

Returning to Holmfirth JIN School Plan/ Risk Assessment – updated and reviewed 23.2.21 – for the return of all pupils from 8.3.21

Updated and reviewed 12.10.21 – due to the continuation of Covid-19 Restriction – items in this colour are new information

Updated and reviewed 1.12.21 – due to the continuation of Covid-19 Restriction – items in this colour are new information

ALL pupils returning to school. ALL classes returning for 5 days.

All Year Groups – Start time 8.55am – new finish time 3.15pm for all classes

.30 pm). No afternoon playtime.

Year Groups – Years 5 & 6 – new start time of 8.50 am. New finish of 3.05pm. No afternoon playtime.

Teachers / Nursery (Full-time)	Available	Teachers (Part time)	Available	Teaching assistants (Full time)	Available	Teaching assistants (Part time)	Available
6	5	7	7	5	5	4	4
JC		JR (0.6)		HG		LP	
SW		JP (0.6)		DH		HH	
JW (nominated HS Rep)		ER (0.6)		MT		PF	
AC		NS (0.8)		STr		PB	
AJ		JP (0.6)		ZW		LP	
ER		ET (0.6)		RMc			
		DP (0.6)		JK			

In a school setting, it will not be possible to maintain 2m social distancing. Reminders for children to keep apart should be given however these should be gentle reminders. School and parents must appreciate the age and stage of development within pupils to observe such measures continually throughout the day.

Pupils remain with own bubble at all times.

Government guidance followed, including: Initial Planning Framework for opening schools in England, Planning Guide for Primary Schools + Implementing Protective Measures in Education and Childcare settings.

Parents, Pupils and Staff may be anxious therefore provision of timely updates sharing relevant information and offering reassurance.

Risk assessment regularly shared with all staff, Governors and parents + available on school website

Aspect	Details/ Risk	Suggested Actions to limit risk	By whom	Notes / Updates
1. Drop Off	<ul style="list-style-type: none"> Parents and children want to congregate in the playground particularly as they have not seen each other for a long time. 	<ul style="list-style-type: none"> Reminders to parents about social distancing through emails / letters Only 1 parent of Nursery / EYFS / Y1 + Y2 allowed on the playground. Parent of Y3, Y4, Y5 and Y6 remain off site, unless dropping off sibling in YN, YR, Y1 or Y2. Where possible, older sibling assists with drop-off. Parents on site to wear face covering to protect children and staff. Leave playground immediately after drop off. Nursery entrance = Nursery door (Holding area = Nursery canopy). Reception entrance = Reception door (Holding area = Reception Playground) Year 1 entrance = Year 1 Door (Holding area = Lower Main Playground – 1 netball court zone + created zone) Year 2 entrance = Year 2 Door (Holding area = Upper Main Playground – 2 netball court zones) Year 3 entrance = Year 3 Door (Holding area = Front of school – climbing wall) Year 4 entrance = Library Door (Holding area = Ball court) Year 5 + Year 6 entrance = Front Door (Holding area = Mission Possible) Markings on railings outside school to indicate distance markers for parents waiting to drop off. One-way system in operation for dropping off and leaving (map provided). 	JR / JW + 1 staff member from each group.	<p>25.8.20 @ 10am + 11am – Playground tours for any parents / children wanting to see the school site and listen to commentary. Opportunity for questions and opportunity to plan route.</p> <p>11.9.20: Reminder for parents (1 adult on site, prompt departure, late arrival procedure)</p> <p>11.9.20: Reminders for Year 5 and Year 6 to remain in separate areas of Mission Possible and to avoid use of apparatus. When wet, Year 5 and Year 6 will use half of shelter. Entry to school will be on a continual flow, rather than holding area. Sanitisers will be used on these occasions.</p> <p>8.3.21 – reviewed and parents should wear face coverings when on school premises unless medically exempt.</p> <p>7.9.21 – face coverings not a requirement – Gov.uk</p>

		<ul style="list-style-type: none"> • Signs and arrows produced to highlight routes and areas. • Gate open between field and Mission Possible. • Front gates open at beginning and end of school. • New start time of 8.45 for YN – Y4 • New start time of 8.50 for Y5 - Y6. • New start time 8.55am all pupils • New start time 3.15pm all pupils 		<p>From 7.9.21 From 7.9.21</p>
2. Entering the school building	<ul style="list-style-type: none"> • Children usually enter en-masse through 2 doors 	<ul style="list-style-type: none"> • All parents to remain outside school building. • Parent dropping off to leave when school staff member is present. • Nursery entrance = Nursery door (Holding area = Nursery canopy). • Reception entrance = Reception door (Holding area = Reception Playground) • Year 1 entrance = Year 1 Door (Holding area = Lower Main Playground) • Year 2 entrance = Year 2 Door (Holding area = Upper Main Playground) • Year 3 entrance = Year 3 Door (Holding area = Front of school – climbing wall) • Year 4 entrance = Library Door (Holding area = Ball court) • Year 5 + Year 6 entrance = Front Door (Holding area = Mission Possible) • Staff member to meet each group (8.40), wait with each group and lead into school. • Year 4 pupils to use Library door, once main gate is closed (8.45) • Year 5 + Year 6 to stagger entrance (use of front door). • Year 5 + Year 6 pupils to use front door, once main gate is closed (8.45) • External handwashing facilities provided for use prior to entering building (Reception – sink 1 / Year 2 – sink 2 / Year 6 – sink 3 / Staff room – sink 4) 	JR / JW + 1 staff member from each group.	<p>11.9.20: Nominated adult (Y4 to close Library door after entry + JR / SB sweep).</p> <p>8.3.21 – reviewed and no change</p> <p>1.12.21: Y5 and Y6 to use front door at the end of playtime and the end of lunchtime due to congestion in KS1. There must be an adult to accompany pupils.</p>

		<ul style="list-style-type: none"> • Nursery children to sanitise hands on entry. • Sink 1 (outside Reception) – YR • Sink 2 (outside Year 1) – Y1 + Y6 • Sink 3 (outside Year 2) – Y2 + Y5 • Sink 4 – (outside Year 3) - Y3 + Y4 <p>From September 2021 – parents now allowed on playground – pupils to line up in usual places when bell sounds</p>		
3. Hanging up coats	<ul style="list-style-type: none"> • Coats and bags are usually stored in close proximity in 1 cloakroom and lockers. 	<ul style="list-style-type: none"> • Packed lunches to be kept on class trolleys. • Lockers to be firmly closed. • Hand washing / sanitiser used on entry to classroom. • Years 3-6 – packed lunch boxes to be kept in lockers where possible. If no room store on trolleys. 	Staff members within each group.	8.3.21 – reviewed and see changed guidance to storage of packed lunches
4. Working areas	<ul style="list-style-type: none"> • Children move from one room to another, on occasions. • Children visit other classrooms for resources. • Children sit in 2s at a table with 4/ 6 others in their group • Movement around the classroom is not restricted • Up to 35 children in one room. 	<ul style="list-style-type: none"> • Each class to remain together and stay in the same classroom. • Children to ask before moving around classroom so that adult can control this. • Movement to be supervised and limited. • Windows opened for ventilation. • Air conditioning units in Year 5 classroom and Tiger Suite not to be operated 	Staff members within each group.	<p>18.9.20: For individuals and small groups: Y5 will use the Tiger Suite (9 – 11.30). Y3 and Y4 will use the Library Y2 and Y1 will use the KS1 Reading area. All tables must be cleaned immediately after use. 8.3.21 reviewed and see changed guidance re air con units</p>

<p>5. Teaching and Learning</p>	<ul style="list-style-type: none"> Usually 1 teacher and occasionally 1 TA for up to 35 children 	<ul style="list-style-type: none"> Usually 2 members of staff so that all areas have adult supervision, wherever possible and for the majority of the time. Revised marking and feedback guidelines, including increased use of self and peer assessment + use of “acknowledge, appreciate and advance” developmental marking and feedback policy. Workbooks to remain in school, except for Fantastic Writing. All books to remain in school Teachers are now able to take books home but should follow hand cleaning principles before and after use. Homework activities to use Seesaw learning platform. After use, laptops must be wiped down thoroughly by an adult with alcoholic based sanitizer. Laptops must be returned to the charging cabinet by an adult wearing gloves. Children must not touch laptops outside the classroom No collective events to be held - CW to be class based. Children to face forwards wherever possible, especially to receive teaching and for plenaries. Each child to have own frequently used, basic equipment in a labelled pencil case. Non frequently used equipment must be either washed/wiped with alcoholic based sterile solution or left in quarantine for 72 hours. Each class teacher to decide how water bottles to be kept in each class to promote minimum cross contamination between class members. Staff to supervise to ensure that only one-year group uses the shared cloakrooms at a time and this must be supervised by an adult. Music and PE to be taught outside, wherever possible. 	<p>JR develop timetable Teachers and support staff to follow and deliver.</p>	<p>11.9.20: Principles and processes shared with staff on 7.9.20. 8.3.21 – see additional guidance on books/laptops</p>

		<ul style="list-style-type: none"> Staff to follow “Feedback on Feedback” principles. 		
6. Staffing	<ul style="list-style-type: none"> 2 new teachers. 1 temporary TA SCITT student 4 staff members have been providing home learning, whilst shielding. 1 Uni Student teacher 2 new teachers/5 new support staff 	<ul style="list-style-type: none"> Revised induction process for Amy Jackson, Sarah Hutson, Bethan Coates and Emma Holmes PPA provided for all staff within class bubbles. Additional Student teacher in Year 3 	JR Staff	<p>11.9.20: All staff provided with risk assessments and timetables.</p> <p>8.3.21 – new staff joining school in September have all received induction training. New student teacher in Year 3 from Feb 21</p> <p>12.10.21 – all staff given new instructions – see Covid-19 October 2021 update</p>
7. Staff well being	<ul style="list-style-type: none"> Wide variation of confidence amongst staff. Some staff members have not been in school since end of March. 	<ul style="list-style-type: none"> Daily check-in with JR during morning walk round. Staff training day (Mon Sept 7th) to establish and revise procedures. Use of Microsoft Teams for collaboration. Revision of marking procedures, especially with regard to acknowledge, appreciate and advance + use of peer and self-assessment for learning journals. Revision of Behaviour policy. Information to parents about adaptations to working. Weekly / daily updates + briefings. Opportunity for staff to discuss well-being with Chair of Gobs External wellbeing coach 	JR	<p>11.9.20: Opportunity to talk provided daily proving essential. Staff welcome to wear masks at staff meetings. Staff meetings kept to minimum time + largest space.</p> <p>8.3.21 wellbeing of staff continues to be monitored.</p> <p>1.12.21: Staff CPD will continue to be a mixture of face to face + remote.</p>
8. Resources and furniture	<ul style="list-style-type: none"> Access to resources is usually open 	<ul style="list-style-type: none"> Soft toys / cushions / bean bags / communal sand and water trays etc will be removed and stored until further guidance. Other normally communal resources will be used, monitored and cleaned accordingly. 	Staff	<p>11.9.20: Individual circles to be used for carpet spaces and wiped after use.</p> <p>8.3.21 – reviewed – no changed</p>

		<ul style="list-style-type: none"> Laptops will be brought to and taken from the classroom by staff. Laptop wiped after each use. 		
9. Hygiene	<ul style="list-style-type: none"> Children do not always take cleanliness seriously Children touch surfaces and resources Children cough and sneeze 	<ul style="list-style-type: none"> Hygiene processes to be displayed and referred to. All groups to introduce new hygiene procedures and continue to re-inforce. Tissues readily available Handwashing to take place regularly (external sinks at entrances + toilet / break / lunch / activity) Hand wash as per government guidelines-Implementing Protective Measures. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Toileting procedures to be re-iterated on a daily basis. 	<p>Staff</p> <p>BS + Staff</p>	<p>11.9.20: Each class takes own soap, paper towels and bin to external handwashing area for use.</p> <p>8.3.21 – AD left replaced by BS (caretaker).</p> <p>1.12.21: External sinks not in use during winter. Sanitising occurs before entry.</p>
10. Cleaning	<ul style="list-style-type: none"> Cleaning is carried out daily throughout the building, but the Coronavirus pandemic is ongoing. 	<ul style="list-style-type: none"> Thorough clean at the end / beginning of each day Disinfect wipe any resource which has been handled by someone. Follow guidance in Gov document: Implementing Protective Measures Cloths, wipes and sprays for each classroom. 	Caretaker & cleaning staff	<p>11.9.20: Areas identified include: tables, lockers, handles, staffroom furniture and appliances + toilets. Timetable established.</p>

- Use of disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
- Use of either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
- Ensure that bins for paper towels are emptied throughout the day.
- There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.
- Ali to provide enhanced clean each day (during the day, after breaktime)
- Admin/TA's to provide enhanced clean each day (during the day, after break times)
- On Fridays, offices should have a thorough clean that includes keyboards, mice, telephones and screens. This will be carried out by caretaker but a reminder may be needed by office personnel.
- Office staff to use anti-bacterial wipes on Keyboards, screens and telephones if necessary and always before a change of personnel.
- After any telephone has been used other than by the person that usually uses that telephone (E.g. Head's office and headteacher) it should be wiped with antibacterial wipes that are alcohol based.
- Staff to sanitize hands before using the photocopier

8.3.21 – AD no longer working at school. Admin staff/TA's to take responsibility for this task

<p>11. Moving around school</p>	<ul style="list-style-type: none"> Children move around school close together 	<ul style="list-style-type: none"> Move round school as class bubbles with adult supervision. No unnecessary whole group movement Children to remain in class bases. Playtimes use different zones outside (Field / Mission Possible / Ball court / Main playground / Reception Playground). Playtimes and lunchtimes staggered for KS1 and KS2. No afternoon playtime. Year 4 staff to close library door when all pupils return to class after playtime/lunch 	<p>Staff</p>	<p>11.9.20: One-way system for Y5 and Y6 pupils established (corridor – library exit – climbing wall – playground). Y4 staff to close library door. Up (right) and down (left) direction corridor sides established.</p> <p>8.3.21 – Year 4 staff to close library door after break/lunch</p>
<p>12. Toilets</p>	<ul style="list-style-type: none"> There can be up to half the class in the toilets, particularly at lunch/ playtime. Only one set of toilets for Y1 – Y6. 	<ul style="list-style-type: none"> Toileting before breaks – each class allocated time slot to avoid playtime use as much as possible. KS1 and KS2 have staggered break and lunchtimes. Boys to queue by lockers outside Y4 classroom on main corridor. Girls to queue at bottom of steps. Afternoon playtime removed. Handwashing to take place after toileting. 3 at a time in toilets. 3 at a time in boys toilets 5 at a time in girls toilets 	<p>Staff</p>	<p>11.9.20 <u>Class rotas</u> established for designated times.</p> <p>8.3.21 – toilet max numbers reviewed</p>

13. Playtime	<ul style="list-style-type: none"> • Children play anywhere and in close proximity to each other • All children play out at same time 	<ul style="list-style-type: none"> • Reminders of social distancing • Monitor games eg football acceptable; tig + physical contact (holding) not acceptable. • Rota system for areas ensuring mixture. (Field may not always be used because of conditions). • Staggered playtimes and lunchtimes to enable all zones to be used by pupils. 	Staff	<p>11.9.20: Reminders provided for acceptable games.</p> <p>6.10.20: Updated areas of playground use, when Mission Possible is inaccessible. Climbing wall + Ball court + Main playground x3 + Reception playground. Markers indicating zones.</p> <p>7.10.20: Y5 reminded of safety procedures and behaviour policy.</p> <p>8.3.21 – reviewed and no change</p> <p>1.12.21: Increased movement between areas on main playground. Designated areas of ball court, climbing wall and Mission still to be used.</p>
14. Lunchtime	<ul style="list-style-type: none"> • Children queue but in close proximity • Children sit very close together • All children have lunchtime at a similar time. 	<ul style="list-style-type: none"> • Pupils to eat lunch in hall at staggered times (11.45 am / 12.15 pm / 12.45 pm) • Each class to remain together. • No mixing of tables. • Packed lunches to be eaten in classrooms – reviewed Sept and decision reversed • Tables cleaned after each lunch sitting. 	HH / JK	<p>11.9.20: Packed lunches eat in the hall – sufficient space and tables for 2 classes with gap in between.</p> <p>11.9.20: HH to have front door key + KS1 door to be unlocked.</p> <p>8.3.21 – reviewed and no change</p>
15. Exiting the school building	<ul style="list-style-type: none"> • Children exit in close proximity 	<ul style="list-style-type: none"> • Children to depart the same as they entered. • Nursery exit = Nursery door • Reception exit = Reception door • Year 1 exit = Year 1 Door • Year 2 exit = Year 2 Door • Year 3 exit = Year 3 Door + Front Gate • Year 4 exit = Library Door + Front Gate • Year 5 + Year 6 exit (3.05) = Front Door. 	Staff	<p>11.9.20: Pupils to be escorted to designated zone by staff members. Single adult status on the following occasions:</p> <p>Tuesday – Y3 (LM). Contained by climbing wall</p> <p>Wednesday – Y4 (SW) – support needed for crossing (JR / SB) + Y6 (SH)</p>

				<p>Thursday – Y1 (AJ) + Y2 (MT). Areas side by side</p> <p>Friday – Y1 (JK) – support from Y2 + Y3 (NS) – contained by climbing wall. + Y6 (JW)</p> <p>Y4 to depart ahead of other classes.</p> <p>8.3.21 – reviewed and no change</p> <p>1.12.21: Y5 and Y6 pupils use front door.</p>
16. Pick Up areas for parents	<ul style="list-style-type: none"> Parents and children congregate on the playground in groups 	<ul style="list-style-type: none"> Only 1 parent of Nursery, Reception and Key Stage 1 to enter playground. Reminders to parents about social distancing through emails / letters Parents to leave playground immediately after collection. Areas marked for parents to wait. Nursery parents (Holding area = Nursery canopy). Reception parents (Holding area = Reception Playground) Year 1 parents (Holding area = Lower Main Playground) Year 2 parents (Holding area = Upper Main Playground) Year 3 parents (Holding area = Outside Front of school on footpath) Year 4 parents (Holding area = behind the wooden gate that leads onto the turning circle and space out onto the path that leads down to the car park) Year 5 + Year 6 parents (Holding area = Football field) Markings on railings and footpath outside main gate to indicate distance markers for parents queuing, whilst waiting. Gate open between field and Mission Possible. New finish time of 3.00 pm for YN – Y4 New finish time of 3.05 pm for Y5 – Y6. 1 parent per child to arrive no more than 5 mins before pick up. 	JR	<p>Amended 6.10.20 to ensure that turning circle is kept clear of pedestrians. Parents informed via email.</p> <p>1.12.21: Parents able to enter school grounds.</p>

<p>17. Cleaning at the end of the day</p>	<ul style="list-style-type: none"> • Areas of school/ furniture / resources have been 'contaminated' 	<ul style="list-style-type: none"> • Caretaker, cleaners to do a thorough clean of all classrooms used each day before school begins. • • AS/TA's to inspect / clean areas / monitor toilet + handwashing facilities. 	<p>Caretaker/ Cleaning staff</p>	<p>11.9.20: Chairs to be placed on top of tables to assist cleaning.</p> <p>8.3.21 –change to admin/TA's</p>
<p>18. Visitors to school</p>	<ul style="list-style-type: none"> • Visitors enter and sign in • Move around school either accompanied or independently wearing a badge 	<ul style="list-style-type: none"> • Only essential visitors allowed to enter school • Essential visitors to use hand sanitiser in the main entrance. • Table in porch with sanitiser • Sign in book to be completed by office staff. • Parents requested to ring or email to share/ discuss issues or ask questions. • Face covering must be worn. • Best endeavours must be made to adhere to current, government social distancing guidance. • Report any virus indicators in government guidance and follow government and Kirklees guidance regarding isolation. • School must be informed if there has been any link/contact with a person thought to have coronavirus or has tested positive to coronavirus • No orders to be made for all but essential items to minimise deliveries. • Any essential deliveries to be dropped in area outside reception and quarantined for 48 hours. • No deliveries to be signed for • Essential deliveries to be dropped in entrance hall and staff to move to relevant area • Deliveries to be signed for 	<p>Office staff</p>	<p>11.9.20: New starters to be shown around outside + meeting with JR or shown around after 4pm. All visitors to school must complete "Visitor agreement" form, adding contact details.</p> <p>8.3.21 – change to delivery procedures 1.12.21: All visitors should wear face masks within the school building. Hand sanitiser to be used upon entry.</p>

<p>19. Illness</p>	<ul style="list-style-type: none"> Viruses are easily spread within a school setting. Staff illness would further reduce capacity 	<ul style="list-style-type: none"> FOLLOW GOVERNMENT GUIDANCE (see flow chart and guide) The person displaying symptoms is isolated within school with one member of staff, who wears full PPE. If the ill person needs the bathroom, they will use the Disabled access toilet. Parent asked to collect pupil immediately. Pupil accesses a test. The group remains at school until the result of the test is available. If the test is positive, the bubble and any others who have been in contact with the bubble would then isolate, but not the whole school. If the test is negative, the person tested can return to school when recovered from illness. Encourage whole school community to engage with NHS Track and Trace process (book a test / provide details of contacts / self-isolate) Local Health Protection Team @ Blenheim House, Leeds (0113 386 0300 + Out of Hours:0114 304 9843) Majority of staff have opted to partake in National Testing Programme. Lateral Flow tests to be completed 2 times per week – Wednesday/Sunday. Negative results to be reported to admin staff. Positive results – staff to go for PCR test immediately and follow NHS guidance 	<p>JR</p>	<p>16.9.20 + 23.9.20: Paediatric First Aid Training Course (QA Level 3 including COVID19 update) for AC, DP, AJ, JC, JK, MT, JC, SW, JP, ET, SH, JW organised by Purple Dog Training</p> <p>8.3.21 – reviewed and no change</p> <p>8.3.21 – reviewed and no change</p>
<p>20. Fire</p>	<ul style="list-style-type: none"> All classes meet on the ball court. The nearest exit is used 	<ul style="list-style-type: none"> If in own classroom, each group to use same door used for established entry and exit. EYFS + KS1 to Lower Playground (steps / tree / slope) KS2 to Ball Court area. (netball court lines x4) Regular drills (first day / first week / monthly) 	<p>JR / AS / BS / All staff</p>	<p>10.9.20: Each class shown area to gather and own individual practice. Whole school practice to take place on 14.9.20 and unannounced practice to follow during the same week.</p> <p>17.9.20: Fire practice (announced) – All out and assembled in 2mins 57 secs.</p>

				<p>Y4 to turn left out of library door and assemble in EYFS playground. Y3 to evacuate but wait at front gate, so that Y5 and Y6 can exit the building. Y3 to follow Y5 and Y6 to ball court.</p> <p>Nov 20 – Fire practice (unannounced) all out in 1 min 57secs</p> <p>8.3.21 – regular fire drills to continue</p> <p>1.12.21: Fire drill practised and reminders given to staff and pupils.</p>
21. School Trips and Offsite learning	<ul style="list-style-type: none"> Y5 and Y6 pupils experience residential trips to Cliffe House and Robinwood respectively. Classes visit Holmfirth on a regular basis for curriculum and rely heavily on parental involvement. 	<ul style="list-style-type: none"> No residential visits until guidance changes. Visits to Holmfirth not to go ahead until guidance changes about mixing bubbles. No swimming until after Autumn half term (earliest). No swimming until after Easter (earliest) 	JR	8.3.21 – latest information
22. Vulnerable pupils	<ul style="list-style-type: none"> During Local Lockdown, vulnerable pupils become even more vulnerable. Sometimes, there is reliance upon support. Anxiety over attendance 	<ul style="list-style-type: none"> School to contact vulnerable families personally to ensure their well-being is monitored eg; health issues, elderly carers (grandparents), most disadvantaged, social care involvement, SEND. In these exceptional circumstances and to reduce contact this will be done via a telephone call. Updates always to include text asking parents to ring school immediately if their child shows signs of being worried and a member of staff to speak with child about their concerns. Staff/pupil ratios kept to a minimum 		<p>11.9.20: Parent of pupil invited to school for tour of site + discussion of procedures. Parent visited again on 10.9.20 and pupil attending on phased return.</p> <p>6.10.20: Pupil attending full time</p> <p>8.3.21 – reviewed and no change</p>

		<ul style="list-style-type: none"> • EHCP and any other pupils where necessary to have individual risk assessment. • SENCo in communication with SEND pupils and parents /carers and to monitor their needs and well-being. SENCO to then report any concerns to SLT /DSL. 		
23. Adults within school	<ul style="list-style-type: none"> • Adults congregate in a small staffroom for breaks, lunches and meetings 	<ul style="list-style-type: none"> • Staggered playtimes for EYFS + KS1 and KS2. • Staggered lunchtimes • Maximum of 4 in staffroom • Use of Tiger Suite for extension of staffroom for wellbeing • School version of "Track and Trace" completed by adults remaining for 15 minutes or longer. • Use of school hall for staff meetings • Use of Microsoft Teams for remote meetings. • Face coverings to be used when a distance of 2m cannot be maintained • Staff meetings via Zoom plus tasks orientated when possible 	JR + All staff	<p>14.9.20: All staff reminded of procedures.</p> <p>8.3.21 – updated guidance 1.12.21: Ventilation in the staffroom and during staff meetings in classrooms.</p>
24. Shared part-time staff	<ul style="list-style-type: none"> • A teacher works at Holmfirth on Mon / Tues / Wed and at another school on Thur / Fri 	<ul style="list-style-type: none"> • Each school to notify other of any case of coronavirus, which affects closure of bubble. 	JR	<p>14.9.20: Telephone conversation with Emma Midgley at Christ Church Pellon C of E Halifax. (01422 350792).</p>
25. Face coverings	<ul style="list-style-type: none"> • Staff regularly meet others. • Staff work in close proximity. 	<ul style="list-style-type: none"> • When visitors come to school eg School nurse, Educational Psychologist etc, they must wear a face covering. Eddie Dalton (IT) will also wear a face covering, as he visits a number of schools. • School staff must wear a face covering when meeting with any outside agency. • School staff must wear a face covering when meeting with another staff member for more than 15 minutes, when a distance of 2 metres is not possible. 		<p>Information shared with all staff.</p> <p>18.9.20: If school supply of face coverings are used, they are disposed of immediately after use. No face covering to be disposed of in classroom bins unless they are double bagged and sealed.</p> <p>1.12.21: Face coverings to be worn once again.</p>

		<ul style="list-style-type: none"> On Wednesdays, when the LT is in the office, face coverings will be worn when working closer than 2 metres. Windows will be opened for ventilation. Staff wearing face coverings when on corridors is recommended 		8.3.21 – updated guidance
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Updated risk assessment for Christmas events 2021

Aspect	Details/ Risk	Suggested Actions to limit risk	By whom	Notes / Updates
Christmas concert EYFS + KS1	<ul style="list-style-type: none"> Too many parents in attendance. Indoor performance 	<ul style="list-style-type: none"> 2 parents only to attend 2 performances Reminders of social distancing Model / demonstrate activity at distance Wipe equipment (before / after) Masks worn Side windows opened Parents encourage to take LFT prior to attending 	EYFS + KS1 staff	
Christmas concert KS2	<ul style="list-style-type: none"> Too many parents in attendance. In church 	<ul style="list-style-type: none"> Event moved to Mission Possible (outdoor) Model / demonstrate activity at distance Chairs for pupils. Parents standing 	All KS2 staff	
Christmas Fair	<ul style="list-style-type: none"> Too many parents in attendance. Indoor 	<ul style="list-style-type: none"> No parents attending In school activities arranged by FONS team. 		

Updated risk assessment for Diary Dates – summer term (2nd half) June/July 2021

Aspect	Details/ Risk	Suggested Actions to limit risk	By whom	Notes / Updates
June 23 rd : Nursery Sports	<ul style="list-style-type: none"> • Too many parents in attendance. • Mix of N + Y5 bubbles 	<ul style="list-style-type: none"> • 1 parent to attend • Reminders of social distancing • Model / demonstrate activity at distance • Wipe equipment (before / after) 	Nursery Staff + Y5 TA	
June 25 th : Sports Day (R- 6)	<ul style="list-style-type: none"> • Too many parents in attendance. • Mixing of bubbles • Sharing of equipment 	<ul style="list-style-type: none"> • No parents attending • Model / demonstrate activity at distance • Wipe equipment (before / after) • R + KS1 – am / KS2 – pm 	All staff	
June 30 th : Reception/Nursery Induction Evening	<ul style="list-style-type: none"> • Too many parents in attendance. 	<ul style="list-style-type: none"> • Cancelled – proposed new date for Reception parents w/c 13.9.21 • Proposed – new Nursery parents make individual appointments to meet AC 	Early Years Staff/Admin	
July 6 th + 7 th New Reception starters lunches	<ul style="list-style-type: none"> • Too many parents in attendance • Mixing of bubbles 	<ul style="list-style-type: none"> • Cancelled 	Early Years Staff/Admin	
July 6 th + 8 th : Outdoor Learning (Parent + Pupils)	<ul style="list-style-type: none"> • Too many parents in attendance. • Sharing of equipment 	<ul style="list-style-type: none"> • 1 parent to attend • Reminders of social distancing – parents to stand outside circle / canopy area. • Parent to work with own child. • Wipe equipment (before / after) 	Rosie Taylor + All staff.	
July 6 th + July 7 th : New starter lunches	<ul style="list-style-type: none"> • Too many parents in attendance. • Mixing of bubbles 	<ul style="list-style-type: none"> • Event cancelled, due to new government guidance (14.6.21) 		
July 7 th : Nabbfest	<ul style="list-style-type: none"> • Too many parents in attendance. • Mixing of bubbles 	<ul style="list-style-type: none"> • No parents attending – event to take place within school day. • Model / demonstrate activity at distance • Wipe equipment (before / after) • R + KS1 – am / KS2 – pm • Tokens placed in box for “payment.” • Hand gel + wipes at each station 	All staff	

July 19 th + 20 th : Whole School production	<ul style="list-style-type: none"> • Too many parents in attendance. • Mixing of bubbles 	<ul style="list-style-type: none"> • Y6 parents only • Single performance – Mon 19th July • Y6 only performing • Outside performance only • Reminders of social distancing • No refreshments provided by school. 	All staff	
July 21 st : Leavers' Assembly	<ul style="list-style-type: none"> • Too many parents in attendance for indoor event • Mixing of bubbles in the hall 	<ul style="list-style-type: none"> • Y6 parents only. No other classes • Y6 performing • Outside performance only • Reminders of social distancing 	Y6 staff	

September 2021 – see Contingency Plan document - [click here](#)

OCTOBER 2021 - increasing numbers of Covid-19 cases within the school community we are writing to update you on changes we are making to our routines in line with our Covid-19 Contingency Plan and advise from Public Health.

Focus	Solution	Completion
Communication	Regular emails updating information	ongoing
Visitors to school	Only essential visitors coming into school	ongoing
Parent helpers asked to stay away until after half term	Reading groups supported by parents paused. Disco cancelled Parents asked to relay messages to staff on the playground/ phone/email	Review after half term
Communal singing	Whole school/mixed class assemblies paused No singing in classrooms	Review after half term

Use of outdoor lessons.	Continue outdoor learning sessions/ Grow to School activities in the allotment and PE all to be done outside wherever possible	Continual
Classes mixing indoors	Assemblies paused. No shared activities	Review after half term
Use of indoor shared areas – library/Tiger Suite	Only one class to use at a time. Wipe down after use (before next class enter)	Review after half term
Use of shared equipment	Shared laptops to be wiped down before being returned to the storage trolley	Continual
Toilets	Revert back to staggered usage	Review after half term
Ventilation	Open windows in all rooms when possible Open doors at playtimes/lunchtimes to flush out stale air Heating turned on to winter setting	Remind parents to send pupils in warm (layers) clothing Review in Spring 2022
Hand hygiene	Reminders to regularly wash hands – particularly before lunchtime	Continual
Lunchtime	Clean tables down between sittings Cutlery to be handed to pupils	Lunchtime staff
Staff	Staff to continue taking twice weekly LFD tests. Any staff with symptoms should immediately self-isolate and order a PCR test	Until further notice
Caretaker/Cleaning staff	Continue to follow Covid-19 cleaning instructions	Continual
Pupils	LFD test to be taken if a family member tests positive but no symptoms PCR test to be taken if any Covid-19 symptoms exist and pupils must self-isolate until results are received Follow Test & Trace instructions	Until further notice
Parents	Follow Government guidelines. Do not send pupils to school with symptoms – order PCR test. Follow Test & Trace instructions Inform school of any positive results (LFD/PCR) Parent Consultations to take place via telephone call Ensure pupils are sent to school in suitable clothing for outdoor lessons / cooler conditions in school.	Until further notice Review in February for March 2022 Review Spring 2022

Remote Learning	Teachers will post lessons on Seesaw for children at home with Covid-19 symptoms or who have a positive test result. Only if children are well enough to engage, should tasks be completed	Review after half term
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