

Coronavirus (COVID-19): risk assessment for All Saints' CE Primary School, Ilkley



Assessment conducted by: Michele Robinson Joe Cooper Rachael Sugden	Job title: Headteacher Deputy Head & DSL School Business Manager	
Date of assessment: March 4th 2021	Review interval: Monthly or as required	Date of next review: April 2021 (on return from Easter holiday)
Related documents		
Many school policies and information should be read in conjunction with this policy – please see here: https://www.allsaintsilkeley.bradford.sch.uk/covid-19-info-2/		

The full risk assessment begins on page 3. Here is a **SUMMARY OF OUR APPROACH**, accurate **March 4th, 2021**.

Following PM Boris Johnson's announcement on February 22nd 2021, schools will reopen to all pupils on March 8th 2021.

- Entering and exiting school:
 - **Drop-off:** Parents and carers of children in Years 1 -6 will be allowed to choose the gate where they drop pupils off. Reception pupils must be dropped off at Easby Drive to facilitate entry to their classroom. Year 1/2 and Year 5/6 will enter school via doors on the Westville Rd side (but may enter the grounds from Easby Drive if they wish); Year 3/4 pupils may enter school from either side but will line up in the playground at Easby Drive.
 - **Pick up:** Arrangements will be very similar to autumn term – parents will use the gate where their youngest child will exit and any older siblings will be filtered through to you in time for the end of the day.
 - The wearing of face coverings by adults (except those who are exempt) will be encouraged at drop off and pick up time as social distancing cannot always be maintained. Social distancing markers will be repainted to remind everyone of safety measures.
- Structure of bubbles: As in the autumn term 2020, pupils will be taught in their normal teaching and class groups. In Key Stage 2, mornings are typically taught in classes with peers in their year group, before reverting to classes in the afternoons.
- Familiar control measures: Other control measures will mitigate against the risk of infection such as consistent seating plans, forward facing desks, increased ventilation (including 'purging' used spaces of air when possible) and social distancing and enhanced cleaning in-between use.

1 Covid risk assessment for wider reopening on March 8th : dated March 1st 2021

- Playtimes: These will be taken in single phase groups and staggered. Pupils will be encouraged to maintain social distancing as much as is practically possible and use of shared equipment will be kept to a minimum.
- Lunchtimes: Lunchtime will be staggered from 11.45 – 1.15pm to allow for separate year groups use the hall and for cleaning to take place in between sittings. Increased hall capacity in recent months (i.e. owing to hall extension completion the purchase of hygienic screens) have increased our capacity to safely seat pupils during lunchtime which should allow for a smoother lunchtime period in terms of staffing and organisation. New tables (to be installed at the end of March 2021) will further increase capacity.
- Working practices: To reduce overall numbers and strain on working areas of school, teaching staff will still have the opportunity to work remotely when appropriate; some clinically extremely vulnerable staff may have shielding letters meaning they will need to be risk assessed to ascertain how they can best continue to contribute to their roles without compromising safety.
- Pupil voice: We consulted with pupils via the school council on February 24th 2021. They looked forward to reconnecting with their peers and partaking in collaborative activities which capitalised on their being in school together. Crucially, many of them now thought that some of the covid safety measures would no longer be in place (i.e. expressing that they looked forward to seeing pupils in other year groups etc.), meaning that establishing protocols through education is paramount. Time allowing, a short video for pupils explaining safety measures and the logistics of opening will be shared with the school community prior to March 8th 2021 so that parents and carers can share these with their children, and staff can share with pupils in school, to address some of their concerns and encourage dialogue about their wellbeing.
- Parent/carers voice: We received and responded many parental queries in the autumn term 2020 about safety measures around school. Numerous systems were amended as appropriate in response to these. The March 8th reopening model is based on best practice from this period; we will continue to review and respond as appropriate in the coming weeks if and when government guidance changes to match scientific advice.
- Remote Education: The temporary continuity direction (<https://www.gov.uk/government/publications/remote-education-temporary-continuity-direction-explanatory-note>) specifies that schools “...have a legal duty to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19).” Our approach to providing remote education should any pupils be asked to self-isolate will be aligned with our approach during the January-February lockdown, with caveats and exceptions for staff absence.
- Lateral Flow Device (LFD) Testing: Staff have been provided with home test kits to self-administer twice a week. Any positive tests must be reported to the gov.uk reporting site and to school as appropriate.

○ Checked by Ray Tate, Katie Dawson and Judith Osborne from the Full Governing Board by email correspondence: March 1st – 4th 2021

FULL RISK ASSESSMENT:

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
[Updated] Awareness of policies and procedures	H	<ul style="list-style-type: none"> All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy Social Distancing Policy First Aid Policy Behavioural Policy Staff Handbook 	Y	HT	Ongoing	M
		<ul style="list-style-type: none"> Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy Social Distancing Policy Behaviour Policy 	Y	HT	Ongoing	M
		<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Health Protection (Notification) Regulations 2010 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE (2021) 'Actions for schools during the coronavirus outbreak' (See COVID-19 area of website). 	Y	HT	Ongoing	M
		<ul style="list-style-type: none"> Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing. 	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - PHE - Department of Health and Social Care - The school's local health protection team (HPT) All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email. Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff. The SBM conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations. The SLT reviews relevant school policies to ensure they account for new provisions. 	Y	HT/DSL	Ongoing	M
			Y	HT/SBM	Ongoing	M
			Y	HT	Ongoing	M
			Y	SBM	Ongoing	M
			Y	SLT	Ongoing	M
Heating and ventilation		<ul style="list-style-type: none"> The relevant staff adjust any thermostats to heat internal spaces and water, ensuring a suitable stable temperature is maintained. Where heating has been switched off or energy supplies for heating have been isolated, a suitably trained individual switches them back on, as required. The site manager checks that all ventilation systems, including fume extraction systems, are in working order and that there are no blockages present in external or internal vents. 	Y	Site Mngr (SM)	Ongoing	L
			N/A	N/A	N/A	
			Y	SM	Ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> All ventilation systems remain energised in normal operating mode. Where mechanical ventilation is used, recirculatory systems are adjusted to full fresh air where possible. Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> Classrooms are rearranged to minimise the discomfort caused by draughts from open windows, e.g. by moving desks and chairs High level windows are opened in preference to low level to reduce draughts Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes 	Y Y Y	SM SM SM	Ongoing Ongoing Ongoing	L M M
Fire safety and evacuation routes		<ul style="list-style-type: none"> A suitably trained individual ensures that all fire detection, alarm system, fire extinguisher and sprinkler checks are up-to-date. The fire safety officer and headteacher ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed. The headteacher identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors. 	Y Y Y	HT HT HT	Ongoing Ongoing Ongoing	M M M
Lifts, automatic doors and plant equipment		<ul style="list-style-type: none"> Lifts are only used by one individual at any one time to ensure social distancing can be maintained. 	Y	HT	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Cleaning		<ul style="list-style-type: none"> The site manager implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups. Frequently touched surfaces being cleaned more often than normal. Provision for ensuring toilets are cleaned regularly. Dining areas are cleaned between use by different pupil groups, known as 'bubbles'. Where necessary, the number of rooms used by staff and volunteers is limited to avoid the spread of infection. The necessary areas of the school are deep cleaned with suitable cleaning agents and in line with the COSHH Policy. All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes, are clearly signposted. Adequate amounts of suitable cleaning agents are available. PPE is available to members of staff who require it to carry out cleaning safely. 	Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
			Y	HT/SM	Ongoing	M
Minimising contact with potential or		<ul style="list-style-type: none"> Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school premises. Parents are informed via ParentPay not to bring their children to school or onto the school premises if they show symptoms of coronavirus and/or believe they have been exposed to coronavirus. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty breathing and a high temperature, and are kept up-to- 	Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
confirmed coronavirus cases		date with national guidance about the signs, symptoms and transmission of coronavirus.	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are managed in line with local and national guidance and the Infection Control Policy, and any individuals with symptoms are sent home as soon as possible. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Pupils awaiting collection are moved to a room where they can be isolated behind a closed door. If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> If the pupil needs to use the toilet while awaiting collection, they use a separate bathroom if possible. The bathroom is cleaned and disinfected using standard cleaning products before being used by anyone else. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Emergency assistance is called immediately if the pupil's symptoms worsen. 				
		<ul style="list-style-type: none"> PPE is worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> The area around the symptomatic individual is cleaned with normal household bleach after they have left the premises. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Staff members who have helped someone with symptoms and any pupils who have been in close contact with them do not need to self-isolate 	Y	HT/SM	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</p> <ul style="list-style-type: none"> The school does not routinely take the temperature of pupils. The school refuses to admit a pupil who is displaying symptoms of coronavirus and their parents are insisting their child attends if, in its reasonable judgement, the pupil poses a risk of infection to other members of the school community. 	Y	HT	Ongoing	M
			Y	HT	Ongoing	M
			Y	HT/DSL	Ongoing	M
Rapid-result testing		<ul style="list-style-type: none"> All rapid-result testing is carried out in line with the DHSC '<u>Terms and conditions for Covid-19 testing (Primary Schools)</u>' guidance. The rapid-result testing scheme is carried out with staff members who have consented to take part. Self-testing only commences once all staff have been adequately briefed and provided with the relevant step-by-step guide for COVID-19 self-testing handout. All staff members who consent to take part are provided with the government's privacy notice and are required to read and confirm they understand this. All staff members who consent to take part are provided with the most up-to-date version of the 'COVID-19 Self-Test Instruction for Use Guide'. Staff will self-administer the LFD tests. Self-testing is conducted by staff members twice a week (3 to 4 days apart) Staff are informed that the LFD test kits are not to be used if the staff member begins to develop symptoms of coronavirus. In this instance, the staff member begins self-isolating immediately and books a PCR test. Testing kits are stored in a secure environment which prevents access to unauthorised personnel. Testing kits are only issued to authorised staff members. 	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • Testing kits are stored indoors between a temperature of 2 to 30°C, in an environment which allows enough space for social distancing. • Staff are instructed to administer their tests at home, and not on site. • Staff are instructed to collect self-test kits from the designated collection point. • A test kit log is in use and kept up to date with the relevant information required. • A test result log is in use and kept up-to-date with the relevant information required. • The data held in the test kit log and test result log is stored in line with the school's <u>Data Protection Policy</u> at all times. • The appointed COVID-19 coordinator is responsible for risk management and overseeing the staff self-testing scheme. • Only the appointed COVID-19 coordinator or registration assistant distributes staff kits and inputs data into test kit log or the test result log. • Staff are informed that they must report the results of their tests to the NHS either online, or by phone, every time they take a test, even if the result is negative or void. • Staff are informed that they must communicate their results with the school's designated COVID-19 coordinator every time they take a test, even if the result is negative or void. • Staff who test positive following a rapid test are informed they must self-isolate until they secure a confirmatory PCR test. If the PCR test result is positive, they self-isolate for 10 days from the date of the original LFD test. • Staff are told to contact the COVID-19 coordinator if they have an incident while testing at home. 				

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> [New] Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days. 				
Test and trace		<ul style="list-style-type: none"> Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> Book a Polymerase Chain Reaction (PCR) test if they (or their child) display symptoms. Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace. Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive. 	Y	HT/DSL	Y	Y
		<ul style="list-style-type: none"> Anyone in school who displays symptoms is encouraged to get a PCR test. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> If the school believes a symptomatic individual may face barriers to accessing a PCR test elsewhere, the school provides them with a home testing kit. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Test kits stored on the school site are stored securely at ambient room temperature (5 to 22°C). 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> The school will consider offering a symptomatic staff member a testing kit if they cannot otherwise access testing quickly and if the individual is vital to the running of the school. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Testing kits are delivered safely and with due regard for transmission risk, e.g. the kit is posted to the individual's address. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Kits are not given directly to pupils but are instead given to the pupil's parent or carer. 	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Parents and staff are asked to inform the school immediately of test results. If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating as long as: <ul style="list-style-type: none"> Everyone they live with who has symptoms tests negative. Everyone in their support bubble who has symptoms tests negative. They were not told to self-isolate for 10 days from the day after contact with the individual who tested positive by NHS Test and Trace. They feel well. If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste. Other members of their household are required to continue self-isolating for the full 10-day period. Pupils and staff are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the school immediately. Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. If a pupil receives notification, the school ensures appropriate arrangements are in place for the pupil to self-isolate and begin remote learning. 	Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> If a member of staff receives notification that they need to self-isolate, the school will consider the action that needs to be taken to ensure continuity of education. 	Y	HT/DSL	Ongoing	M
Confirmed cases of coronavirus		<ul style="list-style-type: none"> Parents are informed, via ParentPay, of how the school responds to confirmed cases of coronavirus. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Where an individual in the school community tests positive for coronavirus, the headteacher contacts the appropriate service immediately: Bradford LA during term time and PHE during school holidays. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Individuals at school who have been in close contact with someone who has tested positive are sent home immediately to self-isolate for 10 days. Close contact is defined as follows: <ul style="list-style-type: none"> - Direct close contacts: face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin) - Proximity contacts: extended close contact (within one to two metres for more than 15 minutes) with an infected individual - Travelling in a small vehicle, like a car, with an infected person 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Household members of individuals who are sent home do not need to self-isolate unless the individual they live with develops symptoms. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> A record is kept of pupils and staff in each bubble and of any close contact between individuals at school. 	Y	HT/DSL	Ongoing	M
		<ul style="list-style-type: none"> Where required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared. 	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The school does not request evidence of negative test results or other medical evidence before admitting individuals back to school after a period of self-isolation. [Updated] If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). [New] The pupil or staff member who tested positive can stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to only have a residual cough or anosmia. 	Y Y Y	HT/DSL HT/DSL HT/DSL	Ongoing Ongoing Ongoing	M M M
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> - Arrival at school - Return from breaks - A change in rooms - Before and after eating There is an adequate amount of handwashing stations, which are kept well-supplied with soap and running water or hand sanitiser. Adequate amounts of tissues and bins are available in the relevant areas. Visual aids are displayed throughout the school reminding pupils to wash their hands regularly and follow the 'catch it, bin it, kill it' approach. Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any. 	Y Y Y Y	HT/DSL HT/DSL HT/DSL HT/DSL	Ongoing Ongoing Ongoing Ongoing	M M M M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins. Pupils wash their hands after they have coughed or sneezed. Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices. Individual risk assessments are conducted for pupils with complex needs who struggle to maintain good respiratory hygiene. 	Y Y Y Y	HT/DSL HT/DSL HT/DSL HT/DSL	Ongoing Ongoing Ongoing Ongoing	M M M M
Social distancing		<ul style="list-style-type: none"> The Social Distancing Policy is shared with all relevant members of the school community and adhered to as far as possible. Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures. Pupils are separated into bubbles. [Primary schools] Most bubbles are the size of a full class and pupils do not mix with those outside of their bubble. Staff can move between bubbles, but minimise close contact with others whilst doing so. Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. The school implements other social distancing measures where necessary, e.g. one-way systems in busy corridors and staircases. 	Y (all) As above	HT/DSL (all)	Ongoing (all)	M (all)

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The school assesses the ability of pupils with SEND to follow social distancing procedures, and additional measures are put in place if they require extra support to follow these measures. Pupils' EHC plans are provided as normal. Classrooms are adapted to support social distancing, appropriate to each Key Stage, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space. Visual aids are used to display social distancing measures where necessary. Pupils take breaktimes and lunchtimes in their bubbles, and these breaks are staggered throughout the day. Lesson start and end times are staggered to reduce the number of pupils in the corridors at once. Assemblies are staggered throughout the day and conducted within pupils' bubbles. Start and finish times for the school day are staggered. Pick-up and drop-off times are staggered to reduce the number of parents on or near the school premises at once. Parents are briefed on new provision for the drop-off and collection of their children. The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, queues, or rotas are implemented where required. Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the headteacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. 	As above			

[illegible]

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Pupils only bring essential items to school each day, e.g. lunch boxes, hats, coats, books, stationery and mobile phones. Pupils are encouraged not to bring bags to school unless necessary. Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place. 				
[Updated] Face coverings		<ul style="list-style-type: none"> Face coverings are required to be worn by staff and visitors in classrooms or during activities where social distancing cannot be maintained. [Updated] [Primary schools only] Visitors and staff are required to wear face coverings where social distancing is difficult between adults, e.g. in corridors and staff rooms. The school does not require face coverings to be worn by those exempt from doing so, e.g. pupils with SEND who may struggle to wear one correctly or have their education impaired by wearing one. [New] Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expressions to communication, are worn where appropriate. [New] Face visors or shields are not worn as an alternative to face coverings. Staff are not prevented from entering or attending school on the grounds that they are not wearing a face covering. The school has a contingency supply of face coverings. Anyone struggling to access a face covering, or unable to use their face covering because it has been forgotten or soiled, is provided with one from the school's contingency supply. 	Y	HT/SLT	Ongoing	M
PPE and face coverings		<ul style="list-style-type: none"> PPE is provided to staff who need to provide intimate care for pupils in need and for cases where a pupil becomes unwell with symptoms of 	Y	HT/DSL/SM	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>coronavirus whilst in school and a distance of two metres cannot be maintained.</p> <ul style="list-style-type: none"> Additional risk assessments are conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties. Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins. All PPE waste is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag and stored in a suitable and secure place, marked for storage for 72 hours. Following this period, it is put in the communal waste area. 				
Mental health and wellbeing		<ul style="list-style-type: none"> The SLT nominates a lead member of staff to receive training as part of the Wellbeing for Education Return programme, who can then disseminate the learning and practice to staff and pupils within the school. Staff are vigilant in discerning pupil mental health and report any concerns to the Pupil Support Worker and SENDCo. The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic. Pupils have access to pastoral support and activities, e.g. opportunities to renew and develop friendships. Pupil and parent surveys are sent out to assess how they feel about being on the school site and to enable staff to act on any concerns pupils and parents may have. Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have. The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress. 	Y	HT/SLT	Ongoing	M
			Y	HT/Staff	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			N	HT/DSL	Jan 2021	M
			N	HT/DSL	Jan 2021	M
			Partially	HT/SLT	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The headteacher and the SENCO identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available. Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine. The headteacher and DSL ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support. The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it. Safeguarding issues are managed in line with the Safeguarding and Child Protection Policy. Staff and pupil bereavement is managed in line with the Bereavement Policy. 	Y	HT/SENCO	Ongoing	M
			Y	HT/Teaching Staff/SENCO	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			Y	HT/DSL	Ongoing	M
			N	DSL	Ongoing	M
Protecting clinically vulnerable individuals		<ul style="list-style-type: none"> Clinically extremely vulnerable staff are supported to work from home. If the staff member is unable to work from home, they will not be required to come to school. Clinically extremely vulnerable staff continue to be paid on their usual terms. Clinically extremely vulnerable pupils continue to attend on site provision, unless they have been advised by their GP or clinician to not attend. Clinically extremely vulnerable staff have discussions with their line managers about the flexibilities that can be put in place to support them. Pupils and staff who live with someone who is clinically extremely vulnerable or clinically vulnerable still attend school. 	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> A separate risk assessment is carried out for pregnant staff. Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required. Line managers hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place. The SLT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety. If required, staff can adjust their working hours, as agreed by the SLT. The headteacher ensures that the school can be adequately and safely staffed. 	As above			
Attendance		<ul style="list-style-type: none"> Parents are informed that the usual rules on school attendance apply – this means parents have a duty to ensure that their child attends regularly. The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately. Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised. 	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals. Pupils who are reluctant or anxious to attend school are identified and relevant staff members develop plans to reengage these pupils. Staff and pupils who have returned to the UK from foreign countries within the last month complete the necessary quarantine period, as outlined in the government's guidance, before attending school. 	As above			
[Updated] Access to learning		<ul style="list-style-type: none"> The headteacher and curriculum leaders work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material. The headteacher and curriculum leaders identify what provision can be reasonably provided for pupils with EHC plans. A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education. Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school. The headteacher and curriculum leaders work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution. [Updated] [KS1] The headteacher ensures that pupils taught remotely in KS1 are set work that as a minimum covers three hours a day on average. [KS2] The headteacher ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. Teachers consider how to support the educational needs of disadvantaged pupils and pupils with SEND. 	Y	HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Significant gaps in pupils' knowledge are identified and addressed to help meet the aim of a return to the school's normal curriculum by Summer term 2021. The government's catch-up funding is utilised to ensure pupils receive the support they need to catch-up on learning lost due to the coronavirus pandemic. 	As above			
Extra-curricular activities and wraparound provision		<ul style="list-style-type: none"> The school remains up-to-date with guidance on their local restriction tier which may affect the extra-curricular activities and wraparound care provided. The SLT determines whether before- and after-school clubs can take place. Before- and after-school clubs are not made available to pupils if doing so would put them at an increased risk of contracting coronavirus. Clubs are run in line with protective measures, e.g. keeping pupils in their bubbles where possible. 	Y	HT/DSL	Ongoing	M
Teaching music, dance and drama		<ul style="list-style-type: none"> The teaching staff ensure the relevant protective measures are in place to minimise the risk of coronavirus transmission, e.g. limiting the sizes of groups, and exploring alternatives to singing and use of wind instruments. 	Y	HT/Teaching Staff	Ongoing	L
Performing arts		<ul style="list-style-type: none"> The school does not conduct any performances with an audience during this period. 	Y	HT	Ongoing	M
Sports and physical activities		<ul style="list-style-type: none"> Additional measures are implemented for sports provision as appropriate, e.g. no physical contact, appropriate social distancing, smaller groups. Pupils are kept in consistent groups and sports equipment is thoroughly cleaned between each use by different groups. Outdoor sports are prioritised where possible. 	Y As above	HT/Teaching Staff	Ongoing	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. Indoor sports maximise distance between pupils and pay scrupulous attention to cleaning and hygiene. The headteacher decides if it is safe to work with external coaches, clubs and organisations for curricular and extra-curricular activities and considers how such arrangements operate within the school's wider protective measures. [Schools in tier 4 areas only] PE, sport and physical activity provided by the school to its own pupils under its system of controls can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. [Schools in tier 4 areas only] Competition between different schools does not take place. 				
Safeguarding		<ul style="list-style-type: none"> Vulnerabilities and needs of pupils learning from home will be given extra consideration as appropriate. 	Y	HT/DSL	Ongoing	M
Behaviour expectations		<ul style="list-style-type: none"> Pupils who are struggling to reengage with school are supported appropriately. 	Y	HT/DSL	Ongoing	M
Catering		<ul style="list-style-type: none"> The Catering Manager liaises with catering providers to ensure the kitchens can remain fully open throughout the term and food is prepared and delivered in line with the DfE's 'Guidance for food businesses on coronavirus (COVID-19)'. FSM or food parcels will be provided for eligible pupils who are not attending school where they: 	Y Y	HT/Catering Manager	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> – Are self-isolating. – Have had symptoms or a positive test result. – Are a close contact of someone who has had coronavirus. – Are not attending as a result of local restrictions advised by the government. 				
Transport		<ul style="list-style-type: none"> • Where necessary, dedicated school transport is restricted to essential use only, and infection control and social distancing measures are implemented. 	Y	HT	Ongoing	M
Uniform		<ul style="list-style-type: none"> • Expectations of uniform are communicated to pupils and parents. • To mitigate thermal discomfort caused by increased ventilation, pupils are able to wear additional, suitable indoor items of clothing in addition to their usual uniform – where this occurs, no additional financial pressure is placed on parents. 	Y	HT	Ongoing	L
Communication		<ul style="list-style-type: none"> • The headteacher puts into place any actions or precautions advised by the DfE's helpline or local HPT if necessary. • The headteacher liaises with the LA where necessary and disseminates any local guidance to staff, where required. • The school's website is kept up to date with any important information regarding the running of the school during the pandemic, e.g. local arrangements. • Parents are informed via ParentPay about the relevant information regarding the running of the school during the pandemic, including any pick-up and drop-off arrangements. • Staff and volunteers are informed via email about the relevant information regarding the running of the school during the pandemic, 	Y	HT	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>including any changes to the workday, e.g. staggered lunchtimes and social distancing.</p> <ul style="list-style-type: none"> All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms. The headteacher liaises with the governing board about possible arrangements for running the school during the pandemic, where necessary. The headteacher informs staff, volunteers and the governing board about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and how these will be carried out in line with social distancing guidance. Social distancing and infection control measures are explained to all contractors and visitors upon their arrival. A record is kept of all visitors and contractors that come to the school site. 	As Above			
[New] Operating during the period of national lockdown from 5 January 2021						
Attendance		<ul style="list-style-type: none"> [Mainstream primary and secondary schools] The school delivers on-site provision to vulnerable pupils and the children of critical workers only, in line with the government guidance on which pupils are eligible for this provision. All pupils not attending on-site provision receive remote education in line with the school's Pupil Remote Learning Policy. Vulnerable pupils are supported to attend full-time on-site provision. Where a vulnerable pupil does not attend, and it is not a previously agreed leave of absence, the school works with the LA and social worker, where applicable, to follow up with the pupil's parent to explore the reason for 	y	HT/DSL	Ongoing	M

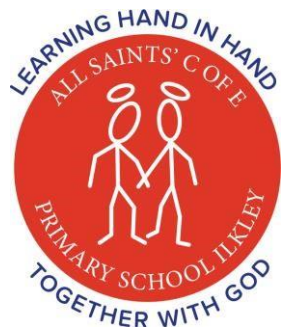
Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>absence, discuss their concerns, and discuss whether any adjustments could be made to encourage attendance.</p> <ul style="list-style-type: none"> Where a leave of absence is granted to a vulnerable pupil, the school speaks to their parent and social worker (where applicable) to explore the reasons and any concerns raised. Staff work from home where it is not appropriate for them to be in school. Clinically extremely vulnerable individuals do not attend the school site, in line with public health shielding advice. Pupils and staff do not attend the school premises if they have symptoms of coronavirus or are self-isolating. Pupils and staff do not attend the school premises if they have recently visited countries outside the Common Travel Area. Wraparound care and before- and after-school clubs are only provided for pupils who are eligible to attend on-site provision. The school operates within its normal working hours. 	As above			
Infection prevention and control		<ul style="list-style-type: none"> The infection prevention and control measures outlined in the main body of this risk assessment continue to be followed by the pupils and staff attending the school site, unless the headteacher and other relevant staff members decide that adaptations need to be made. Any changes to infection prevention and control measures are clearly communicated to staff, pupils and parents. The headteacher considers whether maintaining social distancing between staff and pupils may be enhanced and pupil groups made smaller, due to the reduced numbers on site. 	Y	HT	Ongoing	M
Safeguarding		<ul style="list-style-type: none"> The DSL reviews the school's Child Protection and Safeguarding Policy to ensure that it reflects the national restrictions and remains effective. 		HT/DSL	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> Staff are made aware of any changes to the Child Protection and Safeguarding Policy. The DSL, or their deputy, is available on site, where possible. Where this is not possible, a member of the SLT takes responsibility for coordinating safeguarding on site and the headteacher considers implementing one of the following: <ul style="list-style-type: none"> Making arrangements for the DSL, or their deputy, to be contacted via phone or online video, e.g. if they are working from home Sharing a DSL, or deputies, with other schools remotely 	Y As above			
Workforce		<ul style="list-style-type: none"> The school supports staff to work from home where appropriate. Clinically extremely vulnerable staff do not attend the school site and the school supports them to work from home. Clinically vulnerable staff continue to attend the school site where it is not possible to work from home. Clinically vulnerable staff and staff that may be at increased risk from coronavirus, e.g. pregnant staff, are given the opportunity to discuss their concerns with the headteacher about working on the school site, where required. The headteacher explains the infection control measures in place on the school site. The school reviews the Pregnant Staff Risk Assessment to ensure it mitigates risks related to public health advice during the national lockdown. The school engages supply teachers and other temporary staff to assist in delivering on-site provision, where required. The school ensures all temporary and peripatetic staff are informed of the school's infection control measures and operations. 	Y	HT	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> ITT trainees continue to attend the school site in line with public health guidance. 				
Wellbeing		<ul style="list-style-type: none"> The school reminds pupils, parents and staff of the channels of support for wellbeing concerns available to them and how to access them, both at the school and from external organisations. The school reassures pupils, parents and staff that, although this period of national lockdown may impact negatively on their wellbeing, the channels of support at school remain available to them. The school endeavours to maintain a sense of school community for its members during this period, including organising virtual social events and maintaining regular contact with members of the school community not attending the school site. 	Y	HT/DSL	Ongoing	M
Remote learning		<ul style="list-style-type: none"> [Primary schools] The headteacher ensures that pupils taught remotely in EYFS and KS1 are set work that as a minimum covers three hours a day on average, and ensures that pupils taught remotely in KS2 are set work that as a minimum covers four hours a day. Teaching staff deliver all remote education in line with the expectations set out in the Pupil Remote Learning Policy. The headteacher ensures that all teaching staff understand these expectations and know how to seek help if they feel unable to meet them. The school informs parents that they should raise any concerns about the quality of the school's remote education offer with the Headteacher.. 	Y	HT/DSL	Ongoing	M
School meals		<ul style="list-style-type: none"> The school continues to provide FSM to all eligible pupils. Eligible pupils attending the school site receive FSM as normal and eligible pupils learning remotely receive either food parcels or food vouchers. 	Y	HT/Catering Manager	Ongoing	M

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> The Catering Manager liaises with catering staff to arrange any necessary adaptations to the school's existing catering offer, in light of reduced attendance at the school site. 				
Uniform		<ul style="list-style-type: none"> The school considers relaxing its School Uniform Policy during this period and communicates any changes to all relevant stakeholders. 	Y	HT	Ongoing	L
Transport		<ul style="list-style-type: none"> The school continues to provide existing transport services to the school site for pupils eligible to attend. 	Y	HT	Ongoing	M
Educational visits		<ul style="list-style-type: none"> No educational visits are planned or take place. 	Y	HT	Ongoing	L
Estates management		<ul style="list-style-type: none"> The site manager and headteacher review and check fire safety management plans in line with the operational changes, e.g. reduced attendance and social distancing requirements. 	Y	HT/SM	Ongoing	M
Physical education and sports		<ul style="list-style-type: none"> The school does not participate in any competitions with another school during this period. The school continues to provide physical education to pupils attending the school site in line with the particular measures set out in the main body of this risk assessment. The school encourages pupils, including those learning remotely, to engage in physical activity during the period of national lockdown, including activities such as active miles. Staff consider whether any changes need to be made to physical education teaching to ensure pupils learning remotely continue to benefit from a high-quality standard of teaching. 	Y	HT	Ongoing	M

APPENDIX A: Correspondence dated February 26th 2021 to parents and carers outlining approach to wider reopening for March 8th 2021:



All Saints' CE Primary School
Headteacher: Mrs M Robinson NLE
Easby Drive, Ilkley
West Yorkshire
LS29 9BE

☎ (01943) 607852

✉ office@allsaintsilkeley.bradford.sch.uk

🌐 www.allsaintsilkeley.bradford.sch.uk

26th February 2021 Dear parents and carers,

Following the government's announcements earlier this week, we write today to share our plans around welcoming all pupils into school on March 8th 2021 where we can, once again, learn hand in hand together with God.

- **SCHOOL COUNCIL**

Because your children are the most important people at All Saints', Mrs Fox and I met with the school council this week to listen to their thoughts and feelings about reopening. The overwhelming feeling from the pupils was of excitement and positivity, especially around seeing their friends and having time with their classes and teachers. They said that they would love to do more fun and exciting activities that are best done in school together, such as PE, art and science, along with team activities and problem-solving challenges using areas of school that have been off-limits.

Their teachers equally feel that a focus on pupil wellbeing is paramount. Please see the letter below from staff to our families about the three weeks from March 8th until Easter.

- **COVID SAFETY MEASURES**

One theme which the school council did touch upon was covid safety and activities in school. Many pupils, like much of the population, are somewhat fatigued by covid safety measures, expressing that they thought it 'might all be back to normal'. But we do need to keep everyone as safe as possible so will maintain and strengthen many aspects of the safety measures in school. In the lead up to March 8th, we will be working with pupils both remotely and in school to set their expectations and remind them of the importance of hand washing, social distancing and ventilation in order to keep everyone as safe as we can.

- **DROP OFF**

Now the hall extension is fully complete and we have access around the building, there is much better 'flow' around the site, giving greater flexibility for the movement of pupils around school. This also leads to some flexibility to you at drop off:

Reception pupils (and any older siblings) should be dropped off at the Easby Drive gate as normal.

There is a slight change to timings:

- RAW (Mrs Atkinson/Mrs White's class): 8.40am (please keep your distance and gather in the paved area outside the school sign)
- RW (Miss Webb's class): 8.45am (please keep your distance and wait in the area just inside the playground gate until RAW class have gone inside).



Pupils in Year 1 – 6 can be dropped at either the Easby Drive or Westville Road gates

Year 1 and Year 2 pupils should arrive on time for **8.45am** and go straight into the building (staff will on hand to supervise/direct)

Year 3, 4, 5 and 6 pupils should arrive on time for **8.55am** and line up straight away (Year 3/4 in the Key Stage 2 playground; Year 5 and 6 outside the kitchen at the Westville Rd side)

- **PICKING UP**

As we need to limit the numbers on site, picking up arrangements will be very similar to autumn term. Please go to the gate where your youngest child will exit and any older siblings will be filtered through to you in time for the end of the day.

RAW	3.10 pm Easby
RW	3.15 pm Easby
Y1/2	3.15 pm Westville
Y3/4	3.25 pm Easby
Y5/6	3.25 pm Westville

EXTRA REMINDERS ABOUT DROP OFF AND PICK UP

- We must insist on only one parent/carer per child at drop off and pick up time to limit numbers on site.
- No cars, except any blue badge holders, should use the car park on Easby Drive.
- Please keep your children next to you at pick up time and leave the school site quickly to minimise mixing between households.

- **RESOURCES**

In line with recent communication, pupils should only bring what is absolutely necessary into school with them on most days, i.e.:

- KS1 – only their book bag and packed lunch if required
- Year 3&4 – only book bag, and packed lunch/snack if required
- Year 5&6 – only clear, transparent folders and packed lunch/snack if required, no rucksacks please
- No pencil cases or toys/games please

Children in blended families can, of course, bring a bag with them if they are moving between households.

- **PE DAYS**

We have a hall, playground and terrific MUGA for our PE lessons.

1F, 1KM	Monday and Tuesday
2M, 2B	Tuesday and Friday
4S, 4E, 4H	Wednesday and Friday
6B	Monday and Thursday
6T and 6F	Tuesday and Thursday

Please can your children come to school in their kit on those days, i.e.:

- White polo/t-shirt
- Black shorts/tracksuit bottoms
- Dark trainers/pumps
- Red sweatshirts and polo shirts with the school logo are available. See <https://www.allsaintsilkley.bradford.sch.uk/school-uniform/>

- **REMOTE LEARNERS' WORK**

Although we appreciate that much of your work has already been uploaded to Teams and seen by teachers, we invite you bring in any and all of the work you have completed at home so it can be celebrated and shared further within school.

- **ATTENDANCE**

Attendance is expected for all pupils. If you have any queries around attendance for your child, please contact school to speak to our attendance lead, Charlotte Craven.

- **DEALING WITH CASES**

Pupils will continue to be taught in teaching groups as consistent and small as possible to minimise disruption if any positive cases are identified. Please follow the guidance about self-isolation if symptoms of coronavirus are evident in any family members and keep school informed so we can put appropriate plans in place.

There may be extra details to communicate to you all in the coming days. Please do not hesitate to contact us if you have any comments or concerns.

Really looking forward to seeing you all soon,

Mrs M Robinson

Dear parents/carers,

Firstly, we would like to say how delighted we are to be welcoming all of our children back on Monday 8th March.

The last few months have been a real challenge for all of us and we are extremely proud of how all our children have dealt with the day-to-day challenges that they have encountered. Pupils, both inside and out of school, have shown themselves to be, amongst other things, resilient and adaptable throughout this difficult time. Though Teams has been a vital learning and communication tool, we thoroughly look forward to having everyone back learning together.

When the children are reunited back in school, our emphasis will be on helping them to settle back into school life, with a real focus on wellbeing. We fully acknowledge that some children have been through a difficult time, and that strong emotional wellbeing is at the heart of learning and holistic development. Consequently, we will be conducting a range of activities centering on our SCARF themes. These activities are designed to promote opportunities to share feelings in a relaxed and safe manner.

In our first week back, the children will be taking part in a whole-school book week (the March 4th World Book Day has been upgraded!) using the short novel 'Lost and Found', by Oliver Jeffers. We believe that with the subject of friendship and unity at its core, this book provides a wonderful opportunity to unite all pupils' thoughts and feelings through artistic and creative activities across the school.

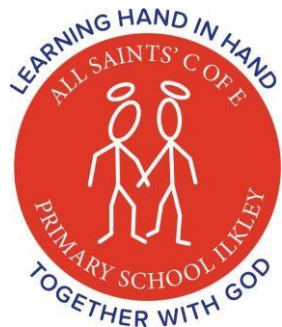
We understand that many of our children have missed out on opportunities to work in collaboration with peers and know, through conversations with them, that many are craving opportunities to do so. While we must still adhere to covid safety measures, we are all looking forward to conducting a range of exciting cooperative challenges. These activities will take different forms throughout the school with the key aim of reinvigorating pupils' interest in learning.

It is equally important that we build up a unique picture of where each child is in terms of the core subjects, so we are proposing to conduct a few discrete and appropriate assessment opportunities over the next few weeks. We believe that this approach will enable us to shape our curriculum to meet the emotional and academic needs of the pupils after lockdown.

Finally, we would like to extend our gratitude to all parents/carers for your support during this time. We fully recognise the unique challenges that each family has had to face and thank you for your cooperation. With brighter times ahead, we look forward to this continued support.

Many thanks from
The staff team

Appendix A(i) – extra information sent to parents/carers 3rd March 2021 including change of drop off/pick up times



All Saints' CE Primary School
Headteacher: Mrs M Robinson NLE
Easby Drive, Ilkley
West Yorkshire
LS29 9BE

☎ (01943) 607852

✉ office@allsaintsilkley.bradford.sch.uk

3rd March 2021

Dear parents and carers,

Following our letter last week regarding the full reopening on March 8th, we have a few updates to communicate to you all.

- **TIMINGS**

After reviewing our risk assessments and considering queries from parents and carers, we have adjusted our timings slightly (highlighted in bold in the table below). With only a five-minute adjustment, this will minimise the total drop-off time and assist with the general flow of people.

Class/year/phase	Drop off	Pick up
RAW	8.45am	3.15pm
RW	8.50am	3.20pm
Y1/2	8.50am	3.20pm
Y3/4	8.55am	3.25pm

Y5/6	8.55am	3.25pm
------	--------	--------

SUMMARY OF INFORMATION FROM PREVIOUS LETTER:

DROP OFF:

Reception pupils (and any older siblings) should be dropped off at the Easby Drive gate as normal.

□ There is a slight change to timings:

- **RAW** (Mrs Atkinson/Mrs White's class): **8.45 am** (please keep your distance and gather in the paved area outside the school sign)
- **RW** (Miss Webb's class): **8.50 am** (please keep your distance and wait in the area just inside the playground gate until RAW class have gone inside).

Pupils in Year 1 – 6 can be dropped at either the Easby Drive or Westville Road gates

PICKING UP

As we need to limit the numbers on site, picking up arrangements will be very similar to autumn term. Please go to the gate where your youngest child will exit and any older siblings will be filtered through to you in time for the end of the day.

Class/year/phase	Pick up
RAW	3.15pm
RW	3.20pm
Y1/2	3.20pm
Y3/4	3.25pm
Y5/6	3.25pm

• EXTRA REMINDERS ABOUT DROP OFF AND PICK UP

- We must insist on only one parent/carers per child at drop off and pick up time to limit numbers on site.

- No cars, except any blue badge holders, should use the car park on Easby Drive.
- Please keep your children next to you at pick up time and leave the school site quickly to minimise mixing between households.

- **FACE COVERINGS**

As we have been doing since September 2020, we politely request that face coverings be worn by everyone, except those who are exempt, whilst on the school site at pick up and drop off times.

- **SCHOOL MEALS**

The current one week menu will remain in place for the duration of this term and will be reviewed at Easter time when new systems have been embedded. More information on this will follow shortly.

Again we look forward to welcoming everyone back on Monday

Regards

Mrs M Robinson

Appendix B: More detailed updates to staff around logistics of timings for the day:

Entry and exit from school

- Give parents of pupils in Y1 and up **choice of gates**; Foundation drop off in normal place
- No parents in playgrounds as before
- Everyone lines up (need lines spray painting), no playing around
- Two reception classes in designated areas (RAW near school sign; RW in playground) Reception pupils have fourteen siblings in Y1 – 6
- Older siblings of those in Y1/2 come straight to line up

RAW	8.40 am (in their own 'pen') Easby	3.10 pm Easby
RW	8.45 am (in in their own 'pen') Easby	3.15 pm Easby
Y1/2	8.45 am (straight into school)	3.15 pm Westville
Y3/4	8.55 am (line up in KS2 playground on new lines – go round building and in through Y5/6 door when Y5/6 have vacated the space)	3.25 pm Easby
Y5/6	8.55 am (line up near kitchen on new lines – go in through Y5/6 door on bell at 8.55am)	3.25 pm Westville

Lunchtime

- Packed lunches will need seats around the edge of the hall
- Use 'flow' of doors in hall when finished clearing plate

	First	Next...
Foundation	11.45am into lunch	12.15pm (ish) to classroom then to MUGA in dribs/drabs
Year 1	12.00pm into lunch	12.15pm (ish) go out their cloakroom door to playground
Year 2	12.00pm out to play through cloakroom	12.25pm (ish) go into lunch
Year 3	12.10pm out to play (KS2 playground)	When finished, KS2 exit via fire exit in hall on same side as serving hatch... Then into lunch via Y5/6 door ... line up in KS2 playground at 1.10pm and come in through Y5/6 doors
Year 4	12.10pm out to play (KS2 playground)	Then into lunch via Y5/6 door ... line up in KS2 playground at 1.10pm and come in through Y5/6 doors
Year 5	12.15pm out to play	(into lunch when ready) ... line up in KS2 playground at 1.15pm and come in through Y5/6 doors
Year 6	12.15pm out to play	(into lunch when ready) ... line up in KS2 playground at 1.15pm and come in through Y5/6 doors