



## CV19 Risk Assessment and operational plan for Nishkam Primary School Birmingham

This risk assessment has been based on the DfE guidance and checklist for full opening of schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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Reviewed by	Date of review	Date of next review	Comments
GK	14/7/20	3/9/20	Reviewed
R-Patel	5.9.20	8.10.20	Reviewed
GK	11/9/20	25/9/20	Reviewed
R-Patel	19.10.20	6.11.20	Reviewed
GK	6/11/20	27/11/20	Reviewed
GK	2/12/20	8/1/21	Reviewed
R-Patel	7.12.20	15.1.21	Reviewed
R-Patel	5.1.21	15.1.21	Reviewed
GK	8/1/21		

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Risk	Who might be harmed?	Controls	Controls in place	Likelihood 1-3	Impact 1-3	Residual Risk	Owner	Start Date	Review Date	RAG
<b>Section 1: Public health advice to minimise coronavirus (COVID-19) risks</b>										
1.1 Member of staff or pupil becomes unwell at school	Pupils, staff and parents	1.1.1 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms	Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not encounter others and are supervised always, and government guidance is followed. NST COVID-19 Protocols and Procedures and School COVID-19 guidance detail all the relevant processes and procedures. Contact details for staff and pupils will be kept up to date. <b>Updates on actions</b> <del>5.14/7/20 – Room for isolation has been identified and procedures for managing unwell pupils or staff will be shared with staff on 16/7/20 via Teams call and electronically on 15/7/20</del> <del>11/9/20 – Procedures for children and staff unwell have been shared with all staff and flow charts displayed in key areas.</del> <del>2/12/20 – staff and parents are being reminded of the guidance to ensure children with symptoms are removed immediately from classroom.</del> 5.1.21 – key areas from the guidance identified and discussed at each staff briefing reminding staff of key procedures in place.	1	2	2	GK/DW	14.7.20	15.1.21	
		1.1.2 Separate room for child/colleague who becomes unwell at school	The Principal's office is to be used for sick pupils to be kept in until parents come to collect them, ideally with a door you can close; a window you can open for ventilation and a separate bathroom they can use; ensure PPE equipment is available for member of staff if they cannot maintain 2m distance from the child; Ensure cleaning regime straight after use.	1	2	2	GK/DW	14.7.20	15.1.21	

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			<p><b>Updates on actions</b>  <del>14/7/20 – Procedures for managing unwell pupils to be shared on 16/7/20 via Teams call and electronically on 15/7/20</del>  <del>11/9/20 – Lobby area by main reception doors is being used due to better ventilation and to allow for us to supervise child.</del>  <del>6/11/20 – sofa to be disinfected after each use by office staff/site manager.</del>  <del>2/12/20 – office staff ensuring that children wait on the sofa with doors open to ensure ventilation. Reminders issued to ensure sofa is disinfected straight after use.</del></p> <p>6.1.21 – medical rooms are monitored regularly to ensure that it is cleaned daily and sufficient PPE is available when required.</p>							
1.2 Limited information re handwashing/ hygiene	Pupils, staff and parents	1.2.1 Guidance re handwashing/ hygiene increasing the frequency of cleaning hands	<p>NST COVID-19 Protocols and Procedures and School COVID-19 guidance issued to all staff (including catering and IT contractors and cleaning contractors regarding the handwashing and hygiene. Guidance for parents and pupils to be shared re school routines - all to wash/sanitise hands regularly on arrival and when leaving the premises, including breaks, change rooms and before and after mealtimes; behaviour expectations (via behaviour guidance) are shared with parents, staff and pupils;</p>	1	2	2	GK/DW	14.7.20	15.1.21	
			<p><b>Updates on actions</b>  <del>14/7/20 – Stocks have been reordered via Trust procurement. Cleanliness and handwashing is being covered within the first week of children's return. Expectations on handwashing and hygiene will be shared with parents via communication on 13/7/20.</del>  <del>11/9/20 – handwashing expectations have been shared with all children and members of staff through the reopening guidance and posters displayed around school.</del>  <del>6.11.20 – children re reminded of handwashing guidance on return to school. All teachers to ensure hand sanister is used at each entrance and exit point.</del>  <del>2/12/20 – all staff reminded to ensure hand sanitising takes place on arrival and before exiting the school building.</del></p> <p>5.1.21 – guidance continues to be shared with staff and pupils that are on site.</p>							
			<p>Have appropriate signage/ posters on site referring to social distancing; including shared spaces such as staff room, kitchen, offices and classrooms;</p>	1	2	2	RK	14.7.20	15.1.21	
			<p><b>Updates on actions</b>  <del>14/7/20 – external and internal signage is in place from reopening on 15<sup>th</sup> June. SM to check if external markers need replacing (review on 27<sup>th</sup> August).</del>  <del>11/9/20 – internal markings have been placed in school where children from different bubbles are congregating. Posters have been placed around school as a reminder. Posters will be places in all communal spaces to identify max. number of people in any one space.</del>  <del>6.11.20 – posters have been updated to reflect any changes to max. Numbers per space.</del>  <del>2/12/20 – areas are regularly reviewed to ensure max numbers still allows for safe distancing. SLT viigilant and monitoring communal areas to ensure max numbers are not exceeded.</del></p> <p>5.1.21 – Signage and posters in situ around the school site and are monitored on a regular basis.</p>							
			<p>Pupils to watch videos and review guidance on handwashing and respiratory hygiene;</p>	1	2	2	GK/DW	14.7.20	15.1.21	
			<p><b>Updates on actions</b>  <del>14/7/20 – Stocks have been reordered via Trust procurement. Cleanliness and handwashing is being covered within the first week of children's return. Expectations on handwashing and hygiene will be shared with parents via communication on 13/7/20.</del>  <del>11/9/20 – children have been reminded of handwashing guidance on their return to school as well as correspondence sent to support transition back to school regarding procedures around hygiene.</del>  <del>6/11/20 – children have revisited guidance and videos of handwashing since returning to school</del>  <del>2/12/20 – all members of staff are reminding children of handwashing guidance throughout key points in the day e.g. lunch, breaks, when moving between classes.</del></p> <p>5.1.21 – continued reminders shared with all pupils and staff on site at regular intervals.</p>							

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1.3 Limited hand washing facilities	Pupils, staff and parents	1.3.1 Hand washing facilities 'stations' required in communal areas and classrooms	Hand sanitiser and moisturiser at key entry points of buildings and hand washing facilities throughout the school in communal areas including classrooms	1	2	2	RK	14.7.20	15.1.21
			<b>Updates on actions</b> <del>14/7/20—stocks have been reordered to ensure all children have access to hand sanitizer and moisturiser or a sink with soap.</del> <del>11/9/20—hand sanitiser and moisturiser has been made accessible throughout the school</del> <del>6.11.20—stock take on these items on a weekly basis as well as staff responsibility to ensure site manager is notified when running low on stock.</del> <del>2/12/20—sanitising stations at all key entry points.</del>  5.1.21 – all hand sanitisers and moisturisers in situ around the school site						
			<del>Continue to monitor daily hand sanitisers, soap and stock; process to be documented;</del>	1	2	2	RK	14.7.20	15.1.21
1.4 Risk of contamination by poor respiratory hygiene	Pupils and staff	1.4.1 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	School COVID-19 guidance and addendum to behaviour policy outlines best practice regarding respiratory hygiene, Health and Safety Policy has also been updated to reflect the importance of maintaining good respiratory hygiene.	1	2	2	GK/DW	14.7.20	15.1.21
			<b>Updates on actions</b> <del>14.7.20—Cleanliness and handwashing is being covered within the first week of children's return. Expectations on handwashing and hygiene will be shared with parents via communication on 13/7/20.</del>  5.1.21 – continued reminders and any changes to guidance shared with all pupils and staff on site at regular intervals. <del>[RP to review any changes to policies and guidance and update accordingly]</del>						
			Every classroom and shared communal space to have supplies of facial tissues; and lidded bins	1	2	2	RK	14.7.20	15.1.21
1.5 Limited cleaning on site, high touch surfaces not identified		1.5.1. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Increased and in-depth cleaning programme across the school daily supervised by the Site Manager; plan and monitor	1	2	2	RK	14.7.20	15.1.21
			<b>Updates on actions</b> <del>14.7.20—SM has liased with Genie on cleaning requirements for September to ensure common touch points are factored in to the cleaning programme. Teachers have been provided with anti bacterial spray and tissue to sanitise their own desks and resources.</del> <del>13/9/20—cleaning is regularly monitored by site supervisor to ensure programme and requirements are fulfilled.</del> <del>6/11/20—additional touch points have been identified on printers etc.</del> <del>2/12/20—SM to complete an audit on the deep cleaning procedure to ensure this is effective—date TBC 5.1.21. Cleaning schedule has been revised and prioritised to ensure that they reflect the areas used as part of the partial closure. Schedule is monitored by site manager.</del>						

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			Cleaners – minimise contact with staff and pupils. Changes to scheduled cleaning to ensure that classrooms and shared spaces are empty before cleaning is completed.	1	2	2	RK	14.7.20	15.1.21
			<b>Updates on actions</b> <del>14/7/20 – SM has updated cleaning programme to ensure classrooms are vacant before entering for cleaning.</del> <del>6.11.20 – cleaning schedule is in effect and ensures cleaners do not enter spaces unless empty.</del> <del>2/12/20 – in the event of a positive case, cleaners complete deep clean of the room where individual worked.</del>  5.1.21 – This process continues to minimise the contact with cleaners, staff and pupils. Appropriate PPE supplied and worn by cleaners.						
			Increased toilet cleaning to throughout the day; signage sheet in progress to ensure hourly checks have been completed	1	2	2	RK	14.7.20	15.1.21
			<b>Updates on actions</b> <del>14/7/20 – Genie Cleaning have been informed to continue with additional cleaning throughout the day of toilets and commonly used touch points in communal areas. SM to check signage sheets daily to ensure checks are being completed hourly.</del> <del>6.11.20 – toilet cleaning is in effect and monitored weekly by SM</del> <del>2/12/20 – additional toilet cleaning is still in effect. Review once new cleaning contract takes effect</del>  5.1.21 – Daily records continue to be monitored by the site manager.						
		1.5.2 Cleaning of high touch surfaces	High touch surfaces identified and included in cleaning schedule to increase frequency of cleaning of surface areas. Cleaning schedule has been revised to include deep cleaning of classrooms and communal areas.	1	2	2	RK	14.7.20	15.1.21
			<b>Updates on actions</b> <del>14/7/20 – Genie Cleaning have been informed by SM of common touch points throughout the school.</del> <del>13/9/20 – deep clean of classrooms including carpet washing has taken place at the end of august ready for full reopening.</del> <del>6/11/20 – additional touch points identified – buttons on photocopiers and water machine.</del> <del>2/12/20 – deep clean is carried out in the event of positive case by Genie Cleaning.</del>  5.1.21 – High touch areas have been reviewed and cleaning schedule reflects any agreed changes.						
1.6 Social distancing measures not in place	Pupils, staff and parents	1.6.1 'Groups' of pupils are a safe and manageable size.	'Groups' are formed based on class (in primary and KS3) and year groups for KS4 and KS5. They are formed on the basis that their interaction with other groups can be minimised and still be taught a broad and balanced curriculum. The risk that younger pupils will not always be able social distancing, which is acceptable within their group. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.	1	2	2	GK/DW	14.7.20	15.1.21
			<b>Updates on actions</b> <del>14/7/20 – Bubbles have been identified in school guidance and will be shared with staff on 16/7/20. Lunches will be eaten in classrooms and playgrounds have been managed to ensure the space is used by one bubble at a time.</del> <del>13/9/20 – bubbles have been created and are in effect. Staff, parents and children are aware of bubbles.</del> <del>6/11/20 – children in groups with classes with the exception of Reception (year group bubble). Children reminded of social distancing in communal spaces.</del> <del>2/12/20 – bubble sizes have not been altered. For wraparound care, a small proportion of pupils are interacting as part of a year group bubble in younger year groups.</del> <del>5.1.21 Bubbles have been created based on critical worker and vulnerable children attending during lockdown period. These bubbles do not exceed 20 at present – review of numbers will take place during w/b 11<sup>th</sup> January to ensure group sizes are safe and manageable. [please advise how 'groups' are now managed.]</del>						
		1.6.2 Minimise contact between individuals and maintain social distancing in consistent groups wherever	Only one class in a corridor at a time, accompanied by a staff member always and following tape markings to keep distance; Staggered timetables in place to minimise the contact of pupils in the corridors; Individual plan of routines of when pupils use the toilets; School COVID-19 Guidance shared with staff to advise of process and procedures. School COVID-19 guidance has been shared	1	2	2	GK/DW/CP	14.7.20	<del>15.1.21</del> 22.7.20 <del>25.9.20</del>  6.11.20

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	<p><b>1.6.5 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – inside the classroom</b></p>	<p>Staff to redesign rooms, remove excess furniture and ensure that tables are facing forwards, Teacher interaction to be limited and to maintain up to 2m distance where possible. School COVID-19 Guidance details specific actions and controls.</p> <p><b>Updates on actions</b>  <del>14/7/20 – tables will be set to front facing following the deep clean of the school (24<sup>th</sup>–26<sup>th</sup> August)</del>  <del>13/9/20 – all tables have been set up as front facing and spread out where possible.</del>  <del>6/11/20 – staff have been made aware of marking guidelines when working with children through the school guidance.</del>  <del>2/12/20 – teacher ‘zones’ have been created as a visual reminder for children in KS2 to maintain a safe social distance from their teacher.</del></p> <p>5.1.21- classroom furniture continues to be positioned so that pupils and staff can maintain social distancing where appropriate</p>	1	2	2	CP	14.7.20	15.1.21	
		<p>Equipment will not be shared where possible. Any shared equipment such as keyboards must be cleaned with surface spray/ alcohol wipes after use. Pupils to keep own books on desk in trays to minimise moving around the classroom in addition to own learning pack; Resources can be shared within the class ‘groups’ however unnecessary sharing will be avoided. Shared sports and science equipment to be cleaned thoroughly in between uses.</p> <p><b>Updates on actions</b>  <del>14.7.20 – teachers have already been provided with surface disinfectant to clean any equipment used. Cleaning procedures will be outlined in the school guidance document and shared with staff on 16/7/20.</del>  <del>13/9/20 – all children have been issued with their own resource packs to ensure equipment is not shared. Equipment used is cleaned after use or quarantined before using again.</del>  <del>2/12/20 – children are continuing to use their own resources in lessons. If shared resources are used, this is limited to class only use.</del></p> <p>5.1.21 – all areas with shared equipment and sufficient cleaning resources.</p>	1	2	2	RK	14.7.20	15.1.21	
	<p><b>1.6.6 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – break and lunchtimes</b></p>	<p>Break times will be staggered by ‘groups’ to maintain social distancing where possible. Lunches will be served in the classroom where possible or staggered lunches will be held in the dining room. All tables will be cleaned and pupils to wash their hands before and after eating.</p> <p><b>Updates on actions</b>  <del>14/7/20 – Lunch plans will be shared with staff via guidance on 16/7/20</del>  <del>13/9/20 – regular meetings with lunch staff are taking place to ensure they are up to date with any changes and to allow for plans to be reviewed. Lunch time staff are to maintain a 2m distance as they do not form a part of the class ‘bubble’</del>  <del>2/12/20 – new lead supervisor is monitoring this regularly to ensure groups in the hall do not over lap and to ensure tables are cleaned thoroughly. 5.1.21 – All meals are eaten in classrooms and breaks and lunchtimes continue to be staggered in order to support social distancing [Please update to reflect current practice].</del></p>	1	2	2	GK/DW/CP	14.7.20	15.1.21	
	<p><b>1.6.7 Minimise contact between individuals and maintain social distancing in consistent groups wherever possible – outdoor shared spaces/ playground</b></p>	<p>Playgrounds will be sectioned in zones so that ‘groups’ are aware of the restrictions to ensure that they and maintain social distancing. <del>Outdoor equipment must be cleaned before and after use.</del>  NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.</p> <p><b>Updates on actions</b>  <del>14/7/20 – Playground arrangements will be shared with staff via guidance on 16/7/20 to ensure children stay within ‘bubbles’ for play times.</del>  <del>13/9/20 – playgrounds do not require to be sectioned as timetables allow for children to be out at different times so they are not sharing the same playground space.</del></p> <p>5.1.21 – <del>staggered start and finish times set</del> <del>Separate Separate</del> <u>entry and exit points</u> for pupils attending school during lockdown <u>to minimise interaction with other bubbles.</u></p>	1	2	2	GK/DW/CP	14.7.20	15.1.21	
	<p><b>1.6.8 Minimise contact between individuals and maintain social distancing in</b></p>	<p>Interaction will be limited between groups as much as possible and the shared use of classrooms will be limited. Virtual assemblies will be held live streamed to classrooms where possible. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.</p>	1	2	2	GK/DW/CP	14.7.20	15.1.21	

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		consistent groups wherever possible – <b>shared spaces</b>	<p><b>Updates on actions</b>  <del>14/7/20 – Playground arrangements will be shared with staff via guidance on 16/7/20 to ensure children stay within ‘bubbles’ for play times.</del>  <del>13/9/20 – assemblies will be held in classes, led by class teachers. PE hall and computing suite will be booked out prior to use to ensure spaces are not shared at any time.</del> 5.1.21 – <del>[please update with what will be in place for this period]</del> Bubbles use different playgrounds at different times to minimise contact. Assemblies will continue virtually from w/b 11<sup>th</sup> January.</p>							
		1.6.9 Social distancing – <b>outside of building</b>	<p>External one-way system including social distancing measures around site where required; School COVID-19 guidance includes details regarding procedures; parents have also received guidance advising them of the process.</p> <p><b>Updates on actions</b>  <del>14/7/20 – Drop off and collection arrangements will be shared with staff via guidance on 16/7/20 to ensure children stay within ‘bubbles’ for play times. These will be shared with parents on 16/7/20 via school communication.</del>  <del>13/9/20 – parents have been using the one-way system to enter the school premises. Security is supporting the school with this to ensure a one-way system is maintained. SLT to maintain presence outside to encourage this. Regular reminders regarding social distancing to be given to parents.</del>  <del>6/11/20 – parents are adhering to the one-way systems. SLT patrol regularly to ensure parents are not</del>  <del>2/12/20 –</del> For collection at the end of the day, as there are fewer parents, they are using the pedestrian gate. The one way system at this time of day is not well lit and feels unsafe to parents and children. This is the only exception to the 2-way system. Nishkam security support the school to manage this safely.</p> <p>In and out gates for drop off or pick up using vehicle gate and pedestrian gate at front and rear of school;</p> <p><b>Updates on actions</b>  <del>14/7/20 – Drop off and collection arrangements will be shared with staff via guidance on 16/7/20 to ensure children stay within ‘bubbles’ for play times. These will be shared with parents on 16/7/20 via school communication.</del>  <del>13/9/20 – parents are arriving to school at set times to drop off and collect their children. They are using the correct entrance and exit points.</del>  <del>6/11/20 – security are working closely with the school to ensure parents are using the gates at the correct times.</del></p> <p>5.1.21- one way system continues to be followed on school site. Any adjustments due to the low numbers of pupils attending will be communicated to all parents, staff and pupils</p>	1	2	2	GK/DW/CP	14.7.20	15.1.21 <del>27.9.20</del> <del>18.9.20</del> <del>6.11.20</del> <del>2/12/20</del>	
		1.7 PPE Equipment not available or work correctly	<p>1.7.1 Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>NST COVID-19 Protocols and Procedures includes reference to the DfE guidance stating that PPE should be avoided in educational settings; with the following exceptions; Pupils whose care routinely already involves the use of PPE due to their intimate care needs; Pupil becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home; a face mask should be worn by the adult if a distance of two metres cannot be maintained. Stock of PPE will be monitored closely by SM and replenished as and when required.</p> <p><b>Updates on actions</b>  <del>14/7/20 – PPE is available to all staff who provide first aid/intimate care. Staff will be made aware in guidance of procedure for PPE usage.</del>  <del>13/9/20 – Additional PPE has been ordered due to low stock.</del>  <del>2/12/20 – SLT to remind all staff during briefing on 10/12/ that PPE should be worn for any first aid with children.</del></p> <p>5.1.21. – appropriate use of PPE and guidance has been shared with staff</p>	1	2	2	GK/DW	14.7.20	15.1.21	
	Staff, pupils and parents	1.8.1 Engage with the Trace and Test process	<p><u>Public Health England health protection team</u> NST COVID-19 Protocols and Procedures includes information of how schools must engage with the PHE protection team. Colleagues to sign and confirm that they are willing to follow the test and trace process set out by PHE.</p>	1	2	2	GK/DW	14.7.20	15.1.21	

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			<p><b>Updates on actions</b>  <del>14/7/20</del> GK to request the form for colleagues to sign from RP  <del>17.7.20</del> Form/questionnaire has been completed, this will be shared with staff at the beginning of the autumn term  5.1.21 – This was communicated with staff as part of a briefing.</p>							
1.9 Increase in the number of COVID-19 cases locally resulting in local lockdown	Staff, pupils and parents	1.9.1 Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<p>NST COVID-19 Protocols and Procedures has been updated to reflect the processes to be followed with the advice and guidance of the PHE Health Protection Team. In some cases, the Health Protection Team could recommend that larger number of pupils (class group or year group) self-isolate at home as a precautionary measure. Template letters and resources are available to the school to ensure that appropriate and relevant information is shared within the community. This has formed part of the Trust communication strategy.</p> <p><b>Updates on actions</b>  <del>14/7/20</del> GK to request template letters from RP  <del>2/12/20</del> letters received from PHE are used as a template for parent community and close contacts.  5.1.21 – Partial school closure as of the 5 Jan 21 as a result of a National Lockdown due to a rise in a number of cases. Pupils have switched to remote learning.</p>	1	2	2	GK/DW	14.7.20	15.1.21	
1.10 Advice from the PHE Health Protection Team not followed or inaccurate	Staff, pupils and parents	1.10.1 Contain any outbreak by following local health protection team advice	<p>NST COVID-19 Protocols and Procedures has been updated to reflect the processes and procedures now in place to engage with the PHS Health Protection Team and ensure that each case is managed appropriately to mitigate the risk of a potential outbreak.</p> <p><b>Updates on action</b>  <del>14/7/20</del> Step by step guidance for confirmed case has been put together. This will be shared with staff on <del>16/7/20</del>.  <del>2/12/20</del> DfE helpline are contacted immediately for advice on next steps for positive cases.  5.1.21 – PHE to be contact if any positive cases amongst staff or pupils that are onsite</p>	1	2	2	GK/DW	14.7.20	15.1.21	
<b>Section 2 – School Operations</b>										
2.1 Increased risk of transmitting virus using public transport	Staff, pupils and parents	2.1.1 School bus service	<p>NST COVID-19 Protocols and Procedures has been updated to reflect the processes related to travel to school. School to liaise with bus companies to share risk assessments and confirm that strategies are in place to minimise the risk of spreading the virus. Recommend that social distancing is maintained where possible and hand sanitiser is made available to all pupils when boarding and leaving the bus and additional cleaning of vehicles. Pupils aged over 11 should wear face coverings.</p> <p><b>Updates on actions</b>  <del>14/7/20</del> 5.1.21 - no plans are in place to use the school bus service.  <del>5.1.21</del> School bus service has been suspended due to National lockdown [please delete if you do not have a school bus service]</p>	1	2	2	GK/DW	14.7.20	15.1.21 <del>25.9.20</del>	
		2.1.2 Public transport	<p>NST COVID-19 Protocols and Procedures has been updated to include wider information regarding the use of public transport. Schools will have staggered starts and encourage staff, pupils and parents to walk or cycle to school where possible. The staggered starts this will not impact the overall teaching time</p> <p><b>Updates on actions</b>  <del>14/7/20</del> plans have been formulated and will be shared with staff via the School COVID-19 Guidance on <del>16/7/20</del>  <del>13/9/20</del> plans are in effect are not impacting on the attendance and/or punctuality of pupils  5.1.21 – staff, parents and pupils are signposted to national guidelines re the use of public transport</p>	1	2	2	GK/DW	14.7.20	15.1.21	

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		2.1.3 Process in place to safely remove and disposed of face coverings	Staff and pupils that arrive at school with a face covering are directed to remove before entering the school building and instructed not to touch the front of their face coverings during use or when removing them. Designated area to remove face coverings are clearly signposted, the lidded bin will be emptied daily. Reusable face coverings will be placed in a sealable bag, hand must then be washed. NST COVID-19 Protocols and Procedures and School COVID-19 Guidance has been updated with the guidance. <a href="https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html">https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html</a> NST COVID-19 Protocols and Procedures and School COVID-19 Guidance details the specific actions and controls.	1	2	2	GK/DW/CP	14.7.20	15.1.21	
			<p><b>Updates on actions</b></p> <p><del>14/7/20—Staff have read and agreed to adhere to the NST COVID-19 Protocols and Procedures and School COVID-19 Guidance, which can be evidenced by an electronic questionnaire. This document will be reviewed in 3 weeks</del></p> <p><del>13/9/20—staff and parents will be reminded of guidelines for removing face masks. Send to parents on 15/9/20</del></p> <p><del>6/11/20—guidance has been shared with parents via newsletter regarding disposing of masks and use of reusable asks. Teachers have reminded children of guidance since returning to school.</del></p> <p><del>2/12/20—reminder to children to be provided on their return to school after the half term break.</del></p> <p><u>5.1.21- staff, and visitors are reminded to wear face coverings when in communal areas.</u></p>							
2.2 Low pupil attendance and engagement from families	Staff, pupils and parents	2.2.1 Support for pupils who are shielding or self-isolating	Identify the pupils who may not be able to attend based on clinical or public health advice the school will offer immediate access to remote education; schools will need to monitor their engagement.				GK/DW	14.7.20	15.1.21	
			<p><b>Updates on actions</b></p> <p><del>14/7/20—communication to parents will be sent on 17/7/20. Where children do not attend, contact will be made and remote education will be provided via National Oak Academy.</del></p> <p><del>13/9/20—phone calls have been made to all families shielding to provide support with home learning. Work is being set via Class Dojo and regular contact is being made by school.</del></p> <p><del>6/11/20—families shielding due to medical needs are receiving regular contact from the school pastoral lead. All other children have returned to school.</del></p> <p><del>2/12/20—regular contact is maintained with these families to provide support with remote learning. SLT monitoring remote learning for these pupils.</del></p> <p>5.1.21 – Due to the National lockdown all pupils will be learning remotely from home</p>							
		2.2.2 Strategy in place to ensure that attendance is a focus for the school	Attendance strategy in place to support all families and pupils who may be anxious to attend school. Pupils are identified, and regular processes are in place to monitor these. Parents are made aware that it is their duty to ensure that their child attends school regularly when they are of compulsory school age; the school will continue to record attendance and follow up any absences and issue sanctions where appropriate.	1	2	2	BS	14.7.20	15.1.21	
			<p><b>Updates on actions</b></p> <p><del>14/7/20—BS has attended training on attendance in September with BCC. Support will be offered to families of children who are reluctant to attend.</del></p> <p><del>13/9/20—attendance is being tracked regularly. SLT receive a daily report of attendance. At present attendance is affected by those unwell as well as those isolating/testing due to COVID. Appropriate challenge for parents who are not bringing their children into school where reasons are not exceptional or linked to COVID.</del></p> <p><del>6/11/20—families shielding due to medical needs are receiving regular contact from the school pastoral lead. All other children have returned to school.</del></p> <p>5.1.21 – attendance for vulnerable pupils and children of key workers is monitored.</p>							
2.3 Low staff attendance	Staff	2.3.1 Support and guidance in place to reassure staff of measures in place for their wellbeing.	School leader to address any individual concerns of staff and ensure that their wellbeing is a continued focus. Bespoke support to be made available to be provided, remind them of any internal support plan/system that is in place. Including specific support centred around managing bereavement	1	2	2	CP	14.7.20	15.1.21	
			<p><b>Updates on actions</b></p> <p><del>14/7/20—contact is being made with those shielding and due to return to work to reassure and support.</del></p> <p><del>13/9/20—all staff have returned to work with the exception of one member of staff (non-COVID related)</del></p> <p><del>6/11/20—all staff have returned to work.</del></p>							

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			<p><del>2/12/20 – no specific wellbeing concerns. Where possible SLT are allocating time to support high workload tasks.</del></p> <p>5.1.21 – SLT continue to hold staff briefings sign posting colleagues to the employee assistance programme at regular intervals.</p>								
		2.3.2 Staff who are clinically vulnerable or extremely clinically vulnerable	<p>Staff guidance in place and circulated to identify any concerns specific to high risk staff.</p> <p><b>Updates on actions</b>  <del>14/7/20 – ‘Staff at Higher Risk’ document has been shared with all staff to allow them to identify any risks to staff.</del>  <del>13/9/20 – all staff have returned to work with the exception of one member of staff (non COVID-related)</del>  <del>6/11/20 – all staff have returned to work. No staff currently meeting the criteria to not be at school.</del>  <del>2/12/20 – no staff currently meeting this criteria.</del></p> <p>5.1.21 – all staff with any concerns related to being Clinically Vulnerable (CV) or Clinically Extremely Vulnerable (CEV) are discussed with their line manager in the first instance.</p>	1	2	2	GK/DW	14.7.20	15.1.21		
2.4 Health and Safety duties are not met, and school is not COVID Secure	Pupils, staff and parents	2.4.1 All statutory health and safety measures are met, reviewed and updated regularly	<p>Health and Safety Policy has been reviewed and updated in Summer 1 2020. This is due to be reviewed annually. External Health and Safety risk assessments (NSWL (needs to be booked asap) NHSB, NPSW (annual review to be scheduled for autumn 1). Termly Link Governor visits to be scheduled with effect from autumn term – these will review the completion and maintenance of all risk assessments, training requirements and statutory reporting. (All reports available upon request).</p> <p><b>Updates on actions</b>  14/7/20 - actions from H and S audit are being addressed currently.  13/9/20 – H and S audit planned for 17/9/20. Actions to follow.  6/11/20 - actions have been shared following visit and currently being actioned.  2/12/20 - follow up visit on 8<sup>th</sup> October - actions to be reviewed by SLT by 11<sup>th</sup> Dec.</p> <p>5.1.21 – link governor meetings have been held termly, annual H&amp;S risk assessment has been completed by a third party. Actions are monitored by SLT.</p>	1	2	2	GK/DW	14.7.20	15.1.21		
		2.4.2 Educational visits check, and risk assessments are completed following statutory guidelines and Trust policies	<p>Education visits policy reviewed; ensure that all risk assessments are completed in advance of the educational visit. Follow all government guidance when planning any visits. Templates of risk assessment to be reviewed as part of the health and safety risk assessment.</p> <p><b>Updates on actions</b>  <del>14/7/2020 – Risk assessment template to be sought from H and S (Elite) by GK.</del>  <del>13/9.20 – Example risk assessment has been received for review.</del>  <del>6/11/20 – risk assessment templates have been provided by Elite for school to adapt. Two members have</del></p> <p>5.1.21 – All school trips have been <del>cancelled</del> postponed as per government guidelines</p>	1	2	2	CP	14.7.20	15.1.21		
		2.4.3 Improve ventilation in classrooms and shared areas	<p>All rooms and shared areas to be assessed to consider how ventilation can be improved; windows to be left open, doors ajar where possible; limit use of air conditioning and to ensure that fresh air is circulated throughout the building where possible.</p> <p><b>Updates on actions</b>  <del>14/7/2020 – teacher checklist has been shared with all staff, prompting them to open all windows and doors at the beginning of each day;</del>  <del>13/9/20 – classroom doors and windows are kept ajar where possible. Staff reminded during CPD session on 8/9/20</del>  <del>2/12/20 – internal doors to be kept open where possible to improve ventilation for internal classrooms with no external window.</del></p> <p>5.1.21 – guidance continues to be shared with staff to ensure that windows remain open and rooms are ventilated where possible.</p>	1	2	2	RK	14.7.20	15.1.21		

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		2.4.4 COVID-19 specific health and safety risk assessment completed	That a COVID-19 specific risk assessment is scheduled and completed in advance of September 2020.	1	2	2	DW/GK	14.7.20	15.1.21	
			<b>Updates on actions</b> <del>17.7.20 – A COVID-19 risk assessment was completed in May 2020 and actions have been completed</del> <del>13/9/20 – COVID-19 H and S audit is scheduled to take place on 16/9/20</del> 5.1.21 – <del>please confirm if all actions from the elite risk assessment have been completed</del> all school level actions from audit are complete following inspection visit on 8/10/20.							
		2.4.5 Premises related actions following the completion of the risk assessment are completed as a priority	All pre-term premises checking tests are completed in a timely manner. Outcome of this risk assessment and external health and safety risk assessments are reviewed to ensure that any adaptations required to the building to accommodate the full complement of staff and pupils is reviewed and completed as a priority.	1	2	2	RK	14.7.20	15.1.21	
			<b>Updates on actions</b> <del>14/7/20 – Recent H and S audit identified actions which are currently being addressed.</del> <del>13/9/20 – premises report to be submitted by 15/9/20</del> 5.1.21 - all actions have been updated.							
2.5 Pupil requirements are not met due to limited engagement with specialists supporting vulnerable pupils	Pupils	2.5.1 Specialist and external agencies continue to support the school and pupils	All support should continue as appropriate to meet the needs of the pupils. Although these colleagues can move between schools, it is important to consider how this support would be managed and maintaining consistency with the colleagues who visit schools	1	2	2	GK/DW	14.7.20	15.1.21	11.9.20
			<b>Updates on actions</b> <del>14/7/20 – all support is currently being delivered remotely. This will be reviewed in 3 weeks.</del> <del>13/9/20 – no planned visits from external support at present.</del> <del>6/11/20 – meetings with external agencies are held virtually. Meeting on 3<sup>rd</sup> with EP for a child took place on rooftop to allow for safe social distancing and ventilation.</del> <del>2/12/20 – all staff with webcams to facilitate meetings with external agencies.</del> 5.1.21 – <del>please advise what support is in place for pupils that require specialist support</del> Where required and possible, external agencies are holding virtual meetings with children whilst they are in school, accompanied by a member of staff.							18/9/20 6.11.20 2/12/20
2.6 Appropriate policies and procedures not reviewed to support the COVID-19 guidance in advance of reopening	Pupils, staff and parents	2.6.1 All appropriate policies to be reviewed and shared with staff at appropriate juncture.	The following policies have been reviewed; health and safety, pastoral, teaching and learning.	1	2	2	RP	14.7.20	15.1.21	
			<b>Updates on actions</b> <del>17.7.20 – All policies to be reviewed and will be in place before the beginning of the autumn term.</del> 5.1.21 – Policies are reviewed and shared with staff internally for discussion during staff briefings, allowing colleagues the opportunity to share feedback and comments.							
2.7 No communication strategy in place	Pupils, staff and parents	2.7.1 Communication strategy in place supported by Trust	Templates in the event of the following events are saved centrally and updated as appropriate; pupil or member of staff sent home because of showing symptoms of the virus; negative test result; positive test result; local lockdown; larger 'groups' of children sent home; changes to government guidance,	1	2	2	RP	14.7.20	15.1.21	
			<b>Updates on actions</b> <del>17.7.20 – All government guidance is reviewed by the Executive Team and SLT before being issued across the Trust as and when appropriate.</del> <del>13/9/20 – key changes and guidance has been shared with parents to ensure all parties are aware of the appropriate action to be taken.</del> 5.1.21 – communication strategies are monitored on a regular basis to ensure that a consistent approach is used when communicating with parents							
		2.7.2 Governors/ Trustees to receive regular updates at meetings	CEO to update Trust Board at regular intervals. School Leaders to continue with regular updates with the Chair of Governors.	1	2	2	GK/DW	14.7.20	15.1.21	

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			<p><b>Updates on actions</b>  <del>14/7/20</del> monthly updates with Chair of Governors is scheduled with School Leader and Principal  <del>2/12/20</del> next monthly update is scheduled for 7/12/20</p> <p>5.1.21 – regular updates in place with governors via chair</p>							
<b>Section 3: Curriculum, behaviour and pastoral support</b>										
3.1 Curriculum expectations not met	Staff and pupils	3.1.1 Curriculum to be planned to ensure that broad and balanced curriculum is offered to all pupils	<p>Develop and agree plans for September, which will include the recovery curriculum to support all pupils. Gap analysis is undertaken in Autumn 1 and specific provision is planned to close the identified gaps particularly in core subjects. Music and PE units have been selected to minimise the spread of the virus. For example, selecting dance will ensure equipment is not being used or shared, instrumental rather than singing units selected. School COVID-19 Guidance notes specific actions and controls curriculum delivery.</p> <p><b>Updates on actions</b>  <del>14.7.20</del>  <del>COVID recovery curriculum planned. To be shared with staff on 16.7.20</del>  <del>preschool/after school provision to be currently cancelled for Autumn 1</del>  <del>13/9/20</del> recovery curriculum has been planned and shared with all staff to ensure a 'full offer' can be achieved by the October half term. All staff received CPD from subject leaders alerting them to key changes in their subject areas e.g. music.  <del>2/12/20</del> subjects are being taught in blocks to ensure a broad and balanced curriculum can be offered on a half termly basis. PE unit this term is gymnastics to reduce the need for equipment.  5.1.21 [Please update re the curriculum being delivered, on site and remotely] During the lockdown period, all children in school and at home, are being taught daily English and Mathematics as well as a non-core subject daily. Faith will be provided as a weekly stimulus from the 1<sup>st</sup> January.</p>	1	2	2	CP	14.7.20	15.1.21	
		3.1.2 Plans for physical activity is detailed and updated.	<p>Physical activity is encouraged to include daily movement breaks. Due to limited outdoor space and staggered break times, PE will have to take part indoors.</p> <p><b>Updates on actions</b>  <del>14.7.20</del> To reduce the risk, PE has been reduced to one session a week and the selected PE unit of dance will ensure no use of resources and suitable social distancing.  <del>13/9/20</del> PE has been scheduled for all classes to take place inside – only one bubble at any one time.  5.1.21 – [please advise what is in place for both pupils on and off site] Pupils will be encouraged to stay active and healthy through online physical activities and challenges during the lockdown period; remote learning and critical worker provision in school.</p>	1	2	2	CP	14.7.20	15.1.21	
3.2 No wellbeing and support in place for pupils and families		3.2.1 Appropriate plans are in place to identify and support families	<p>A 6-week mental health and wellbeing programme has been designed by BS to ensure all children returning to school have a specific PSHE programme of support on their return. This programme covers the topics of cleanliness, safety, happiness, loss, bereavement and optimism.</p> <p><b>Updates on actions</b>  <del>14.7.20</del> Plan and resource folder shared with staff. Plan and resources to be added to by 31.8.2020  <del>13/9/20</del> plan is being used to teach the children. Resources are being regularly reviewed and updated in light of changes to guidance.  5.1.21 – [Please advise what actions are being taken by the school to address the wellbeing of pupils] Weekly wellbeing calls are being made to children and parents to ensure support can be identified regularly if required. Information is passed to pastoral lead where more support is required to ensure the family can be signposted appropriately.</p>	1	2	2	BS	14.7.20	<del>15.1.21</del> 13-9-20 25/9/20	
3.3 No support to manage behaviour expectations		3.3.1 Ensure that all policies and procedures have been reviewed and appropriate to the setting	<p>Behaviour policy and exclusions policy have been reviewed and updated. These will be circulated to ensure that a consistent approach has been adopted across the school. Plans agreed to ensure that specific support will be made available to those pupils struggling to reengage with school.</p> <p><b>Updates on actions</b>  <del>14.7.20</del> Behaviour expectations and amendments will be shared with staff 16.7.20.  <del>13/9/20</del> pupils are supported through PSHE and Our Right to be Safe and Happy, allowing children time to understand the expectations and support available to them.</p> <p>5.1.21 – behaviour guidance is reiterated to all pupils, staff and parents ensuring that all procedures are followed.</p>	1	2	2	DW/GK	14.7.20	15.1.21	

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3.4 No pastoral support in place		3.4.1 Ensure that pastoral support is available for both pupils in and out of school.	Safeguarding policy has been reviewed and updated based on changes to KCSIE 2020. Remote learning policy and online safety policy shares guidance specific to online safety  <del>5.1.21 [Please note what pastoral support is in place for our pupils] Safeguarding Policy addendum to be reviewed to provide specific support for pupils that are still onsite. DSL support has been timetabled to ensure that all staff and children have support when in school. Staff continue to notify BS (DSL) of any concerns relating to the safeguarding of any children. Any concerns continue to be logged and referred as appropriate.</del>	1	2	2	DW/GK	10.9.20	15.1.21	
<b>Section 4: Assessment and Accountability</b>										
4.1 Inspection criteria is not known and understood	Staff	4.1.1 Guidelines from OfSTED and DfE define assessment criteria	All government and OfSTED guidance related to inspections is updated and shared with all staff to mitigate any unnecessary anxiety re an 'inspection'  <b>Updates on actions</b> <del>14/7/20 Information regarding inspections to be shared with staff via Teams call on 16/7/20 to alleviate any anxieties.</del> <del>13/9/20 staff aware of any updates via weekly team briefings</del> <del>6/11/20 Interim inspections webinar attended by GK for updates. Slides shared with all heads of Trust schools.</del>  6.1.21 – Government announcement has confirmed that OfSTED inspections will continue with a specific focus on the remote learning provision offered to pupils	1	2	2	DW/GK	14.7.20	15.1.21	
4.2 No support in place for pupils and staff in preparation for summer assessments and exams	Staff, pupils	4.2.1 Clear expectations and guidelines from DfE	All guidance is shared with staff and pupils in a timely manner to ensure that any anxieties and unnecessary pressures that can be address.  <b>Updates on actions</b> <del>14/7/20 updates will be given by CP as soon as information is received.</del> <del>13/9/20 no updates received.</del> <del>6/11/20 assessment arrangements for phonics screening have been shared with all staff.</del> <del>2/12/20 phonics screening for Year 2 pupils will be undertaken the w/b 7<sup>th</sup> Dec.</del>  6.1.21 – Government announcement confirmed that there will not be any statutory KS1 or KS2 tests in summer 2020!	1	2	2	DW/GK	14.7.20	15.1.21	
<b>Section 5: Contingency planning for outbreaks</b>										
5.1 No government support or guidance in the event of a local lockdown	Staff, pupils, parents	5.1.1 Clear expectations and guidelines from the government	Ensure that procedures are in place within the Trust to support the school community through a local lockdown; including a communication strategy [Q – This may be a Trust wide process with some local adaptations to the process]  <b>Updates on actions</b> <del>14/7/20 procedures in place are in line with government guidance.</del> <del>13/9/20 weekly SLT meetings at Trust level to discuss school response and to ensure a consistent approach in line with government guidance.</del> <del>6/11/20 regular updates and support from Trust level, Weekly meetings to review processes in line with guidance to ensure all school are compliant and supported.</del>  5.1.21 – Government guidance continues to be reviewed and monitored with the support of the Trust and shared with staff, parents and pupils where required.	1	2	2	DW/GK	14.7.20	15.1.21	
5.2 No remote curriculum in place	Staff, pupils, parents	5.2.1 Plans for remote learning are in place and all curriculum expectations are met	Plans for immediate remote learning are in place to ensure that support is available in the cases of local lockdowns, self-isolation and periods of 'groups' of pupils unable to attend school. Identify all pupils that may have restrictions with access to laptops and have an alternative available for example, printed packs. All remote learning will meet guidance in place to ensure that daily lessons/ assignments are set; and a broad and balanced curriculum is offered.	1	2	2	DW/GK	14.7.20	15.1.21	

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			<p><b>Updates on actions</b></p> <p><del>14/7/20—Class Dojo will continue to be used as a means for providing online learning for those not attending school due to a confirmed case of COVID-19. All children have access to devices which will enable them to view work set online. If a teacher is unwell and unable to provide resources, children will be directed to the resources on National Oak.</del></p> <p><del>13/9/20—Home learning contingency plan is being formulated for teachers to ensure all children have access to learning if self-isolating.</del></p> <p><del>6/11/20—remote learning has been reviewed and updated in light of changes to guidance and DfE expectations of remote learning. Shared with all staff.</del></p> <p><del>2/12/20—plan for the monitoring of remote learning has been implemented to ensure SLT are aware of any issues with the work set</del></p> <p>5.1.21 – Class dojo has been utilised during periods where pupils are self-isolating in the autumn term. All pupils have now switched to remote learning. Parents and pupils are given the opportunity to share their feedback regarding the provision and the content is adapted as appropriate.</p> <p>Remote learning provision meets all DfE guidelines ensuring that all pupils receive up to 5 hours of high quality teaching and learning daily including direct feedback from the teacher. Lessons and content are quality assured on a regular basis.</p>								
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