Risk Assessment Information

Normanby by Spital Primary School

School reopening to all pupils from

September 2020

Schools are required to assess and manage the risks from coronavirus (COVID-19) in a planned return for all pupils from Autumn term 2020. This means that we are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising that we cannot eliminate the risk of coronavirus (COVID-19). School leaders, therefore, we will make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and to make the school COVID-secure.

The information that follows will guide everyone in the school community to understand how we will manage the risks at Normanby School. We will need the support of families to do this.

1. Minimise the risk of coronavirus transmission

Normanby School will:



- Minimise contact with individuals who are unwell by ensuring those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- Frequent washing of taps and toilets
- Ensure that pupils clean their hands regularly, including when they arrive at school and when they return from breaks. Supervise hand sanitiser use.
- Ensure good respiratory hygiene by promoting the "catch it, bin it, kill it" approach. Face coverings are not required in schools where pupils and staff are mixing in consistent groups.
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard detergents.
- Classroom ventilation will be taken into consideration.

Bubbles and Distancing

Class bubbles will be adopted, and distancing will take place where it is practicable to do so. The guidance suggests that the emphasis will be on separating groups (in class bubbles) rather than the need to distance. There is an understanding within the guidance that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group

Teachers are advised to stay at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2m distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow, this will help. In particular, teachers will try to avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. Teachers are permitted to move between bubbles, taking necessary precautions.

We will make adaptations to the classroom to support distancing where possible. Pupils will sit side by side and facing forwards, rather than face-to-face or side-on.

The school will not permit large gatherings, such as assemblies or collective worship, with more than one group. Assemblies will take place in classrooms. These will include a weekly headteacher assembly and a celebration assembly. We think it is important to praise children for their achievements daily and in a weekly celebration. Birthdays will not be missed as we can celebrate in our bubbles!

To minimise the number of visitors, parents/carers will not be allowed into the building. Supply teachers, temporary workers, health and safety colleagues will be allowed into the building following strict hygiene practices. All visitors will be recorded. Where applicable, for SEND pupils, specialist staff from both within and outside the school will be permitted to work with pupils, in different classes or year groups.

We do not plan to hold a parent meeting in term 1 or 2. We will send out termly reports (every big term) and arrange telephone appointments.

If you need to speak to a class teacher about anything, the best way to do this would be to contact the school office to request a telephone appointment. Alternatively send your query via email. It will be difficult to have conversations with parents/carers outside the school premises at collection or drop off times, as we cannot guarantee confidentiality.

Movement around the school site will be kept to a minimum. While passing briefly in the corridor or playground is low risk, we will avoid creating busy corridors, entrances and exits.

We will implement separate lunch time bubbles in classrooms. Our school meal provider will provide cold meals for the foreseeable future lunchtimes. A packed lunch can be sent from home if preferred. Areas will be cleaned before and after eating. The outdoor area will be zoned at playtimes so that bubbles of children can be separated.

Face coverings are not required. Personal Protective Equipment is available to staff and can be used when isolating with a pupil, due to the onset of COVID19 symptoms.

Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.

Arrival and Collection Arrangements

To ensure that we maintain our class bubble groups, we have allocated different arrival and collection points. As far as the layout of the site and space allows, please maintain a safe social distance from other families as you arrive. Please leave the site as quickly as possible after drop-off and collection. Please DO NOT be late dropping off or collecting.

Drop off time for all children 8.50am-9am

Collection time for all children 3.30pm

Class	Arrival and Collection points
Endeavour Class (Mrs Nicholson) Years 4,5,6	The footpath to the far right of school
Voyager Class (Mrs Tomlinson and Miss Flintham) Years 2 and 3	The main hall door to the front of school
Discovery Class and Busy Bees Busy Bees, R and year 1	The large gated entrance to the left of school

There will be no after school clubs in term 1

Equipment

For individual and very frequently used equipment, such as pencils and pens, pupils will have their own packs and will not be allowed to share these resources.

Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. The school has a regime in place for frequent cleaning during the day and the contract cleaner (daily visit) will follow their own COVID19 cleaning standards. At times, sports and play equipment must be shared across bubbles, however, these resources will be cleaned before each use.

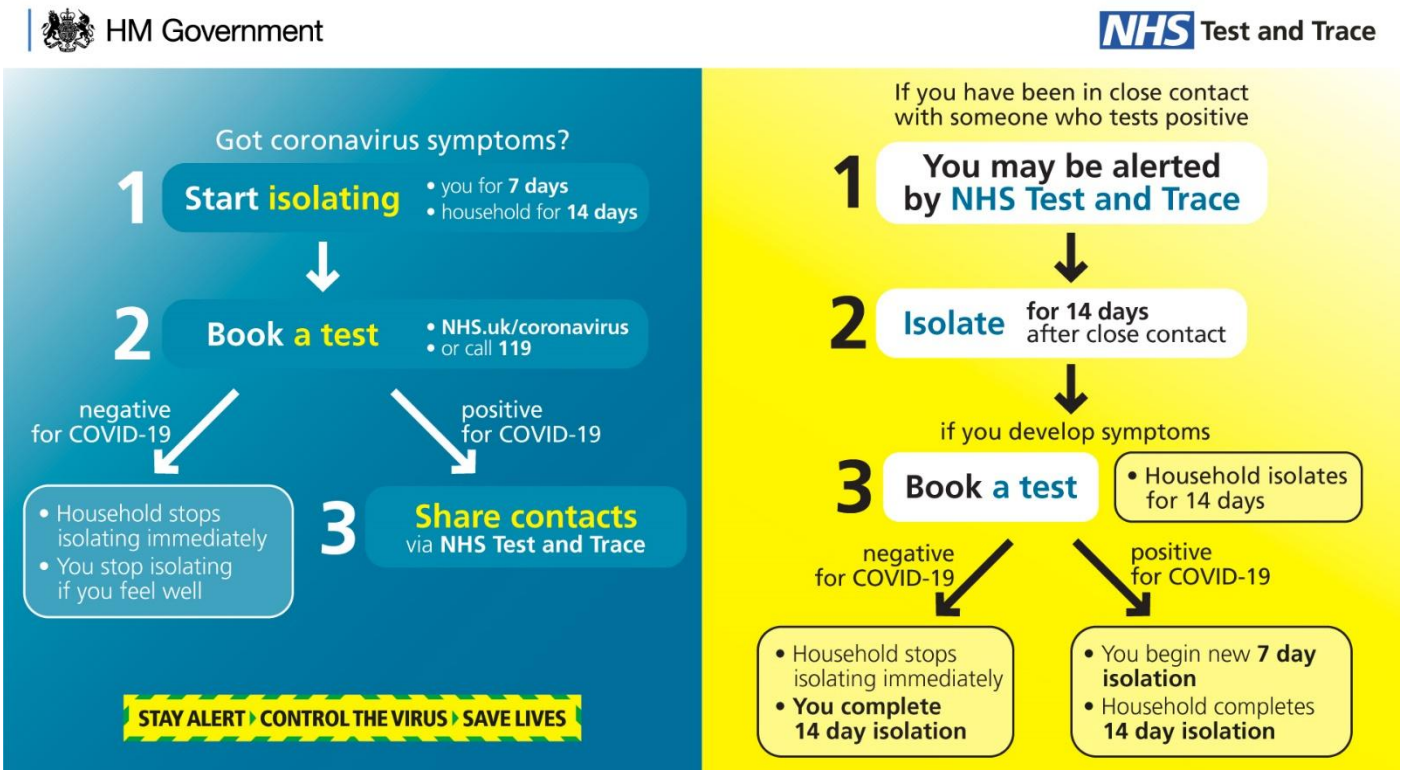
Pupils will only be permitted to bring essential personal items to school, such as lunch boxes, hats, coats and books. Children will need to bring a water bottle to school each day. Please ensure that all belongings are in a clean condition.

Engage with the NHS Test and Trace process

Staff members and parents/carers must be ready and willing to:

- Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace
- Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for coronavirus (COVID-19)

Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.



We will need parents/carers and staff to inform us immediately of the results of a test:

- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. T**hey could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better**. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where the coronavirus (Covid-19) is suspected, this may be considered as an outbreak, and we will be expected to work with the local health protection team, who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or class bubble.

2: School operations

If you need to find out more, then you can follow this link to the detailed guidance. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools.

The local authority will continue to ask that even if children are normally entitled to transport to school or college, that they do not use this or public transport unless they have no other option. Schools are being asked to encourage parents/carers, staff and pupils to walk or cycle to school if at all possible. For some families, driving children to school will also be an option.

Attendance and fines

In March 2020 when the COVID-19 outbreak was increasing, it was made clear that no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed, and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

The guidance states: "Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus. This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding."

There is a concern that missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- Parents/carers' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Before and after school provision

Normanby School will continue to investigate the possibility of introducing before and after school provision. We surveyed families earlier this year to gauge levels of interest. This survey was not a guarantee of initiating after school care at Normanby School. School governors have yet to confirm plans. Governors need to fully understand financial, staffing and insurance implications before reaching a decision.

School trips

Trips will not take place in term 1. Non-overnight domestic visits are permitted subject to risk assessment; however, we have taken the decision to postpone day trips in the short term.

We are making plans for a year 5 and 6 residential (overnight) educational visit in the summer term 2021. This is a provisional booking in case we get the go ahead for overnight visits.

School uniform

Normanby school will expect pupils to wear the correct uniform from September 2020. We have sent out our uniform information inside our school prospectus. Please refer to this for the correct day wear and PE kits. The guidance states that uniform does not have to be washed daily, however, we will be asking parents/carers to be mindful of this. If uniform is not clean on arrival, then parents/carers will be contacted to provide a clean replacement.

PE lessons will have to be taken outdoors. We will endeavour to carry on with PE sessions, even in poor weather. This means that children will need weatherproof outdoor PE trainers and suitable clothing. Please keep this in mind when selecting footwear. Some trainers are made of fabric that can soak easily in the rain or when the ground is wet outdoors. PE kit must be in a bag. Kit will be sent home to wash and dry if it gets wet or muddy. This will be weekly or more frequently if wet.

3: Curriculum, behaviour and pastoral support

Guidance on curriculum states that schools should teach an ambitious and broad 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".

Teachers will start the task of curriculum planning once they have established the starting point for each child. Formative and summative assessment will be ongoing so that we can begin to address the gaps in pupil knowledge and skills. We will use any catch up funding the school receives to support teaching and learning intervention. A catch up timetable will be agreed once we have established where the need is.

Disadvantaged, SEND and vulnerable pupils – will be assessed and given the catch-up provision needed to make substantial progress by the end of the academic year.

Singing and chanting will not be permitted as this may increase the risk of infection.

Pupil wellbeing and support



We fully expect there to be a range of responses to a return to school. We know that some children will be experiencing a variety of emotions in response to the coronavirus outbreak, such as anxiety, stress or low mood. Therefore, Normanby School will find ways to address this and we will find ways to help our pupils. Communication with parents/carers is vital, if you have any worries or concerns please let us know before school starts using the enquiries email address. We have the resources and means to support children with the following:

- The rebuilding of friendships and social engagement.
- Opportunities to respond to issues linked to the coronavirus.
- Help to improve physical and mental wellbeing.
- Behaviour expectations

Teachers have a range of resources, including access to emotional literacy trained staff (ELSA), mindfulness activities, COVID19 educational information, daily Newsround episodes and lots more (including a plan to have lots of fun!)

4. Assessment and accountability

Inspection

For state-funded schools, 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.

Primary assessment

The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020-2021 in accordance with their usual timetables. This includes:

- The phonics screening check.
- Key stage 1 tests and teacher assessment.
- The Year 4 multiplication tables check.
- KS2 tests and teacher assessment.

The introduction of the Reception baseline assessment has been postponed until September 2021.

Accountability expectations

Performance tables are suspended for the 2019-20 academic year, and no school or college will be judged on data based on exams and assessments from 2020.

5: Contingency planning for outbreaks

The guidance states: "In the event of a local outbreak, the Public Health England health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission."

In such cases:

For individuals or groups of self-isolating pupils, remote education plans will be offered.

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school will have the capacity to offer remote education.

Curriculum maps for key subjects for year groups from Reception to year 9 will be published in July. They aim to provide support to schools in developing the ability to switch from classroom teaching to remote provision immediately in case of local lockdowns or self-isolation.

If you have any queries, please send via email – enquiries@normanby.lincs.sch.uk no later than the 16th July. As term ends on 17th July this will give us time to respond.

Above all, our aim will be to help all the children adjust to school life once more. We will help in any way we can to make sure that this is a positive experience.