



Exceed Updates on Covid-19 Organisational Planning for Wider Opening 8th March 2021-Carr Lodge Academy

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1.0 Updated Government and Local Information

From Monday 8th March 2021 primary schools are required to open to all pupils

Public Health Information:

For data up to 18th February 2021

Doncaster has **198.5** cases per 100,000. The average in England is **122.7**

- **Statistics by age group**

0-4 yrs. = **72** per 100,000

5-9 yrs. = **56.4** per 100,000

10-14 yrs. = **93.6** per 100,000

15-19 yrs. = **198.6** per 100,000

90 % of the cases above are of the new Covid-19 variant

Public Health Doncaster are stating that primary schools can open from Monday 8th March 2021

Public Health Information: 3rd January 2021

- Doncaster (Whole of South Yorkshire) is currently in **Tier 3**

- Doncaster has **240.5** cases per 100,000. The average in England is **307**

The London boroughs and Kent are showing above 800-1200 per 100,000

- **Statistics by age group**

0-4 yrs. = 72 per 100,000

5-9 yrs. = 61.6 per 100,000

10-14 yrs. = 109 per 100,000

15-19 yrs. = 291 per 100,000

- 10-15% of the cases above are of the new Covid-19 variant

2.0 Health & Safety Risk Assessments

The Trust Central Team are collating all the risk assessment procedures for wider return into a new risk which has been sent from our Health & Safety Providers. These will include:

- The latest government guidance issued
- All previous risk assessment information which has been identified in the previous documents
- Highlighted areas will need to be reviewed in each academy and risks mitigated within the document

The Trust Central team will review any additional guidance provided in the wider opening updated plans from the DFE and from our Health & Safety Provider. They will highlight any additional information that needs to be included in the risk assessment document.

Ventilation in classrooms:

Whilst the weather is still cooler, it is still important to ensure ventilation within the classrooms by opening windows and doors. It is therefore important to encourage pupils to wear more clothing to ensure they are not cold within the classroom. This could be 'skins' under their uniform or jumpers and cardigans. Some of these may not be school uniform however it is ok for these to be on pupil's chairs in case they want to put it on.

Windows can be opened slightly when pupils are in and opened more widely during break and lunchtimes to increase the ventilation. Heating can be turned up to ensure that pupils and staff are not cold.

Face-coverings:

It is important to wear face coverings where ever possible in the school building. Whilst face coverings are not deemed appropriate in the classroom by the DFE, the trust would encourage Teachers and support staff to wear them wherever possible. This can involve:

- All adults wearing face coverings in the classroom (If you choose to do so)
- All adults should wear face coverings in communal areas
- All adults in business teams should wear face covering when leaving their immediate desk area
- You can choose to bring in your own face covering for comfort.
- The academy will purchase any new face coverings for your comfort if you request these
- All staff must wear face-coverings (i.e. face shields) when they are working in close contact with pupils such as carpet time and in small group work.

NB: Limited evidence that the virus is transported on face coverings therefore it is acceptable now to bring in your own for comfort or to request that these be purchased by the academy

As a trust we recommend that you wear a face-covering wherever possible

Planning for Learning in classrooms:

- 2 metre distance areas should be taped at the front of each classroom to ensure that staff keep their distance all times, where possible
- Staff teaching older pupils should reduce carpet time in this interim period and try and adopt more whole class instruction where pupils remain in their desks
- Staff need to ensure that individual place settings remain in the class. Try and reduce collaborative learning time during this interim period
- Staff need to ensure that desks are appropriately placed to face the front as we initially implemented to ensure that each pupil has their own individual space rather than group settings. (if at all possible)
- Staff should plan using the recovery curriculum and ensure that social and emotional learning is planned on return in order to resettle the pupils back into the environment. If staff need more time, then it is important to take this rather than continue with the planned curriculum. (this will benefit in the longer term)
- It is really important to establish and reset the rules and routines within the classroom on return. Don't assume that pupils will just remember these. Implement high expectations for behaviour in shared areas, corridors and at playtimes. Review the equipment use and ensure that the playgrounds are zoned appropriately to maintain the bubbles. Collaborate with the pupils on the equipment they require at playtimes in order to engage them. Allocate monitors for cleaning equipment and organising this within the zoned areas. Plan it all specifically so pupils understand the routines.
- Take time prior to wider-opening to review all your planned procedures from the start of the day to the end of the day. Create a briefing document for your support staff so that everyone is clear about the high expectations you will insist on each day. This will support the smooth running of behaviour across the academies.
- **Staff sign in sheets are placed on the classroom door for anyone entering the classroom to sign (who is not planned to be in this space). Staff should only enter a classroom that is not within their bubble in exceptional circumstances.**

3.0 Staffing

[Guidance from Zurich Insurance](#)

ELP employees are fully covered if CEV employees return to work. Academies are required to ensure that these procedures are followed:

- **If possible have a confirmation form from the GP/specialist that they are happy for them to be in work (he did say that this is not always possible so it is up to you/Directors to decide if you are happy for them to return without this)**
- **Put in place an Individual Risk Assessment to reflect any additional measures we are able to take to protect them whilst at work**
- **Check if the employee has had their first Covid vaccination, if they confirm this, ensure this is reflected in the risk assessment as an additional comment.**
- You will need to follow the specific [guidance for pregnant employees](#) because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.
- Assess how many staff may be at increased risk due to protected characteristics and disparities in outcomes. Consider using an Equalities Impact Assessment. Please note that as the employer, you must continue to meet your equalities duties. See the [Equality Act 2010 advice for schools](#) for more information.
- In light of this assessment, scrutinise how staff will be deployed.
- If necessary and applicable in your circumstances, consider using longer assignments with supply teachers and agree a minimum number of hours across the rest of the academic year.
- Determine whether staff training is required prior to the full return of pupils in March.
- Consider what arrangements might be put in place for staff wellbeing. All employers have a duty of care to their employees, and this extends to their mental health. [Education Support](#) provides a free helpline for school staff and targeted support for mental health and wellbeing.
- Ensure designated safeguarding leads (and deputies) are provided with more time, especially in the first few weeks of after 8th March, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate

What if we do not have enough staff due to positive cases or self-isolation?

It is important to discuss with staff the need to be flexible in how we work over the next 4-8 weeks. Leaders must be clear about all staff and bubbles in order to ensure that cover can be provided when staff are absent.

It is also important to calculate optimum numbers for the running of the academies. If staffing falls below these limits, then classes will have to be absent from school or the school will have to close for a period of time. Leaders should have contingency plans for this. The CEO and Deputy CEO will provide support in these cases.

There may be occasions, in the event of emergency where staff are shared across other academies. This will be in full-consultation with all staff members and will only arise in the worst-case scenario.

In the event of employees sending section 44 letters to state that they feel unsafe to work. The first instance is for them to evidence this against the risk assessment procedures. In the event that this continues, we need to ensure that a referral to occupational health is made and ask them to contact their doctors if this is due to anxiety. In the first instance we need to try and mitigate the risk by communicating and reassuring all staff members of our procedures. We will then take further guidance from HR on the next stages to implement if they do not return.

4.0 PPA Cover and Blocking time

Due to the space within the academies, PPA time can be taken at home by the teachers if this appropriate to do so. This is the approach adopted by Carr Lodge Academy.

It may be more beneficial to block PPA cover on a two-week cycle. This will allow each teacher to work from home for 1 day every two weeks. This may also be easier to manage in the current climate with self-isolation and bubble closures.

Leaders need to review this in order to implement. Try and think about the safest option to limit the number of people within the academy.

The blocking option may also support the well-being of teachers and allow them to be more productive in planning for a two-week cycle. If a bubble is isolated or a teacher tests positive, then the two-week cycle will support the continuity of learning.

It is also important that Leaders plan in some leadership time on a two-week cycle where you are working from home for a day. This is to support strategic planning but also allow for well-being time for each leader. In the event of bubble closure. The CEO and Deputy CEO will be available to support leaders in school.

All the above procedures should, where possible be implemented in order to support staff to work effectively and efficiently over the next 4-8 weeks. Staff can also use the children's centre main room if it not booked to undertake any work they require to do in school.

5.0 CPD Staff Meetings – Online

During this wider-opening period, it is appropriate to still put on hold all new developments in order to provide staff with the time and space to continue to focus on teaching & learning, planning and assessment. Staff meetings can therefore be limited, and more phase meetings to support the moderation of learning. Staff will appreciate having the time to reflect on the learning, as the days are so busy with the Health & Safety Procedures.

It is good practice to:

- Promote phase meetings so that all teachers have support over the next 4-8 weeks
- Reschedule new developments and plans into the summer term and update the Academy Improvement into areas which are feasible to progress with and areas which may need re-planning from Autumn 2021
- Provide feedback to staff on the way the academy is running and praise the efforts of the whole team

SLMT to review the above plans. Remote staff training can still take place or socially distanced training in large hall spaces if this is possible. We must ensure that we do not overload staff at this point and ensure that the focus remains on Teaching and learning. Whilst new developments are important, they can only be undertaken at the appropriate time for change.

6.0 Staff Forums

CEO and Deputy CEO will attend staff forums in order to communicate directly with staff and answer any questions from staff: These will be scheduled

Week beginning 1st March 2021

Carr Lodge Academy will be holding our Staff Forum on Tuesday 2nd March

CEO or Deputy CEO will attend these.

7.0 Governor Monitoring

Governor monitoring plans should be rescheduled for any on-site visits to the summer term. Teams monitoring can take place between governors and key members of staff to provide any updates.

Chairs Monthly Meetings: Chairs meetings should be online meetings each month. These should be to

Review month-end accounts and complete compliance areas such as health & Safety, safeguarding, internal audit reports etc.

LGB and Director meetings will continue online until the end of the academic year

8.0 Equipment, marking and feedback

All equipment, should not be taken off the academy site. Marking and feedback should be integrated within lessons and at the end of the day on the academy site. Written marking will be reduced and feedback should be provided in whole class introductory sessions to lessons or as part of the main teaching points for the next lessons.

This should continue where possible. There may be some exceptions where staff are marking longer writing pieces.

9.0 After-school provision

All after school clubs can begin from after Easter unless guidance states otherwise. Childcare facilities including before and after school can continue. It is important to ensure that pupils are pre-booked into the sessions in order to provide appropriate staffing and maintain the class bubbles. Numbers should be reviewed weekly by all academies.

This will continue up to the end of the summer term

10.0 Staff Incentives and Testing

At present there are no additional staff incentives to report. We will try and initiate these throughout the next two weeks in order to support staff morale.

LFT Testing:

All home testing arrangements implemented within January must continue and this is likely to be up until the end of the summer term 2021 but possibly on-going throughout 2021-2022. The only changes to previous guidance is that staff can book their own PCR test rather than Trust doing this on employee's behalf.

Please contact Trust Business Support Officer if you have any problems in getting in for tests.

11.0 Remote Learning Provision

When pupils are self-isolating; Teachers must upload lessons onto seesaw for these pupils. This could be daily or weekly however we are legally bound by the Government to provide this.

CPG have published 'catch-up' books. These are really good and could be provided as an option for pupils who do not have remote access. Each academy could buy 10 packs per year group in preparation for this. These packs are also really useful to provide a structure for intervention and catch-up support. (I have used with my own daughters through the lockdown period)

Remote learning cannot be provided for pupils whose parents are not allowing them to attend school. In this instance they can undertake the work provided for other pupils for home learning however we cannot make provision for both. It is important however to liaise with parents and try and get these pupils into school.

In the event of any problems from parents, please direct them to the Deputy CEO or CEO.

All remote learning policies should be published on the academy website and the Trust website.

IT Devices:

It is important to continue to provide access to IT devices after wider return for pupils, in order to engage with home learning opportunities and to allow for access to the catch-up interventions which will be integrated into on-site and off-site learning.

Using IT devices during lessons:

It has been very apparent that during on-site learning, pupils have enjoyed the access to their own device at their desks to support their learning. Try and ensure that this continues on return. It is important for

academies to **not** revert to old ways of working but to capitalise on this new era and continue to build the use of these into their practice.

As a trust we will continue to explore through the summer, more devices. It is our vision that each pupil has an individual device to use as well as their workbooks and this becomes an expectation to ensure that we have striving for equity for all pupils.

We would welcome any staff ideas or initiatives to support this so please contact us in order to offer these.

12.0 Teaching & Learning Reviews

CEO will liaise with Principals about the scheduled Teaching & Learning reviews. We will ensure that lesson visits are limited if they are required at all. The learning reviews will discuss focus on book scrutiny and meetings with senior and middle leaders after the initial 4-8-week period of return.

Challenge Partners reviews will continue, depending on when these are and the staff who are available to accommodate for this. Liaise with Deputy CEO and CEO in relation to these.

13.0 What further measures could be announced?

In the event of infection rates rising, further measures may be required which are currently being planned out to ensure that we are ready to implement different options.

Rota Basis: Schools could be asked to provide a rota system to limit the number of pupils on-site.

We could implement the initial plan of one-week instructional teaching and one week consolidation of learning on the online platform. This will reduce class sizes to no more than 15 pupils.

Full Lockdown: All classes would move to remote learning platform. For pupils without online access, the CPG books could be provided and they could photograph and send back their learning

NB Really important that all classes are established on the Seesaw platform: Check this and know who does not have remote access

14.0 Carr Lodge Site Plans



Room Numbers



Carr Lodge Academy
By Year Group

14.1 Staggered start and end times

Year Group	Class	Teacher	Start time	End Time
Nursery	Busy Bees	Mrs Scurfield	0830 & 1230	1130 & 1530
Reception	Raindrops	Miss Hughes	0840	1520
	Woodland	Mrs J Watson & Mrs Adams	0840	1520
Year 1	Stream	Miss Beresford	0830	1510
	Valley	Miss Axe	0830	1510
Year 2	River	Mrs Lownes/Miss Ayris	0840	1520

	Meadow	Miss Stancliffe	0840	1520
Year 3	Rapids	Mrs S Watson	0830	1510
	Forest	Mr Gill	0840	1520
Year 4	Avalanche	Miss Rattigan	0850	1530
	Ocean	Mr Denwood	0850	1530
Year 5	Mountain	Mrs Meads	0850	1530
	Waterfall	Mrs John Baptiste	0840	1520
Year 6	Summit	Miss Wakefield	0840	1520

15.0 Staffing

Class	No of Pupils	Classroom	Teacher	Support Staff
Busy Bees	37 (Split between am and pm)	20 & 43	SS	SL & JG
Woodland	30	21	JW & SA	SJ
Raindrops	29	26	MH	CM
Stream	31	15	SB	KT
Valley	30	16	GA	HW
River	30	27	TL/SA	SS
Meadow	29	12	CS	VL
Rapids	30	53	SW	RW
Forest	30	56	AG	TOC
Ocean	30	52	AD	LE & JP & ST
Avalanche	30	66	KR	SF
Mountain	28	59	JM	NG
Waterfall	28	63	AJB	RM
Summit	32	62	SW	KH

16.0 Toilet Access

Nursery	Busy Bees	20 & 43	Within class
	Busy Bees	20 & 43	Within class
Reception	Woodland	21	Within class
	Raindrops	26	Within class
Year 1	Stream	15	Blue
	Valley	16	Within class
Year 2	River	27	Blue
	Meadow	12	Blue
Year 3	Rapids	53	Orange
	Forest	56	Orange
Year 4	Ocean	52	Orange
	Avalanche	66	Green
Year 5	Mountain	59	Green
	Waterfall	63	Green
Year 6	Summit	62	Green

17.0 Playground Zones

Playground zones are allocated to each class bubble and times are staggered.



17.1 Break and Lunch Provision

Year Group	Class	AM Break	Zone	Lunch -Eating	Lunch-outdoor	Staffing
Nursery	AM			FS Shared Area	1200-1230 Nursery	SH & JG
	PM					
Reception	Woodland			1130-1200 Hall	1200-1230 Reception Playground	RB
	Raindrops					LL
Year 1	Stream	1000-1020	6	1220-1240	1150-1220 (6)	KT
	Valley	1020-1040	6	Hall	1150-1220 (5)	JF
Year 2	River	1040-1100	6	1200-1220	1220-1300 (1)	LM
	Meadow		1	Hall	1120-1200 (6)	SM
Year 3	Rapids	1020-1040	3	1240-1300	1200-1240 (3)	KM
	Forest		4	Hall	1200-1240 (4)	TOC
Year 4	Ocean	1040-1100	2	1320-1335	1240-1320 (3)	CP
	Avalanche		3	Classrooms	1240-1320 (4)	CW
Year 5	Mountain	1000-1020	1	1300-1320	1220-1300 (2)	SM
	Waterfall		3	Hall	1220-1300 (5)	SH
Year 6	Summit		2	1115-1130 Classroom	1130-1200 (2)	KM

18.0-Fire Evacuation

Bubble	Room	Exit	Route	Fire Assembly Point
Nursery-Busy Bees	20 & 43	Fire Door	Through Zone 1 & 2 around the side of the building	Zone 5
Woodland	21	23		
Raindrops	26	24		
Year 1 Valley and Stream	15 & 16	Cloakroom 5 /13	Through Zone 6 around the front of the building and enter through the side gate (next to the hall) into Zone 4 & 3	Zone 5
Year 2 Meadow	12	13	Through Zone 6 around the front of the building and enter through the side gate (next to the hall) into Zone 4 & 3	Zone 5
Year 2 River	27	28	Through Zone 1 & 2 around the side of the building	Zone 5
Year 3 Rapids Forest	53 & 56	55	Through Zone 4 & 3	Zone 5
Year 4- Ocean	49	50	Through Zone 1 & 2 around the side of the building	Zone 5
Year 4-Avalance	66	65	Through Zone 3	Zone 5
Year 5- Waterfall	63	65	Through Zone 3	Zone 5
Year 5 Mountain Year 6 Summit	62 & 59	60	Through Zone 2 around the side of the building	Zone 5

19.0 Free School Meals Provision

The week commencing 08.03.2021 FSM will be provided back in the academy as a hot or cold meal (based on menu options.)

20.0 PE Timetable-Spring term 2

All teaching staff must refer to the risk assessment for PE, dance and drama to ensure cleaning down in the hall of mats, flooring or apparatus between groups. Games wherever possible should be done outdoors, if due to wet, icy weather this needs to be indoors class bubble equipment must be used only not shared between class bubbles.

21.0 Staff facilities

The staffroom zones will remain organised, as it has been since September 2020. To support social distancing with a limit on numbers. Staff should practise social distancing within the staffroom, using their allocated room if no spaces are available. Staff mobile phones with the NHS app on to have alerts switched off whilst the phone is in a bag in the staffroom facility cupboard. See the site plan for facilities and toilets for staff.

Staff sign in sheet to be placed on the staffroom doors. Staff to sign in on entry to the staffroom for contact tracing purposes.

22.0 Provision for small group tuition

Additional funding has been allocated by the government to provide small group tuition to support academic recovery. Within Exceed, it is down to the individual academies to decide how and in what way they want to use this additional funding. Our academy catch up programme has been created using baseline data to ensure those groups that need additional support receive this. Catch Up Funding Strategy is displayed on the academy website and has been approved by LGB.

23.0 Medical needs – additional care

Administration of medicines will be in line with the Administering Medicines Policy. Medicines to be signed in at the cloakroom rather than office- paper work to be given by support staff. Pupils with individual care plans will have their 1:1 supporting in school to continue to meet these needs using full PPE where appropriate as per the Risk Assessment.

24.0 Admin support

Admin offices will be staffed on a rota .Other staff must not enter the offices to avoid cross-contamination and should consider the use of phones, email or Teams. Pupils should not be sent to the school offices.

25.0 Photocopiers

Use of photocopiers should be minimised with alternatives to worksheets considered wherever possible. Lesson preparation must be done before the start of the school teaching day and before pupils arrive. Only one member of staff should stand at the photocopier, the touch screen must be wiped using a disinfectant wipe and all copies picked up. Hand sanitiser should be applied before and after use. All empty boxes/paper packets should be put in the bin – do not leave these on the copier, surrounding areas or on chairs. A photocopier sign in sheet is used for contact tracing information.

26.0 Communication

Briefings will take place by email and Teams Meetings. Staff in school should keep their emails open to ensure they are aware of any essential updates. Staff working remotely should support communication, by ensuring that they keep computers turned on and check updates regularly. Weekly briefings from principal/ deputy are given to ensure

all site plans and updates are communicated. CEO letter updates and communication weekly. School phones will be able to make external calls where required and staff are aware how to make their calls private if using a personal mobile.

27.0 Security

All external doors should be kept closed when not being used at break times these are opened to increase flow and ventilation but only whilst pupils go onto the playground. External doors are fire doors and must not be fastened back during breaks and left open. Parents should not be permitted entry and should be asked to make contact using phone or class email. Security lockdown procedures remain unaltered – the Head Teacher or designated senior member of staff will ensure that staff are alerted using existing signals.

28.0 Staff and pupil registration

Registers will be completed using SIMS, dinner registers are to be completed on the spreadsheets shared weekly. Remember to remind pupils of their dinner choices to ensure accurate portions are made. Staff **must** log in and out using electronic inventory daily for attendance and fire procedures.

29.0 Behaviour and routines

Arrivals, Departures and Moving around the school

Children will enter school through their designated entrance. Children will enter individually and follow our handwashing and sanitising procedures. At their designated home time, children will leave the building from their designated exit, one at a time. Movement around the school will be limited. When the children leave their classroom to go outside for break, lunch or outdoor learning, they will follow an adult from their bubble on their designated route. Children will be accompanied to the hall for lunch times. All teachers to model and practise with pupils high standards of expectation when walking to the hall for lunch, leaving class from break or coming back into class following breaks. Children to have re-training on this following half term break.

Handwashing and Hygiene

Children will be expected to follow all handwashing and hygiene routines while in school. Children will wash hands/use antibacterial gel before entering school, before and after eating and at regular intervals during the day. We ask children to follow the catch it, bin it, kill it, mantra when in school, if they need to cough or sneeze, they should use a tissue or crook of their arm. Tissues will be disposed of in a separate blue bin with a lid. Children will be reminded not to touch their face, mouth, nose or eyes while at school. Should a child refuse to follow these routines, disciplinary procedures and sanctions will be used (see below).

Social Distancing

Adults will be expected to socially distance from other adults in school. When children enter their bubble, they will be expected to go straight to their table and nowhere else in the room. Children will put their hand up if they need an adult's support, they will not get out of their seats.

Toilet Use

Children will be encouraged to use the toilets (no more than two at a time). (This may not always be possible with younger children). When a child has finished in the toilet they must wash their hands, following the 20 second rule.

Before break and lunch times, children will be encouraged to use the toilet and handwashing procedures. Upon returning to class after break times handwashing will be repeated. A designated play zone will be marked out for use with each class. They will have their own equipment.

Children must stay in their designated area at all times. For end of break routines please refer to year group zone procedures.

Rewards

Recognition boards, class dojo and Star of the Week will take place in the academy.. All staff to be welcoming and fully use opportunities to praise individuals for good work, attitude or good behaviour, and show recognition. Pupils will also be nominated for Star of the Week Award and this will be celebrated and shared weekly using whole school Teams Meeting for Celebrations Assembly. Pupils are chosen as Social Superheroes- during celebration assembly too.

Consequences Class based consequences for pupils in the academy.

Observation of pupils to note early signs of behaviour should be used by all academy staff. Positive reinforcement to be used consistently. Clear expectations to be outlined for the pupils and models of what behaviour is expected.- Follow Behaviour Policy.

Pupil's working remotely- bubble closure/pupil isolation

If interacting with other pupils or staff online, students should always be kind and respectful to each other and respectful to staff, remembering at all times that that staff are not 'friends' with, or peers to, pupils. Students should never attempt to contact staff via social media or make comments about staff on social media platforms. Any inappropriate comments to staff online, via email, or any other platform will be taken very seriously and could result in a referral to the police. This is also the case for any online bullying towards other pupils or peer-on-peer abuse that is disclosed to the school during this time. An addendum to the Safeguarding Procedure around use of Live sessions has been added to the academy risk assessment.

This document will be reviewed weekly in line with guidance.