

# -The Dean Trust

## Park View Risk Assessment – Coronavirus (September 2020 – **Version 11-1211/20**)

The Dean Trust has developed a generic risk assessment that is based on the latest DfE guidance and additional risk controls applied by the Dean Trust Executive Team.

This risk assessment has been developed to detail the local arrangements of the school, but must be read in conjunction with Dean Trust generic assessment.

This School Risk Assessment has been written with the understanding that ‘risk’ can be mitigated but not eliminated. The Trust will continue to, as defined in the Health and Safety at Work etc. Act 1974, do ‘what is reasonably practicable to do’ to safeguard our staff and pupils.

LEGEND	
L	Likelihood
C	Consequence
L x C	Risk Rating

### GUIDANCE FOR EVALUATING THE RISK MATRIX:

To establish the risk rating, it is necessary to multiply the perceived consequence of the risk (score 1 - 5) with the perceived likelihood of that risk occurring (score 1-5).

Please see tables below for guidance on risk rating scores.

Likelihood	
Description	Indicators
5 (Very Likely)	The risk <b>will</b> emerge
4 (Likely)	The risk <b>should</b> emerge
3 (Unlikely)	The risk <b>could</b> emerge
2 (Very Unlikely)	The risk is <b>unlikely</b> to emerge
1 (Impossible)	The risk <b>will not</b> emerge

Consequence	
Description	Indicators
5 (Major)	The risk has a <b>major</b> impact if realised
4 (Significant)	The risk has a <b>significant</b> impact if realised
3 (Moderate)	The risk has a <b>moderate</b> impact if realised
2 (Minor)	The risk has a <b>minor</b> impact if realised
1 (No consequence)	The risk has <b>no consequence</b> impact if realised

Score	Risk Description	Action Required
25	Extreme Risk	☐ Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk	☐ Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	☐ Take appropriate action to manage the risk
5 and below	Low Risk	☐ Risk to be removed from register with monitoring activity to assess changes in risk rating

Risk Assessment Title	Date Completed	Completed by:
Management of Covid-19 Risk – Blacklow Brow	13 <sup>th</sup> July 2020 For Autumn 2020 Updated after each DFE which is appropriate to us.	Executive Headteacher, Operations Director, Health and Safety Consultant, HR Director

Area of concern	Who may be harmed	How Can the Hazards Cause Harm	Risk Control Measures		Lead for Risk Control Measures	L	C
<b>Planning</b>							
Poor school/room planning to maintain social distancing/	Staff, Pupils	Staff/pupils contracting Covid-19	<ul style="list-style-type: none"> <li>➤ External wash areas installed to enable pupil handwashing before entering and when exiting the school</li> <li>➤ Entry/exit waiting spaces marked out where necessary</li> <li>➤ Posters displayed in the school in accordance with DfE guidance.</li> <li>➤ Room sanitiser stations located on entry to classrooms.</li> <li>➤ Face masks or visors worn in all corridor/communal areas</li> </ul>		Headteacher Class Teachers Site Staff	2	5

infection control			<ul style="list-style-type: none"> <li>➤ Staff have the option to wear face coverings if they so wish (10/9/20) No face coverings for pupils, on Public Health England advice.</li> <li>➤ Tables to be rearranged in classrooms to ensure every pupil 'where possible' is facing forward during lessons. Remove furniture in classrooms, where possible, to make expected social distancing more obvious.</li> <li>➤ All communal equipment/resources to be removed or made non-accessible for teachers/pupils. With 'bubbles' being provided with equipment to be used within their respective 'bubbles.'</li> <li>➤ Pre-opening site Health &amp; Safety checks with Estates Manager and Academy Director.</li> <li>➤ Classroom to be fully cleaned using antibacterial cleaning products twice daily.</li> <li>➤ Dedicated area allocated for the storage of lunch bags (must be disposable) and external equipment such as coats.</li> <li>➤ Queuing and movement physical indicators e.g. display and floor tape indicating current recommended social distancing (1m+ at the time of writing) including outside classrooms, toilets and for access to catering provision; one-way routes around the school; school entry and exit points; safe distancing recreational areas etc.</li> <li>➤ Where possible, physical impervious barriers (e.g. Perspex in reception areas) will be used to reduce contact or transmission of airborne germs/viruses</li> <li>➤ Bubbles will only use communal areas of their own, e.g. canteens, playgrounds, toilets, corridors, and that social distancing rules are being met. Whilst there are no social distancing expectations for pupils within year group learning bubbles, older pupils and staff are expected to try and maintain a distance where possible.</li> <li>➤ Ensure that communal areas are supervised to ensure that expectations are being followed.</li> <li>➤ 'Where possible' ensure that all areas in use are well-ventilated. This will require windows (higher preferably) to be open and to NOT recycle air (all fans removed). External doors can be closed to ensure heat is kept in rooms.</li> <li>➤ Internal doors can be kept to open to ensure a throughput of air (as long as these are not fire doors and where safe to do so).</li> <li>➤ Ensure that cleaning routines include the cleaning of 'frequent touch points' e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc. Ensure that cleaning contractors are able to specify the frequency and level of cleaning and by whom.</li> <li>➤ All staff are provided with, are consulted with and understand both this Trust Risk Assessment Plan and their local School Risk Assessment Plan</li> <li>➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team</li> <li>➤ Where possible, staff maintain social distancing with pupils and each other (as there is greater risk of transmission between adults than with pupils).</li> <li>➤ All levels of school leadership and staff reinforce expectations to pupils that they should practice physical distancing, particularly with staff and other pupils who are not in their Learning Bubble.</li> <li>➤ Staff advised to deliver lessons 'from the front'. For staff wanting to provide more personalised support, and where they choose to do so, then they must do so from an upright standing position so that they remain distanced from a pupil's seated position.</li> <li>➤ Meetings to be held virtually or only where social distancing can be assured.</li> <li>➤ <del>Staggering start/end times</del>; Extended start and finish times limiting the number of people in communal areas at one time; rearranging work areas and tasks to allow</li> </ul>			
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			people to meet social distancing rules; using empty spaces in the building for additional rest break areas where safe to do so; providing more parking areas or controlling parking spaces; providing facilities to help people walk or cycle to work, e.g. bike racks				
<b>Insufficient staffing levels</b>	Staff, Pupils	Staff/ Pupils contracting Covid-19	<ul style="list-style-type: none"> <li>➤ DfE guidance fully applied for clinically vulnerable and vulnerable staff.</li> <li>➤ Risk controls from the generic risk assessment applied.</li> <li>➤ Catering and cleaning staff will be available in accordance with the school need.</li> <li>➤ Paediatric first aid trained staff and Designated Safeguarding Leads will be available each day.</li> <li>➤ Bubbles have their own designated classroom and play area.</li> <li>➤ For non-practical subjects, the teaching of those subjects will be taught in a manner to prevent/minimise the need for those pupils to move.</li> <li>➤ Separate arrival and departure areas have been created for each of the 'learning bubbles' so that safe arrival and departure, including following social distancing guidelines, can be assured.</li> <li>➤ Staggered format of break and lunchtimes have been created so that the opportunity for cross 'learning bubble' interaction and contamination is minimised. This will also minimise the risk of communal areas for both pupils and staff to exceed the safe number of people, in addition to allowing cleaning to take place of those areas between use.</li> <li>➤ Spaced out resources, tables, chairs etc within communal areas have been ensured and display 'maximum occupancy numbers' to ensure that social distancing rules can be met.</li> <li>➤ Additional support in place across both schools</li> <li>➤ Supply company on standby if needed</li> </ul>		Headteacher	3	5
<b>Staff not aware of the DfE guidance and risk assessment</b>	Staff, Pupils	Pupils contracting Covid-19	<ul style="list-style-type: none"> <li>➤ All staff to be fully consulted on the generic Trust and specific year group risk assessment.</li> <li>➤ During week 1, daily review meetings to ensure staff support and answer questions as necessary followed by weekly meetings from week 2.</li> <li>➤ Bubble risk assessments to be reviewed weekly to ensure all 'lessons learned' are applied.</li> <li>➤ Staff bulletins and additional briefings to be conducted by the headteacher as and when required.</li> <li>➤ Staff training provided during week beginning 31<sup>st</sup> August with an additional staff training day added.</li> </ul>		Headteacher Staff	1	5
<b>Negative impacts on staff wellbeing</b>	Staff	Anxiety, stress	<ul style="list-style-type: none"> <li>➤ To provide forums for staff to ask questions, share anxieties and confirm their roles and responsibilities after this extended period of lockdown. Information will be used within strict HR guidelines on a 'need to know basis'.</li> <li>➤ Staff will continue to be signposted to external agencies that can support them with their mental health and wellbeing. Staff buddies established.</li> <li>➤ Schools to operate daily 'end of the day' opportunities for staff to be able to share 'what went well', 'what was a challenge' and to present ideas to improve systems and practice.</li> <li>➤ Headteacher and SLT to work closely with Staff Voice and Union reps to keep abreast of staff feeling.</li> </ul>		Headteacher	2	4

			<ul style="list-style-type: none"> <li>➤ Staff offered additional, external support via Knowsley HR services when necessary.</li> <li>➤ Headteacher to consult with their associated Executive Team link, Governing Body, Staff Union Reps and staff regarding their local School Risk Plan.</li> <li>➤ Health &amp; Safety Policy, Child Protection and Safeguarding Policy, Attendance Policy, Behaviour Policy, Exclusions Policy all reviewed and updated to reflect changes to government and Public Health guidance and intelligence gleaned from wider opening during coronavirus pandemic</li> </ul>				
<b>Negative impacts on pupil wellbeing</b>	Pupils	Anxiety, stress	<ul style="list-style-type: none"> <li>➤ 'Where possible' staff to conduct pre-return direct contact with parents/carers, via telephone, to ascertain pupils' health, wellbeing, anxieties, family developments (including possible loss of family members), other challenges and/or positive developments (e.g. social or academic progress) since lockdown. Information will be shared on a 'need to know basis' within strict safeguarding guidelines.</li> <li>➤ Create a pre-return opportunity for pupils (e.g. letter, essay or PowerPoint Presentation, summer school) to share their lockdown experience with their staff. Pupils will be encouraged to share their achievements and experiences during PSHE e.g. related school work, developing a new skill, researching an area of interest, helping around the house or with a sibling etc. They will also be encouraged to ask questions during these lessons, share any anxieties and highlight what they hope to achieve on their return to school. This 'intelligence' will be used by staff and the school on a 'need to know basis' to inform curriculum delivery, pedagogical approach, and social, health and/or wellbeing targeted support and intervention. Curriculum adapted accordingly.</li> </ul>		Headteacher	2	4
<b>Management of School Day</b>							
<b>Poor control of pupils entering/ exiting the school</b>	Staff, Pupils, parents	Staff/pupils contracting Covid-19	<ul style="list-style-type: none"> <li>➤ Pupils to enter through nominated entry points, doors open from 08.20. Queueing area marked out to maintain 1m distancing 'where possible'.</li> <li>➤ Staff supervising the entry/exit to school.</li> <li>➤ Temperatures will no longer be taken 'regularly' in line with public health England guidance.</li> <li>➤ Pupils to proceed in queue, remove any coats, sanitise/wash hands at outdoor sinks before entering the school.</li> <li>➤ 'Where possible' all interior doors to be kept in an open position to avoid use of 'door handles'</li> <li>➤ Pupils required to sanitise hands before entering classroom and sit in allocated chair.</li> <li>➤ Reverse process applied for leaving the school at the end of the day.</li> <li>➤ Children do not cross the door threshold unless they are going to the toilet at set times.</li> <li>➤ 1 parent only to drop off and collect</li> <li>➤ Parents encouraged to drop children off at the gate</li> <li>➤ All parents to wear a face mask on site.</li> </ul>		Headteacher Staff	2	5

<p><b>COVID 19 guidance not applied during the school day</b></p>	<p>Staff/Pupils</p>	<p>Staff/pupils contracting Covid-19</p>	<ul style="list-style-type: none"> <li>➤ On entry to the school the staff/pupils will follow the above procedure. The 'bubble' will be a maximum of <b>30 pupils</b>.</li> <li>➤ Pupils will sit at the allocated desk and be reminded of the do's and don'ts.</li> <li>➤ <b>2 staff</b> will be allocated to each 'bubble' and remain constant to that group only <b>'where possible'</b>.</li> <li>➤ Each pupil will be provided with an individual pack which will include the stationery and worksheets required for the day.</li> <li>➤ Pupils to remain in the allocated classroom for the delivery of all lessons.</li> <li>➤ Support at desks can be provided by the class teacher, 'Where possible' teachers to keep 2m away from pupils and should spend no more than 15 minutes at any one time closer than 1m to anyone.</li> <li>➤ 2 pupils to go into the washroom at a time both during lessons and break times.</li> <li>➤ The lunches will be served in the classroom ensuring no cross contamination.</li> <li>➤ Pupils will be required to go to the washroom (2 at a time) and wash hands to ensure all pupils have washed their hands before eating.</li> <li>➤ Pupils with packed lunches will be allowed to collect their lunch from the allocated area in the classroom and eat it with their bubble.</li> <li>➤ Bins will be placed in each classroom, this will be tied and removed from the room at the end of their sitting.</li> <li>➤ Minimised travel of 'items' to and from school eg (staff will not take books home)</li> <li>➤ Books will continue to be 'live' marked over the shoulder but no longer than 30 secs</li> <li>➤ In-depth marking can take place 72 hours after use</li> <li>➤ 'Learning bubbles' will use an individually allocated external play space for breaks and lunchtime. Staff will be in supervision to maintain social distancing as far as possible.</li> <li>➤ Non-negotiables for both staff and children created.</li> <li>➤ Staff will encourage the cleaning of desks and stationary during the day and at then end of the end of the day using antibacterial wipes before items are returned to the pupil.</li> <li>➤ Hand sanitiser units to be placed in each room and used by staff and pupils during the day in addition to the regular handwashing</li> <li>➤ Visors/masks will be worn by all staff in communal areas.</li> <li>➤ Staff are encouraged to wear visors in the classroom but are not compulsory</li> <li>➤ Staff on duty before and after school will wear face masks</li> </ul>		<p>Headteacher Teachers</p>	<p>2</p>	<p>5</p>
<p>Premises Management</p>							
<p><b>Inadequate Cleaning Programme</b></p>	<p>Staff Pupils Cleaning Staff</p>	<p>Staff/pupils/ contracting Covid-19</p>	<ul style="list-style-type: none"> <li>➤ Cleaning staff will be pre-allocated to specific rooms.</li> <li>➤ Cleaning staff to work in accordance with the specific cleaning risk assessment which will list the required PPE.</li> <li>➤ All classrooms will be cleaned during lunch and after school each day. Cleaning staff will clean door handles, desks, chairs and surfaces using an approved anti bacterial cleaning product.</li> <li>➤ Cleaning staff will be trained in accordance with the risk assessment.</li> </ul>		<p>Headteacher Cleaning Staff</p>	<p>2</p>	<p>5</p>

			<ul style="list-style-type: none"> <li>➤ A member of the staff will be present throughout each day to ensure the specific procedures are followed in accordance with DfE guidance where a member of staff or a pupil has become symptomatic whilst present at school.</li> </ul>				
Infection Management							
<b>Lack of awareness of Covid 19 Guidance</b>	Staff, pupils	Staff/pupils/contracting Covid-19	<ul style="list-style-type: none"> <li>➤ Letters to parents prior to school reopening to highlight all current advice on symptoms and isolation rules. To reduce risk these are posted on the school website and other electronic forums.</li> <li>➤ Posters displayed at school entry points to remind parents and pupils of Covid 19 guidance.</li> </ul>		Headteacher	2	5
<b>A member of staff develops Coronavirus symptoms whilst on site.</b>	Staff, Pupils	Staff/pupils contracting Covid-19	<ul style="list-style-type: none"> <li>➤ Staff member to exit site through designated entry and exit point.</li> <li>➤ School will engage with the NHS Test and Trace system, with whole classes or year groups liable to be sent home if a pupil tests positive, but whole-school closure not seen as generally necessary.</li> <li>➤ Headteacher, or SLT member with delegated responsibility to be alerted immediately. They will direct that staff member to go home, and will support with contacting next-of-kin and arranging transport, should they not be in a fit state to get themselves home. The most current Government health guidance will be adhered to e.g. 10 days isolation within the first instance and ask the staff member to have a coronavirus check. If the result is positive then the parents of any pupils that have been working with that staff member will be informed that their child should self-isolate for 14 days. <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></li> <li>➤ Site Manager: Advice on rubbish which may have been contaminated and all waste that has been in contact with the staff member – including tissues placed in a plastic bag and tied, then placed in another plastic bag and tied. The bag is marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, follow Public Health England advice. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>➤ Where a member of staff has been confirmed as testing positive for coronavirus (COVID-19), the school will apply the Trust's Internal Track and Trace system to identify other staff, and pupils, who are at risk due to having been a 'contact' of the member of staff. A 'contact' is defined as anyone who has been within 1 metre for 1 minute or 2 metres for 15 minutes of the positive case. Those contacts will be informed that they must self-isolate for 14 days.</li> <li>➤ Return to work health meeting' to ensure that the staff member is fit for work (physically and emotionally) and presents no risk to themselves or others.</li> <li>➤ As a result: Staff are fully informed of COVID-19 symptoms and understand reporting and supporting procedures so that risk of transmission is mitigated.</li> </ul>		Headteacher Site Manager	3	5

<p><b>A member of staff contracts and/or spreads coronavirus due to not washing hands or not washing them adequately</b></p>	<p>Staff and pupils</p>		<ul style="list-style-type: none"> <li>➤ Provide water, soap and drying facilities at wash stations. Provide sanitiser and paper towels at sanitising stations.</li> <li>➤ Children are taught how to wash their hands appropriately.</li> <li>➤ Provide information on how to wash hands properly and display posters.</li> <li>➤ Inform staff, prior to returning in September and regularly informally and formally, e.g. at staff briefings and via email, as to when and where they need to wash their hands.</li> <li>➤ Regular checks of washing and sanitising facilities to ensure that there is an adequate supply of washing/sanitising products</li> <li>➤ Ensure that all bins that are for the disposal of paper towels and tissues are flip-top pedal bins.</li> <li>➤ Ensure that staff are checking their skin for dryness and cracking and tell them to report any problems to the headteacher or school HR Assistant.</li> <li>➤ As a result: Staff does not contract and/or spread coronavirus due to not washing their hands adequately.</li> </ul>		<p>Headteacher Site Manager</p>	<p>3</p>	<p>5</p>
<p><b>A pupil develops Coronavirus symptoms whilst on site due to not washing hands or not washing them adequately</b></p>	<p>Staff, Pupils</p>	<p>Staff/pupils contracting Covid-19</p>	<ul style="list-style-type: none"> <li>➤ All staff understand the symptoms of COVID-19 and report to Headteacher or member of the leadership team</li> <li>➤ 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</li> <li>➤ clean hands thoroughly more often than usual</li> <li>➤ Encourage good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>➤ Pupils regularly reminded to catch their coughs and sneezes with a tissue or elbow.</li> <li>➤ introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>➤ minimise contact between individuals and maintain social distancing wherever possible</li> <li>➤ where necessary, wear appropriate personal protective equipment (PPE)</li> <li>➤ First-Aider called and all First- Aiders trained to be able to support this pupil in the first instance.</li> <li>➤ The school will contact the pupil's parent/carer to inform them of their child's condition and ask them to come to collect them.</li> </ul> <p>Whilst a pupil has only symptoms, no further action will be taken or information shared with any other parents, pupils or siblings in the school at that point.</p> <p>When the school contacts the parent/carer to inform them that one of their children has symptoms and that they need to collect them from school, the parent/carer will also be informed that they should take their child to be tested for COVID-19. It should be explained to the parent/carer that should their child be tested positive for COVID-19, then it is the parent's/carer's responsibility to:</p>		<p>Headteacher Staff Site Manager</p>	<p>3</p>	<p>5</p>

			<p>a) Inform the school</p> <p>b) Self-isolate the child and that they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> and must continue to self-isolate the child for at least 10 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 10-day period starts from the day when the child first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>c) Self-isolate any other siblings, who attend the same school or otherwise, and other family members who live in the same household for 14 days.</p> <ul style="list-style-type: none"> <li>➤ Where a pupil has been confirmed as testing positive for coronavirus (COVID-19), the school will apply the Trust’s Internal Track and Trace system (currently on trial with yr6 only) to identify other pupils, and staff, who are at risk due to having been a ‘contact’ of the pupil. A ‘contact’ is defined as anyone who has been within 1 metre for 1 minute or 2 metres for 15 minutes of the positive case. Those contacts will be informed that they must self-isolate for 14 days.</li> <li>➤ Where there is a positive coronavirus (COVID-19) confirmed case, the Headteacher, or SLT with delegated responsibility in the Headteacher’s absence, will inform the local health protection team <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a>, the local authority and also their Executive Team link.</li> <li>➤ The Headteacher will inform staff whenever a pupil or staff member goes home with COVID-19 symptoms and whenever a pupil or staff member has tested positive for COVID-19.</li> <li>➤ Until the parent/carer of the pupil with coronavirus symptoms arrives, the pupil will be moved to a nominated clean and ventilated safety room (First-Aid room or similar) and a 1 metre+ distance will be maintained from all other staff and pupils.</li> <li>➤ Social distancing may need to be breached in the case of an emergency which requires close proximity assistance or contact. First-aider trained and supplied with PPE (minimum 3-ply mask, apron and gloves) in this circumstance.</li> <li>➤ Deep clean of safety room once evacuated.</li> <li>➤ Site Manager: Advice on rubbish which may have been contaminated and all waste that has been in contact with the pupil – including tissues placed in a plastic bag and tied, then placed in another plastic bag and tied. The bag is marked and stored in a safe place until results are available. If the test results are negative – to be put with normal waste. If positive, follow Public Health England advice.</li> </ul> <p>As a result: The risk of transmitting virus is reduced.</p>			
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**Useful DfE website links:**

- Coronavirus (COVID-19): guidance for schools and other educational settings <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- Actions for education and childcare settings to prepare for wider opening from 1 June 2020 <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- COVID-19: cleaning in non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- Coronavirus (COVID-19): attendance recording for educational settings <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

Coronavirus (COVID-19): financial support for schools <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools>

Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers <https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Supporting vulnerable children and young people During the coronavirus (COVID-19) outbreak - action for educational providers and other partners

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Actions for schools during the coronavirus outbreak <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

## Primary School Return Plan

School: Park View Academy

Week Beginning: 31<sup>st</sup> August 2020

First day back for Nursery and Reception: Phased return from Monday 7<sup>th</sup> Sept

Year group:	Start time	Enter and exit site	Enter and exit building	Class (children) Teacher and TA	Classroom Location	Break Time and location (10:20-10:35)	Lunch Time and Location (12.05-12.45)	Toilet time	Finish time
Nursery	8.40	Nursery gate	Nursery Classroom		Nursery	External nursery space	Lunch in Class	Nursery Reception toilets	2.50
Reception	8.40	Infant gate	Reception classroom		Reception	External space	Lunch in Class	Throughout the day Reception toilets	2.50
								Throughout the day	

### Notes:

Reception will attend on Friday 4<sup>th</sup> September 2020.

Headteacher/Deputy Headteacher will be available every morning to support/reassure parents whilst adhering to social distancing rules.



## Primary School Return Plan

School: Park View Academy

Week Beginning: 31<sup>st</sup> August 2020

First day back for year 1/2/3: Friday 4<sup>th</sup> September 2020

Year group: 1/2/3	Start time	Enter and exit site	Enter and exit building	Class (children) Teacher and TA	Classroom Location	Break Time and location (10.35-10.50)	Lunch Time and Location (12:10-1:10)	Finish time
<u>Year 1</u>	8.30	Infant gate	Y1 entrance		Year 1	Key Stage 1 Playground	<u>Lunch in Class</u> <u>Playtime KS1 Playground</u>	3.00pm
<u>Year 2</u>	8:30	Junior gate	far junior entrance		Year 2	Key Stage 1 Playground	<u>Lunch in Class</u> <u>Playtime KS1 Playground</u>	3.00pm
<u>Year 3</u>	8:30	Middle entrance	Year 3 door		Year 3	Playground	<u>Lunch in Class</u> <u>Play</u> By the hut on playground	3:00 pm Parents wait outside Year 3 door way

### Notes:

Year 1,2 will attend on week 1 from Friday 4<sup>th</sup> September 2020.

Headteacher/Deputy Headteacher will be available every morning to support/reassure parents whilst adhering to social distancing rules.

## Primary School Return Plan

School: ParkView School

Week Beginning: 31<sup>st</sup> August 2020

First day back for year 4/5/6: Thursday 3<sup>rd</sup> September 2020

Year group: 4/5/6	Start time	Enter and exit site	Enter and exit building	Class (children) Teacher and TA	Classroom Location	Break Time and location (10:35-10:50)	Lunch Time and Location (12.10-1.10)	Finish time
Year 4	8:30	Main Gate children walk along enter through side gate to Junior yard	Year 4 Classroom		Year 4	Play ground	Lunch in Class  Play By the hut On playground	3:00pm  Parents wait outside Year 3 doorway
Year 5	8.30	Key Stage 2 Gate The walk through single gate, children walk across the playground	5/6 Doorway		Year 5	Key Stage 2 Playground  10:35 – 10:50	Lunch in Class  Playtime KS2 Playground	3.10 pm  Parents wait outside Year 5/6 doorway
Year 6	8.30	Key Stage 2 gate The walk through single gate, children walk across the playground	Year 5/ 6 doorway		Year 6	Key Stage 2 Playground  10.35 – 10:50	Lunch in Class  Playtime KS2 Playground	3:10pm  Parents wait outside Year 5/6 doorway

### Notes:

Year 5/6 will attend school from the Thursday 3<sup>rd</sup> September.

Headteacher/Deputy Headteacher will be available every morning to support/reassure parents whilst adhering to social distancing rules.