

Aboyne Lodge School – Returning to school September 2020

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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 changes in drop off times for September.</p> <p>All Health and Safety protocols to continue as usual.</p>																																																																				
Attendance	<p>All pupils must return to school in September. Usual rules on school attendance will 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 where possible. Limit in staff room – up to 8 members of staff keeping 1m or more apart. Be mindful of photocopying and only allow one person to use at a time. Staff meetings to be held in a classroom to allow for more space.</p> <p>Classes will be in bubbles of 30 pupils. Staff can move between bubbles however, we will avoid changing of staff where possible.</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" style="width: 100%; border-collapse: collapse;"> <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>8.25-8.30</td> <td>2.45-2.50</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>8.30-8.35</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>8.35-8.40</td> <td>2.50-2.55</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>8.40-8.45</td> <td>2.55-3.00</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>8.45-8.50</td> <td>3.00-3.05</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>8.50-8.55</td> <td>3.05-3.10</td> <td>10.45-11.00</td> <td>12.30 – 1.00</td> <td>12 – 12.30</td> <td>B</td> </tr> <tr> <td>Y1</td> <td>8.55-9.00</td> <td>3.10-3.15</td> <td>10.45-11.00</td> <td>12.30 – 1.00</td> <td>12 – 12.30</td> <td>C</td> </tr> <tr> <td>YR</td> <td>9.00</td> <td>3.15</td> <td></td> <td>12.30 - 1.00</td> <td>12 - 12.30</td> <td>EYFS</td> </tr> </tbody> </table>						YG	Drop off	pickup	break	Lunch Play	Lunch Eat	ZONE	Y6	8.25-8.30	2.45-2.50	10.30-10.45	12 – 12.30	12.30 – 12.50	A	YN	8.30-8.35	3.15		11.30-12.15	11.30-12.15	EYFS	Y5	8.35-8.40	2.50-2.55	10.30-10.45	12 – 12.30	12.30 – 12.50	B	Y4	8.40-8.45	2.55-3.00	10.30-10.45	12 – 12.30	12.30 – 12.50	C	Y3	8.45-8.50	3.00-3.05	10.45-11.00	12.30 – 1.00	12 – 12.30	A	Y2	8.50-8.55	3.05-3.10	10.45-11.00	12.30 – 1.00	12 – 12.30	B	Y1	8.55-9.00	3.10-3.15	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
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	<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 classrooms and pupils to sit next to each other. Class teacher to remain at the front of the class as much as possible. TAs to support pupils whilst maintaining distance from other adults where possible.</p> <p>Hall timetable to be created once space is cleared. Staff to clean any equipment used straight after use.</p> <p>Interventions – child to be collected from classroom, allocated area for interventions to take place. All resources cleaned after use. Maintain distance whilst providing intervention.</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 and maintain social distancing.</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 a safe rota system can be initiated, or 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> <p>There will be no whole school or Key Stage assemblies for at least the first half of the autumn term. Whole school assemblies will be discussed at a later date looking at use of Teams, one way zoom, etc.</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</p>

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	<p>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 stationary and resources</p>	<p>Years 1 to 6 should bring in their own pencil cases with their own stationery to avoid sharing of resources. This will be reassessed near the end of the Autumn term.</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 and teachers can mark them. 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>For the first half of the autumn term 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.</p>

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	<p>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 and contact PHE for guidance. Engage in governments Test and Trace process. Inform the local health protection team. (Details on PHE flowchart, shared with SLT). If the test is negative, pupil and siblings can return to school as soon as general illness has improved. If staff member unwell – leave site immediately. Get tested ASAP and follow same guidelines as above on self-isolation.</p> <p>Parents to inform office via email and phone call if 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 PHE will be sought and all staff and pupils in that bubble, and their families, may need to self-isolate for 14 days. 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"> - maintain social distance from other adults across the school - 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 - avoid where possible dealing with a child who is ill or displaying symptoms - be aware of the PPE equipment stored in the Hygiene Room(Isolation Room) and use if required <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 in the autumn term in particular.</p>

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	<p>The curriculum will remain broad and ambitious: all pupils will continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p> <p>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: Schools should note that 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. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, 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 not continue from September unless school is informed that there is to be a local lockdown.</p> <p>If the school has to close again due to a peak in cases, we will offer:</p> <ul style="list-style-type: none">- daily work- daily contact through class emails and possible phone calls- online resources
<p>Statutory assessments</p>	<p>The government recognise that pupils will have missed a critical period of their education due to lockdown in the 2019 to 2020 academic year. The government wish to monitor the impact of coronavirus (COVID-19) on this cohort of pupils nationally, and give support to schools that need it the most.</p> <p>They are, therefore, planning on the basis that statutory primary assessments will take place in summer 2021. The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. This includes:</p> <ul style="list-style-type: none">• the phonics screening check• key stage 1 tests and teacher assessment• the year 4 multiplication tables check

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	<ul style="list-style-type: none"> • key stage 2 tests and teacher assessment • statutory trialing
Use of communal spaces	Timetables will be planned as usual for use of the hall. 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	Residential visits are not to take place in the autumn term. Non-residential visits can continue as planned. Classes to remain in their bubbles and avoid external additional adults where possible.
Uniform	Pupils should adhere to the uniform policy. 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.
Behaviour policy	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.
Wrap around care	ABC/XYZ will continue from September 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.
After school clubs	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 for the autumn term.
Travel plan	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.
Parent Communication	Class emails will no longer be in use from September. We ask for any communication to staff to be sent via the school office admin@aboyne.herts.sch.uk Messages can be left on the school voicemail. Please avoid conversations with staff at drop off and collection. The school will continue to use the website, emails and newsletters for updates. Logistics of Parents Evening will be discussed when we return to school in September.