

# Aspire Academy

## Plan for reopening from September 2020

Items for consideration	Key Stage 3/4	Head Principal's comments. Please Also refer to the previously produced Risk Assessment
How will you brief staff about your expectations and reassure them prior to their return?		<p>All staff have received documentations and or briefings. Training will also be delivered where this is identified.</p> <p>All Aspire staff will receive:</p> <p>Briefing on 7<sup>th</sup> and 8<sup>th</sup> September from CMQ/ CBO.</p> <p>Video briefings 3 times each week, reassuring staff.</p> <p>Risk assessment for those where they are required.</p> <p>All key documentation will be signed by all staff to ensure compliance and record of understanding.</p>
How will you share procedures for managing a suspected outbreak with staff?		<p>As above.</p> <p>Details shared with the staff team and a request that they check all PPE equipment and advise of any requirements. We have a room identified for any suspected cases, and the car/ minibus is on standby should we need to take a student home.</p> <p>Cleaning staff will be informed as a priority to deal with suspected infected areas.</p> <p>Parents' letters advise 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 LA, 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>Students using taxis will be expected to wear masks.</p> <p>Advice in parent letter and 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> <p>Provision of masks and availability. We will maintain a standing stock to be used in emergencies.</p>
How will you communicate the return to school with parents/carers?		<p>Letters have been and reminders will be sent to parents prior to opening. These will be re-enforced by individual tutor conversations for each child and family. Letters will be sent electronically where possible, and in the post. All information will also be posted on the school's website.</p> <p>Usual daily contract from tutors will deal; with issues as and when they arrive.</p>
How will you brief learners about expectations?		<p>This information will also be included in the letter to parents and shared on our website. They will also be made aware of expectation as soon as they enter the premises.</p> <p>Specific briefings and tutor sessions are planned to be delivered to students on day 1 at staggered intervals in line with entry.</p> <p>Breaches will be looked at on an individual basis. Where necessary students will be required to self-isolate.</p>

<p>How will you organise pupil entry into school?</p>	<p>Staggered access times will be implemented to allow groups to maintain social distancing. Staggered times for entry and leaving. Symptom check on entry for all students. Outdoor clothing will now need to go with the student into their classroom rather than a central store to maintain bubble integrity. Sanitise hands before entry.</p>
<p>How do you plan to stagger toilet trips?</p>	<p>Students will go to the toilet individually as and when required accompanied by a member of staff as normal procedure.</p>
<p>What are your plans for break and lunchtimes?</p>	<p>AP institutions are classes as a single bubble. Students will have staggered lunches and breaks as normal. We will have timeslots for meal service so as to minimise, mixing with other students. Students going outside will be required to sanitise on re-entry to the building. These details will form part of the briefing to students. The numbers of staff manning the canteen will be reduced slightly to enable more space for students. Screens will be erected across the dining tables to enable students to sit at either side.</p>
<p>How do you plan to ensure safe movement around school?</p>	<p>One-way systems will be implemented where possible with appropriate signage in place. See <a href="#">Covid 19</a> document for more details. Staggered exit from classrooms if needed. In the event of a fire evacuation students will need to leave at the same time but will be supervised as normal.</p>
<p>How do you plan to organise pupils and distribute staff?</p>	<p>Students to stay within their designated tutor groups as normal. Staff can move between groups with hygiene measures being followed.</p>
<p>What PPE do you expect you will require?</p>	<p>Hygiene packs available in each classroom, anti-bacterial spray, hand towels, sanitizer bottles and tissues. PPE available in reception for all to access: aprons, face visors, hand sanitizer, gloves (s / m / l / xl) and disinfectant. There are two electronic thermometers in the Academy</p>
<p>Who is the designated person staff can talk to if they have concerns?</p>	<p>Any member of SLT or their Line Manager</p>
<p>How will you continue to support pupils not in school who might be isolating?</p>	<p>Daily phone calls &amp; welfare visits if necessary. Letter to be sent to all students whose parent(s) are not comfortable t for them to return to the Academy. We will work with families to support them, where there are concerns over historical attendance, we will take the usual steps in encouraging students into the Academy. Use of Google Classroom Work - online and paper packs will be provided -where there is genuine reason for absence.</p>
<p>How will you manage attendance and behaviour of pupils?</p>	<p>Expectations as normal. Correspondence (Parents / Carers letter) and meetings with parents and students where required. Differentiate between student with historic attendance issues and Covid related issues. Continue with measures for historic non-attendance.</p>

How will expectations be communicated to pupils, parents and carers?	Behaviour expectations to be shared with parents and students highlighting new requirements as a result of Covid. Covered in the initial briefings for students with support letters to parents.
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. Given that students have not been in school fully since March a full Individual Safeguarding Assessment will take place for every child. Greater depth safeguarding briefing to staff on return highlighting reporting procedures. Collection of relevant SG information from external sources where possible.
Have reviews/risk assessments been carried out for staff who have been shielding and continue to do so or are returning to work? (Clinically vulnerable)	2 colleagues contacted via email/phone calls made or scheduled. RA will be followed up 7th September 2020
What arrangements do you have in place to support the mental health/well-being of pupils and staff?	Recovery curriculum will be rolled out for the first 3-4 weeks of term alongside testing to establish a new baseline for students. We also intend to focus on the mental health and well-being of students. We will be focussing on a positive return for all staff and students and have instructed my SLT to follow the same route. We have people in place to support students with well-being issues Thrive trained practitioners and SLOs. Use of external counsellors.
How will you induct year 7?	All pupils in every year group will be receiving specific instructions as to new procedures and expectations. <b>We have new pupils in all year groups</b> in September being admitted in September. There will also be others throughout the year, and a rigorous induction procedure is in place.

#### Any other comments

It is our intention to reassure all staff and students that it is as safe as possible to return to school. Furthermore, not returning could have more serious effects. We are aware that individuals will have different anxieties. We want to work with all colleagues, support them and make adaptations as required. It is our intention to be clear with staff around Covid related absence, particularly around Covid symptoms, testing timescales, self-isolation timescales and practices.

The same is for students. We pride ourselves on our pastoral support, and I want all students to be back in their classrooms. Where students cannot return, we will continue to support them until they can. However, where there is a pattern of historical absence, we will follow the usual procedures.

Practical activities will need individual PPE for students in order to minimise contact and any potential spread.

We will continue to follow DfE guidance.

We believe that we are providing our staff with the opportunity to return safely to the academy. PPE equipment is available and can be worn where it is felt necessary by the individual. Staff can remain two metres away from other staff in line with current guidance.

Adaptations can be made for individuals where requested and required, and we will need to be respectful of other's feelings towards risk and return.

Covid 19 may have unforeseen impact on commissioning. This is yet to be determined and we will keep a watching brief on this area.

## **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 11.
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)