

**Risk Assessment/System of Controls/ Plan for full return to school from September 2020**

	Consideration	Action
1	Reinforce “stay at home if ill” for all staff and pupils	1.1 Communication via weekly newsletter and staff weekly sheet 1.2 In “Return with confidence” document for pre summer communication
2	Engage with test and trace	2.2 Information to be shared in “return with confidence” document
3	All 30+ in a class base	3.1 Two to a desk- facing front 3.2 Use of personal pouch for stationary etc
4	Increased cleaning	4.1 All desks to be antibacterial wiped at lunchtime 4.2 Door handles to be wiped periodically during the school day
5	Drop off/ pick up protocols	5.1 Staggered start and end times 5.2 Strategy discussion with MIS 5.3 Joint letter from MIS and MJS
6	Maximising outdoor spaces	6.1 Allocated/ timetabled outdoor spaces for each group each day
7	Attendance is mandatory	7.1 Communication to parents from July onwards
8	Re-establish attendance registers, systems and support to children who are persistently absent	8.1 Registers, first day calling, monitoring systems to be carefully reintroduced
9	Previously shielding staff	9.1 Continue communication and expectation that back in work from 1 <sup>st</sup> August 9.2 Complete RA for shielding staff’s return
10	Previously shielding children	10.1 List any previously shielding children 10.2 Justine to contact prior to the end of term
11	Hand washing	11.1 All staff and children to wash hands every time the class base is entered or exited 11.2 Ensure supplies of hand wash and paper towels are replenished and well stocked 11.3 Hand sanitizers to be located at entry points
12	Minimising contact and mixing	12.1 Children will remain in their class group at all times 12.2 Assigned teacher/ HLTA/ LSA will remain with allocated classes 12.3 Allocated class bases will not change 12.4 Break and Lunchtimes will be staggered 12.5 Break and Lunchtime supervision team required 12.6 Remote assemblies to continue

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13	Focus on mental health and well being	13.1 Recovery curriculum
14	Remote learning for isolation of classes or further lock downs	14.1 Cross reference Oak National Academy with MJS units of study 14.2 Create Remote learning map 14.3 Paper copies to be made available as and when needed
15	Provision of school meals	15.1 FSM vouchers to continue through the summer break 15.2 Normal service to resume from September
16	Staggered break/ lunchtimes	See 12
17	No face coverings to be worn in school	17.1 With the exception of when administering First Aid
18	Remove soft furnishings from class bases	18.1 All cushions/ blankets etc to be bagged and labelled with class base name 18.2 Pouches to be re distributed
19	Same teacher/ staff each day for classes/ year groups	As far as possible: 19.1 Classes to remain as same adults/ children during all teaching time 19.2 Consistent lunchtime supervision staff 19.3 PPA cover staff to remain consistent to the class/ year group
20	Same desk and pouch pack each day (labelled)	20.1 Seating plan to remain constant 20.2 Named zippy wallet of stationary to be stored in pouch
21	Well ventilated rooms	21.1 Windows open all day
22	Regular emptying of bins	22.1 Lunch time 22.2 Regular cleaning time
23	One way circulation around Lower and Upper school	23.1 Clockwise as if standing facing the front door from the inside- right turn out of HT office 23.2 Operational all day between 8:20am- 3:15pm
24	Toilet use	24.1 Limit to break and lunch times as far as possible- staff on duty outside toilets 24.2 Strict instructions for there and back if outside of these times 24.4 Additional cleaning throughout day- handles/ taps/ toilet seats
25	Outdoor equipment	25.1 No use of castle, trim trails, outdoor gym or play shed equipment 25.2 areas to be barrier off
26	Communication to parents	26.1 Pre summer communication- "Return with confidence" September details 26.2 Parents to phone/ email school- face to face in emergencies only
27	Before and after school	27.1 No clubs for the autumn term 27.2 Communicated to parents early

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28	Summer holiday leave	28.1 Email all staff regarding expectation of returning to work for September- check self-isolation requirements dependant on destination
29	No Educational visits for the autumn term	29.1 Communicate to HoY 29.2 Communicate to all pre booked providers 29.3 Communicate to parents
30	Curriculum and IT considerations	30.1 Recovery curriculum plan 30.2 IT suite timetabled for a year group/ day with cleaning requirements 30.3 Laptops/ iPads/ Chrome books for allocated pupils only
31	Assessment	31.1 See Recovery curriculum plan
32	Yr3 settling	32.1 Transition session 32.2 Well-being and Routines 32.3 Meet the teacher 32.4 Coffee session
33	Catch up tuition	33.1 When guidance details are available bid for funds 33.2 Prioritise pupils depending on criteria 33.3 Establish tutors from within (and beyond if necessary) school staff
34	PE provision	34.1 No contact sport 34.2 Outdoor PE as far a possible 34.3 Limit use of PE equipment 34.4 No visiting coaches 34.5 Years 5&6 trainers only for PE
35	Use of catch up funding	35.1 See Recovery Curriculum plan
36	Behaviour policy	36.1 Time out will take place on an allocated chair outside the partner class
37	Staff room usage	37.1 Maintain social distancing in main staff room- Years 4 and 6 37.2 Small kitchen and 6 Pettet to be second staff room- allocated to Years 3 and 5