Lockdown exit strategy – JSTC

Re-opening the site

There are a number of possibilities. This could include full opening for all year groups (excluding Y11 if opening prior to September) or partial opening with year groups coming in for an identified day – potentially half days at the start). To control the situation a partial opening would be preferable.

A partial opening would help to control numbers for break and lunchtime at the start of the process. Lunches could be provided via a staggered arrangement outlined below or could be a lunch in situ arrangement where students eat at their desks in classrooms with FSM accessing provided packed lunches. The approach to mealtimes could be progressive with this packed lunch arrangement in place within a staggered arrangement or whole school.

There would need to be very strong and clearly defined control measures to ensure safe practice and safe distancing. In a school of our type this is of significant concern. There must be a clear policy communicated to parents prior to any opening that any infringement of clear policies will not be tolerated by any of the community on site – staff and students. These infringements would not be viewed as a mere inconvenience but potentially life threatening.

The age profile of the school together with the health risks associated with specific staff is also a concern. Addressing this depends on the protective equipment the school has been able to provide to staff and the control measures that the school can put in place and successfully establish. This in turn relies on compliance by staff, students and their parents/carers.

Risk Assessment

Risk element to address	The risk and potential concern	Mitigating the concern
Medical conditions of all students and staff attending the school or college during this Covid19 crisis period	*Medical risks of students collected and re-acquaintance with details required. Full medical risks of staff need to be collated and understood in light of Covid19*	*Information to parents and staff to enable those concerned to make fully informed decision. Provision of protective equipment in place for staff and assessment of compliance with control measures to be deployed monitored and assessed.*
Consideration of transportation difficulties of students attending school or college who usually use buses, with safeguarding and safety being paramount, along with logistical issues	*Social distancing concerns addressed – especially for medically vulnerable students as above. Any changes to routines of the day/identified days for specific cohorts only could cause confusion.*	*Clear advertising of information to parents via usual channels. Specific guidance given to identified vulnerable students.* *Collaboration with bus companies and LCC to ensure they are following guidance from Govt.*

Risk element to address	The risk and potential concern	Mitigating the concern
Consider role of vulnerable staff (those with underlying health conditions and pregnant women) and working from home as an alternative.	*Identify staff over 60 and those with health conditions likely to be of concern.* *Identify any pregnant staff.* *Identify staff who are living in the same household as vulnerable individuals.* *Discuss the concerns with individual staff and draw up risk assessments. Agreed plan of action with individual staff members who should consult GP for advice.*	*Risk assess their role in school and consider if working from home is viable. If so consider how long this can be carried out. Monitor the external situation to evolve the practice of working from home.* *Ensure these sub-groups have protective clothing and consider the groups that they are teaching.* *Establish if any additional support for these staff who are vulnerable and working from home required.*
Consider the current student class sizes, rooms used and if these are compliant with continued social distancing	*Some classes may be too large to enable social distancing in a fully occupied school.* *Some rooms may be too small to enable social distancing.* *Concerns linked to numbers of staff available given the considerations above.* *Gatherings of staff not possible and larger space than staffroom required.*	*Consider partial opening to enable social distancing.* *Smaller classes to enable students to be apart in classrooms* *Consider Y11 not returning to enable more access by those year groups that need greater support e.g. Year 10* *Signs around school aimed at different groups (students, staff, visitors etc) to remind of social distancing requirement.* *Main Hall to be used as staff room.*
Social distancing control measures to ensure distancing is achieved and maintained	*Students may not 'see' the opening of the school as different to when they left. Social distancing control measures may not have been fully consistent in the home and lockdown setting. Behaviours may not be embedded and therefore present a risk.*	*Visible signs of a difference in school needs to be clear. Measures outlined in the remainder of this document would be designed to present these differences in a very visible manner. The partial opening of the school would also be the first and primary visible difference.* *Concerns with respect to individual students with EHCPs identified.*

Risk element to address	The risk and potential concern	Mitigating the concern
Protocols and procedures for control of contact between students and between staff and students - e.g. touching each other (e.g. in PE), handling books and materials.	*Transmission risk increases and social distancing compromised.* *Transmission through materials as well as directly.* *Morevulnerable staff with increased risk to comply rigorously with protocols. Accessing and leaving lessons to be clearly ordered.*	*Disposable glove supplies to be in place to protect staff.* *Marking not to be taken home.* *Books to be retained in school.* *Process for accessing and leaving classrooms to be rigorously adhered to.*
Provision of PPE and regular opportunities for handwashing/sanitising.	*Concerns over transmission and compliance with direction to wash hands regularly.* *Staff given PPE should comply with use especially those staff who are more vulnerable.* *Students should wear facemasks to avoid transmission.* *Stocks of soap in washrooms to be monitored and any vandalism or waste of stocks to be addressed. Non-compliance with this to be rigorously addressed.* *Hand sanitiser and tissues to be provided in the classroom. If none can be purchased should consider the accessing of raw materials and making own.*	*All staff briefed in use of PPE – especially those staff who are identified as more vulnerable through health condition and/or age.* *Compliance of staff using PPE to be monitored.* *Compliance of students with hand washing of students encouraged daily by staff.* *Site management to monitor washroom areas.* *Sanitiser to be sourced or made as required.* *Signage around school to be increasingly visible.*
Strict regime of cleaning within the school or college, with particular attention paid to toilet areas and hand washing sinks. *Strict cleaning protocols in canteen required.*	*Regular, high profile cleaning using the most effective of products to maintain the cleanliness of the site that has not been fully opened since the deep clean.* *Suitable cleaning of shared utensils.*	*Site management to oversee rigorously and bring any concerns to attention of Headteacher immediately.* *Quality assurance to happen daily.* *Quality assurance of utensils and shared crockery in canteen. Use of disposable items where appropriate.*

Risk element to address	The risk and potential concern	Mitigating the concern
Are all safety protocols clearly displayed (ideally laminated) in all areas of the school used by pupils/students and staff	*Students need to be regularly reminded of the protocols to keep the community safe at start of day including temperature checks and the wearing of facemasks, in lessons and within their movements to other parts of the school (mainly outside). Parents need to be advised when accessing the school – and reception should not have visitors waiting. Visitors are discouraged.*	*Notices are produced that are clear, visible, simple instructions, large, prominent and clearly visible in high traffic areas as well as outside school entrances and at reception (before entry).*
Temperature testing and health monitoring of students by all staff as routine.	*Monitoring of students is important to detect changes in student health as soon as possible.* *Staff should pass on information regarding any coughing or student reporting temperature.* *Loss of smell also to be tested.*	*Students identified must be removed and others made aware of this.* *Temperatures of identified students must be taken by the office.* *Identified students to be sent home. Parent met in car park at social distance and should be advised not to enter the building.*
Protocol for what to do where a student or staff member develops Covid19 symptoms during the day.	*Protocol drawn up to identify students before arrival at school (i.e. parents not to send). Staff to monitor and report during the day. Protocol to protect all staff and students advertised and used consistently across the site.* *Cleaning to follow identification as soon as is practicable.*	*Student identified during the day to be removed to identified area – medical room.* *If the medical room is already occupied the visitors' room will need to be used. The use of this room by others is then compromised.* *Once a student is identified the parents will be called and must remove their child asap. The child should not go home on the bus. If a taxi needs to be arranged this will take place and costs added to the Covid19 spreadsheet.* *Any parent who refuses to collect their child but could, will potentially compromise their child's attendance at school.* *Cleaning to occur after the lesson or school session.*

Risk element to address	The risk and potential concern	Mitigating the concern
Staff reminded about the heightened risks posed linked to coming to work e.g. fuel stations before attending work, walking to work. Advice given e.g. using gloves or tissues when filling cars up with fuel can reduce the risk of the spread of Covid19.	*Spreading of Covid19 from those in the wider community – especially important when cases are still relatively high.*	*Reminders on staff briefing sheets (few real briefings to take place)* *System already in place for period over lockdown and sustained in release of lockdown period.*
Additional control measures in place to reduce the risk of any necessary visitors (e.g. key workers, social workers and supply staff) bringing the Covid19 virus into school	*Reduction in the number of external staff/visitors including parents required in order to reduce potential for bringing Covid19 into school.* *Use of virtual/telephone conferencing.* *Specific concerns regarding vulnerable staff identified earlier in document.*	*All meetings to take place virtually overs teams including larger staff gatherings and external meetings.* *Parents not encouraged into school and dialogue to happen over telephone.* *Essential meetings to take place in larger rooms and of limited time periods.* *Supply staff to be asked about movements in last 14 days and supply staff use to essentially be discontinued unless no other option in place. Regular supply staff to be selected first.* *All parents' evenings to be cancelled until situation stabilises and gatherings are judged as safe.*
Consultationof staff in risk assessment and protocols – including Governors, wellbeing group, health and safety staff and union representatives. Union workplace reps and health & safety reps?	*Early production of risk assessment and protocols to enable consultation and information going to identified groups.*	*Consultation ensures protocol is comprehensive and effective as well as manageable and sustainable.*
Review of risk assessments and implementation of revised control measures as circumstances change, in consultation with staff and union representatives	*Review of control measures and protocol to ensure school responds to changing circumstances and events.*	*Review weekly by SLT* *Changes circulated to staff and relevant persons identified above for comment and challenge.*

Risk element to address	The risk and potential concern	Mitigating the concern
Plan B if control measures cannot be maintained within the school. Communication of the plan and changes to the plan to Governors, staff, students and parents/carers.	*Information enables all in the community to play their part and make the right decisions.* *Plan B could involve changing the scenario adopted to one of greater control.*	*Plans communicated before school starts as a written letter – if time is available.* *Parents and staff given updates in writing through staff briefing notes on Teams and parents via letter, Facebook, class charts and website.*

Prior to attending school

Notice to parents describing changes and expectations of students, lack of facility for attending school and increased contact via e-mail and telephone together with school's approach to poor behaviour including the total lack of empathy with vandalism. Parents will also need to be clearly advised about any changes in protocol for attendance if there is a partial closure and the control measures linked to social distancing. Parents will also need to be advised that any changes in the health of their children and household must be communicated to the school and the child not sent into school and that the normal rules of self-isolation will still hold. Parents must be available to remove the child from school should this prove necessary – but must be advised not to enter the building. Any child who needs to be placed in isolation must be done so and this area needs to be cleaned rigorously as part of everyday processes. Parents will thus be advised of their responsibilities, school protocols and that these will be rigorously addressed. Staff taking temperatures must use PPE. As part of the monitoring processes within school. Those parents who have been banned from using telephone means will contact via e-mail only and may, subject to individual case, have their telephone ban reconsidered.

Posters advertising the following to be placed around school

- *New expectations*
- *Movement around school*
- *Behaviour expectations*
- *Social distancing*
- *Handwashing*
- *Respecting soap and facilities in toilet areas*

Script for tutors prepared.

Staff briefed regarding the strategy and opportunity to ask questions via virtual briefing.

Strategy discussed with various union representatives both national and at school level. Assessment of how strategy aligns with national expectations made.

Any identified items requiring purchase to be made in good time e.g. sanitiser, face shields etc

Impact of staggered lunchtime to be assessed against need for preparation of primary school meals.

Re-acquaintance of students with normal school processes

Staff in site management team need briefing in cleaning regime and how to quality assure process

Preparation of markings outside various classrooms to indication zones and safe starting places for students to line up (e.g. H2)

On arrival at school

Temperature checks made and detection of any loss of smell established.

Students will attend tutor time which may need to be extended to give out key messages and ensure all students have relevant timetable. This may be a copy of the past academic year or new year depending on which is applicable.

Tutors will outline the new expectations as well as reacquainting students with 'normal' school rules.

School will start immediately after these have been communicated. Tutors will be provided with a 'script' for this.

Students will need to wear facemasks on buses and will be expected to wear facemasks within school in confined spaces of classrooms. Plastic bags will be given to students attending school in the summer term to put their facemask in and guidance on washing these given to students where applicable.

Movement to classes

No student should enter the main building to go to another class. All movement should take place outside the main building. The only access required to the main building for students is to access IT3 (no outside door) or if sent to RNs office or accessing the main corridor toilets. All other rooms have outside access and this MUST be used for students. Staff may use the main corridor.

Students will order their Class Chart rewards as normal and these will be delivered to them in tutor time.

Arrival at the classroom

All staff should enter their teaching areas by the main door – either off the main building area or that not used by the students – e.g. in the Maths block staff enter by the main door and students enter by the 'back' doors. From the main building staff can enter via areas students cannot – including PE staff. IT3, Humanities blocks, old MFL rooms and English upper and lower floors need special advice. Students should be told where to line up so that they are not near staff – e.g. for the Humanities block (H1 to H3) students should line up in the marked spaces (H1 to H3) outside, as should students line up in the EN1 to 6 areas. Staff should 'collect' students from these spaces in turn.

If collecting students - staff should enter the room last.

If staff are in their rooms - they should ask students to line up with a suitable gap before the door so that they can some out and invite students in safely.

Leaving the classroom

All students should leave the classrooms by the doors that allow them to exit directly outside and not through hallways, corridors or lobby areas. Where this is not possible a clear structure of communication and adherence to this is required. For example, in the English block those students on the tope corridor should leave by the normal 'front' door to the block. They should be released one class at a time with the smallest room number going first e.g. on the top floor EN1 releases first, teacher then calls En2 once their class has gone to release EN2 etc. Students on the lower floor of the English block leave by the 'rear' fire door. The relevant policies will be amended temporarily to address this. The same holding pattern of release should be adhered to. Staff should follow this protocol in other areas should this be necessary. Humanities should decided with advice from the Site Manager about using this process as there are concerns about the security of the steps that are used for fire exit in these areas.

Registers

Where a different pattern of timetable is being used rather than the usual model paper timetables will need to be used and information collected and retained centrally by the office to mark students as present. Paper timetables will need to be taken each lesson and any anomalies in students attendance identified for safeguarding.

Movement within classes

Students should remain in their seats at all times unless directed by the member of staff to move. If they need to leave the room they should indicate that they need to by raising their hand and asking to leave.

Accessing the toilet should be done in the usual manner. Staff should ask the student to place their planner on a desk at the from – empty of students. They will sign the planner and then leave on the desk for the student to pick up.

Practical activities need to be planned to avoid too much movement.

Marking

No marking should be done at home. No student work should be taken home and all marking should be completed at school. Staff must wash their hands after marking student work.

Student books should be retained in school. Any work going home should be on single sheets of paper.

Marking and feedback electronically by Class Charts should be used wherever possible to reduce the need for interaction between student and staff.

Seating plans, close working and teacher movement in the classroom

Rooms should be arranged so that the teacher has a buffer zone between students and themselves. Teachers should restrict their movement around the classroom and not work closely with students.

LSAs are in a special category in that they of course work closely with students. PF has prepared a document outlining the difficulties that LSAs working with identified students who have an EHCP will experience. In such cases there may need to be specific arrangements and it could be that school is not deemed suitable under the restricted conditions at this stage. This will of course – rightly so – be subject to external challenge and scrutiny but these are not normal times and unless specialist support (via PPE etc) is in place these students cannot be accommodated and keep staff safe – these are two mutually exclusive objectives.

It is not just EHCP students who cause concern re individual working and this will also need to be addressed clearly and specific actions and strategies identified. Again, it may not be possible for students to be safely accommodated without risk to staff being controlled.

Whilst JSTC has been pro-active in the ordering of special PPE equipment we cannot force staff to wear it – although we would strongly recommend that they did - nor can we guarantee its effectiveness. The stocks of the best face masks though are proving hard to source and this is of concern.

Union contact numbers in classrooms were released for the period following the lockdown and at the time of writing this had not been updated. Those numbers were 1 teacher to no more than 10 students

in a room. This would mean the halving of class sizes and the need to have no more than two cohorts of students within the school at any one time.

There have been some rather 'soft' messages coming from theASCL much to our concern – so much so that JSH contacted the ASCL and received a reply from their policy director. The reply was followed by JSH with a clear desire for the ASCL to follow the lead of the NEU focussing on asking he Government to clarify the position with respect to protection of school staff.

The letter is very clear;-

https://neu.org.uk/press-releases/school-opening

Behaviour

Staff should use the class charts process to minimise behaviour concerns with the classroom.

Normal systems apply in that those on C4 are asked to go to H6.

On-call will address any concerns and escort students in a safe manner to H6.

Any student who is causing issues in school on more than one occasion in any given week will receive a telephone call and/or letter warning the student and their family that their place in school cannot be sustained under current infection concerns and that they will be asked to remain at home until they are safe to come back to school.

Students who are found to be interfering with toilet and other hygiene facilities will be asked to leave school for an identified period of time and potentially asked to pay for the loss of any facilities.

Staff non-contact time

Staff should not work in close groups at any time including social time. The use of small meeting rooms to eat and meet colleagues should be avoided.

Staff safety

Staff should wear face shields where they want additional protection.

Surfaces should be cleaned by site management/cleaning staff on a daily basis under supervision and monitoring of site management staff.

Staff should be advised about the increased dangers linked to smoking – precipitating coughing and exhaling of smoke particles (as well as the direct link between smoking and severity of disease of course).

[Although students are not permitted to smoke and such activity is against school rules this also needs to be communicated via tutors]

Running the school on limited numbers

A separate document outlines the potential for separate days for different cohorts to come into school enabling the school site to have the capacity to run smaller groups and focus on quality first teaching. This would compensate for the less time spent in school whilst enabling progress to be made (please see separate document).

Break and lunchtime

Should the school be running at full capacity there would be a need to modify the usual break and lunchtime provision. All breaktimes and lunchtimes will be staggered to avoid crowing of students within the canteen area.

Suggested format;-

> ***Break time;***
>
> *10.15-10.35; Year 7 and 8*
>
> *10.40-11.00 ; Year 9*
>
> *11.05-11.25 ; Year 10 (and 11 if new academic year)*

Years 7 and 8 have break then return to lesson. Staff teaching students in these year groups at that time supervise students at an appropriate distance. Senior staff to support with megaphone to direct students back to lesson. The break for these students occurs during the teaching of period 3. Staff supervising are asked to rotate to enable staff to access a drink.

Year 9 have their break and then go to the Main Hall to wait for the start of period 4. Identified staff members will supervise in the Main Hall. They should again be supervised whilst on break by staff who would be teaching them.

Year 10 (and possibly Y11) will have their break around normal breaktime. Duty staff will supervise.

The rota can be changed each half term/term so that different lessons and staff are deployed in different duties.

Lunchtime

Lunchtime will need to be staggered in a similar manner to breaktime to avoid crowding in the canteen.

Year 7 and 8 will have their lunch at 12.30 and should be supervised by teaching staff from period 5. By 1pm at the latest they should have left the canteen. They should then leave the canteen area and be outside (weather permitting – if not they should be directed to the main hall. Here staff should supervise until identified staff take over this duty).

Year 9 take lunch at 1.05pm and are supervised by lunch duty staff. They should leave the canteen area at 1.30pm at the latest. They should then enjoy lunchtime outside (weather permitting – if not they should be directed to the Sports Hall and duty staff will be diverted there)

Year 10 and potentially new Y11 will take lunch at 1.30pm and have left the canteen area by 1.55pm to go to afternoon lessons. Prior to accessing the canteen they should be outside (weather permitting – or in the Sports Hall)

The rota can be changed each half term/term so that different lessons and staff are deployed in different duties.

Buses and leaving school

Staff on duty will work on the same way that were in place prior to lockdown. However, students coming into school will only be allowed off buses, in a controlled manner, one at a time so that groups of students do not form. Reduced numbers of children in school initially will help to reduce gatherings as students leave school.

Staff need to report any concerns re distancing of students towards themselves immediately to senior staff.

Students will be expected to wear facemasks on buses.

Visitors to the school and meetings

All necessary meetings with external visitors should by default happen virtually. This includes Ofsted. Ofsted normal practice should be suspended in our view and as a school we would resist rigorously any visit we are alerted to. If such an inspection takes place the inspectorate would have to observe social distancing, wear a facemask and follow strict protocol. It is difficult to see how our normal practice could be scrutinised under such circumstances.

Departmental, Progress Team and HoD meetings and related meetings should still occur within large classrooms where staff can sit appropriately.

Staff should not congregate in the staffroom for briefings. Staff briefings will occur via the Teams newsletter and by virtual means for an extended period following lockdown release. Ant staff meetings that need to take place will occur in the Sports Hall.

Parents will be discouraged from attending school in person. No ad hoc parental visits will be allowed. Contact via telephone or e-mail will be the default methods. Meetings that need to take place will be in larger venues within school with staff protected.

No parents' evenings will take place until deemed appropriate. All communication with parents will be via assessment reports and/or telephone conversations. These may be orchestrated via letters and appointment times for telephone calls being created.

Assemblies

All assemblies should take place in the larger venue of the Sports Hall.Alternatively such events could occur virtually through teams and screened to relevant groups.

Performance Development and Quality Assurance processes

Performance Development actions will be paused for the period of school and societal lockdown. However any decisions regarding performance development – e.g. linked to pay progression – will only take into account work that was undertaken and pro rata progress towards successful completion of performance objectives when school were open.

Staffing

Availability of staffing for each day at school in addition to commencement of school is necessary. Staff may be unavailable for a number of reasons. The list is not given in any order of priority.

- *Illness due to COVID19*
- *Symptoms of COVID19 (themselves or members of household) or awaiting test/test results for COVID19*
- *Illness other than COVID19*
- *Medical appointment that cannot be amended to time when not working*
- *Childcare concerns*
- *Concerns linked to own health, underlying health issues and age/gender*
- *Concerns linked to health of those in own household as above*

There may also be other reasons not listed which the member of staff communicates.

There will need to be a gathering of information to assess what impact each/all of the above will have on available staff each day and at the start of return to school.

The worries of staff linked to returning to school need to be addressed and an understanding of staff as to the school's

- *Preparations to minimise risk to staff linked to processes of teaching, numbers of students etc*
- *Preparations for staff safety linked to PPE and other safety measures*
- *Information and guidance that will be sent to students and parents to explain in detail and clarity the expectations of the school and the non-negotiables*

Wellbeing of staff in the process is of paramount importance.

Staff should refer to the 'Minimising risk from COVID19' document prepared for staff, students and parents.

Students health concerns

A file identifying the major health issues of students has been prepared to ensure that we are fully aware of those students who have an increased risk form COVID19.