

Archbishop Sentamu Academy

Plan for reopening from September 2020

Items for consideration	Key stages 3/4/5	Head teacher/Principal's comments. Please Also refer to the previously produced Risk Assessment Covid 19 risk assessment September 2020 Also: Letter to parent(s) / carer(s): Letter to parents / carers August 2020
How will you brief staff about your expectations and reassure them prior to their return?		<p>All staff have received documentations and briefings. Training will also be delivered where this is identified.</p> <p>All ASA staff will receive: Briefing on Monday 7th September from Chay Bell. Daily briefings were created April - July reassuring staff. We also answered staff questions in July.</p> <p>Films showing key changes to the Academy Building (in addition to the 9 others showing areas of the Academy and the range of PPE equipment) will be produced</p> <p>I will share the Parent(s) / Carer(s) letter with all staff and encourage staff to come into the Academy before we resume for the new academic year - in July around 70 people a day were coming in.</p>
How will you share procedures for managing a suspected outbreak with staff?		<p>As above.</p> <p>Details shared with the 1st aid team and a request that they check all PPE equipment and advise of any requirements. We have a first aid room and the minibus is on standby should we need to take a student home.</p> <p>Parents' letter advises not to send their child in if they display symptoms as do posters on entrance doors.</p>
What transport challenges will you be facing? How will you manage this?		<p>A mixture of school and public transport will be used. We will work closely with the LA to ensure all guidance is followed and control measures met. We will also work with parents to ensure they are aware of the guidance when using public transport. Please also see section Transport in the individual school COVID-19 risk assessment.</p> <p>Advice in a parents letter and also we will speak with students when we brief them on a safe return in the first week. Very few travel by public transport to school however we can provide masks where requested.</p>
How will you communicate the return to school with parents/carers?		<p>Information packs will be sent to parents prior to opening. This will be sent electronically using Facebook,, Twitter, email and sms.. All information will also be posted on the school's website.</p> <p>Draft letters are ready to be sent. We are answering ongoing questions via Facebook / Twitter requests and the information line email.</p> <p>All relevant letters are on the homepage of the website:</p> <p>New Y7 Letter Y8-11 Letter 6th Form Return to School Attendance in September 2020</p>

How will you brief learners about expectations?	This information will also be included in the information pack and shared on our website. They will also be made aware of expectation as soon as they enter the premises in a specific briefing. Letter to parents sets out some expectations and then students will see the changes to expectations when they enter the building.
How will you organise pupil entry into school?	Separate access and egress points will be implemented to allow groups to maintain social distancing.
How do you plan to stagger toilet trips?	Students in each zone / bubble have their own set of toilets. Where toilets are required at break / lunch and this means breaking a bubble it will be for a briefing period of time and a member of staff will report to the toilet.
What are your plans for break and lunchtimes?	The students in year groups will be in a zone each week - this is to allow all students to access hot food at some points. Fencing is being erected to ensure bubble scanner cross and signage will support this. These details will form part of the briefing to students.
How do you plan to ensure safe movement around school?	One way systems will be implemented where possible with appropriate signage in place.
How do you plan to organise pupils and distribute staff?	Groups to stay within their designated areas. Staff can move between groups as long as hygiene measures are followed. Some Specialist classrooms are to be used by more than one year group - eg Motor Vehicle. These will be clear and we will use the fogging machine in between classes.
What PPE do you expect you will require?	Hygiene packs available in each class room, anti bacterial spray, Blue towels, sanitizer bottles (1 litre) and tissues. PPE available in the staffroom for all to access: aprons, face visors, hand sanitizer, gloves (s / m / l / xl) and disinfectant. There are two electronic thermometers in the Academy
Who is the designated person staff can talk to if they have concerns?	Any member of SLT or their Line Manager
How will you continue to support pupils not in school who might be isolating?	Daily phone calls & welfare visits if necessary. Letter to be sent to all students whose parent(s) are not comfortable for them to return to the Academy. We will work with families to support them, Work - online and paper packs will be provided -where there is genuine reason for absence.
How will you manage attendance and behaviour of pupils? How will expectations be communicated to pupils, parents and carers?	Expectations as normal. Correspondence (see Parents / Carers letter above) and meetings with parents and students where required before School reopens in September. We will write about behaviour in the week we re-open and will brief students on behaviour in the first session in the Academy
How will you ensure that adequate safeguarding arrangements are in place?	Full risk assessment and infection control policy have been completed. Risk assessment and use of disinfectants to be shared before the training day and staff to read and sign off over the two training days.
Have reviews/risk assessments been carried out for staff who have been shielding and continue to do so or	Y13 to complete based on HR guidance - two pregnancy risk assessments to be completed by HR

are returning to work? (Clinically vulnerable)	13 colleagues have been contacted via email. 7 phone calls made or scheduled. 6 risk assessments written and shared with the members of staff of which 4 have been signed off and circulated to relevant people. Others will be followed up WC 1st September 2020
What arrangements do you have in place to support the mental health/wellbeing of pupils and staff?	Recovery curriculum will be rolled out for the first 3-4 weeks of term, very much focussing on mental health and wellbeing. I will be focussing on a positive return for all staff and students. We have people in place to support students with wellbeing issues
How will you induct year 7?	All pupils in every year group will be receiving specific instructions as to new procedures and expectations. We have new pupils of all year groups being admitted throughout the year and a rigorous induction procedure is in place. The year 7 and sixth form students are coming in on the first two days of term. This is to support their induction, especially the induction of the Year 7 students who did not have a formal transition. The details of the Year 7 transition: Year 7 transition details

Any other comments
<p>It is my intention to firstly reassure all staff then students that it is as safe as possible to return to school. Furthermore, not returning could have more serious effects. I am aware that individuals will have different anxieties. I want to work with all colleagues and support them and make adaptations as required.</p> <p>We continue to make significant changes to the Academy: fencing to separate bubbles, screens in offices and classrooms and screens on dining tables. improving walkways and adding gates to secure areas so students can access them at break and lunch if it rains. The staff room has been set up as a safe workspace for up to 14 colleagues.</p> <p>For my part I will be respectful of others concerns and model safe practices eg use of hand sanitizer on a regular basis and the use of face masks in communal areas.</p> <p>Chay Bell Academy Principal August 2020</p>

Agreed Trust-wide non-negotiables

1. All pupils are expected to attend school from September.
2. Pupils will be organised in 'bubbles' so that outbreaks can be managed without having to shut the whole school.
3. Wherever possible, pupils will sit in rows in classrooms from year 2 to year 13.
4. Schools will limit practical and social areas occupied to facilitate thorough cleaning in-between sessions.
5. All pupils in school are to wear uniforms.
6. Schools need to adopt the common Trust strategies, to avoid risk
7. All staff are to be briefed prior to pupils returning
8. Until further notice schools are not to reinstate external contracts (i.e.: Total Sports, private music lessons)

