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1.0 Introduction: Updated Government Information

From Tuesday 5th January 2021 primary schools are to deliver education, for most pupils, remotely. Schools and academies will be open for those they deem Vulnerable and those children whose parents are Critical Workers- See ELP Critical Worker Priority document.

Due to this Carr Lodge Academy will only be allowing these pupils to attend the site and will provide education for all other children via the SEESAW or Tapestry app- See Remote Learning Policy.

2.0 Health & Safety Risk Assessments

The Trust Central Team are collating all the risk assessment addendums from the first half-term into a new risk assessment document 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 have been reviewed at CLA and risks mitigated within the document. Information was shared with staff on 04.01.2021
- 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 getting colder, 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 wherever 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 review this due to the rising infection rates. 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 (for Vulnerable and Critical Worker pupils):

- 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 use the remote learning offer that pupils being educated off site are using to ensure provision is fair and equitable for all. Pupils will also be able to access the Arts and Physical Education with our P.E. coaches.
- It is really important to establish and reset the rules and routines within the classroom at the start of term. 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 for monitors for cleaning equipment and organising this within the zoned areas. Plan it all specifically so pupils understand the routines.

3.0 Staffing

Further guidance will be issued by the DFE on staff who may be required to shield and work from home. At the present time, it is likely to be the **clinically extremely vulnerable** people who are required to work from home. **The Clinically Vulnerable groups** are to continue to work with increased hygiene measures. All staff within these bands will require a review of the risk assessments completed at the beginning of the term.

Individual CEV will be sent letters. We need to be mindful of where people live, some will be in Tier 4 and some in Tier 3 so different procedures will apply. It is important to assess on an individual basis in order to implement the safest procedures. Working remotely can be implemented on an individual basis but only in the CEV categories.

Government Information:

These have not changed CVG to be risk assessed but to continue working

If you are over 60 or clinically vulnerable, you could be at higher risk of severe illness from coronavirus. You:

- should be especially careful to follow the rules and minimise your contacts with others
- should continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace

Clinically vulnerable people are those who are:

- aged 60 or over (regardless of medical conditions)
- under 60 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
 - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
 - chronic heart disease, such as heart failure
 - chronic kidney disease
 - chronic liver disease, such as hepatitis
 - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy
 - diabetes
 - a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
 - being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant

Any member of staff, who is over 70 years of age should work from home immediately.

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 half term. Leaders must be clear about all staff and bubbles in order to ensure that cover can be provided when staff are absent.

The sooner you can inform Jane, Sarah or Tricia you will be absent the more helpful this is for planning for cover do not wait until morning if you are aware you will not be able to attend work.

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.

A staff rota has been shared for who will be working in which bubble during the period of closure. Staff flexibility is required in this. On particular days, where there are a higher number of bookings, we may ask additional staff to attend to keep ratios lower.

As an academy we have made the decision not to include pregnant staff members in the rota for face to face teaching. These staff members will take a greater role in the Remote Learning Provision.

4.0 PPA Cover and Blocking time

Remote learning should be planned for as outlined in the Remote Learning Policy. Year group partners and phases can organise this in whatever way you choose in order to ensure that this is completed and our high expectations for learning are in place. Whilst on site providing critical worker and vulnerable pupil provision staff will not be expected to also undertake remote learning to pupils who are at home. This will be allocated within the rota system being compiled and other colleagues, not on site will implement this. PPA time should be taken to support the planning process. This will be agreed by Principals/ Head Teachers and it can be blocked into weekly (1/2 day) or two-weekly allocations (1 day) PPA time must be

communicated to parents by the Teacher on the seesaw or tapestry app so that the parents understand that Higher Level Teaching Assistants will be providing the feedback during this time.

5.0 Staff Meetings – Online

During this lockdown period, we are putting 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 to, only if necessary for new developmental work. This is to give staff 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 spring term
- Provide feedback to staff on the way the academy is running and praise the efforts of the whole team

SLT 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 monthly staff forums in order to communicate directly with staff and answer any questions from staff: These will be scheduled

Week beginning 4th and 11th January

7.0 Governor Monitoring

Governor monitoring plans should be rescheduled for any on-site visits to the spring 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.

8.0 Equipment, marking and feedback

All equipment, including pupil's books 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.

Feedback will be given between the hours of 08:30 and 15:30 on SEESAW and Tapestry for pupils working remotely.

9.0 After-school provision

All after school clubs will be postponed from week beginning 2nd November unless it is to provide childcare. 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 February half-term

10.0 Staff Incentives

The Trust Central Team will explore the options of 'Free Flu Jabs' which are being provided by some academy trusts and the local authority. This could be via Asda or by joining with the LA initiative.

Morrison's are providing 10% off for all School Staff. The Trust Team will explore further options with other providers.

LA will be sending out information in the next two weeks so that all primary school staff will receive weekly testing. This will provide further reassurance.

11.0 Remote Learning Provision

The Academy has a Remote Learning Policy- published on the academy website.

Arrangements for Pupil Remote Learning whilst at home and in the academy:

- All pupils have access to the Seesaw App or the Tapestry app in early years.
- Teachers will upload lessons, videos and activities.
- These will be manageable for pupils and parents and through the app parents/pupils can contact you if they have any concerns.
- Teachers will provide feedback on all the learning activities completed
- Individual plans will be followed for pupils on EHCP if they are not attending the provision. Teachers or SENDCO will contact individual families to set this up
- Communication will be updated on the academy/school website, through email, twitter and through text messaging services

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

If parents require any remote learning devices for their child(ren), we can provide these. Our DFE devices also have access to the Wireless network. They are required to contact the academy and we will ensure that these are distributed. I fully appreciate that this is a difficult time for everyone and each family's circumstances will differ in the amount of support and time that can be given to children to complete the learning tasks set. Some parents may follow a strict timetable of activities and others will be more flexible in their approach. Staff will help and support as much as we can.

Communication with Parents and Welfare checks:

We do not know how long this closure will continue and therefore critical workers and vulnerable pupils may need different arrangements as the time progresses. Whilst we will set up the rotas up to half-term we need these to be flexible and meet the needs of our families. We are trying to ensure that all vulnerable pupils are attending the academies with the support that they require on a day to day basis in order to support them.

For any vulnerable pupils not attending we will undertake welfare checks, these will be prioritised against need from daily, every two days and weekly. Senior Leaders on site will support the Pastoral Family Support Worker to call all pupils on a weekly basis in order to ensure that they are safe and undertaking their learning. The Safeguarding Addendum implemented last March will now apply to any safeguarding concerns both on site or from remote checks. This will be sent out to all staff to make sure that all procedures are followed.

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.

Challenge Partners reviews may be required to be rescheduled depending on when these are and the staff you have available to accommodate for this. Liaise with Deputy CEO and CEO in relation to these.

13.0 What further measures could be announced?

Schools and Academies are now working remotely for all pupils apart from Vulnerable and Critical Worker's children.

Future options once re-opened:

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

14.0 Academy Site Plan



14.1 Bubble Size and Staffing

Age Group	Bubble Max Capacity	Rooms	Staffing Ratio (Max)
Foundation Stage	30	21 & 31	1:15
Key Stage 1	30	15 & 16	1:15
Lower KS2	30	53 & 56	1:15
Upper KS2	30	62 & 59	1:15

*Some Vulnerable Pupils/Pupils with EHCP have a 1:1/2:1 ratio and have their own Risk Assessment in place.

**Please note not all children are booked in every day so daily numbers are lower than 30. Parent/Carers gave booked for the full half term to allow for additional staff to be implemented on days where pupils are taking places.

***The bubbles have been capped at 30 despite not all pupils attending every day to reduce the number of individual contacts staff members have.



14.2 Start and Finish Times-amended

Vulnerable Pupils and Critical Worker pupils attending the academy:

- Start Time: 08:45
- Finish Time: 15:15

Kingfisher Childcare is also available as normal for those needing before and afterschool club on the days they are booked in.

14.3 Toilet Access

Age Group	Rooms	Toilets
Foundation Stage	21 & 31	Within Class
Key Stage 1	15 & 16	Within Class & Blue
Lower KS2	53 & 56	Orange
Upper KS2	62 & 59	Green

15.0 Playground Zones

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



16.0 Break and Lunch Provision

Age Group	Break Time	Zone	Lunchtime	Location	Staff
Foundation Stage	As scheduled	Reception	11.00-12.00	11.00-11.30-Hall 11.30-12.00pm Reception Playground	X2 on rota
Key Stage 1		Zone 6	11.00-12.00	11.00-11.30- Zone 6 11.30-12.00-Hall	X2 on rota
Lower KS2		Zone 3 & 4	12.00-1.00	12.00-12.30pm- Hall 12.30-1.00pm- Zone 3 & 4	X2 on rota
Upper KS2		Zone 1 & 2	12.00-1.00	12.00-12.30- Zone 1 & 2 12.30-1.00pm- Hall	X2 on rota

*Additional afternoon breaks can be allocated where appropriate.

17.0 Fire Evacuation-

Bubble	Room	Exit	Route	Fire Assembly Point
Foundation Stage	21&31	Cloakroom 23	Through Zone 2 around the side of the building	Zone 5
KS1	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
LKS2	53 & 56	Cloakroom 55	Through Zone 4 & 3	Zone 5
UKS2	62 & 59	Cloakroom 60	Through Zone 2 around the side of the building	Zone 5