EFYS playground	EFYS playground	Middle playground	Middle playground	Middle playground	Middle playground	Middle playground	Middle playground	Top playground	Top playground	Top playground
<b>Lunch Play Duty</b>				Mandy & Donna		Karen & Angela			Karen & Angela			Annie & Rhona		
<b>Dismissal</b>	12pm	11:35am	3pm	3:00pm (For parents with no siblings) 3:05pm (if have other siblings to collect)	3:00pm (For parents with no siblings) 3:05pm (if have other siblings to collect)	3:10pm	3:10pm	3:10pm	3:15pm	3:15pm	3:15pm	3:15pm	3:15pm	3:15pm
<b>How to get to collection locations</b>	Walk up School Drive	Walk up School Drive	Walk up School Drive	If coming from top gate, walk down the slope, and wait by the cones on middle playground. If coming from the School Drive entrance go through the side gate (on the left of the school building) walk around the Key Stage 1 building and wait by the cones on the playground.		If coming from top gate, down the slope, around the edge of the middle playground, down the KS1 Playground steps, around the KS1 building and wait on the field. If coming from the School Drive entrance, go straight up toward the KS1 block and wait on the field.			3P back class door (by field) if using the School Drive Entrance. Wait on the middle playground if using the top gate.	3/4S side door (by field) if using the School Drive Entrance. Wait on the middle playground if using the top gate.	4H back classroom door (by field) if using the School Drive Entrance. Wait on the middle playground if using the top gate.	Children will be dismissed through 5K back classroom door. Children will then either walk down on to School Drive or Walk past KS1 building up the steps towards the top gate.	Via Pre-School gate if leaving on to School Drive. or The children will be taken to the middle playground to be collected and then leave through the top gate.	Children will be dismissed through 6PB back classroom door. Children will then either walk down on to School Drive or Walk past KS1 building up the steps towards the top gate.
<b>After School Club</b>				Mandy to collect Reception from classrooms		Karen to collect KS1 from classrooms			Tracey to collect Year 3 & 4 from classrooms.			Send straight to hall	Mrs Hyde to take 5/6F to hall	Send straight to hall

**PLEASE NOTE:**  
It is vital that parents drop and collect promptly at the arranged times.  
Adults are requested NOT to gather on the school grounds.  
If you have siblings to drop or collect, please drop or collect your child with the earliest time first and then make your way to their sibling's collection / drop off point.  
KS2 – there will be no tuck for sale.  
Children will need to bring a health snack to eat at playtime.  
Please remember that children need to come to school wearing their PE Kit on the days they have PE.