

St Leonards School recovery Timeline and Action Plan: 14th May 2020

The current risk assessment shows that the risk is still too high in order for us to be fully confident that 1st June is a safe time for our pupils to return. In highlighting the measures that need to be taken before children return to the school premises, it is revealed that there are not enough working days in order to achieve this. There are 6 working days from today (excluding half term). We also have to consider that if PPE if ordered this week will take at least a week to arrive. We are also dealing with a significant shortage of staff due to medical needs and childcare difficulties. In order to reduce the risks, reduce the anxieties and ensure that any plan is sustainable we have come up with a plan that we could currently manage and could build up over time as confidence of the school community is gained. This is only if when repeated the risk assessment risk level has reduced.

It would consist of the following main ideas:

- 2 days provision for education for each pupil (reduced days of 9.30am until 2pm).
- A limited number of staff on the premises (2 staff and the Headteacher to begin with).
- Other staff to continue and improve high quality home learning.
- Staff to wear PPE and be trained in its use.
- A plan that can build up to include all year groups gaining 2 days of education and siblings attending school on the same days with year 4 being kept as a group in its entirety.

Steps 1-8 must have been done before Step 9 can commence. This is unlikely given what needs to be achieved in 6 working days. 2 days a week is based on current situation and no uptake of key worker children.

1st June – Government date given.

Parents to be briefed at least 1 week before school return to allow parents to prepare pupils for school and reduce anxiety.

Summer holidays

Step 10: Increase provision to 2 days for Y2, Y3, and Y4 in separate year groups

Step 9: Reception and Year 1 pupils to begin attending school 2 days each week..

Step 8: Parents briefed on new working methods and given reminders of COVID-19 symptoms. Parents to sign homeschool agreement.

Step 7: Staff to carry out PPE training and on new working methods, new staff expectations for working issued, staff to sign school staff agreement.

Step 6: Liase with contractors: arrange additional cleaning hours, catering services, check procedures for grounds maintenance and food supply deliveries.

Step 5: Adapt school behaviour policy and plan timetable of school day to contain independent activities)

Step 4: Prepare school environment (one day system, apply signage, tarmac paint entrance, remove furniture and soft furnishings, cordon off areas for children and staff.

Step 3: Order all supplies needed (PPE, cleaning equipment, stationary, walkie talkies, tissues, first aid trolley, boxes for resources)

Step 2: School site survey - measurements of classrooms / Risk assess staff areas.

Step 1: Deep clean of the school.

22nd June – Government date given. Staff and parent survey to be completed before moving to this stage. 4 day week with 1 day for deep cleaning and PPA.

First 2 weeks to be spent on PSHE curriculum, practicing new routines, mindfulness and therapy type activities. At this stage 2 members of staff and the Headteacher needed for pupils, office manager needed for 2 mornings in order to collate and send attendance figures.