



**Aboyne Lodge: Returning to School March 2021 (updated Risk assessment)**

Potential risk	Action																																																	
Safeguarding	<p>All staff to have read the Child Protection policy, KCSIE 2020 update and completed the Educare online training (<i>Child Protection Refresher 2019</i>). Training to be completed before September and signed documents to be given to SLT.</p> <p>All staff to be aware of DSPs in school and know they can call the 0300 number in an emergency.</p> <p>Gates to be locked ASAP after drop off.</p> <p>All Health and Safety protocols to continue as usual.</p>																																																	
Attendance	<p>All pupils must return to school on March 8<sup>th</sup>. Usual rules on school attendance apply.</p> <p>Pupils who have been shielding can return to school. If cases increase and pupils are asked to shield, they will not be penalised and remote education will be offered.</p>																																																	
Minimising contact	<p>Staff should maintain social distancing with other adults at all times.</p> <p>Limit in staff room: up to 10 members of staff keeping at least 1m apart.</p> <p>Be mindful of photocopying and only allow one person to use at a time.</p> <p>All meetings, including staff meetings, briefings and assemblies to be held via GC unless strict social distancing can be observed. Staff can wear masks and/or face shields at their own discretion but they are strongly recommended in corridors and communal areas. Class bubbles will be limited to a maximum of 30. Staff can move between bubbles. However, where staff do move across bubbles, hands need to be washed or sanitised before and after and social distancing to be maintained from other staff and adults as far as reasonable.</p> <p>Classes need to remain in their bubbles throughout the day.</p> <p>Break and lunch times will be staggered.</p> <p>Drop off and collection times will be staggered.</p> <table border="1" data-bbox="427 1525 1385 2029"> <thead> <tr> <th>YG</th> <th>Drop off</th> <th>pickup</th> <th>break</th> <th>Lunch Play</th> <th>Lunch Eat</th> <th>ZONE</th> </tr> </thead> <tbody> <tr> <td>Y6</td> <td>8.25</td> <td>2.45</td> <td>10.30-10.45</td> <td>12 – 12.30</td> <td>12.30 – 12.50</td> <td>A</td> </tr> <tr> <td>YN</td> <td>8.30</td> <td>3.15</td> <td></td> <td>11.30-12.15</td> <td>11.30-12.15</td> <td>EYFS</td> </tr> <tr> <td>Y5</td> <td>8.35</td> <td>2.50</td> <td>10.30-10.45</td> <td>12 – 12.30</td> <td>12.30 – 12.50</td> <td>B</td> </tr> <tr> <td>Y4</td> <td>8.40</td> <td>2.55</td> <td>10.30-10.45</td> <td>12 – 12.30</td> <td>12.30 – 12.50</td> <td>C</td> </tr> <tr> <td>Y3</td> <td>8.45</td> <td>3.00</td> <td>10.45-11.00</td> <td>12.30 – 1.00</td> <td>12 – 12.30</td> <td>A</td> </tr> <tr> <td>Y2</td> <td>8.50</td> <td>3.05</td> <td>10.45-11.00</td> <td>12.30 – 1.00</td> <td>12 – 12.30</td> <td>B</td> </tr> </tbody> </table>	YG	Drop off	pickup	break	Lunch Play	Lunch Eat	ZONE	Y6	8.25	2.45	10.30-10.45	12 – 12.30	12.30 – 12.50	A	YN	8.30	3.15		11.30-12.15	11.30-12.15	EYFS	Y5	8.35	2.50	10.30-10.45	12 – 12.30	12.30 – 12.50	B	Y4	8.40	2.55	10.30-10.45	12 – 12.30	12.30 – 12.50	C	Y3	8.45	3.00	10.45-11.00	12.30 – 1.00	12 – 12.30	A	Y2	8.50	3.05	10.45-11.00	12.30 – 1.00	12 – 12.30	B
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	Y1	8.55	3.10	10.45- 11.00	12.30 – 1.00	12 – 12.30	C
	YR	9.00	3.15		12.30 - 1.00	12 - 12.30	EYFS
	<p>Zone A: Outside Y6 including old AstroTurf plus path area            Zone B: Remainder of new Astroturf            Zone C: Current YR/Y1 area plus some new AstroTurf</p> <p>Tables to be forward facing in KS2 classrooms and pupils to sit next to each other. Classrooms to be kept well ventilated with doors and windows open.</p> <p>Hall timetable to be created once space is cleared. Staff to clean any equipment used immediately.</p> <p>One-way systems to continue across the school including on the stairs. Pupils and staff to walk on the left when using the corridors.</p> <p>Visitors, including supply staff, are allowed on site but must follow hygiene protocols, maintain social distancing and wear a mask at all times.</p> <p>Resources such as art equipment, PE equipment etc to be used within bubbles. Staff will identify which resources they require for the week and clean once used. No equipment will be used across bubbles unless it has been thoroughly cleaned and out of reach for 48 hours (72 hours for plastics).            The Trim Trail will not be used until guidance changes.</p> <p>Playground equipment will be used in bubbles.            First aid procedures remain the same. Any vulnerable adults to not administer first aid and use mobile phones to alert staff members to support if required.            Gloves to be worn when administering first aid.            First aid trollies and first aid bum bags to be regularly checked and replenished.</p>						
Cleaning of the premises	<p>Sanitiser bottles and hand gel bottles to be left outside the school office at the end of the day if they need refilling. The caretaker will refill and staff to take (with their new cloths) before pupils enter school. Please try to avoid over using a cloth and renew often.            Sanitisers to be in all shared areas. Caretaker to be responsible for replenishing these.</p> <p>Tables, light switches, door and window handles, bin lids to be cleaned in classrooms after each session i.e. break, lunch, end of the day.            Staff to also wipe down other surfaces at the end of each day such as computer desk, keyboards, mouse and telephone.</p> <p>Bins to be emptied daily in classrooms and toilets.            Classrooms to be hoovered daily and toilets cleaned and replenished daily.</p>						



	<p>Staff to be responsible for cleaning the surfaces in the offices, staff room and PPA room throughout the day.</p> <p>Items in hall to be cleaned after use e.g. mats.</p>
<p>Hand washing / hygiene</p>	<p>On arrival to school, all pupils to wash hands. Hand gel to be used before break and wash hands afterwards. Hand gel to be used before lunch and wash hands afterwards. Wash hands or use hand gel before going home.</p> <p>Hand washing should be with soap, for 20 seconds and drying with paper towel. Pedal bins or swing bins to be used across the school. One child at a sink at a time.</p> <p>Children with skin allergies to inform school office and monitor hand washing and changes in skin. Follow any medical advice given. Hand gel in every classroom and all shared areas. Staff to be vigilant with washing hands and using hand gel throughout the day.</p> <p>Promote 'Catch it, bin it, kill it' across the school. Posters in all classrooms and key areas of the premises.</p> <p>No more than 3 pupils in a toilet at a time. Staff to monitor. Toilet allocation will remain the same pre-Covid. Toilet usage at a minimum during breaks and lunch times.</p>
<p>Personal stationery and resources</p>	<p>Years 1 to 6 should bring in their own pencil cases with their own stationery to avoid sharing of resources.</p> <p>Bags are allowed but resources should be limited to essentials such as lunch boxes, water bottle, coat, pencil cases and mobile phones.</p> <p>Children can use exercise books but teachers should minimise marking and use verbal feedback wherever possible. Reading books can be sent home. Classes to have their own selection to allocate from. Rota to be implemented on days books go home. On return books to be put into a box and left for 72 hours before allocating to pupils.</p> <p>There will be no borrowing of library books. We will readdress this as guidance changes.</p>
<p>Pupil or staff unwell</p>	<p>Hygiene Room (opposite HT office). Pupil to stay in there until parent collects from main entrance. Parent not to enter school building. Staff member to sit outside toilet with PPE equipment on. PPE equipment to be stored in this toilet, along with a chair. Child to be taken to parent on arrival. Child to self-isolate for 7 days from first sign of symptoms and rest of family to self-isolate for 14 days. Child to get tested ASAP. Toilet to be cleaned immediately after the child has left. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell</p>



	<p>If a test is positive SLT to follow HCC protocols. Engage in governments Test and Trace process. Inform the local health protection team. (Details on HCC flowchart, shared with SLT).</p> <p>If the test is negative, pupil and siblings can return to school as soon as general illness has improved.</p> <p>If staff member unwell – leave site immediately. Get tested ASAP and follow same guidelines as above on self-isolation.</p> <p>Staff are asked to take a lateral flow test on Sunday and Wednesday evenings. If the test is positive, staff to inform SLT immediately so that the bubble can be closed the next day until the results of a PCR test are known.</p> <p>Parents to inform office via email and phone call if a pupil is unwell. If suspected symptoms inform school so school can inform staff and parents of other children. They can choose if their child remains in school whilst we await test results. If results are positive, guidance from HCC will be sought and all staff and pupils in that bubble, and their families, may need to self-isolate for 10 days.</p> <p>Staff member if suspected Covid 19 to inform SLT member immediately. Get tested.</p> <p>If a key worker child in another school has to self-isolate and they are a relative of a staff member at Aboyne they must self-isolate with their child. Parents will not be informed unless the member of staff or their family member is showing symptoms or tests positive.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p>
Individual risk assessments	<p>If a member of staff if is clinically vulnerable they can request a risk assessment to be completed. Staff must take responsibility for their own health and well-being. If they feel they are particularly vulnerable we would advise they:</p> <ul style="list-style-type: none"> <li>- maintain social distance from other adults across the school</li> <li>- mobile phones can be used during this time to alert staff members of any concerns you may have that you are unable to deal with</li> <li>- avoid where possible dealing with a child who is ill or displaying symptoms</li> <li>- be aware of the PPE equipment stored in the Hygiene Room(Isolation Room) and use if required</li> </ul> <p>EHCP pupils will have their own risk assessments completed by the SENCo. These will be monitored by the SENCo, class teacher and 1:1 support staff.</p> <p>Pupils with Individual Health Care Plans will have their own risk assessments completed by the SENCo and monitored by the class teacher.</p>
Fire drill	<p>Children to line up on the AstroTurf, in front of the signs, facing the temps. Y1 and 2 to exit through right hand doors (at the bottom of the Up stairs) Y3,4 and 5 to exit from the left hand doors (at the bottom of the Down stairs). If it is necessary to leave the site, SLT will determine whether this should be through the Adelaide St or Etna Road gates.</p>



Curriculum	<p>The well-being of our pupils is our utmost priority. We will ensure this is embedded in our curriculum, which will remain broad and ambitious. 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 (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work) while avoiding the introduction of unnecessary tracking systems.</p> <p>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, 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.</p> <p>Music: there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. To reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons employ physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Outdoor learning will continue to be promoted.</p> <p>Remote education will be offered via Google Classroom if school is informed that there is to be a local lockdown, if a bubble has to close or if an individual child is self isolating.</p> <ul style="list-style-type: none"><li>- daily work</li><li>- daily contact through class emails, phone calls and regular contact through face to face support</li><li>- online resources</li></ul>
Use of communal spaces	Timetables will be planned as usual for use of the hall once it is cleared. All equipment must be cleaned straight after use.
Catering	HCL will provide packed lunches initially, and hot lunches once hall access allows. School kitchens must comply with the guidance for food businesses on coronavirus. Children can bring in their own packed lunches.
Educational visits	No offsite visits are not to take place until further guidance is received.
Uniform	Pupils should adhere to the uniform policy.



	<p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Children in KS1 should have a spare set of clothes on site in case of accidents.</p>
Behaviour policy	<p>No amendments. Parents asked to remind pupils of policy and three rights. If STEPs physical intervention needed required, staff in bubble to enforce. Parents to be called immediately and discussion on safety of others and pupil to be had and plan to be made.</p>
Wrap around care	<p>ABC/XYZ will continue using the school hall. Advice is to keep pupils in their school bubbles where possible e.g. Year 4 pupils grouped together or siblings. ABC/XYZ will have their own risk assessment.</p>
After school clubs	<p>As our wrap around care provider, ABC/XYZ , will potentially be using the hall, and we need to keep pupils within their bubbles, we will not be running after school clubs until after Easter.</p>
Travel plan	<p>We will encourage parents to walk to school where possible. We ask that any bikes or scooters used to travel to school are stored in the scooter park. Please be mindful of others when leaving items and maintain distance using the gates.</p>
Parent Communication	<p>Class emails will no longer be in use. We ask for any communication to staff to be sent via the school office <a href="mailto:admin@aboyne.herts.sch.uk">admin@aboyne.herts.sch.uk</a> Messages can be left on the school voicemail. Please avoid conversations with staff at drop off and collection.</p> <p>The school will continue to use the website, emails and newsletters for updates.</p> <p>In the event of lockdown, the class email addresses will be reinstated.</p>