



# SGS ACADEMY TRUST SCHOOL RE-OPENING PLAN

## MASTER ASSESSMENT as at FRIDAY 5th JUNE 2020

completed /up-to-date, assessed weekly
progressing, reviewed weekly
not yet started

Ref	Theme & Associated Actions	Lead	Target date	Status	Additional Cost	Notes	Outcome
101	Carry out an audit to ascertain the numbers of school places required for Reception, Year 1 and Year 6, 10 and 12.	HT	5th June			Pegasus using 'wave' approach to reopening in line with govt guidance; parents surveyed; LA consulted. UTC and FHS have undertaken a survey to establish those students who are considering starting	Many parents are waiting to see what the precise offer is before committing. Bus travel (public) is discouraged. Applegates Coaches (UTC) not running. Likely (per day) 10-15 in Pegasus, 10 in UTC and 17 at FHS.
101	Identify likely numbers of pupils returning and agree required staffing resource and approach and liaise with your local authority on your plans.	HT	5th June			All parents surveyed prior to half term.	Likely numbers known, see above
103	Plan classroom organisation based on numbers of pupils and social distancing, keeping the same staff and pupils to one room where possible (including lunches if possible)	HT	5th June		Potentially some signage etc	Plans in each school developed. Included in reopening RA	Safety paramount. Pegasus - max two pupils per classroom. UTC and FHS - defined spaces as per re-opening RA
103	Stagger break times and lunchtimes to minimise pupil contact	HT	5th June			See Re-opening RA doc	Tight controls of students at all times in plan, max 5 at any one time taking a break.
103	Provide parents/carers with advice and guidance on re-opening and practical organisation	HT/SM	w/c 8th June			Provisional plans communicated to all parents	Parents given provisional arrangements and advice/guidance and advised more detail to follow w/c 8/6.
103	Communicate with parents/carers your curriculum offer (online and in school)	HT/SM	w/c 8th June			This is an ongoing process; whole school communications are frequent and staff have regular contact with students.	Parents made as aware as possible of future plans and arrangements.
103	Decide content and timing of staff communication(s) including if bringing staff in in advance of pupils returning is necessary.	HT/SM	ongoing			Ongoing communication is frequent and regular, via Heads and directly.	Final communication to follow signing off of RA
104	Create seating plans for pupils and contact tracing registers	HT	5th June			completed, and assessed in Re-opening RA	In process in all schools
104	Plan to resume taking attendance registers and continuing to complete the online educational setting status form to provide daily updates on how many children and staff are in school.	HT	1st June			In school planning arrangements	This resumed from 1 June nationally.
105	Agree ongoing approach for learning offer for vulnerable children and children of critical workers who are in school but not in the returning year groups. Encourage attendance (unless they are extremely clinically vulnerable and shielding, or medical advice or further guidance suggests they should not attend).	SM	5th June			This varies by school, but continues from the previous model since lockdown; the online learning offer is being extended and revised where appropriate.	Some students are better working from home, with social work agreement; some may want to come in. We are reviewing their engagement and mental health as part of this and providing bespoke models for each student.
106	Agree what returning support is available for vulnerable and/or disadvantaged children (including any dual-registered students) and put in place provision for the return of pupils with special educational needs and disabilities (SEND) in conjunction with families and other agencies and engage with partners who will help to provide that support, for example, local authorities.	HT/SM	5th June & ongoing			Students in the age groups involved will be prioritised; other students are unlikely to be accommodated in school due to RA requirements at the present. Careful support for them remotely will continue and individual circumstances monitored.	Schools continue to work with social services, police, LA etc as appropriate.
107	Agree what safeguarding provision is needed in school to support returning children (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals as more children return to school, including those with problems accessing online offers. Check for revised protocols from your local authority and update safeguarding policy if necessary.	HT	5th June & ongoing			Completed but ongoing. MyConcern continue to be used. Pastoral teams maintain contact with relevant students.	Ensure that DSL or Deputy is always available via phone if needed, if not on site. Use SGS safeguarding team as required.
108	Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents and review uniform expectations.	HT/ SM	12th June			Protocols for behaviour including risk minimisation and hygiene expectations to be shared with parents and students before reopening. These will be procedural matters that vary with each school, but will contain clear adherence to respect for social distancing and hygiene.	Protocols for behaviour including risk minimisation and hygiene expectations to be shared with parents and students before reopening.
114	Development of a social isolation plan for each curriculum department for 19/20 showing how the curriculum and experience will be adapted to embrace social distancing including Academies	HT	15th June			To be created for each setting and assessed in the School Reopening Risk Assessment	See Re-opening RA document.
115	Transportation - model impact of timetable changes on accessibility to enable discussions with transport providers to commence. Undertake a comprehensive review of travel and transport arrangements and advice for learners especially capacity and social distancing requirements. Due consideration of the wider implication in the community of where this will place demand on public transport/ parking/ and any required revisions to college transport arrangement. Liaise with LA where transport is provided for young people with EHCPs. Implications of new arrangements for safeguarding	HT	5th June & ongoing			Discussions with bus companies and LA transport ongoing. Decision to support guidance - avoid public transport (UTC) and Contracted service to UTC not running as hygiene standards cannot be confirmed. Decision under constant review.	See Re-opening RA document.
120	Consider all implications arising from cancellation of any trips and visits	HT / SM	5th June			Completed.	There will be a loss of some social experiences for students; we will seek to review this once the virus subsides.
121	Read 'The Recovery Based Curriculum' model information	All	1st June			Shared with Heads	Awareness of social and emotional consequences of this period are as important as the academic; schools must respond proactively to this.
122	Develop a 'recovery-based curriculum' or equivalent model	HT/SM	12th June			Implications of recovery model will be incorporated into planning in each school.	
123	In special schools, specialist post-16 and hospital schools only, agree which additional pupils will return irrespective of year groups to achieve a phased return.	HT	5th June			Wave model developed before Easter, approved by LA as a good model.	Ongoing expansion of provision, safely managed.
201	Liaise with staff and trade union reps on plans for re-opening	SM	5th June			There will be no formal process for this. Union reps are fully appraised of all relevant plans and invited to feedback as required.	No concerns have been raised to date.
202	Consider options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers).	SM/HT	5th June			No issues expected at present.	The use of rota systems should ensure that we can continue provision in the event of losing some staff for a short period.
203	Carry out an audit of staffing levels (shielding, self-isolating, available)	HT	5th June			School-based audits before half term have now been supplemented by a whole Trust one.	Staff that need to be protected will be.
203	Risk assess any staff member who has an underlying health condition (they should consult GP)	HT	12th June			Staff survey undertaken by HR, all staff will be RA based on Age, Gender, Ethnicity and underlying health conditions. Closing date 5th June, all staff in attendance will have a RA by 12th June	HR will support staff who are considered to be at greater risk and should remain working from home, and discuss this with each staff member.
204	Plan to stagger arrival and departure times	HT	5th June			Will be used where appropriate, but where there is limited opening times, social distancing will be enforced instead.	Ensure students and staff have minimum risk.
206	Brief all staff on the risk assessment of internal logistics and social distancing	HT	12th June			Ongoing. Will be reiterated when we open and appropriate signage displayed.	Regular reiteration by senior staff will be necessary.
207	Consider measures to check on staff wellbeing (including for leaders).	Trust	12th June			Ongoing. Staff survey will shape responses.	
211	Read the government guidance on getting tested.	HT	5th June			Employer-organised testing available via HR on request.	

214	Plan a staffing rota based on pupil and staff numbers	HT	12th June			all schools have a draft rota (5/6) which will be cross-ref with the staff RTW survey to confirm attendee are not high risk	
301	Plan entry and exit points around the school building to reduce congestion	HT	5th June			In reopening RA	See Re-opening RA document
301	<a href="#">Read the guidance on implementing protective measures in education and childcare settings and agree how this will be implemented in your school, including agreeing on any necessary updated health and safety policy and risk assessments.</a>	All	5th June			Part of comprehensive RA process in all schools,	
302	Organise desks and other learning resources to support social distancing	HT	5th June			In reopening RA	In place
304	Place hand sanitation at entry and exit points	Trust	5th June			In reopening RA	In place
304	Develop a bathroom strategy for pupils to use the toilet throughout the day (one in, one out)	HT	5th June			In reopening RA	In place
304	Display hand washing and social distancing signs as appropriate around the school	Trust	12th June			In reopening RA	being installed by 12/6
305	Plan the school level response should someone fall ill on site (in line with relevant government guidance).	SM/Trust	5th June			In reopening RA	In place
306	Order PPE to meet demand based on risk assessment (first aid, direct care etc)	Trust	5th June			In reopening RA	In place
307	Thoroughly risk assess for a planned re-opening based on numbers of staff and pupils (refer to guidance on areas to be risk assessed) +1	HT/Trust	5th June			In reopening RA	In place
312	Consider amending online learning offer	HT	5th June			All online offers were reviewed and adapted at half term; will be subject to further review in light of engagement and student progress and impact of reopening.	Heads have been told very clearly to regard the face to face sessions as an add on, but the core business is the remote learning.
313	Brief all staff on how to use PPE correctly	HT	w/c 15th June			Part of reopening protocols	See Re-opening RA document
314	Order tape/spray to enabling makings for social distancing outside the school building and other areas as appropriate	Trust	5th June			deployed as needed.	See Re-opening RA document
315	Agree approach to any scheduled or ongoing building works.	KH	5th June			Ongoing	all capital works via H4
401	Brief staff who have a pastoral role and develop a strategy for supporting families as schools start to re-open	HT	12th June			This is part of an ongoing day to day process; pastoral staff have worked throughout to keep regular communication with students and parents. Pastoral staff will be included in reopening arrangements, as will SLT.	We will continue to monitor student wellbeing and relationships with families closely.
401	Plan likely mental health, pastoral or wider wellbeing support for children returning to school (for example, bereavement support) and discuss with your local authority what wider support services are available. Work with your local authority to secure services for additional support and early help where possible (for example, around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to pupils and students who were not previously affected.	HT	12th June			This is ongoing as above; schools share resources and links on wellbeing and mental health regularly, and liaise as appropriate with health and social services.	We will continue to monitor student wellbeing and relationships with families closely.
402	Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support.	HT	12th June			Part of school reopening plans. The priority for face to face time is to ensure that students' wellbeing is sound, and provide an opportunity to discuss their home learning, correct misconceptions, encourage participation and make future home work clear and appropriate to their needs.	We will seek to offer an equivalent to the face to face session online for students that can't or won't attend in person in due course.
403	Work with your local authority or trust (and where applicable NHS Clinical Commissioning Group) and families to identify what provision can be reasonably provided for in line with education, health and care (EHC) plans.	HT	12th June			Ongoing. EHCP reviews and completion processes at Pegasus shared and agreed with LA w/b 1st June.	Where EHCP provision cannot reasonably be met, schools should make as significant adjustments as they can to meet the needs of the students.
404	Agree ongoing learning offer for eligible pupils who can't attend school, as well as offer for those that continue to be out of school.	HT	12th June			As above.	As above.
502	Liaise with any contractor who will have contact with the school at the point of re-opening	Trust	8th June			See Re-opening RA document	
503	Liaise with cleaning contractor	Trust	8th June			As above.	See Re-opening RA document
503	Liaise with client transport	HT	8th June			As above.	See Re-opening RA document
503	Liaise with delivery providers	Trust	8th June			As above.	See Re-opening RA document
508	Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach.	SM/HT	8th June			Relevant considerations are part of all planning. BLM.	staff survey completed by 5/6