

## Highfields Primary School

### Full Opening of Schools – September 2020

#### Guidance Used

- Government Guidance – ‘Guidance for Full Opening: Schools’ – published 2<sup>nd</sup> July 2020
- Government Guidance - ‘Actions for Early Years and Childcare Providers during the Coronavirus (COVID-19) Outbreak – updated July 2<sup>nd</sup> 2020
- Sandwell Local Authority ‘Principles for Full Opening’

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
<b>Start / End of School Day Arrangements</b>				
School Times	<ul style="list-style-type: none"> <li>• Stagger start and collection times</li> <li>• Transport recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Parent/child/children walk to school wherever possible and not use public transport</li> <li>• Late children/early collections through office</li> <li>• Start Times               <ul style="list-style-type: none"> <li>• 8.30-8.40am – Nursery and Y6</li> <li>• 8.40-8.50am –Y1 and Y3</li> <li>• 8.50-9am – Reception and Y5</li> <li>• 9-9.10am – Y2 and Y4</li> </ul> </li> <li>• Finish Times               <ul style="list-style-type: none"> <li>- 2.30-2.45pm – Y1 and Y3</li> <li>- 2.45-3pm – Y2 and Y4</li> <li>- 3-3.15pm – Reception and Y5</li> <li>- 3.15-3.30pm – Nursery and Y6</li> </ul> </li> <li>• AM Nursery finishes at 11.40am</li> <li>• PM Nursery starts at 12.30pm</li> </ul>	<ul style="list-style-type: none"> <li>• Staff – must be in the relevant classroom at 8.30</li> <li>• Children need to be ready to go home from 2.30</li> <li>• Parents – must attend at time allocated</li> </ul>	<ul style="list-style-type: none"> <li>• Check two metre lines down the KS2 playground to gates and one-way system</li> <li>• Check two metre lines on rear driveway</li> <li>• PM to remove KS2 floor arrows and rear driveway 2m markings</li> <li>• Classroom map</li> <li>• Signs for classroom windows (e.g. 4W)</li> </ul>
Drop off/collection parent protocols	<ul style="list-style-type: none"> <li>• Only one parent drops off/collect</li> </ul>	<ul style="list-style-type: none"> <li>• In the morning a one-way system will be in operation. Parents and children will enter the school site via the main gate on Beeches Road. Parents will follow the one-way system, dropping off children at the</li> </ul>	<ul style="list-style-type: none"> <li>• Staff – not to park on car park after 8.15am, not to park</li> </ul>	<ul style="list-style-type: none"> <li>• Markings for one-way system</li> </ul>

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
	<ul style="list-style-type: none"> <li>• No gathering of parents</li> <li>• Only enter building by appointment</li> <li>• Minimise adult to adult contact</li> </ul>	<p>appropriate door as they navigate their way around the school site. Children in Nursery, Reception and Y1 will be dropped off at the large blue KSI playground gate. Children in Y2 will be dropped at the small blue KSI gate by the Y2 conservatory. Children in KS2 will enter through the fire door of their classroom (including those with fire exits on rear car park). Parents will make their way up the KS2 playground and then round the Discovery Den, down the back drive. Parents will leave the school site via the rear car park entrance on Highfields Crescent. Can parents please not park along Highfields Crescent</p> <ul style="list-style-type: none"> <li>• No messages on gate/classroom door to reduce adult to adult contact, parent to text/email via SchoolComms</li> <li>• Members of SLT and support staff to man the playground at the start and end of the sessions to avoid unnecessary contact between staff/parents and children</li> <li>• Phone appointments will be needed to enter building</li> <li>• One person only entering school office at a time, parents/visitors waiting to enter will need to follow the two metre markings outside the front door</li> <li>• School should not be allowing any 'visitors' into school during the school day unless attending a pre-agreed appointment</li> <li>• Parents wishing to speak to their child's teacher or member of SLT, need to call the school office who will take details and arrange a call back from the most appropriate member of staff</li> <li>• In an afternoon, parents will enter school site via the rear car park entrance on Highfield Crescent and will make their way round the school site one-way system (in reverse from the morning routine) collecting children from KS2 classroom doors as they go. Parents of KSI and EY children will make their way to the designated zone on</li> </ul>	<p>against wall but to park facing the bushes, there can be no double parking</p> <ul style="list-style-type: none"> <li>• Cars cannot leave site until 3.40pm so if you have to leave earlier please use off-site parking classrooms</li> <li>• Every fire exit on rear driveway must be kept clear throughout the day</li> <li>• Parents – collection/drop off points, rules, messages on SchoolComms only, attend by appointment only</li> <li>• Staff will need to have children ready for home time from 2.30pm</li> <li>• Parents should enter the school site at their collection/drop off time only, parents should not be waiting on the school site. They should enter site and continue moving</li> </ul>	<ul style="list-style-type: none"> <li>• Signage</li> <li>• Map</li> <li>• Sibling lists</li> <li>• PM to place characters on Highfield Crescent</li> <li>• PM to tape long dividing line in EY/KSI playground for parents to stand behind</li> </ul>

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
		<p>the KSI playground and their child will be brought to them. Members of staff will need to be on the KSI playground to assist these parents from 2.30pm and will use walkie talkies to communicate with staff in the KSI and EY classrooms.</p> <ul style="list-style-type: none"> <li>Parents with siblings will drop off all their children at their <b>earliest</b> allocated time and can collect all of their children at the <b>earliest</b> allocated time.</li> </ul>	through the one-way system.	
<b>School Meals</b>				
Lunch Provision	<ul style="list-style-type: none"> <li>Provide for all children in school</li> </ul>	<ul style="list-style-type: none"> <li>For children in receipt of Universal Free School meals or (Reception-Year 2) or Free School meal children (Year 3 to Year 6) Sandwiches will be delivered and eaten in classroom</li> <li>Sandwiches in classrooms will continue until October half term, when this will be reviewed. Hot meals will not be provided - this will be reviewed at October half term</li> <li>Sandwiches will be provided by SIPS for all UIFSM and FSM children only. All other children will need to bring a packed lunch from home in a clearly labelled sandwich box</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Parents – must supply drinks</li> <li>SIPS</li> </ul>	<ul style="list-style-type: none"> <li>Contact SIPS – confirm arrangements</li> <li>Notify parents of new provision, payment and ordering process for when move to hot meals</li> </ul>
Snack/Break time	<ul style="list-style-type: none"> <li>Staggered break times</li> </ul>	<ul style="list-style-type: none"> <li>No updates on the fruit delivery service, parents will need to supply their own snack and drink for break time (the child needs to be able to open it themselves)</li> <li>Milk has been ordered for September for under 5's</li> <li>Each child will need to bring their own, named, water bottle</li> <li>Water fountains in school not to be used, use classrooms sinks to fill bottles necessary</li> <li>Gym equipment &amp; adventure playground can be used on a rota system like normal, however, must be cleaned in between each group</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Parents – supply self, needs to open</li> </ul>	<ul style="list-style-type: none"> <li>Confirm service start date for fruit</li> <li>Purchase back pack type sprayer to disinfect outdoor equipment</li> </ul>

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
Dinner Time	<ul style="list-style-type: none"> <li>Stagger lunch times</li> <li>Wash hands before/after eating</li> <li>Tables cleaned after children eat their lunch inside</li> <li>One way systems</li> <li>Don't mix groups</li> </ul>	<ul style="list-style-type: none"> <li>Children eat at their desk in their classroom wherever possible, half of year group will eat lunch while half have outside play then swap over</li> <li>Support staff monitor children eating in classrooms for 30 minutes and will take children to and from the playground at their allocated time</li> <li>Lunchtime supervisors, allocated a year group will be stationed outside to monitor outdoor play</li> <li>Children will use the classroom sink for thorough handwashing before and after they eat lunch</li> <li>Class teacher to clean classroom tables after eating before children return</li> <li>SLT to deliver lunches to classrooms (SG - EYFS, SE - KSI and ML - KS2)</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Lunch staff</li> </ul>	<ul style="list-style-type: none"> <li>Lunch supervisor rota (including coning area)</li> <li>Cones to be made available for sectioning playground and rota for setting</li> <li>All bells to be switched off</li> </ul>
<b>Children</b>				
Group Sizes from September	<ul style="list-style-type: none"> <li>Not expected to remain 2metres apart, but do so if possible</li> <li>Adults should distance where possible</li> <li>Passing in corridors is low risk</li> <li>EYFS ratios remain</li> <li>Don't mix groups</li> </ul>	<ul style="list-style-type: none"> <li>Reception to Year 6 – Bubbles of 30 maximum (normal class size)</li> <li>Nursery – Bubbles of 13 maximum</li> <li>Year groups will not mix for ability groups, children will remain in their class bubble</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Parents</li> </ul>	<ul style="list-style-type: none"> <li>Staffing for each class</li> <li>First aid rota</li> </ul> <p><b>First Aid Responsibilities</b>  Nursery - HM  Reception - HH  Y1 - JH/GD  Y2 - LH  Y3 - LH/AB/TS  Y4 - MS  Y5 - APe  Y6 - SA / APa  General - ES/TS</p>

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
Classroom Preparation	<ul style="list-style-type: none"> <li>• Recommended children and staff have own pencils, pens (items used regularly)</li> <li>• Resources such as books, games, sports and art equipment can be shared within bubbles but need to be cleaned regularly and always cleaned when moving between bubbles</li> <li>• Seat pupils side by side, facing forwards</li> </ul>	<ul style="list-style-type: none"> <li>• Y2 - Y6 classroom tables to be arranged in front facing rows</li> <li>• Nursery, Reception and Y1 children will have front facing individual spots/markers to sit on</li> <li>• 2m section marked for teacher/support staff at front</li> <li>• Each child needs to be provided with their own pencil, whiteboard and pen if necessary, to be stored in their own personal tray (Y1-Y6)</li> <li>• Lunchbags can be kept on class lunch trolley</li> <li>• Coats can be kept on child's chair or on pegs for YN/YR</li> <li>• Music room will be back in use for individual lessons but IT suite and library will not be used in the current plan</li> <li>• Reading books will be given to each child on a Monday - they are not to be shared and to be returned to school on a Friday. These will be placed in a 'Covid Secure' box over the weekend so they have chance to decontaminate. On Monday the children will be given another decontaminated book. For older children books may last longer than a week</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Rearrange classrooms</li> <li>• Mark floors with 2m distance at front</li> <li>• Set up book boxes (2 boxes)</li> </ul>
EHCP children		<ul style="list-style-type: none"> <li>• Additional support available in all classes</li> <li>• Each child will need a risk assessment</li> </ul>		

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
School Preparation	<ul style="list-style-type: none"> <li>Access rooms from outside where possible</li> <li>One way systems</li> <li>Limit number using toilets</li> <li>Prop doors open, open windows</li> <li>Use outdoor space</li> </ul>	<ul style="list-style-type: none"> <li>One way system in KS2 Learning Zone</li> <li>Designated areas in playgrounds for children groups – SLT will mark with cones each day</li> <li>Use usual toilets</li> <li>Internal doors and windows to be open wherever possible</li> <li>Classroom external doors that lead to playground can be propped open (where safe)</li> <li>Hall to be used for PE only</li> <li>Open plan classrooms (R, Y1, Y2) to be split in middle</li> <li>No bells</li> <li>All assemblies and Golden Book celebration assemblies will be done virtually.</li> <li>Year group assemblies, Christmas productions etc. may have to be recorded (where possible) to share with parents</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Ensure every class has a working clock</li> <li>2 x Screens to be purchased for sectioning rooms, boards to also be used</li> </ul>
Break times / Lunchtime outside	<ul style="list-style-type: none"> <li>Staggered breaks</li> <li>Don't mix groups</li> <li>Don't use outdoor equipment unless cleaned between groups</li> </ul>	<ul style="list-style-type: none"> <li>Children can play outside together in small groups in separately marked areas of the playground</li> <li>Staggered breaks have been timetabled for all year groups</li> <li>Tables to be wiped before children return to class at morning and afternoon break</li> <li>Wet play – children to stay in room</li> <li>Outdoor equipment, including adventure playground not to be used</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Parents</li> </ul>	<ul style="list-style-type: none"> <li>Cordon off outdoor play gym equipment and KSI adventure playground</li> </ul>

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
Behaviour				
Pupils behaviour		<ul style="list-style-type: none"> <li>Behaviour policy addendum to be updated and used from September onwards – this will be uploaded onto the website if any changes are required. If not the current Covid19 addendum version will be used</li> <li>School library will be used for blue sky base as the library facility will be closed for the time being to avoid sharing and cross contamination on books</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Parents</li> </ul>	<ul style="list-style-type: none"> <li>SE to update policy as and where/if necessary</li> </ul>
Educational Provision				
Music		<ul style="list-style-type: none"> <li>Y3 will have brass lessons provided by Sarah Matthews on Tuesday afternoons. The lesson will take place in their own classrooms and will be for 30mins each class only due to 2.30pm finish.</li> <li>We are awaiting confirmation that Friday brass lessons will run on Friday mornings as usual for pupils Y4-6 who contribute towards the cost of tuition. Children must be grouped by year group if this is to continue.</li> <li>Rocksteady TBC</li> </ul>		<ul style="list-style-type: none"> <li>Send Y3 letter to continue brass in Y4</li> <li>Call Rocksteady</li> <li>Call SIPS</li> </ul>
Physical Education (PE)		<ul style="list-style-type: none"> <li>Children will only have PE with Miss Saunt. Children will come to school in their PE kit and wear it all day so that children do not need to change in school</li> <li>Weather permitting all PE lessons will be outside</li> <li>Hall will be reserved for PE and not used for any other events</li> <li>Equipment must be cleaned between different bubbles</li> <li>Sports Coach to manage cleaning system when not teaching</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Parents – to be informed when PE days are before the end of term</li> </ul>	<ul style="list-style-type: none"> <li>Weekly text reminder for PE days</li> </ul>

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
Trips	<ul style="list-style-type: none"> <li>• No overnight or overseas visits</li> <li>• Non overnight domestic educational visits can resume</li> </ul>	<ul style="list-style-type: none"> <li>• No trips until October half term when this will be reviewed</li> <li>• EVL training for new teaching staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Cancel any trips already booked</li> <li>•</li> </ul>
<b>Clinically Vulnerable Children</b>				
Children with Diabetes / CF		<ul style="list-style-type: none"> <li>• New staff need to be trained</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Contact school nurse team for training</li> </ul>
<b>Staffing</b>				
Shielding	<ul style="list-style-type: none"> <li>• Shielding pauses 1<sup>st</sup> Aug</li> </ul>	<ul style="list-style-type: none"> <li>• Staff that have been shielding can return to work but should maintain social distancing</li> <li>• Schools that implement measures in guidance mitigate risks significantly</li> <li>• Special guidance for clinically vulnerable and pregnant staff is to diligently follow social distancing and hand hygiene</li> </ul>		
PPA Plans	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• PPA will resume as normal</li> <li>• Children will wear PE kit to school on PPA day for PE</li> <li>• Due to 2.30pm finish time, all children will need to be ready to go home from 2.30pm</li> <li>• Staff will use the IT suite for their PPA</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	



Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
Cover Plans		<ul style="list-style-type: none"> <li>• 1 HLTA will be used for cover but will not enter more than 2 bubbles per day</li> <li>• Each class/bubble will be assigned their own support staff</li> <li>• SE will cover NQT time</li> <li>• Supply cover will be used if necessary</li> </ul>		
Volunteers	<ul style="list-style-type: none"> <li>• Volunteers should observe social distancing</li> </ul>	<ul style="list-style-type: none"> <li>• No volunteers – review October half term</li> </ul>		<ul style="list-style-type: none"> <li>• Contact regular volunteers and inform them</li> </ul>
Personal Protective Equipment (PPE)				
Face coverings/masks	<ul style="list-style-type: none"> <li>• Not recommended</li> </ul>	<ul style="list-style-type: none"> <li>• Optional for staff</li> <li>• Not required to wear masks, following guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure sufficient stock</li> </ul>
Intimate Care	<ul style="list-style-type: none"> <li>• Usual PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to wear, mask, gloves, apron</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure sufficient stock</li> <li>• Policy addendum</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• Usual PPE</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to wear, mask, gloves, apron</li> <li>• Arrange refresher training for those that need it</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure sufficient stock</li> <li>• Remind staff of policy</li> <li>• Policy addendum</li> <li>• Contact Sally W re first aid refresher training</li> </ul>

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
Process for removing face coverings on arrival	<ul style="list-style-type: none"> <li>• Pupils should not touch face</li> <li>• Dispose in covered bin or place in a plastic bag to go home</li> <li>• Wash hands immediately</li> </ul>	<ul style="list-style-type: none"> <li>• It is either a parent's responsibility to remove their child's face mask at the gate and dispose of it appropriately off site or to provide a plastic bag each day that the child can put their mask in as they enter the school gate</li> <li>• Masks will not be worn by children inside classrooms and all children must follow the removal guidance/process above</li> </ul>		
Child / adult with coronavirus symptoms	<ul style="list-style-type: none"> <li>• If 2m cannot be maintained until collected wear gloves, apron, face mask, goggles if risk of splashing</li> <li>• Self-isolate for 7days – arrange a test</li> <li>• Household for 14 days</li> <li>• Get tested through online portal</li> <li>• If positive test, contact local health protection team who will provide advice on who will be sent home to isolate</li> </ul>	<ul style="list-style-type: none"> <li>• Follow government advice</li> <li>• Child to be removed from group and isolated until parent can collect (SLT office may be used for isolation purposes) PPE should be worn by adult caring for child</li> <li>• If positive test, contact local health protection team who will provide advice on who will be sent home to isolate</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure sufficient stock of PPE</li> </ul>

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
<b>Cleaning</b>				
Cleaning Schedules	<ul style="list-style-type: none"> <li>Follow COVID-19 cleaning of non-healthcare settings guidance</li> <li>Clean surfaces being touched more regularly</li> <li>Clean hands more regularly</li> <li>Catch it, bin it, kill it</li> </ul>	<ul style="list-style-type: none"> <li>Tables to be wiped at break times before children return to class by staff in class</li> <li>Tables to be cleaned before and after eating lunch by staff in class</li> <li>Cleaning kits for every class</li> <li>Toilets at break and lunch will be cleaned. SLT will check and clean toilets as and where necessary after lunch</li> <li>Sports Coach to manage cleaning of used sports equipment</li> <li>Cleaners – normal hours – enhanced cleaning schedules</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Parents</li> <li>Cleaners</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitiser in classes</li> </ul>
Handwashing & Toileting	<ul style="list-style-type: none"> <li>Wash hands more regularly, on arrival, before and after eating, after coughing and sneezing</li> </ul>	<ul style="list-style-type: none"> <li>Staff to supervise handwashing in classrooms, when arrive, before/after morning break, before/after eating, before/after afternoon break and after a child sneezes or coughs</li> <li>Certain toilets to be locked and sinks to be taped off</li> <li>Staff limit number of children during lesson time going to the toilet</li> <li>Break times are staggered so fewer children will queue/require the toilet at the same time</li> <li>All handwashing to be done in classrooms</li> <li>Hand wipes and sanitiser is also available in every classroom</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Ensure sufficient soap, handtowels</li> <li>Lock off every other cubicle in toilets.</li> <li>Tape off middle sinks</li> <li>Order hand gel</li> </ul>
<b>Attendance</b>				
Attendance	<ul style="list-style-type: none"> <li>Attendance is mandatory from beginning of Autumn term</li> </ul>	<ul style="list-style-type: none"> <li>Reinstate usual attendance policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> <li>Parents</li> </ul>	

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
<b>Safeguarding</b>				
Records of Concern		<ul style="list-style-type: none"> <li>· Safeguarding Policy has been updated</li> <li>· Referrals to continue on CPOMS</li> </ul>	<ul style="list-style-type: none"> <li>· Staff</li> </ul>	<ul style="list-style-type: none"> <li>· Remind staff of CPOMS referral process</li> </ul>
<b>Uniform</b>				
Requirements	<ul style="list-style-type: none"> <li>· Encourage schools to return to their usual uniform policy</li> <li>· Uniforms do not need to be washed more often than usual</li> </ul>	<ul style="list-style-type: none"> <li>· Children are required to wear uniform from September</li> <li>· PE kits required – children do not to keep these in school though, children will be told when their PE day is and will need to wear their kit into school that day.</li> </ul>	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Parents</li> </ul>	
Lost Property		<ul style="list-style-type: none"> <li>· Children will remain in their clothing in the same classroom, or allocated area throughout their time in school and so lost property should be eliminated</li> </ul>	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Parents</li> </ul>	
<b>Before/After School Clubs</b>				
Breakfast Club	<ul style="list-style-type: none"> <li>· Schools should consider resuming breakfast/after school provision</li> <li>· Children should be grouped within their year groups or bubbles</li> </ul>	<ul style="list-style-type: none"> <li>· No breakfast club will be provided</li> <li>· As breakfast club is attended by children from several year groups it is not possible to keep children in year groups/bubbles</li> <li>· To be reviewed October</li> </ul>	<ul style="list-style-type: none"> <li>· Staff</li> <li>· Parents</li> </ul>	

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
After school clubs	<ul style="list-style-type: none"> <li>• Schools should consider resuming breakfast/after school provision</li> <li>• Children should be grouped within their year groups or bubbles</li> </ul>	<ul style="list-style-type: none"> <li>• No afterschool club will be provided</li> <li>• As after school club is attended by children from several year groups it is not possible to keep children in year groups/bubbles</li> <li>• To be reviewed October</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> </ul>	
<b>Health &amp; Safety</b>				
Risk Assessment		<ul style="list-style-type: none"> <li>• SG to review and updated RA's for every year group</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• RA's to be reviewed and updated</li> </ul>
Fire Safety		<ul style="list-style-type: none"> <li>• Fire Safety – plan to be reviewed</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Fire checks up to date</li> <li>• Fire Safety – plan to be refreshed</li> </ul>
<b>Pupil Wellbeing</b>				
General		<ul style="list-style-type: none"> <li>• No group nurture sessions due to mixing of bubbles</li> <li>• Learning Mentor – safeguarding, attendance and 1:1 mentoring only</li> <li>• Each class has an individual members of support staff who can comfort or reassure individual children on entry to the classroom and throughout the child's time in school</li> </ul>		<ul style="list-style-type: none"> <li>• School to access external support</li> </ul>
<b>Staff Wellbeing &amp; Training</b>				

Category	Government Guidance	Highfields	Communication Plan	Actions prior to opening
Staff Wellbeing		<ul style="list-style-type: none"> <li>Staff meetings and briefings will all be done virtually as and where necessary</li> <li>Allocated staff rooms YN/YR/JB - Nurture room Y1/Y2/Y3 - Upstairs staffroom Y4/Y5/Y6/ES/FS - Discovery Den</li> </ul>		<ul style="list-style-type: none"> <li>Set up staff rooms</li> <li>Inform staff of expectations for the staffrooms – numbers – who use which etc.</li> </ul>
Training		<ul style="list-style-type: none"> <li>No training until October half term, when this will be reviewed unless staff are offered virtual training</li> <li>First Aid training – see First Aid</li> <li>Diabetes/CF training – see children</li> <li>In the Line of Fire training – staff to complete during initial training days in September</li> <li>Training Days – TBC</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Lunch Supervisor emails</li> </ul>
Term Calendar				
Term Calendar		<ul style="list-style-type: none"> <li>All assemblies will be virtual</li> <li>Friday Golden Book will be virtual</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> </ul>	<ul style="list-style-type: none"> <li>Create calendar</li> </ul>
Remote Education				
Remote Education	<ul style="list-style-type: none"> <li>Schools should have capacity to offer immediate remote education from end September</li> </ul>	<ul style="list-style-type: none"> <li>Oak Academy and White Rose maths will be used for children who self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>Staff</li> </ul>	

Other decisions will need to be made in regards to;

- Appraisals/PM
- Pupil Progress
- SIP
- Training days
- Netball/football assembly
- Y6 presentations