



## Re-opening Schools Planning Guide

1	Key Definitions:		Date
	Fully Open	Business as usual: no travel or trip restrictions.	19.05.20
	Open	Business as usual: with caveats – no visitors or trips.	19.05.20
	Open T	In transition: some teaching in school and some remotely.	Yes
	Open B	In transition: with boarders and Open K (below).	19.05.20
	Open K	Key staff and vulnerable children in school. All other teaching remote.	19.05.20
	Open R	Teaching is all achieved remotely.	19.05.20
	Fully Closed	No one on site except residents, security and maintenance staff.	19.05.20
	Social Distancing (SD) is currently 2m – this is a key driver to the plan. If this rule changes there will be an impact on many aspects of the plan.	Action taken upon advice from BV, PHE	19.05.20
2	<b>Planning Team</b>		19.05.20
	The school risk assessment will inform the plan and vice versa. Both must be reviewed together regularly.	RA reviewed at SLT every morning prior to the reopening of schools and when school reopens	19.05.20
	All work related to this plan must be date stamped, recorded and with a version control.	To be included on SLT agenda / minutes	19.05.20
	SLT responsible for reading and assessing (daily) government, DoE, PHE, IAPS and ISBA bulletins? How is this information passed and key issues highlighted?	SLT will disseminate key information following daily bulletins and make changes accordingly	19.05.20
	Who is in the planning and advisory team?	SLT and BV	19.05.20
	Is the focus for all COVID-19 related matters known to all and are their responsibilities clear?	Yes	19.05.20
	How often will the planning and advisory team meet?	Daily	19.05.20
	Does the planning and advisory team follow procedures in the emergency plan and COVID-19 policy?	Yes	19.05.20
	What are the mechanisms for regularly reviewing changes, identifying new requirements and communicating them?	SLT meeting wh daily where the situation will be reviewed and acted upon if necessary	19.05.20
	How does each change impact on the risks already identified and new procedures and policy?	The risk assessments and amended policies will change to plan for any changes	19.05.20
	Does the planning and advisory team discuss detail with SLT, SMT, SMEs including support and medical staff, unions, local authority, contractors and suppliers?	Yes	19.05.20
	Are governors appraised and do they then review and approve all changes?	Yes	19.05.20
	Are the lessons learned during the past weeks recorded and have they helped implement further changes?	Yes, any changes will be recorded in SLT discussion minutes	19.05.20
	Has any new planning been reflected in school policies, timetabling and are they communicated to all?	Yes changes made and addendums added. Docs shared with staff. Updated RA will be shared again with staff	19.05.20
	Are specific contingency plans being prepared for both the transition to full opening (or re-closing) and rapidly convening planning meetings and sharing decisions?	Yes	19.05.20
	Is there a contingency plan if a COVID-19 person is identified in terms of the individual and how it effects the school operation?	Yes. advice will be taken from the local authority BV and PHE and communication, staffing and action will be taken in accordance with feedback.	19.05.20
	Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?	No on site events will take place and meetings, assemblies will be held remotely	
	risks identified, properly mitigated and regularly re-assessed?	Yes	19.05.20
	a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Yes	19.05.20
3	<b>Communication and PR</b>		19.05.20
	Is there a sufficiently robust communication plan to ensure all pupils, parents, staff, contractors and visitors (if these groups are allowed) are kept regularly informed of	Yes: E mail, clarion, weekly newsletters, front office open for business, classlist. No visitors or parents will be allowed on site.	19.05.20



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	the plan, how it is to be implemented and any changes to the situation?		
	Are communication channels working, tested and regularly reviewed? Email, text, Facebook, Whatsapp	Yes	19.05.20
	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Yes	19.05.20
	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Yes	19.05.20
	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Yes	19.05.20
	Messaging: what are the appropriate messages to communicate to whom (parents, pupils, staff and if necessary press) and when?	Communication to parents include planning and procedures pre	19.05.20
	What methods will be used: email, text, Whatsapp, Facebook, posters, leaflets, website, banners etc	E mail, newsletter, website, classlist, letters, clarion, social media sites	19.05.20
	Are there lines to take for staff during the transition process and in case of an emergency or re-closing the school?	Yes, if school has to reclose then we would revert back to remote teaching as previous	19.05.20
	Is there a list of Q&As?	Staff and parent forums have taken place to address questions and this has been taken into consideration when planning for pupils return.	19.05.20
	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	Yes - anxiety Yes - Behavioural issues Yes - Trauma Bereavements - To be completed	19.05.20
4	<b>Safeguarding</b>		19.05.20
	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	Yes addendums made to SG policy, Pregnancy risk assessment complete.	19.05.20
	Is the DSL and ADSL easily contacted and their contact information known to all?	Yes and myconcern a common method to report known by all staff	19.05.20
	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	No new staff or pupils joining in the summer term. Plans will be revisited before the Sept term	19.05.20
5	<b>New School rules</b>		19.05.20
	What new SD rules have the school decided?	Social distancing in lessons and in social areas. Equipment use, drop off and pick up routines, Lunchtime eating routines. One way system around school.	19.05.20
	Are SD rules different for various activities such as play, games, drama, music?	No, SD rules remain the same and will be policed as best as staff can possibly manage	19.05.20
	Are SD rules different for classroom, playground, etc?	SD in classrooms will be set out and remote teaching will still exist. SD rules in the playground will remain as per the government guidance. Areas will be designated to certain year groups to help separation and control as much as possible.	19.05.20
	What are the external socialising rules set by the school for shopping; parties; games and play; travel (other than home to school and return)?	Designated playground spaces for different year groups, break and lunch times set at different times, Set pathway to travel to PE through playground areas if these are in use with staff leading this process	19.05.20
	Tracing. Must all pupils, parents and staff log their travel details other than home and school? (via app or written diary).	Have requested this through school communication previous to a return to school. Any travel still needs to be communicated to school	19.05.20
	What are the hygiene rules and are they communicated, understood and applied?	Regular hand washing, hand sanitizer provided in all classrooms, a new cleaning rota throughout the day will be in place, removal of soft toys etc from classrooms, cleaning providers have been communicated with in terms of areas to focus on and level of cleaning needed. Extra cleaning essentials and equipment has been ordered	19.05.20
	Is hand washing now routine and an accepted rule?	Yes	19.05.20
	Do pupils wash hands before arriving at school and	This has been communicated and encouraged	19.05.20



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	immediately after arriving at home?		
	Do pupils wash their hands after all visits to the toilet and before / after meals?	Yes. Extra hand washing stations have been ordered for the school site.	19.05.20
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6	<b>PPE</b>		19.05.20
	Has PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils with?	Only for those dealing with intimate personal care or those pupils displaying symptoms in school Government advice is no PPE needed by school staff. Apron, temperature devisies and masks have been ordered. Visors are being considered.	19.05.20
	The range of PPE may include: masks; gloves; shields (for face or lecterns, desk separators, staff desks); hand sanitisers (gel and tissues).	Hand sanitizer in all classrooms, aprons, temperature devisies and masks have been ordered. Visors are being considered.	19.05.20
7	<b>Campus Reconfiguration</b>		19.05.20
	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	One way walkways, bubbles created for each class to work in. No interaction between different classes. Teachers move around campus, not pupils. No parents or visitors allowed in school unless by authorised appointment. Organised drop off and pick up zones and strict timings in the advertised system. playgrounds cordoned off into areas assigned to certain year groups. SD adhered to as much as possible bearing in mind the age of the children we are working with.	19.05.20
	Are learning and games spaces configured to SD rules?	Yes as much as is physically possible.	19.05.20
	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Yes	19.05.20
	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Yes	19.05.20
	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	See above	19.05.20
	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Yes	19.05.20
	Can staff manage, whilst in the transition phase, both in school and remote learning?	Yes	19.05.20
	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Packed lunches, no catering on site. Meal times will be organised to minimise cross contamination and to maintain SD rules.	19.05.20
	Are sporting, play and SD rules clear to staff and pupils?	Yes	19.05.20
	Are drama, dance and music activities applying SD rules?	Yes	
	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	Minimise shared teaching equipment. Any equipment that is used will need to be cleaned after and before reuse. Early years will keep any learning materials in sealed bags.	19.05.20
	Are high risk areas being regularly monitored for hygiene?	All of the school campus will be constantly monitored. Information about cleaning procedure is and will continue to be passed to the evening cleaning team.	19.05.20
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8	<b>Medical</b>		19.05.20
	Is there anyone in addition supervising the normal medical staff?	One dedicated member of staff will deal with symptoms that present in children on site. Matron in place between 10 and 2	19.05.20
	Is there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases and normal medical issues?	Yes One member of staff to be designated to this role with full PPE	19.05.20
	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	Addendums added to policy	19.05.20
	Is the medical room(s) properly equipped?	Yes	19.05.20
	What methods need to be in place to access the health of all those that enter school premises?	Communication with parents has reiterated the importance of communicating with school if any child presents any symptoms at home.	19.05.20



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		Temperature testing to take place at school.	
	Is the school aware of all pre-existing medical conditions?	Yes	19.05.20
	How is registration throughout the day managed including temperature / health checks?	Registration completed by class teacher and the admin staff in the front office.	19.05.20
	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Covid risk assessment completed and shared	19.05.20
	If tested positive for COVID-19 is it recorded? (for elimination purposes)?	Yes both on school isams and myconcern portals. Staff have been informed that if any symptoms show then they should submit for a test and self isolate.	19.05.20
	If someone has come into contact with anyone tested positive to COVID-19 is it recorded?	Yes and it would be recommended that they self isolate.	19.05.20
	Has anyone been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath) and what are the procedures?	Families have self isolated when there have been symptoms	19.05.20
	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Yes	19.05.20
	Is there a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Yes, Medical room	19.05.20
	Is temperature-testing safe, reflecting SD rules, recorded and kept appropriately?	Yes	19.05.20
	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	Yes. Fire muster points have been revised to reflect SD rules	19.05.20
	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Yes	19.05.20
	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Yes	19.05.20
	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Yes, children will be supervised at all times and SLT will make regular checks upon staff	19.05.20
	If essential work is required on site are contractors properly registered, inducted, supervised and temperature checked?	Yes although any works will be minimised. where possible no works will be carried out by outside contractors	19.05.20
	Do medical staff have the appropriate PPE, cleaning materials and training?	Yes	19.05.20
	What is the policy on washing school clothes so as to prevent infection?	N/A	19.05.20
9	<b>Support Staff</b>		19.05.20
	Are support staff briefed on changes regularly?	Yes	19.05.20
	Do support staff have the appropriate PPE, cleaning materials and training?	Yes, supplies of extra cleaning agents etc have been ordered	19.05.20
	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Yes. Communication has been made with the cleaning team as to the requirements when pupils return to school	19.05.20
	Are all security and access systems regularly checked, updated and re-coded?	Yes	19.05.20
	Have reconfigured areas, zones and routes hampered fire exits and routes?	No	19.05.20
	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Yes	19.05.20
	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Yes	19.05.20
	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	No school transport in place	19.05.20
10	<b>Facilities Management</b>		19.05.20
	Heating system including fuel levels sufficient?	Yes	19.05.20
	Gas supply, venting and valves?	Yes	19.05.20
	Have air conditioning ducts and units been checked and reviewed?	N/A	19.05.20
	Electrical tests up-to-date including emergency lighting and PAT?	Yes	19.05.20
	Water testing for temperature, flow and legionella in date	Yes	19.05.20



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	for test?		
	What is the status of the swimming pool and are appropriate measures in force?	This will not be in through the summer term	19.05.20
	Fire alarm panel, system and extinguishers in date and serviced?	Yes	
	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	Yes	19.05.20
	Have waste procedures been reviewed?	Yes. Where possible they have been removed if pupils are solely working on electronic devices.	19.05.20
	Are pest control services recorded, deficiencies identified and actioned?	Yes	19.05.20
	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Yes	19.05.20
	Is there sufficient supplies of hygiene materials and are they well placed?	Yes	19.05.20
	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	Yes. The external cleaning company has been contacted with regards to the demands of the school to both reopen and from there on. Extra cleaning products are added to the service provided. Day matron will be briefed on daily cleaning duties.	19.05.20
	Procedures for disinfecting surfaces, shared equipment, equipment for remote workers.	This will be communicated to the daily matron who will be doing the cleaning. Hand sanitizer and cleaning wipes will be in each classroom area.	19.05.20
	Consider new shift patterns for support staff particularly cleaners.	Yes	19.05.20