



MONK'S WALK
SCHOOL

Coronavirus School Full Opening Plan - September 2020

Date of Plan: 13.07.2020

Please find below our planning for a return to school for all year groups from September 2020. This plan will run for the Autumn term initially, unless circumstances or government policy dictate otherwise.

The plan is based on the government guidelines which can be found here:

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

If there is a change in guidance between now and September a revised version of this plan will be sent out.

This plan will be reviewed periodically and changes made to practice as necessary.

This plan serves as the school's risk assessment and is on the school's website for staff, parents, trustees and any visitors to the site.

Section 1 : Public health advice to minimise C-19 risks			
Control	Issue to be considered	Person Responsible	School response/mitigation
Minimise contact with individuals who are unwell by ensuring that those with C19 symptoms, or who have someone in their household who does, do not attend school	Only healthy staff and students to attend school	Tracie Smith	Expectations of parents to be communicated frequently. Staff to be reminded only to attend if well. Students to be asked if they are well at the beginning of each session
	Student or staff member falls ill during the day with C-19 symptoms	Laraine Griffiths	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms
	Dealing with ill student/staff member	Laraine Griffiths	Whilst the student is awaiting collection, they will be moved to the designated room, meeting room 1, where they can be isolated. Windows will be open for ventilation. If waiting to be collected, the staff member will be asked to await collection in the designated room.
	First aid treatment	Laraine Griffiths	This will be administered by first-aider in PPE. More information on PPE use can be found in the 'safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance'

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	Students and staff who may have come into close contact with ill student/staff member	Tracie Smith	<p>Any members of staff who have helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone will be sent to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the 'COVID-19: cleaning of non-healthcare settings guidance'</p>
Clean hands more thoroughly than usual	Provision of hand sanitiser stations	Alex Paterson	Hand sanitiser stations are already in position at most entrances to the school and in some classrooms. Stations to be provided at all entrances and in all classrooms by September.
	Appropriate supplies of hand sanitiser in place and replaced	Alex Paterson	We have sufficient stocks currently. Stocks in classrooms to be checked daily.
	Modified arrangements for hand washing	Alex Paterson	Handwashing signs already up in school. Paper towels to be used with pedal bins, as opposed to hot air dryers.
	Routines to be built into school culture	Kate Smith	Daily reminders in place for students and staff to wash hands regularly, use sanitiser and other control measures as included in this plan.
	Staff touching students' books/folders for marking	Alex Paterson	Disposable gloves to be provided for staff to use.

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<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	Sneezing and coughing	Alex Paterson	The 'catch it, bin it, kill it' approach continues to be very important, so we will ensure that we have enough tissues and bins available in the school to support students and staff to follow this routine.
	Face coverings in school	Kate Smith	Public Health England does not (based on current evidence) recommend the use of face coverings in schools. However, we are leaving it to the individual to choose whether to wear a facemask. Teaching staff must take account of the fact that some students lip read when choosing to wear a mask. The school will not be responsible for providing masks (except for LSAs in appropriate circumstances) nor for advising students how to wear them. Students and staff wearing masks must dispose of them safely and whilst not wearing them place them in their bag. Masks must be plain and not have logos etc on them. Face coverings are required at all times on public transport.
	Ventilation	Class teachers	Classrooms to be well ventilated as weather permits. Additional classroom to be created in B block so that classroom without windows is not in use for teaching.
<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	Enhanced cleaning schedule has been created	Alex Paterson	Cleaning to be concentrated onto the teaching rooms, allowing for in-depth cleaning at the end of session, including keyboard/mouse at each work station if appropriate. Other surfaces to be cleaned such as photocopiers and door handles, telephones, light switches. School's own cleaner to be on site during the day to clean toilets.

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	Cleaning company to follow government guidance	Alex Paterson	Check that the cleaning contractor is following the government guidance : https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings
	Cleaning of equipment	Technicians, students	<p>Students to be encouraged to provide their own everyday equipment. Equipment such as pens should not be lent but given.</p> <p>Specialist areas which use equipment to make arrangements as follows: Science: All classroom equipment will be used within a bubble or will be cleaned and left for 24hrs between year group bubbles. All glassware will be washed between use by any student groups. Wipes and disinfectant spray will be available for students to clean safety goggle before and after use. Gloves will be made available for any student to use when handling practical equipment, but this will not be mandatory. All sinks in science labs will be equipped for thorough hand washing.</p> <p>PE: When equipment is necessary for the lesson it will be wiped down and sterilised prior to being used. Sharing of equipment will be minimised with students being allocated one piece of equipment to use for the entire lesson, where possible.</p> <p>Music: Instruments used in lessons to be wiped by students after each use. If instruments are shared in a lesson they are to be wiped before another student uses them.</p> <p>Art: Every class will be provided with a dedicated box of materials/resources that will be solely used by that class. Materials boxes will be labelled and stored away until that class has their next lesson. Specialist equipment such as the printing press will only be used where absolutely necessary and will be</p>

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			<p>cleaned after every lesson it is used in. Cameras and photography equipment will be sanitised after every lesson.</p> <p>DT Graphics, Product Design and Textiles: Equipment and computers to be wiped by students after each use. If equipment is shared in a lesson, they are to be wiped before another student uses them.</p> <p>Food and Nutrition: Students to wear marigolds to wash and dry all utensils they use. Student to wear marigolds to wipe work surfaces they have used. Staff to wipe exterior of ovens if used. If students are using school marigolds these are to be placed in the disinfectant container after use.</p>
	Adequate cleaning supplies in place and longer-term arrangement for continual supply is in place.	Alex Paterson	We currently have no supply issues with cleaning supplies. This is kept under constant review. Each classroom will be provided with sanitiser, tissues, pairs of gloves and disinfectant spray for use if a student or member of staff judges that these are to be used. Stocks to be checked daily.
Minimise contact between individuals and maintain social distancing wherever possible	Consider the entry and exit routes to the school and whether any physical changes and/or signage are required to allow social distancing	Kate Smith	<p>The school has three entrances so we do not feel additional measures (such as staggering the start and end of school) need to be put in place. Such is the size of the site the students leave in a graduated way.</p> <p>Parents to be asked to send their children into school only at the beginning of school and not before. Students will go directly to their form rooms which are zoned. Staff will be on duty to ensure students do not congregate.</p>

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	Approach to social distancing	Kate Smith	Staff and students to be reminded about social distancing each day. Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. TA's to be able to wear face mask if needing to come into closer contact with students.
	Minimising large gatherings	Kate Smith	Assemblies to be delivered in form rooms via Teams. Staffroom can be used, but with social distancing measure in place. Staff briefing to be held in A block hall.
	Notion of bubbles to be in place	Kate Smith	Year groups to be considered as 'bubbles' for all activities. Students will move around from classroom to classroom but the use of sanitiser should mitigate risk.
	Students to remain in bubbles as they arrive at school	Kate Smith	Staff to be on duty at the beginning and end of the sessions to remind students about social distancing. Students to report directly to their form rooms. Form rooms to be 'zoned' for year groups to prevent year groups coming into contact with each other as they arrive for school. Copious signage to be in place to remind students
	Students to be kept in bubbles as they move from class to class.	Kate Smith	Students to enter classrooms by external doors where these exist. Path to be built around B block to make this possible. One-way system in corridors to be created.

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	Visitors to school to be kept to a minimum	Kate Smith	<p>Supply teachers, peripatetic teachers and/or other temporary staff may still come into school. They will be required to minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual.</p> <p>Contractors may also be on site.</p> <p>Guidance will be provided on physical distancing as visitors arrive.</p> <p>Parents will not be permitted to come into school unless it is for a specific meeting, which should, if possible, take place outside of school hours. Parents are not permitted to bring forgotten items into school or generally attend without an appointment.</p> <p>We will keep a record of all visitors for the purposes of Track and Trace.</p>
	Year groups to be kept in 'bubbles' during break and lunchtimes	Toby Eager-Wright	<p>Form rooms to be 'zoned' for year groups to prevent year groups coming into contact with each other during wet weather.</p> <p>Years 10 and 11 only to use canteen facilities at break time to buy food. Break time to be extended by 10 minutes to make this possible. Year 7, 8 and 9 to use canteen facilities at lunchtime. Lunch time for Year 7 to begin 15 minutes early (12.15). Sixth form to use The Kiosk. Time slots to be allocated to year groups.</p> <p>Field to be marked out and zoned for year groups. Courts to be allocated to certain year groups.</p>

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		Louise Hartley Tim Albone	DT: Lessons to include time for the wiping of equipment used. Gloves to be worn by students who are using scales to measure ingredients. Science: The frequency of practical demonstrations as oppose to student led class experiments may increase in lessons.
Where necessary, wear appropriate personal protective equipment (PPE)	A student becomes ill with C19 symptoms	Laraine Griffiths	First aider to wear PPE.
	Wearing of facemasks.	Kate Smith	Students to be instructed not to touch the front of their face covering during use or when removing them. Disposable face coverings to be placed in a covered bin (in student toilets) or reusable face coverings to be placed in a plastic bag students can take home with them.
Response to any infection			
Engage with the NHS Test and Trace process	Making staff and parents aware of the Test and Trace process	Kate Smith Amber Cook	Process to be communicated to staff and parents in advance of beginning of term, via e-mail, social media and film. Parents and staff to be informed they will need to be ready and willing to engage with the process.

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	Providing test kits to parents	Tracie Smith	By the autumn term, the school should have been provided with a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. We can only supply kits as stocks remain in place.
	Informing the school of the results of a test	Tracie Smith	Parents and staff to be asked to inform the school immediately of a test result. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they 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.
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Communication to appropriate agencies	Tracie Smith	We will contact the Hertfordshire Public Health protection team as soon as we become aware of an infection (on the same day). This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

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			<p>The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home.</p> <p>We will send out a template letter, provided to us by the health protection team, to parents and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</p>
<p>Contain any outbreak by following local health protection team advice</p>	<p>Approach if two or more cases are confirmed in school within 14 days</p>	<p>Kate Smith</p>	<p>We will work with Hertfordshire's local health protection team who will be able to advise if additional action is required.</p>

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			<p>In some cases, the health protection team may recommend that a larger number of other students self-isolate at home as a precautionary measure – perhaps the whole site or year group. As we are implementing the controls based on the guidance given, whole school closure will not generally be necessary, and will only be considered on the advice of health protection teams.</p> <p>In consultation with the Hertfordshire Director of Public Health, where an outbreak at school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>
Section 2 : School Operations			
Transport	<p>Approach for students to arrive at school:</p> <ul style="list-style-type: none"> • School transport • Family transport • Public Transport • Walking • Cycling 	Matt Grinyer	<p>We will urge parents to consider alternative forms of transport other than public transport. It is not possible to stagger the beginning of the day due to the complexity of the timetable and to enable students to receive a full day’s teaching.</p> <p>The vast majority of students live locally and those who come by bus do so on public transport. There is one dedicated bus that serves Codicote. We will seek assurance from the bus companies that social distancing will be in place on bus routes. Parents asked to talk to their child about social distancing and congregating in groups. Staff also to remind students.</p> <p>Parents to be asked to drop off and collect their child away from the school site only.</p>

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Student attendance	Full attendance is now required	Toby Eager-Wright	<p>Missing out on more time in the classroom risks students 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:</p> <ul style="list-style-type: none"> • parents' 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.
	Absence on medical advice	Toby Eager-Wright	<p>Where students are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education and will monitor engagement with this activity.</p>
	Students anxious about returning to school	Toby Eager-Wright	<p>If parents of students with significant risk factors are concerned about a return to school, we will discuss concerns. This plan is designed to provide reassurance of the measures we are putting in place to reduce the risk in school.</p>
	Providing support for good attendance	Toby Eager-Wright	<p>We will be clear with parents that students of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is</p>

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			<p>unable to attend because of sickness, is absent for a necessary religious observance etc).</p> <ul style="list-style-type: none"> • We will communicate clearly our expectations about attendance before the beginning of the Autumn term. • We will identify students who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This will include those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic • We will use any additional catch-up funding we may receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure students' regular attendance • We will work closely with other professionals and resources as appropriate to support the return to school, including support from HCC <p>We will continue to notify the child's social worker, if they have one, of non-attendance.</p>
	Helping students to adapt emotionally to the return to school	Toby Eager-Wright Amber Cook	Strategies to be put in place to support students with their emotional response on their return to school, with reference to HCC's 'Return to School' document
School workforce	Supporting staff who are clinically vulnerable or extremely clinically vulnerable to return to school	Tracie Smith	<p>We will be following the published government advice https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19. Our expectation is that almost all staff members will be able to return to work. People who live with anyone in these categories can return to work.</p>

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	Staff at an increased risk of C19	Tracie Smith	We will review those risk assessments already written and will have individual discussions with all staff affected
	Staff returning from holidays abroad	Kate Smith	We will remind staff that they should build in any quarantine arrangements on return from abroad so they are available for the beginning of term. Ordinarily it will not be possible to allow staff to work from home in these circumstances.
	Supporting staff well-being	Tracie Smith	All the usual processes and support mechanisms in place. The staff handbook contains details of who to speak to if needs be. Staff have access to Employee Assistant Programme services for support/counselling/bereavement/financial advice. Staff to be signposted to the additional DfE support (link) And to the Education Support Partnership which provides a free helpline for school staff and targeted support.
	Deploying support staff	Sian Boatwright	We do not foresee making any changes to the way LSAs are deployed.
	Supply Staff	Tracie Smith	Supply staff may be deployed but we will ensure that they are made aware of the content of this plan
	Initial Teacher Training (ITT) trainees	Clare Hodgson	We will be hosting trainees as usual. We will ensure that as part of their induction they are made aware of this plan. No changes will be made to their deployment
	Revisiting safeguarding arrangements and policies	Toby Eager-Wright	Staff will be asked to sign to say they have read and understood the child protection policy and Keeping Children Safe in Education. Refresher training will be provided for staff in September, with Level 1 training delivered in January
Estates	Opening checks	Alex Paterson	All checks will be carried out.
	Changes to the building	Alex Paterson	A new path will be built to facilitate external access to classrooms in B block. We are making a new classroom to replace one with no windows
	Ventilation	Class teachers	Windows to be opened where possible.

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Educational Visits	No overnight visits to take place	Nick Haynes	All visits to be cancelled in the Autumn term, with the exception of the Duke of Edinburgh qualification which will not require an overnight residential.
School uniform	Full school uniform to be worn	Toby Eager-Wright	Parents to be informed of this. PTFA arranging sales of second hand uniform.
Section 3: Curriculum, behaviour and pastoral support			
Curriculum expectations	Maintaining a broad and balanced curriculum	Tracie Smith	We do not plan to make any changes to the breadth of students' curriculum. We will discourage students from dropping subjects in key stage 4 although this may be possible in very exceptional circumstances. Ofqual are currently consulting on arrangements to make changes to examinations for 2021.
	Provide a recovery curriculum	Kate Smith	Departments are planning a recovery curriculum. Year 13 to have an additional hour per subject, per fortnight. Year 11 to be in smaller groups for Maths and Science, with additional support in English also provided.
	Provide catch-up support	Kate Smith	English and maths tutors are already employed by the school. We will look carefully at the National Tutoring Programme provided by the DfE and the funding provided to see how this can best support appropriate students.
	Providing remote education for absent students	Kate Smith	It will not be possible to provide on-line lessons for students when all students are back in school. However, we will be putting work on SMHW for students whose protracted absences are authorised.
	Changes to the curriculum to support infection control	Sarah Steadman	PE: Changes to the curriculum will be made to prioritise outdoor activities and curriculum content missed during the summer

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		<p>Jennifer Rotchell</p> <p>Louise Hartley</p>	<p>term that promotes effective infection control e.g. athletics and striking and fielding activities. Curriculum changes will also plan for a reduction in equipment use and maximising personal space. Areas of the curriculum that are considered higher risk e.g. invasion games such as rugby, football and basketball will be removed from the curriculum or activities modified to mitigate this risk. Lessons and extra-curricular clubs will be carefully planned with greater emphasis on skill-based elements to ensure appropriate infection control is maintained.</p> <p>Music: No collective singing, woodwind or brass instruments to be played. Extra-curricular music lessons will only take place in Year groups on separate days. All peripatetic teachers to follow school procedures when on the school site.</p> <p>Food and Nutrition: No sharing of ingredients or utensils between students.</p>
	Student well-being and support	Toby Eager-Wright	<p>Session on staff INSET day on emotional support.</p> <p>We are considering amending the tutor programme to provide a short focus on the issue of the pandemic.</p> <p>Targeted individual support will be carried out as normal by form tutors, Heads of Year and Mindful Mentors. We will continue to support students and parents in accessing external forms of support also (eg CAMHS).</p>
Behaviour expectations	Meeting some challenging behaviour due to extended absence from school etc	Toby Eager-Wright	<p>Our usual behaviour for learning policy will apply. As we usually take into consideration students' circumstances, this will continue to be the case. However, it's important that we uphold our expectations and therefore maintain standards of behaviour in the school. We have added to the Behaviour Policy the issue of students coughing deliberately in others' faces or ignoring social distancing or other measures as detailed in this plan.</p>

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Section 4 : Assessment and Accountability			
Ofsted inspection	We are not expecting Ofsted until February 2022. Ofsted may visit a sample of schools to discuss the management of the return of students	Kate Smith	We await response of my professional association ASCL to the sample schools visits. Ofsted will need to provide a framework for such a visit.
Exams	There will be an exams series in Autumn 2020 for students unhappy with their calculated grades	Nick Haynes	We await guidance and will organise these accordingly.
Use of performance data for 2021	There will be no use of performance data in league tables or in Ofsted inspections	Kate Smith	No data to be used internally or externally. No use of data for performance management.
Section 5 : Contingency planning for outbreaks			
Local outbreak leading to lockdown	Providing remote education support	Clare Hodgson	Now that the use of Teams is established, we would be able to quickly return to providing a blended form of school work. We would promote the use of quality home learning resources such as Oak National Academy, GCSEPod, as well as those on the DfE quality assured list of remote education resources: https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources We would provide hard copy of work and text books for students without IT resources.

End