

Covid-19 Phased Return Risk Plan – Updated 11th November 2020 in line with new guidance for second lockdown

We will follow the key principles set out below:

1. Safety

The safety of children and staff is our top priority. Full and detailed risk assessments will be conducted before any decisions to expand provision are made. Scrutinised by the Executive Team, Academy Committees and the Board of Trustees, plans for any phased return must be extremely robust.

2. Community

The main purpose of expanding provision, within Government guidelines, is to further support the communities we serve. We cannot underestimate the challenges our families face. Our primary role must be to support our communities; including enabling parents to go back to work.

3. Choice

We will respect that parents are best placed to determine whether their children come to school, if eligible, or continue learning at home. From September, it is compulsory for all children to attend school as normal. For children defined as ‘Clinically extremely vulnerable’ who are unable to attend school due to restrictions, we will continue to support them with home learning. Any parents who are anxious about children returning to school, and do not wish to send them back in September, are asked to contact the school to discuss further and see how we can support the transition.

Supporting documentation and guidance includes:

Appendix 1: Health and Safety and Physical Distancing Measures.

DFE Protective Measures for out-of-school-care: [Click for link](#)

DFE Guidance for full opening: schools (updated 5th November): [Click for link](#)

DFE Working safely during Coronavirus: [Click for link](#)

DFE Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable: [Click for link](#)

School Operations	
Class sizes	<ul style="list-style-type: none"> - Maintaining consistent groups remains important during the Autumn Term. - Children will be in year group ‘bubbles’ with class sizes of no more than 30. - Classes will remain in their zoned areas. - Block A: Y2 ground floor; Y3 & Y4 1st floor. Each year group has access to own toilets. - Block B: R & Y5 lower ground floor; Y1 ground floor; Y6 2nd floor. Each year group has access to own toilets. <p><i>Children must remain within their consistent groups and zoned areas. In the event of a break out of infection, advice will be sought, but in the first instance a complete year group bubble will be closed.</i></p>

Staggered Entrances	<p>All year groups will have a 'soft start' to enable them to enter the building and maintain distance from other year groups.</p> <p>Reception children: Children in this year group will enter by the Reception entrance and leave via the main playground. 'Soft start' drop off.</p> <ul style="list-style-type: none">- Parents queue along ramp, maintaining social distance.- Drop off 08:30- Pick up: 14:45 <p>Year 1 children: Children in this year group will enter and leave by the Civitas entrance. 'Soft start' drop off.</p> <ul style="list-style-type: none">- Parents queue on steps.- Drop off 08:30- Pick up: 14:50 <p>Year 2 children: Children in this year group will enter and leave by the Invictus entrance. 'Soft start' drop off.</p> <ul style="list-style-type: none">- Parents queue at front entrance, maintaining social distance.- Drop off 08:30- Pick up: 14:50 <p>Y3 & Y4 children: Children in these year groups will enter and leave via the main playground. Entry to school via the Balcony Hall. At pick-up, parents will enter the playground through the car-park gate and exit via the side gate.</p> <ul style="list-style-type: none">- Drop off 08:30 at car-park gate (soft start, parents queue, maintaining social distance)- Pick up: 14:50 (classes line up). <p>Year 5 & Year 6 children: Children in these year groups will enter and leave via the main playground. Entry to school via the Y5/6 stairs entrance. At pick-up, parents will enter the playground through the car-park gate and exit via the side gate.</p> <ul style="list-style-type: none">- Drop off 08:30 at car-park gate (soft start, parents queue, maintaining social distance)- Pick up: 15:00 (classes line up)
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<p>System of Controls</p>	<p>Prevention</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school. 2. Clean hands thoroughly more often than usual. Always at start of school day, after break and before / after lunchtimes. 3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach and ensuring good ventilation in all classrooms 4. Enhanced cleaning in place, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5. Minimise contact between individuals through the use of the zoned areas and maintain social distancing wherever possible 6. Where necessary, wear appropriate personal protective equipment (PPE) <p>Response to any infection</p> <ol style="list-style-type: none"> 7. Engage with the NHS Test and Trace process 8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community. 9. Contain any outbreak by following local health protection team advice and fully closing zoned areas as needed.
<p>Classroom organisation</p>	<ul style="list-style-type: none"> • Desks should be side to side in rows, facing the front of the classroom. Children sit side by side – avoid face to face. • Work packs & resources for each child. • Any equipment such as sports equipment / reading books should remain within single bubbles or be thoroughly sanitised before storing.
<p>Deep cleaning</p>	<ul style="list-style-type: none"> • The whole school will be thoroughly cleaned during the October half term break, and at the end of every school day. • There will be additional cleaning of high use areas throughout the school day. • Teachers will be provided with hand sanitiser and sanitiser wipes for use throughout the day.
<p>Assembly</p>	<ul style="list-style-type: none"> • Due to social distancing, there will be remote assemblies during the Autumn Term via Zoom. Classes will ‘dial in’ at the allotted times.
<p>Staggered times</p>	<ul style="list-style-type: none"> • We will operate staggered start and end to the school day. These will be grouped according to year group bubbles. • Break and lunchtimes will also be staggered and children will remain within their bubbles in the playground. • Please see above for timings of the school day
<p>Staff room / shared spaces</p>	<ul style="list-style-type: none"> • All staff are expected to keep 2 metres apart at all times. As break and lunchtimes are staggered there should be no gathering in the staff room or other shared spaces. The Training Room will become a second staffroom for the duration of the second lockdown. • All training will be remotely, via Zoom. Leadership meetings will take place in the Training Room, at a social distance.
<p>Attendance</p>	<ul style="list-style-type: none"> • School attendance will be mandatory from the beginning of the Autumn Term. This means that the usual rules on school attendance will apply, including: <ul style="list-style-type: none"> - Parents’ duty to secure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age. Children classed as clinically extremely vulnerable should not attend school, and remote learning will be provided. - Schools’ responsibility to record attendance and follow up absence - The availability to issue sanctions, including fixed penalty notices in line with the local authorities’ codes of conduct.

Breakfast club / clubs	<ul style="list-style-type: none"> • Energy Kidz will continue to provide wrap-around care from September. Dining Hall will be cleaned before the start of the school day, and children will be in set 'bubbles' within the wrap-around care. • After school clubs which have external providers will be suspended for the duration of the second lockdown. Those run by La Fontaine staff will continue, in year group bubbles, with classrooms cleaned after use. • Sports clubs will be suspended for the duration of second lockdown. <p>See Energy Kidz Covid-19 risk assessment.</p>
School uniform	<ul style="list-style-type: none"> • We will return to our school uniform policy. All children are expected to wear full school uniform at all times. • No watches or jewellery to be worn, apart from single-stud earrings. • If classrooms become cold due to increased ventilation, children and staff may wear additional clothing to keep warm.
Staff safety	
Safety equipment	<ul style="list-style-type: none"> • Staff will be provided with face masks, hand sanitisers, sterilising wipes and gloves • There will be a lidded bin in every classroom for the safe disposal of tissues • There will be soap in every classroom and toilet area • There will be hand towels • There will be disinfectant spray and handtowels in every classroom • Staff monitoring breaks and lunchtimes are advised to wear a face mask, and wash hands frequently.
Staff distancing	<ul style="list-style-type: none"> • Staff are expected to remain within their zoned areas. Breaks will be spaced out to allow for distancing
Temperature	<ul style="list-style-type: none"> • Staff are asked to regularly take their temperature and monitor any symptoms
Office opening	<ul style="list-style-type: none"> • The school office will be open from 08:30 – 17:00 daily during this time. Parents are asked to avoid visiting the office wherever possible, and instead communicate via phone calls and emails.
After a day at school	<ul style="list-style-type: none"> • Staff are asked to shower as soon as they arrive home (including hair wash). All clothing to be washed daily.
Vulnerable staff	<p>People defined on medical grounds as clinically extremely vulnerable are asked to work from home.</p> <p>Clinically extremely vulnerable people may include:</p> <ul style="list-style-type: none"> • solid organ transplant recipients • those with specific cancers: <ul style="list-style-type: none"> • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • people having immunotherapy or other continuing antibody treatments for cancer • people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs • those with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD) • those with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease) • those on immunosuppression therapies sufficient to significantly increase risk of infection • adults with Down's syndrome • adults on dialysis or with chronic kidney disease (stage 5)

	<ul style="list-style-type: none"> pregnant women with significant heart disease, congenital or acquired other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions <p><i>From 1st August, shielding arrangements were lifted for those assessed as clinically vulnerable; these people can go to work, as long as the workplace is Covid-secure.</i></p>
Self-isolation	<ul style="list-style-type: none"> Self-isolation rules remain in place. If you show symptoms you need to self-isolate for 7 days. If a member of your household has symptoms you need to self-isolate for 14 days. If you begin to show symptoms while at work you will be sent home immediately. If anyone within a year group bubble (child or adult) tests positive, then SLT will contact the DFE COVID-19 response centre, who will advise on action to take.
Safety inspection	<ul style="list-style-type: none"> SLT and the site to undertake regular safety inspections of the school site throughout the day
Child safety	
Safety equipment	<ul style="list-style-type: none"> Each child will sit at their own desk each day (desks have been spaced out in each room) Each child will have their own work pack to use every day Children will be asked to wash their hands with soap regularly throughout the day
Drinking fountains	<ul style="list-style-type: none"> Drinking fountains must not be used Parents are asked to send their child in with water bottles each day
Self-isolation and symptoms	<ul style="list-style-type: none"> Self-isolation rules remain in place. Parents will be asked to report if their child shows symptoms or if a member of your household has symptoms. Any children showing symptoms in school will be sent home immediately. If parents are unable to collect immediately, the child will be isolated in the Business Adviser's office. SLT will wait with the child for the parents to arrive
First Aid	<ul style="list-style-type: none"> Staff trained as First Aiders must wear PPE (mask and gloves) when administering First Aid. Sarah is a trained First Aider, and can provide SLT support when needed.
Children on EHCP	<ul style="list-style-type: none"> Children on an EHCP have been risk assessed. Where it is considered they should attend school they have been attending since lockdown. Any children classed as clinically extremely vulnerable should not attend school during lockdown. For those children returning groupings have been organised to ensure that each educational need is met
Visitors	
On site visitors	<ul style="list-style-type: none"> We recognise that visitors, such as social workers and SEND specific support, may need to come on site to see the children. The usual sign in and safeguarding procedures must continue to be followed All visitors will be asked to remain within a designated area and maintain social distancing at all times. Visitors must wear a mask, sanitise hands before and after the visit.
Limited on-site visits for prospective Reception parents	<ul style="list-style-type: none"> Parents and Carers will be encouraged to take a 'virtual' rather than on-site tour. Only one family tour at a time, maximum 2 parents / carers per family. Sign in on arrival, and sign into NHS 'test and trace' app. Handwashing and sanitising before and after the visit. Face covering must be worn. Strict 2m social distance maintained at all times. On-site visits limited to EYFS classrooms (viewed from corridor), EYFS outdoor area and school outdoor areas.

Contractors and deliveries	
Contractors and deliveries	<ul style="list-style-type: none"> Contractors and deliveries may, at different times, need to come on site The usual sign in and safeguarding procedures must continue to be followed All visitors will be asked to remain within a designated area, wear a face covering and maintain social distancing at all times.
Safeguarding	
Social distancing	<ul style="list-style-type: none"> Adults to maintain 2 metre distance at all times Children to remain within their set year group bubble only Children within a group to use their allocated classroom and playtime areas only All staff and children to clean hands more often than usual (when arriving and at the end of every transition). Wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Leadership Team drop ins will be socially distanced and time-limited. All meetings will be done remotely, unless an in-person meeting is strictly necessary.
Movement along corridors	<ul style="list-style-type: none"> As usual, everyone is expected to walk on the left-hand side Children must maintain social distance wherever possible Children must enter and exit from designated doors
Cleaning regimes	<ul style="list-style-type: none"> The site will be thoroughly cleaned at the end of each day Regular cleaning of high traffic areas will take place throughout the school day – this includes classrooms and toilets Teachers will be provided with hand sanitisers and sanitiser wipes Regular handwashing for all staff and children (at the end of each transition)
Ventilation	<ul style="list-style-type: none"> Please keep all windows and doors open when in classrooms. Teaching / lunch / breaks to be outside as much as possible and weather permitting
Common areas	<ul style="list-style-type: none"> Inevitably, there are common areas – such as toilets – which will need to be shared. Please ensure only 1 person at a time enters each toilet space Tea / coffee / hot chocolate / snacks will be provided in the staff room. Please ensure 2m distance is maintained within the staffroom, and the dishwasher is used. (No items to be left in the sink). The Training Room has been redeployed as an additional staffroom. The reading area in the Balcony Hall must not be used If I-Pads are used they must be wiped thoroughly by each child using sanitiser wipes before returning to charge
Designated Safeguarding Leads	<ul style="list-style-type: none"> Each member of SLT are trained DSLs. There will be a member of SLT on site each day. All concerns must be logged on CPOMs in the same way and DSL contacted immediately for emergency safeguarding concerns
Fire	<ul style="list-style-type: none"> Fire evacuation points will be situated in each of the areas where the children enter the building (Reception playground, Civitas Entrance, Main Playground) SLT will move as fire wardens in each of the zones

Curriculum, behaviour and pastoral support	
Curriculum	<p>The expectation is that we will continue to teach a subject-specific, Knowledge-based curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content.</p> <ul style="list-style-type: none"> • There will be remote assemblies on Mondays and Fridays, allowing more time to utilise Maths meetings / do it now (with specific focus) to ensure children are 'caught up' with learning they have missed from the summer term. • Teaching time should be prioritised to address significant gaps in pupils' knowledge. <p>The aim is to return to the school's normal curriculum in all subjects by spring term 2021.</p> <p>Plan on the basis of the educational needs of pupils</p> <ul style="list-style-type: none"> • Curriculum planning should be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment <p>Specific points for early years foundation stage (EYFS) to key stage 2</p> <ul style="list-style-type: none"> • For children in nursery settings, teachers should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. For pupils in Reception Year, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. • For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, PE/sport, RE and RHE.
Catch up support	<ul style="list-style-type: none"> • Catch-up funding has been applied for. We are waiting for the outcome of the bid. Details TBC
Well-being and support	<ul style="list-style-type: none"> • Children may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children. It is important to contextualise these feelings as normal responses to an abnormal situation. • The DfE has also published the first of the relationship, sex and health education training modules for teachers to support them in preparation to deliver content on mental health and wellbeing. The training module on teaching about mental wellbeing, which has been developed with clinical experts and schools, will improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom. It was published early given the importance of supporting pupils' mental health and wellbeing at this time. • Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to: <ul style="list-style-type: none"> - support the rebuilding of friendships and social engagement - address and equip pupils to respond to issues linked to coronavirus (COVID-19) - support pupils with approaches to improving their physical and mental wellbeing
Playtime / sport	<ul style="list-style-type: none"> • Playtimes will be staggered and in zoned areas depending on numbers attending • Sport will take place on the playground and the field. • Limit play equipment used. Ask children to wipe it down afterwards and ensure this equipment is kept for the use of your group only.

Assessment and Accountability	
OFSTED	<ul style="list-style-type: none"> • Routine Ofsted inspections will remain suspended for the autumn term. However, during the autumn term, inspectors will visit a sample of schools to discuss how they are managing the return to education of all their pupils. These will be collaborative discussions, taking into account the curriculum and remote education expectations set out in this document, and will not result in a judgement. A brief letter will be published following the visit. • It is intended that routine Ofsted and ISI inspections will restart from January 2021, with the exact timing being kept under review.
Assessment	<ul style="list-style-type: none"> • Statutory Primary assessments will take place in summer 2021 • The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. This includes: <ul style="list-style-type: none"> - the phonics screening check - key stage 1 tests and teacher assessment - the Year 4 multiplication tables check - key stage 2 tests and teacher assessment - statutory trialling
Contingency planning to provide continuity of education in the case of a local outbreak	
Home learning online resources	<ul style="list-style-type: none"> • Lesson powerpoints and resources will be uploaded to Google-drive daily / weekly. • In case of a local outbreak, Google-drive and Loom will be used to provide daily lessons for pupils. • I-pads / computers have been provided to parents who need them to access the learning. • Any pupils who are self-isolating as they are clinically extremely vulnerable, or have tested positive for COVID-19, will access learning through Google-drive, and will receive a weekly check-in phone call from the class teacher & SENDCO.
Contingency Planning for staff absence	
In the event we do not have enough staff in school to enable the required ratio	<ul style="list-style-type: none"> • Where a member of staff is absent and therefore cannot complete their duties: <ul style="list-style-type: none"> - Another member of staff from the year group bubble, or the key stage leader / member of SLT will cover the class. - In the event there are no additional members of staff to cover the group, parents will be notified that school is closed for those children as in the contingency plan for a snow day. Staff are therefore asked to continue to follow the absence procedures. - Supply teachers will not be used for the duration of lockdown.
In the event a member of staff / a child contracts COVID-19 and this is confirmed	<ul style="list-style-type: none"> • Where a member of staff or child contracts COVID-19 and this case is confirmed the following actions will be taken: <ul style="list-style-type: none"> - HT / DHT will contact the DFE response line and follow advice given. This may involve a whole class / year group being asked to self-isolate for 14 days. The member of staff must remain at home for 7 days or until symptoms have passed. - The case will be risk assessed and traced – for example which other children and staff were on site for the rota days. All those will be contacted to inform them. If there is any concern that other staff / children may have come in to contact with each other, their group will also be isolated in the same way. - Additional deep cleaning of any areas where the infected adult / child have been will take place.

Should any member of our community wish to discuss the safety plan above, please email the main office on: office@lafontaineacademy.org to make an appointment with a member of SLT.

Any reference to teachers / staff includes student teachers.