



The Discovery School

CoVID – 19 Risk Assessment

The Head Teacher and the Chair of Governors are responsible for making decisions relating to the expansion of pupil numbers in our school. The decisions made on opening take account of many local factors and recommendations and guidance issued by the DfE and the Local Authority.

This document will be regularly reviewed as the school's circumstances or guidance changes

Interpreting this document:

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SECTION 1

PUPIL NUMBERS

DfE Recommended actions	RED	AMBER	GREEN
Agree what returning support is available for all pupils, vulnerable and/or disadvantaged children and put in place provision for the return of pupils with SEND in conjunction with families and other agencies and engage with partners who will help provide that support	<ul style="list-style-type: none">Having risk assessed individual pupil needs I cannot meet the needs of all pupils safely	<ul style="list-style-type: none">Having risk assessed individual pupil needs I can meet the needs of most pupils, but not all with SEND or medical needs safely	<ul style="list-style-type: none">Having risk assessed individual pupil needs I can accommodate and meet the needs of pupils <p>Note: Implement individual risk assessments (undertaken in consultation with external agencies)</p>

STAFF

DfE Recommended Action	RED	AMBER	GREEN
<p>Teaching staff resource needed for expected pupil numbers</p>	<ul style="list-style-type: none"> Having surveyed my staff, I do not have sufficient numbers to meet necessary ratios for the likely number of returning pupils We do not know which staff are available 	<ul style="list-style-type: none"> Having surveyed my staff, I have sufficient numbers to meet necessary ratios for the likely number of returning pupils provided there is no sickness We have asked which staff are available and are collating responses Some of our returning staff have not yet been able to make arrangements for their own children to attend school 	<ul style="list-style-type: none"> We know which staff can attend Having surveyed my staff, I have sufficient numbers to meet necessary ratios for the likely number of returning pupils even if there is sickness
<p>Identify staff who can't return to school at this point and how they can work from home</p> <ul style="list-style-type: none"> Those who are clinically extremely vulnerable groups Those who live with someone who is clinically extremely vulnerable 	<ul style="list-style-type: none"> We are not yet clear which staff are unable to return to work in school, either because we are not clear of the criteria or have not been able to collect the information 	<ul style="list-style-type: none"> We have identified staff who are unable to return to school due to being extremely clinically vulnerable or living with someone who is extremely clinically vulnerable (where we cannot provide stringent social distancing for them on site) and agreed roles in supporting the remote learning of pupils not attending school We are not clear on our position regarding staff who do not meet these criteria but who are fearful of returning to school 	<ul style="list-style-type: none"> We have identified staff who are unable to return to school due to being extremely clinically vulnerable or living with someone who is extremely clinically vulnerable (where we cannot provide stringent social distancing for them on site) and agreed roles in supporting the remote learning of pupils not attending school We have a clear position in relation to staff who have concerns / fears about returning

DfE Recommended Action	RED	AMBER	GREEN
Decide content and timing of staff communication(s)	<ul style="list-style-type: none"> We have not consulted with staff representatives or unions on our approach to expanding provision We have consulted on our approach but the staff representatives are unhappy with it and this is limiting the number of returning staff 	<ul style="list-style-type: none"> We are in the process of consulting with staff 	<ul style="list-style-type: none"> Appropriate staff representatives have been consulted with and we have reached a consensus
Agree staff workload expectations (including for leaders)	<ul style="list-style-type: none"> We have not yet considered the impact on staff workload and welfare of the planned approach to expanding pupil numbers We are unable to expand numbers to the full expectation without negative impact on staff welfare and workload 	<ul style="list-style-type: none"> We are in the process of working out how to keep staff workload manageable while ensuring provision for all pupils We may need to reduce the number of pupils in order to maintain reasonable workload 	<ul style="list-style-type: none"> We have considered the impact on workload and welfare of staff and are confident that we have reached a reasonable and manageable position
Decide what staff training (either delivered remotely or in school) is needed to implement any changes the school plans to make (e.g. risk management, curriculum, behaviour, safeguarding)	<ul style="list-style-type: none"> We have not reviewed what staff training is needed in relation to these changes 	<ul style="list-style-type: none"> We have identified training needs and are developing a training plan 	<ul style="list-style-type: none"> We know what training needs are and we have a plan in place which is ready to deliver <p>Note: Individual staff training in the use of PPE and supporting individual children has been arranged. Staff briefings on CP, Safeguarding, health and safety and behaviour will take place before the children return to school.</p>

SITE MANAGEMENT

DfE Recommended Action	RED	AMBER	GREEN
<p>Organisation: Decide the physical and organisational structures needed to limit risks and limit movement around the building(s):</p> <ul style="list-style-type: none"> Staggered start time, assembly groups, break times, lunch times, finish times Access rooms from the outside where possible Limit movement around the school Ensure toilets do not get crowded <p>Agree how safety measures and messages will be implemented and displayed around the school.</p>	<ul style="list-style-type: none"> My site severely restricts the capacity for staggered drop offs and pick-ups (few entrances, issues around queuing, busy roads etc.) and it is difficult to effective plans Staffing issues restrict our capacity to undertake staggered drop offs and pick ups 	<ul style="list-style-type: none"> Site restrictions and staff capacity make staggered drop offs and pick-ups impractical although safe this will need close monitoring and may require some improvement Instructions for these transitions are not yet shared Staff are yet to be briefed about these transitions 	<ul style="list-style-type: none"> My site allows me to easily organise staggered and safe drop offs and pick ups Families have received detailed instructions for these transitions Staff have been organised to ensure these transitions run smoothly and the site remains safe
	<ul style="list-style-type: none"> My school does not have a clear way through, and a one-way system is not feasible The frequent use of external doors adds significant concern or risk 	<ul style="list-style-type: none"> A practical one-way system is difficult, expectations will be challenging to explain, and it may require almost constant monitoring Pupils and families are yet to receive explanations about the one-way system The frequent use of external doors provides some concern or risk 	<ul style="list-style-type: none"> Movement through my school is clear and doesn't require a one-way system Pupils and families have had the one-way system explained to them External doors are being used where practical to minimise movement through the school building
	<ul style="list-style-type: none"> My site is old or restricted making ventilation and circulation of air inhibited and ineffective Most doors and windows cannot easily or safely be opened or left open 	<ul style="list-style-type: none"> A system of door propping and widow opening is planned but difficult to undertake by all staff Additional ventilation is not practical through open windows and doors, but rooms are not usually stuffy Staff are yet to be informed about the need for good ventilation 	<ul style="list-style-type: none"> Where safe and practical to do so, windows will remain open and doors can be propped open or ajar Staff understand the need for good ventilation and reduced door contact

	RED	AMBER	GREEN
	<ul style="list-style-type: none"> We feel unable to provide appropriate space to support staff rest needs and maintain social distancing 	<ul style="list-style-type: none"> Communal staff areas do not easily lend themselves for social distancing, but we are working with staff to provide flexible capacity Appropriate resources and organisation (rotas etc) are being organised but not yet in place 	<ul style="list-style-type: none"> The staffroom and other communal areas have been adequately organised to support social distancing Appropriate resources and organisation (rotas etc) are in place to support staff refreshment and toileting needs
	<ul style="list-style-type: none"> My site and physical resources severely impede my capacity to increase space by moving and storing unneeded furniture 	<ul style="list-style-type: none"> Moving and storing furniture to increase space throughout the school is in progress but some aspects are not yet complete 	<ul style="list-style-type: none"> Where practical to do so, unneeded furniture has been moved and stored to increase space throughout functioning parts of the school
	<ul style="list-style-type: none"> Site security is considerably reduced due to required changes therefore a prioritisation review must take place 	<ul style="list-style-type: none"> Some aspects of site security are impacted by changes to the school routine and use of facilities, but these will soon be resolved 	<ul style="list-style-type: none"> Site security remains tight and is not significantly impacted by changes to the school routine or changes in use of facilities <p>Note: Due to staggered arrival and departure times, the office will check each day that the gates have been locked at 9.00 a.m. and 3.30 p.m.</p>
	<ul style="list-style-type: none"> I do not yet have an Access Plan under development for opening, closing and site security 	<ul style="list-style-type: none"> Access, opening, closing and security may be hampered through illness, but an Access Plan is being formulated 	<ul style="list-style-type: none"> An access plan for opening, closing and general site security is in place <p>Note: Undertaken externally by Kings Hill Security</p>

	RED	AMBER	GREEN
	<ul style="list-style-type: none"> We have measured /considered space needed to accommodate additional pupils safely, it is not possible 	<ul style="list-style-type: none"> We have measured /considered space needed to accommodate additional pupils, it is possible to accommodate some year groups safely 	<ul style="list-style-type: none"> We have measured /considered space needed to accommodate all pupils.
	<ul style="list-style-type: none"> We have not yet considered how to ensure that office staff can maintain appropriate distance 	<ul style="list-style-type: none"> We are in the process of planning office space to ensure this can be achieved. 	<ul style="list-style-type: none"> We have rearranged offices and/or provided suitable PPE for those working in offices in close proximity.
Classroom organisation: <ul style="list-style-type: none"> Classroom layout that facilitates social distancing where possible Children to stay in same classroom all day Staff changes will be kept to a minimum 	<ul style="list-style-type: none"> Given indicative pupil and staff numbers we cannot provide class sizes of 30 and/or maintain staff social distancing and protective measures 	<ul style="list-style-type: none"> Given indicative pupil and staff numbers we will not be able to provide class sizes of 30 or smaller and maintain staff social distancing and protective measures 	<ul style="list-style-type: none"> Given indicative pupil and staff numbers we will be able to provide class sizes of 30 – 32 and maintain staff social distancing and protective measures

CATERING

DfE Recommended Action	RED	AMBER	GREEN
<p>Catering: Work with your catering supplier to ensure meals are available for all children in school.</p>	<ul style="list-style-type: none"> Our catering supplier cannot provide staff or meals / our kitchen facilities do not allow for social distancing and we have no plans to mitigate this 	<ul style="list-style-type: none"> Our catering supplier cannot provide staff or meals / our kitchen facilities do not allow for social distancing but we can ask pupils to bring packed lunches and provide these for pupils entitled to FSM 	<ul style="list-style-type: none"> We are able to provide meals for pupils in school, both those who purchase meals and those who are eligible for FSM <p>Note: This will be in the form of a packed lunch so that meals can be eaten in the classroom. This will reduce movement of children and enable better management of consistent class groups.</p>
<p>Clubs: Agree whether breakfast clubs, lunch clubs and after-school clubs can operate (in line with necessary protective measures) and under what terms</p>	<ul style="list-style-type: none"> We cannot provide breakfast / lunch / after-school clubs and have not yet communicated this to parents/carers. 	<ul style="list-style-type: none"> We cannot provide breakfast / lunch / after-school clubs and have plans to communicate this to parents/carers. 	<ul style="list-style-type: none"> We can provide breakfast and after-school club provision while adhering to government protective measures We can provide other extra-curricular clubs while adhering to government protective measures <p>Note: Extra-curricular clubs will be open to our children only during the hours of 8.00 a.m. – 6.00 p.m. Other external groups will have an amended lettings contract which specifies strict hygiene measures. These will all take place after 6.00 p.m. or outside. Some lettings will be stopped where hygiene measures will be too difficult to maintain.</p>
<p>Suppliers: Plan arrangements with your catering suppliers and check they are following appropriate social distancing and hygiene measures, including when in school</p>	<ul style="list-style-type: none"> We have not made contact with our suppliers. 	<ul style="list-style-type: none"> We have made contact with our suppliers and are working out how to ensure social distancing and hygiene measures can be assured. 	<ul style="list-style-type: none"> We have ensured consistency of supply and that social distancing and hygiene measures will be in place.

PPE AND HYGIENE

DfE Recommended Action	RED	AMBER	GREEN
<p>Protective measures: Read the guidance on implementing protective measures in education and childcare settings and agree how this will be implemented in your school</p>	<ul style="list-style-type: none"> We have rearranged offices and/or provided suitable PPE for those working in offices in close proximity. 	<ul style="list-style-type: none"> We have rearranged offices and/or provided suitable PPE for those working in offices in close proximity. 	<ul style="list-style-type: none"> We have rearranged offices and/or provided suitable PPE for those working in offices in close proximity. <p>Note: Adaptations made to the layout of the office and reception areas. Perspex screens have been ordered for use in the office where needed.</p>
<p>Cleaning: Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school and how you will ensure sufficiency of supplies</p>	<ul style="list-style-type: none"> I am not able to provide my usual cleaning regime I have not been able to make arrangements for enhanced cleaning that covers classrooms, resources, shared equipment We still have items that are difficult to clean in classrooms and other spaces 	<ul style="list-style-type: none"> Additional cleaning is not yet possible, but my usual routines are still in place We are in the process of confirming arrangements for enhanced cleaning of classrooms, and resources We are in the process of removing items that are difficult to clean We are in the process of confirming our protocol for cleaning shared equipment between uses 	<ul style="list-style-type: none"> I am able to include additional cleaning of classrooms, frequently touched areas and resources with appropriate cleaning products as part of our daily routine We have removed from the classroom any items that would be difficult to clean We have agreed protocols for the cleaning of equipment (toys, shared equipment) between uses <p>Note: A cleaning checklist has been prepared and is displayed in each room/area. This is to be ticked off and signed (with relevant time of cleaning) throughout the day.</p>
<p>Hygiene: Decide the approach to enhance hygiene (for example toilet use, hand washing) and decide on policy related to usually shared items (books, toys, practical equipment)</p>	<ul style="list-style-type: none"> We have insufficient amounts of hygiene and cleaning products Our storage will not accommodate additional cleaning products We have not yet planned or increased/checked staff awareness around cleaning and hygiene products 	<ul style="list-style-type: none"> Additional cleaning products are ordered, and sufficient stock is currently on site Storage is planned but still requires refinement Staff awareness around cleaning materials is underway but incomplete 	<ul style="list-style-type: none"> Additional cleaning materials have been purchased All detergents and similar products are able to be safely stored Staff are aware of safe storage and use of cleaning materials

	RED	AMBER	GREEN
	<ul style="list-style-type: none"> • There are insufficient covered bins • Regular emptying of bins will be challenging 	<ul style="list-style-type: none"> • Most functioning classrooms have a covered bin and additional units are ordered • Bin emptying may be increased but is currently part of normal end of day procedures 	<ul style="list-style-type: none"> • Bins are available in each functioning room • Bin emptying is routinely increased within the day <p>Note: All bins are double bagged. Plans for bin emptying during the day are currently being formulated</p>
	<ul style="list-style-type: none"> • Handwashing and sanitisations is currently difficult to undertake in classrooms • We have not yet planned or finalised a routine for hand washing and hygiene 	<p>Not all classrooms have handwashing facilities or sanitiser, but these should be ready soon</p> <ul style="list-style-type: none"> • Hand washing routine has been planned and sharing of expectations and procedures will happen soon 	<ul style="list-style-type: none"> • Hand washing facilities are available within each classroom (sink or sanitizer) • A practical routine for regular hand washing is in place and staff, pupils and families understand it <p>Note: Additional hand sanitiser dispensers are available throughout the school and a hand sanitiser dispenser is available next to the signing in system and main door to the school for use when exiting. Additional hand sanitising dispensers have also been made available by class exterior doors to enable cleaning on entry to the classrooms after play/lunchtimes</p>
Classroom resources	<ul style="list-style-type: none"> • There are insufficient resources in school for pupils to have individual trays of equipment • Some of our pupils will be disadvantaged if they are unable to take shared equipment home 	<ul style="list-style-type: none"> • I will need to order additional resources so individual pupils can have their own equipment 	<ul style="list-style-type: none"> • There are sufficient commonly used resources in school for pupils to have their own equipment. <p>Note: Management of all other resources will be managed to ensure there is through cleaning before use by other year groups. These will be regularly cleaned and sterilised where appropriate.</p>

	RED	AMBER	GREEN
Plan the school level response should someone fall ill on site	<ul style="list-style-type: none"> We have no protocols to address this We are unable to provide a suitable isolation room for anyone that becomes unwell on site We can provide an isolation space, but it will be impossible for the supervising member of staff to maintain a distance of 2 metres 	<ul style="list-style-type: none"> We know what we are going to do in the event of a positive test We are in the process of identifying a suitable isolation room for anyone that becomes unwell on site and making arrangements for PPE in the room We are in the process of confirming who and how we will clean all areas where the person with symptoms has been 	<ul style="list-style-type: none"> We have clear procedures for reporting symptoms and positive tests and a clear plan for the action we will take in such circumstances (including arrangements to clean areas where the symptomatic person has been) We are able to provide a suitable isolation room for anyone that becomes unwell on site with accompanying PPE and space for the staff members to maintain social distance <p>Note: Staff will refer to the flow-charts displayed in school</p>
Make arrangements for cases where PPE supplies will be needed (if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home	<ul style="list-style-type: none"> We do not have sufficient supplies of necessary PPE and we cannot get it We are not confident that staff who need to provide first aid or treatment will be safe 	<ul style="list-style-type: none"> We do not have sufficient supplies of necessary PPE but we know what we need, have been able to order what we need and are awaiting delivery 	<ul style="list-style-type: none"> We have sufficient supplies of necessary PPE for appropriate staff and a clear policy for its use

POLICIES AND PROCEDURES

DfE Recommended Action	RED	AMBER	GREEN
<p>Attendance: Plan to resume taking attendance registers and to take appropriate action where children do not return to school.</p>	<ul style="list-style-type: none"> We are not clear what our policy should be where parents are unwilling for their children to return to school as a result of safety concerns or other practical barriers 	<ul style="list-style-type: none"> We are in the process of developing a clear policy and protocol in place for cases where parents are unwilling for their children to return to school as a result of safety concerns or other practical barriers 	<ul style="list-style-type: none"> We have a clear protocol in place for cases where parents are unwilling for their children to return to school as a result of safety concerns or other practical barriers
<p>Safeguarding: Agree what safeguarding provision is needed in school to support returning children (e.g. where new issues have arisen, or existing ones escalated) and consider any necessary changes and referrals as all children return to school.</p>	<ul style="list-style-type: none"> We have not yet reviewed our safeguarding policy or fully identified where changes may need to be made 	<ul style="list-style-type: none"> We have reviewed our safeguarding policy and are in the process of finalising an approved addendum 	<ul style="list-style-type: none"> We have reviewed our safeguarding policy and governors have approved an addendum
<p>Behaviour: Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents and review uniform expectations</p>	<ul style="list-style-type: none"> We have not yet reviewed our behaviour policy or fully identified where changes may need to be made We have not yet communicated new expectations to parents or planned how to do so with pupils 	<ul style="list-style-type: none"> We have reviewed our behaviour policy and are in the process of finalising changes. Once this is done we will need to communicate the revised expectations clearly to parents, pupils and staff 	<ul style="list-style-type: none"> We have reviewed our behaviour policy to reflect new rules and routines Governors have approved the updated policy Communication to staff and parents has clarified the new expectations, including for uniform and arrangements are in place to communicate to pupils on their return <p>Note: To be ratified at next FGB meeting (September 2020)</p>

DfE Recommended Action	RED	AMBER	GREEN
<p>Communication with parents: Plan content and timing of communications to parents and pupils (including discussing attendance expectations and other specific things that parents should do to help prepare returning pupils, e.g. arrangements for drop-off/collection)</p>	<ul style="list-style-type: none"> We do not have agreed communications and a contract set up for parents regarding pupils returning to school and attendance expectations 	<ul style="list-style-type: none"> We have agreed communications and a contract set up for parents regarding pupils returning to school and attendance expectations, however this does not reach all parents/carers 	<ul style="list-style-type: none"> We have agreed communications and expectations for parents regarding pupils returning to school; including attendance expectations
<p>Suppliers: Plan arrangements with your suppliers and check they are following appropriate social distancing and hygiene measures (e.g. food suppliers, grounds maintenance, transport providers), including when in school</p>	<ul style="list-style-type: none"> We have not made contact with these suppliers/contractors. 	<ul style="list-style-type: none"> We have made contact with all suppliers/contractors and are working out how to ensure social distancing and hygiene measures can be assured. 	<ul style="list-style-type: none"> We have confirmed effective social distancing and hygiene measures with all suppliers/contractors. <p>Note: This is agreed in advance of any contractor attending the school site.</p>
<p>Health and Safety: Agree on any necessary updated health and safety policy and risk assessments</p>	<ul style="list-style-type: none"> We have not yet considered health and safety policy and procedural amendments which might be needed 	<ul style="list-style-type: none"> We have begun to consider health and safety policy and procedural arrangements which reflect amended arrangements for site transit/management 	<ul style="list-style-type: none"> We have reviewed our health and safety policy and procedural arrangement which reflects amended arrangements for site management
<p>PPE: Making decisions on other items of PPE which fall outside of government guidance: for example, will you allow people to wear masks? Gloves? Scrubs/gowns? Face shields?</p>	<ul style="list-style-type: none"> We have not considered our policy on the 'optional' use of PPE beyond that recommended by the DfE (intimate care or a child who displays symptoms at school) 	<ul style="list-style-type: none"> We are forming a view on what we will do about 'optional' items of PPE 	<ul style="list-style-type: none"> We have decided what PPE will be permitted in school on an optional basis and communicated this to all stakeholders

DfE Recommended Action	RED	AMBER	GREEN
Impact assessment: Ensure you have considered the impact on staff and pupils with protected characteristics, including race and disability, in developing your approach	<ul style="list-style-type: none"> In order to adhere to safety requirements, the school is not fully able to meet the normal expectations for staff and pupils with protected characteristics 	<ul style="list-style-type: none"> It is unlikely that the school's approach will have a negative impact on pupils or staff with protected characteristics, but we will need to keep this under review 	<ul style="list-style-type: none"> I am confident that our planned approach will not have a negative impact on pupils or staff with protected characteristics <p>Note: Vulnerable staff have been advised to consult the HT so that an individual risk assessment can be drawn up.</p>
Test, track and trace	<ul style="list-style-type: none"> We do not know how and where people can be tested 	<ul style="list-style-type: none"> We know where the test sites are and the circumstances in which people should be tested 	<ul style="list-style-type: none"> We have a clear statement regarding test sites and when people should seek tests
	<ul style="list-style-type: none"> We do not yet have a protocol in place in the event of a member of staff or a pupil testing positive 	<ul style="list-style-type: none"> We know what we are going to do in the event of a positive test but need to clarify and communicate the protocol 	<ul style="list-style-type: none"> We have clear procedures for reporting symptoms and positive tests and a clear plan for the action we will take in such circumstances. This includes Test, Track and trace system.

WELL-BEING

DfE Recommended Action	RED	AMBER	GREEN
<p>Staff well-being: Put in place measures to check on staff wellbeing (including for leaders)</p>	<ul style="list-style-type: none"> Ways to check on wellbeing are informal and haphazard and do not include all staff. Support is not considered or available. 	<p>A plan is being developed which identifies possible mental health or wider wellbeing issues staff may face when returning to school. This includes:</p> <ul style="list-style-type: none"> Identifying a range of sensitive and appropriate ways to check on wellbeing Considering the ongoing nature of some wellbeing issues. <p>Exploring the range of support available and where it can be found.</p>	<ul style="list-style-type: none"> Processes are in place and functioning effectively to sensitively check on staff wellbeing. Knowledge of issues leads to wider or targeted offers of support. Appropriate sources of support have been identified and can be contacted.
<p>Pupil well-being: Plan likely mental health, pastoral or wider well-being support for children returning to school (e.g. bereavement support) and discuss with LA or Trust what wider support services are available. Secure services for additional support and early help where possible (e.g. anxiety, mental health, behaviour, social care, changes to mobility) and consider how these might apply to pupils and students who were not previously affected.</p>	<ul style="list-style-type: none"> Ways to check on wellbeing are informal and haphazard and do not include all children. Support is not considered or available. 	<p>A plan is being developed which identifies possible mental health, pastoral or wider wellbeing issues children may face when returning to school. This includes:</p> <ul style="list-style-type: none"> Identifying a range of sensitive and appropriate ways to check on wellbeing Considering the ongoing nature of some wellbeing issues. Exploring the range of support available and where it can be found. Considering staff training to raise awareness of issues <p>Identifying specific areas of responsibility</p>	<ul style="list-style-type: none"> Processes are in place and functioning effectively to sensitively identify issues. Knowledge of issues leads to wider or targeted offers of support. Appropriate sources of support have been identified and able to be utilised. <p>Note: Our well-being support will be responsive to need.</p>

LEARNING

DfE Recommended Action	RED	AMBER	GREEN
<p>Agree what learning is appropriate for example, identify curriculum priorities, agree revised expectations and any approaches to 'catch-up'</p>	<ul style="list-style-type: none"> We are unable to plan and cater for the varying needs of pupils returning to school Curriculum priorities haven't been agreed Expectations have not been agreed by staff 	<ul style="list-style-type: none"> We are able to plan and cater for some of the varying needs of pupils returning to school Curriculum priorities have been agreed but not actioned Expectations have been agreed by staff, but cannot all be met 	<ul style="list-style-type: none"> We are able to plan and cater for the varying needs of pupils returning to school Curriculum priorities have been agreed Expectations have been agreed by staff
<p>Work with LA or trust (and where applicable CCG) and families to identify what provision can reasonably be provided for in line with EHCPs</p>	<ul style="list-style-type: none"> Having worked with appropriate professionals/families, we are unable to give appropriate provision to those with EHCPs We have not been able to work in collaboration with parents/professionals regarding provision for pupils with EHCP 	<ul style="list-style-type: none"> Having worked with appropriate professionals/families, we are able to give appropriate provision to those with EHCPs <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Having worked with appropriate professionals/families, we are able to give appropriate provision to those with EHCPs
<p>Agree ongoing learning offer in the event of a localised lock-down</p>	<ul style="list-style-type: none"> We do not have an offer in place 	<ul style="list-style-type: none"> More time needs to be spent on planning learning in the event of a localised lock-down 	<p>We have an appropriate offer in place in the event of a localised lockdown.</p>



SECTION 2: ON-GOING RISK ASSESSMENT

Covid 19 – School Risk Assessment

This is an ongoing document which is responding to the fast and changing pace of the pandemic

The Discovery School

Date of risk assessment: 9th March 2020 (last reviewed and updated 22nd July 2020)

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Covid 19 Risk assessment September 2020 – Whole school						
A case of suspected Covid 19 is reported to the school	All staff All children All visitors All of the above could become infected with Covid 19	Flow chart of responses and actions already in place (see appendix) 11/03/2020 Deep clean of classroom and areas where the person has been Follow DfE, DfH and Public Health guidelines. Isolate individual and use appropriate PPE Track, test and trace system in place	Not currently but to be reviewed in response to the government updates	HT DHT	11/03/2020 Reviewed 19 th May 2020 22nd July 2020	Completed and systems now in place
A confirmed case of Covid 19 is reported to the school	All staff All children All visitors All of the above could become infected with Covid 19	Flow chart of responses and actions already in place (see appendix) 11/03/2020 Inform Public Health England and NHS Website School to follow PHE directions e.g.: close year group bubble Inform Parents and staff Deep clean of classroom and areas where the person has been Follow DfE, DfH and Public Health guidelines. Track, test and trace system in place NHS track, test and trace notified	Not currently but to be reviewed in response to the government updates	HT DHT	11/03/2020 Reviewed 19 th May 2020 22nd July 2020	Completed and systems now in place
Staff Shortages	All staff All children	Supply teachers can now be used to cover staff absence or shortages.	Not currently but to be reviewed in response to the government updates	HT CoG	11/03/2020 Reviewed 19 th May 2020 22nd July 2020	Completed and systems now in place

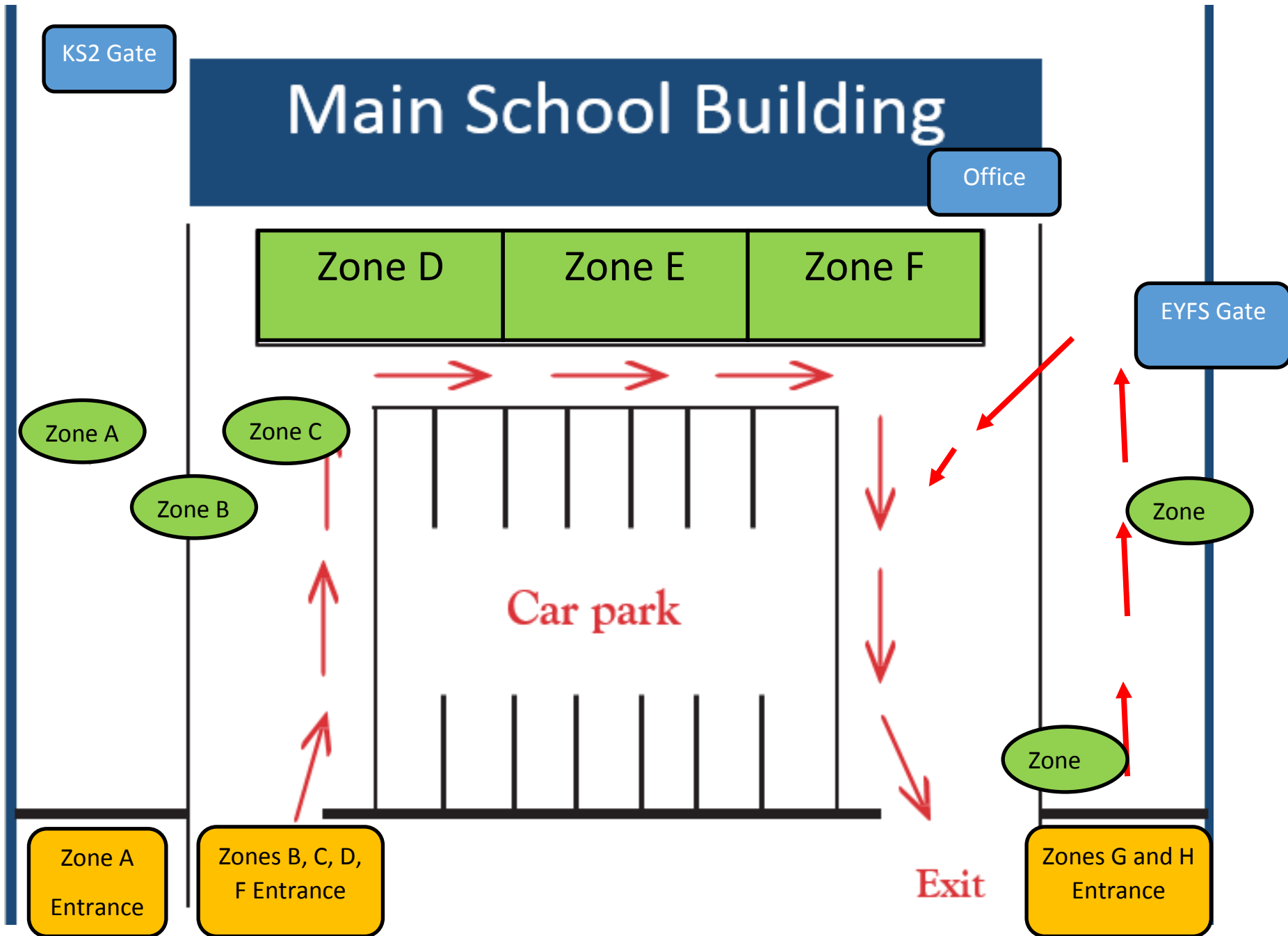
Vulnerable Staff e.g. BAME/ health issues	All staff including shielding staff, pregnant staff, self-isolation, over 70years and BAME	Staff with health issues - Ask them to contact their consultants to seek advice on their condition. Referral to Occupational Health where appropriate. Follow guidance from the Government https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19	Not currently but to be reviewed in response to the government updates	SLT	11/03/2020 Reviewed 19 th May 2020 22nd July 2020	Completed and systems now in place
Groups of children or adults congregating around the school or overcrowding classrooms	All staff All children All visitors All of the above could become infected with Covid 19	No assemblies or gatherings of more than 32 children at one time in a space No PE in halls Social distancing sign-posted One-way system on school site/signage Staggered break times, lunchtimes, arrivals and departures Lunches to be taken in classrooms whilst sitting at separated desks Increase pedestrian access and prohibit access to vehicles (separate arrangements to be in place for those needing access to disabled parking bays) Remove excess furniture to allow maximum floor space	Not currently but to be reviewed in response to the government updates	All adults	11/03/2020 Reviewed 19 th May 2020 22nd July 2020	Completed and systems now in place
Groups of children or adults congregating around the school or overcrowding classrooms	All staff All children All visitors All of the above could become infected with Covid 19	No assemblies or gatherings of more than 32 children at one time in a space No PE in halls Social distancing sign-posted One-way system on school site Staggered break times, lunchtimes, arrivals and departures Lunches to be taken in classrooms whilst sitting forward facing at desks Increase pedestrian access and prohibit access to vehicles (separate arrangements to be in place for those needing access to disabled parking bays) Remove excess furniture to allow maximum floor space	Not currently but to be reviewed in response to the government updates	All adults	11/03/2020 Reviewed 19 th May 2020 22nd July 2020	Completed and systems now in place

<p>Spread of infection (Covid 19) from child to child, child to adult and adult to adult</p>	<p>All staff All children All visitors All of the above could become infected with Covid 19</p>	<p>Hand washing assembly to inform children Handwashing posters displayed in all classrooms and toilet areas. Communicating with parents and staff about staying away from school should they present with symptoms of Covid19 https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/ Staggered lunch breaks Children to have their own equipment in class (pencils, rulers, pens etc.) Children spaced further during lunch times Regular hand washing. Anti-bacterial liquid available to all staff and children. Limiting the visit of non-staff to the school site. Staff working from home where this can be facilitated Social distancing throughout the school building and the school day. Deep cleaning of classrooms weekly Daily cleaning of classrooms with antibacterial cleaning products Extra cleaning of high footfall areas Play areas are out of bounds Use of PPE where appropriate Children to sit forward facing Adults to maintain 2 metres away from each other where possible (or 1m+)</p>	<p>Not currently but to be reviewed in response to the government updates</p>	<p>All staff</p>	<p>11/03/2020 Reviewed 19th May 2020 22nd July 2020</p>	<p>Completed and systems now in place</p>
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Transmission of germs via surfaces	All staff All children All visitors All of the above could become infected with Covid 19	Water fountains taken out of use Thorough cleaning of all surfaces during the day including doors, handles, desks etc. Laptops and Ipads cleaned at the end of each use and allocated to specific children where possible Classrooms supplied with pink spray, gloves and cleaning equipment and double-bagged bins Increase in handwashing of all members of the school (ideally hourly) and always before and after break and lunchtimes Removal of all resources that cannot be easily cleaned Sterilised and named frequently equipment to be issued to children e.g. pencils Shared resources to be sterilised before being shared within the year group bubble.	Not currently but to be reviewed in response to the government updates	All staff	11/03/2020 Reviewed 19 th May 2020 22nd July 2020	Completed and systems now in place
Protection for most vulnerable children	All children	Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat Complete individual risk assessments where appropriate Ensure training is appropriate if staff changes occur Access to PPE where appropriate	Not currently but to be reviewed in response to the government updates	IM and SEMCo	March 2020 Reviewed 19 th May 2020 22nd July 2020	Completed by HP (IM)
Breakfast and After School Clubs – keeping all children safe	All Children	Bookings to be made 24hours in advance Children to be kept in consistent year group bubbles Room to be well ventilated Resources that can be easily cleaned to be used and not moved between bubbles Children to eat forward facing Children to be seated forward facing All surfaces to be thoroughly cleaned before and after sessions Regular hand washing/sanitising (on arrival, before eating, after play and on departure)	Not currently but to be reviewed in response to the government updates	SMB HT	22nd July 2020	Completed by SBM

Lettings and outside clubs	All Children and staff	<p>No external clubs between 8am and 6pm</p> <p>No clubs which heighten the risk of transfer of germs (e.g. Zumba, dancing, gymnastic, yoga)</p> <p>No use of school equipment</p> <p>No refreshment</p> <p>Thorough cleaning of frequently touch surfaces before, during and after clubs</p> <p>Test, track and trace system to be maintained</p> <p>All protective measures listed above to be maintained where appropriate.</p>	Not currently but to be reviewed in response to the government updates	SBM OM Club proprietors	22nd July 2020	Completed by Club proprietors Completed by SMB
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Combined risk assessment template published by the Health and Safety Executive 08/14





Staff FAQs about the re-opening of The Discovery School – 1st September 2020

Please read this guidance alongside the information sent to parents.

School opening

Will we be opening on the 1st September?

Yes. All staff should report for work as normal on the 1st September. It is a normal working day. Lunchtime Supervisors should also come in for their working hours from 2nd September.

What if I am unable to start work on the 1st September?

You must make contact with either Tina or Jenny should you not be in the position of returning to work for the start of term. After the 1st of September, please follow the normal absence procedures.

Will our working hours change?

Fundamentally no, but we may be asking some people to change their working hours slightly. The school day will run from 8:15am – 3:30pm which falls within most staff's working hours.

What is the plan for the first week?

We are planning to open school on the 1st of September, unless directed otherwise by the government.

The first week is looking like this:

- **1st September**– INSET day - all staff (not LTS) in school in a manged way. Staff training and walking through of new social distancing procedures. Preparation of classrooms. Consultation on risk assessments.
- **2nd September**– INSET day – LTS in school at 11:30am
- **3rd September**– All children return 😊

Can I come into school now and sort out my classroom?

Yes! Please see Rene's timetable below of times when the school is open for.

Classrooms can almost be back to normal in September. Please remember that all desks will now need to be forward facing. If this means that furniture needs to be removed to allow for more space, then please speak with Rene at the start of September who will be able to help you.

2020 SUMMER HOLIDAY DAYS WHEN SCHOOL WILL BE OPEN					
WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	20-Jul	21	22	23	24
2	27 CHRIS PARKS	28	29	30	31
3	03-Aug CHRIS PARKS	4 CHRIS PARKS	5 CHRIS PARKS	6 CHRIS PARKS	7
4	10	11	12	13	14
5	17	18	19	20	21
6	24	25	26 CHRIS PARKS	27	28
7	31 BANK HOLIDAY	01-Sep	2	3	4
	RENE NOT IN	RENE IN SCHOOL OPEN 7 AM TON 1 PM	CHRIS PARKS IN NY. RENE IN SCHOOL OPEN 9 AM TO 5PM		TERM TIME
PLEASE DO NOT RING ME TO SEE IF SCHOOL IS OPEN WHEN I AM OFF					

Health and Safety

How are we protecting children and staff from September?

On the 1st of September all staff will be made aware of all the risk assessments and the measures that have been put in place. We will be running through this with you all at length. This will be done naturally, at a socially acceptable distance. These are some of the things that we have considered.

- Staggered start times for children to reduce the volume of people arriving on the school site. They can only be accompanied by one adult.
- Class sizes will now be a maximum of 32 pupils and you will stay with these children most of the time. This is to ensure no cross contamination between groups of children and adults.
- Children will have their own space/table with their own resources. Each child will be provided with their own pencil, pen, ruler, pencil sharpener, glue stick, scissors, whiteboard pen and whiteboard. These will be contained in a zip up bag and named. This is to help with cross contamination of germs.
- In classrooms there is pink disinfectant spray to be used frequently on tables to kill germs.
- Antibacterial hand gel is available outside each classroom.
- Regular, thorough handwashing by all members of the school community.
- Children will be reminded about good hygiene: catch it, bin it, kill it, washing hands, coughing into their elbows, no face touching and social distancing.

- Classrooms, corridors, doors, handles etc. are being cleaned thoroughly each day. High areas of use e.g. corridors or school hall will be cleaned more frequently.
- PPE is available for staff when a child is suspected of having CoVID 19. Then, the member of staff supervising this child will be required to wear full PPE. Otherwise PPE is not required in classrooms if social distancing is maintained.
- Staggered break times and lunch times
- Children will be eating their lunch in their classrooms with a designated Lunchtime Supervisor.
- Any communication with parents will initially be either via email or through a telephone conversation.
- Access to the office should be limited to essential need, and not as a cut-through to the staff room

How has the School adapted the school building?

Signage will also be put up inside and outside of the school building demarcating 2 metre spacing.

Will the groups of children mix with other children in other classes?

Yes. In line with government guidance, the children will be allowed to mix in year group bubbles at lunch time and break times. EYFS have separate guidance to allow the EYFS curriculum to be delivered.

Can I wear Personal Protective Equipment (PPE) if I want to?

The government guidance states that it is not necessary for staff to wear gloves, masks and aprons unless they are carrying out activities that would usually require the use of PPE. The only time PPE is needed is if a child becomes unwell with symptoms of CoVID 19 while at school and they need supervising until they can go home or for those undertaking personal care of specific pupils.

Teaching and learning

Will we be having PPA/time to plan?

Yes.

What happens if there is a localised lockdown?

The school is duty bound to provide a full teaching offer to those children. We will provide more information about this in September.



The Discovery School Frequently Asked Questions – PARENTS

July 2020

September reopening

Will The Discovery School be open in September 2020?

Yes! We will be reopening in September 2020 from the 3rd September for all year groups. Children starting school in EYFS will be following their own transition arrangements. These will be sent out separately to parents.

Will the school be open in the summer holidays for Key Workers?

No. The government have recognised that all school staff have worked exceptionally hard since 20th March, including during the holidays, so schools will be closed to allow staff to rest and prepare for September.

Where can I find out about holiday provision for my child (ren)?

As well as private providers, the local authorities have been charged with providing holiday provision. More details can be found by following this link:

https://local.kent.gov.uk/kb5/kent/directory/results.action?childcarechannel=4&sortorder=1&sorttype=field&sortfield=review_average&sr=20&nh

Will it be safe for my child to return to school?

The Discovery School will do all it can to ensure our school is as safe as possible for your children. The government advises that the risk of an outbreak of CoVID-19 is very low in schools. The government has announced that schools are safe places and therefore have instructed all parents to send their children back to school.

Wellbeing

My child is feeling anxious about returning to school. How can I help them?

- Talk to your child(ren) prior to coming back to school and explain to them that it will look a little different.
- Talk to your child(ren) about hand washing, sneezing into tissues and coughing into elbows.
- At the end of the school day, talk about their day - they may well need help in understanding why the school feels different.
- Reassure them that the school is doing everything that it can to keep them safe.

Our school website also has links to associations which may help to answer some of your child(ren)'s questions as well as support their wellbeing. <https://www.discovery.kent.sch.uk/curriculum/child-wellbeing-and-mental-health/>

How will the school help my child(ren) settle back into school life?

The school has designed a “reconnecting curriculum” which will have a strong focus on the children’s wellbeing. This will help to support their transition back into school life, re-engage with their learning and reconnect socially and emotionally with their peers.

I’m feeling anxious about my child returning to school.

Please be reassured that we have tried to minimise as many risks as possible by following the government guidance to ensure that all children are kept safe. During our reopening in term 6, we successfully brought back over 300 children following similar government advice and have kept everyone safe.

Hygiene and sanitation

How will the children know what to do to keep them safe in school?

The children will be following specific guidelines for hygiene. They will be taught about key themes such as:

- Catch it, bin it, kill it
- Thorough hand washing
- Coughing into elbow creases
- Not touching their faces

How often will the children wash their hands?

The children will be supervised washing their hands and using sanitiser throughout the school day, including on arrival to school, between activities, and before and after lunchtimes and breaktimes.

Will equipment be regularly washed?

Yes. Children will be provided with their own stationery materials so that cross-contamination risks are reduced. Surfaces, chairs and door handles will be cleaned daily. Specific learning equipment, such as PE resources, will be allocated to year groups to use. These will be cleaned regularly after use.

What other things has the school done to ensure good levels of hygiene and cleaning?

Hand sanitising dispensers are located outside of every classroom and in communal areas. Signage is prominently displayed throughout the school and sufficient supplies of cleaning materials have been purchased. We are also paying overtime to our cleaning team to ensure sufficient time is given for thorough cleaning each day.

Social Distancing in School

Will the children be social distancing?

The DfE has recognised that strict social distancing will not always be possible, especially with primary-aged pupils. All schools, in particular primary schools, are encouraged to take a realistic and pragmatic approach in this regard.

How will The Discovery School encourage social distancing?

- Lining up in the mornings and dismissal at the end of the day children will be lining up in gaps of 1m+
- Children will be facing forward in class
- Year groups will be kept separate during the school day
- Staggered drop off, pick up and lunch times
- Introducing simple class rules which encourage children to not touch each other

How has the school adapted the school building?

Signage will also be put up inside and outside of the school building demarcating 2 metre spacing.

How will the school maintain distancing inside the classrooms?

The Department for Education (DfE) has accepted that pupils will need to be sat close to each other in most classrooms. The government has advised that where possible, children should be forward facing in the classroom to ensure that transmission rates are kept low. The Discovery School plans to stick to this guidance wherever possible.

How will children be grouped?

Children will be grouped in their classes. Each year group will also form a bubble and will be kept separate from other year group bubbles in line with DfE guidance.

Why are the children not mixing with other groups?

The Government has been clear that year groups must operate in self-contained 'bubbles' to reduce the risk of transmitting the Coronavirus to each other.

The school day

What time will school start in the mornings?

This will depend upon your child's designated arrival time. Please see the attached drop off and pick up times arrangements. Please note that the drop off zone will not be open to cars during these times.

What time will school end each day?

Again, this will depend upon your child's designated departure time. Please see the attached drop off and pick up times arrangements. Departure times will be staggered in 15-minute intervals from 2.30 p.m. to 3.30 p.m.

Will my child be attending school for the whole week?

The government has made it clear to schools that all children are expected to attend school in September for 5 days a week.

I have children attending school in different year groups. Will they have the same designated arrival and departure time?

Yes. Please see the attached drop off and pick up times arrangements.

Can I come onto the school site with my child?

The government has advised that parents, carers and unnecessary visitors should not come onto the school site and should wait at the school gates. However, we do not feel this is appropriate for our school and this could cause a bottle-neck at the pedestrian gates. Therefore, we will be implementing the following steps to maintain social distancing as far as possible:

Entry to the school site will be clearly sign posted (please see the attached map for this). Parents and carers should walk with their child(ren) in a one-way direction using the clearly marked footpaths. In accordance with government guidance and to minimise crowding, only **one adult per family** will be permitted at drop off and collection time. Parents, carers and non-essential visitors will not be permitted to come past the KS2 or EYFS gates. It is also essential that adults leave the school site promptly and do not congregate at any gates.

Where do I take my child in the mornings?

Please see the attached drop off and pick up times arrangements. There will be adults posted to direct you to the correct zones.

Where do I collect my child from at the end of the day?

Children will be dismissed from school on a staggered basis. An adult will walk with the children to their designated collection spot, where the children will line up at a 2m distance from each other. Please see the attached drop off and pick up times arrangements.

My child in Year 5 or 6 walks home by him/herself. Is this still permitted?

Yes. Children in Years 5 and 6 can walk home, however they must only do this once written consent has been received by the school. You **must** do this again for the new academic year, even if previous permission has been given.

Can I use the 'drop-off' zone or park on the school site?

No – the school site will be closed to vehicles at drop off and pick up times. This is to enable a wider pedestrian space during drop off and collection time. Parents and children will be safe to walk in the road though the school site, enabling a space big enough for social distancing.

How do I access the disabled parking bays?

If you need to use the disabled parking bays in order to bring your child(ren) to school, you have been allocated a specific time to drop off and pick up your child(ren).

Can my child bring their bike or scooters to school?

Not for the first few weeks of term. This is because the bike and scooter racks are potential congregation points and may block access, making social distancing more difficult. We will review this on a weekly basis and will write to you when children are able to bring in their bikes and scooters into school.

Can I come to the school office?

The government has advised that parents, carers and non-essential visitors should not come into the school building. Therefore, we ask you not to do this unless you have an emergency. Wherever possible, please telephone or e-mail the school office instead.

How can I speak to the member of staff responsible for my child?

You should telephone the school office and they will ensure that a message is passed to the relevant member of staff who will then return your call as soon as possible.

Can I speak to my child's teacher when I pick up my child at the end of the day?

Unfortunately no. This is because the teachers will be supervising the dismissal of all pupils. Parents and children need to exit the school site promptly and before the next scheduled pick up time. This will allow us to ensure that social distancing is maintained throughout pick up times. If you need to speak to your child's teacher, then please telephone the school office and he or she will return your call.

Lunchtimes and break arrangements

Will my child be able to get a school dinner?

Yes – the catering company will be providing school dinners, although this will initially be limited to a packed lunch only. For those children who receive a free dinner, they will receive a free packed lunch. This includes those children who receive a free school dinner under the Universal Infant Free School Meal Scheme. Children are also welcome to bring a packed lunch from home.

Where will my child eat their school lunch?

All lunches will be eaten in the child's designated classroom. The tables will be thoroughly cleaned prior to lunchtime and before afternoon lessons begin.

Will the children mix with other year groups at lunchtimes?

No – the children will have a staggered lunchtime and will have a designated section of the playground to play in with their year group. Play equipment will be carefully selected and cleaned to ensure that social distancing and hygiene can be maintained as much as possible.

Will the children mix with other year groups at break times?

No – the children will have a staggered break times and will have a designated section of the playground to play in with their year group.

Can the children bring a snack to school to eat at breaktime?

Yes – a healthy snack can be brought from home. Unfortunately, the infant free fruit and vegetable scheme is currently suspended and there has been no information about when it will be reinstated. Therefore, we advise that your child brings in a healthy snack (fruit or vegetable based). We will notify you when we have further information. The children also need to bring in a **named** water bottle from home as the water fountains have been taken out of use.

Will my child be able to purchase milk to drink in school?

Not initially. We are hopeful that the school milk scheme will be re-introduced after a few weeks of the school re-opening in September. We will write to you again about this when we have more information.

What should my child bring to school each day?

Can my child bring a school bag to school?

Yes! – The government guidance has changed since term 6 and children are now allowed to bring in school bags, PE bags and fabric lunch boxes.

Will my child have homework or a home reading book?

Yes. Your child will be allocated their own book/s to read for the week. All reading scheme books should be returned to school on a Friday. These books will then be stored and cleaned in school for 72 hours. Over the weekend children will be able to access electronic books on either Reading Plus, Big Cat or Bug Club.

Children in KS2 who may be reading a chapter book can be kept until the book is finished. Chapter books will be kept within the class bubble and will be kept aside for 72 hours before being returned to the class book corner. KS2 children will also have access to Bug Club and Reading Plus too.

Should my child bring a pencil case to school?

No. The school will provide each child with a clear plastic wallet containing sterilised equipment and stationery for use in school. This will be individually named and kept on the child's desk. Chairs will also be allocated to each child and named with a label so that the risk of cross contamination is reduced.

What about sun-cream?

It is very important that the children have sun-cream applied before coming to school. Children may also bring a named bottle of sun-cream to school which must be kept in their bag. If a further application of sun-cream is required during the school day, then the children will have to do this themselves in order to maintain social distancing. Teachers will oversee application but cannot directly apply it. If your child cannot apply sun-cream independently, then he or she should also bring a light, long-sleeved jacket to school to wear at lunchtimes. If a child has neither, they will be asked to sit outside in some shade within their designated area.

Should my child wear school uniform?

Yes. All children must wear their full school uniform to school, including ties. We feel that wearing their school uniform will help with the transition back into 'normal school'. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Learning

How will the school help my child to catch up when the school fully reopens to all children?

We will be assessing all of the children when they return to school in September. We will use this information to ensure that teaching is matched to each child's individual needs.

What will my children learn in the first few weeks back?

Initially, we will be focussing on reading, writing, mathematics and science in the first term. We will also be focusing on the children's' well-being, with regular opportunities to access physical activities and Personal Social Health Emotional (PSHE) education. All of the children will receive topic based lessons in the afternoon, which will incorporate the wider curriculum.

Will my child be following the previous year's curriculum? E.g. My child is moving into Year 4, but will they be following the Year 3 curriculum in September?

No. The children will be following the curriculum for their new year group. However, where necessary, teachers will be revisiting prior learning for those children who require it.

Will there be an opportunity to discuss my child's progress with their new teacher?

Yes! There will be a parent consultation towards the end of term 1.

Will there be the annual "meet the teacher" at the beginning of September?

Unfortunately, due to social distancing and government protective measures that will still be in place in September, we will not be able to hold these events in school. However, teachers will be providing essential information, via a PowerPoint on the school website. We will let you know when these are available.

Will my child always have the same adults in the classroom?

The government has advised that teachers can now move between classrooms as long as they are maintaining a 2-metre distance from the children wherever possible. Therefore, if a teacher is absent it will be perfectly acceptable for another member of staff or a supply teacher to cover the class. Supply teachers have been issued with their own guidance from the government and will be expected to follow our safety protective measures.

Will music peripatetic teachers be able to come into school to resume lessons?

Yes. Peripatetic music teachers will be expected to follow strict safety protective measures. We do yet know when the exact start date for these lessons. We will update when we are able to.

Will my child have P.E.?

Yes – whenever possible this will take place outside. You will be advised in due course which days your child will have a scheduled PE lesson.

Will whole-school assembly take place?

No – it would be impossible to maintain social distancing during assembly. Instead, assemblies will take place in class groups.

My child has special educational needs or complex medical needs and I'm not sure if I should send him/her back to school?

Please contact Mrs Alcalá or Mrs Pullen and they will be happy to talk through any concerns you may have.

Attendance

Do I have to send my child to school?

Yes. The government has made it clear to schools that all children are expected to attend school in September for 5 days a week.

Can my child return to school part time?

No. Please see above.

Will I be fined for not sending my child to school?

Yes – if you chose to keep your child at home without an authorised reason. Please refer to our Attendance Policy on the school web-site.

Will I be contacted by the school if I don't send my child in?

As normal, when a child is absent without notifying the school by phone or email, then you will receive a telephone call to ascertain why your child is absent.

Personal Protective Equipment (PPE)

Should my child wear PPE or a face mask at school?

The government's advice is that children should not wear a face-mask in school as this could present more risk than wearing one. Therefore, children will not require any PPE.

Will staff be wearing PPE or face masks?

If a child exhibits any symptoms of CoVID-19, then school staff must wear PPE and the child must be isolated away from other children until he/she can be collected. Other than this, no staff will be wearing PPE except for those undertaking personal care of specific pupils.

Any child with any of the listed of symptoms of CoVID-19 must not attend school.
<https://www.nhs.uk/conditions/coronavirus-covid-19/>

What if my child becomes unwell at school?

Please see above. Please ensure that your emergency contact details are up-to-date. We must be able to contact someone who can collect your child straight away if they become unwell at school.

What if my child displays symptoms of CoVID-19 at home?

They must self-isolate in accordance with current government guidance.

What if someone in my family displays symptoms of CoVID-19?

Your child must self-isolate in accordance with current government guidance.

<https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

Breakfast and After School Club

Will Breakfast and After School club be running from September?

Yes – Children who attend will need to social distance and will be allocated to a consistent smaller group of children. This means that the availability of some activities may be limited.

What will be the operating hours?

- Breakfast Club – 7:30 to your child's school start time (Monday to Friday)
- After School Club – 3:15 to 6:00 (Monday to Friday)

Children should be collected from the After-school Club by ringing the bell at the entrance to the school.

How do I book?

You can book in the usual way using School Gateway. **It is essential that you book at least 48 hours in advance in order for us to organise and deploy staff in a way that is consistent with government guidance.**

Will other school clubs be running e.g. football club

Not for the first few weeks of term. We will write to you again when we are able to start running these again.

Frequently Asked Questions – Update 22nd July 20

My Child's scheduled pick-up time is before 3.15 p.m. but I would like him or her to attend After School Club at 3.15 p.m. – what will my child do until After School Club starts?

Any child who wishes to attend After School Club will be kept in his or her classroom with the class teacher until 3.15 p.m. (regardless of the scheduled pick-up time for children not attending After School Club). At 3.15p.m your child will be collected from the classroom by the After School Club staff. Please remember that you must book your child into After School Club at least 48 hours in advance.

My child will be in Edison Class, but the Drop-off and Pick-up Time schedule says he or she should enter school via the KS2 gate – why is this?

Thank you to the parent that pointed this out to us – we agree that the best place for Edison Class to enter school is through the EYFS gate. **Therefore, if your child is in Edison Class from September 2020, he or she should come into school between 8:45 a.m. and 9:00 a.m. via the EYFS gate.**

Will my child be able to purchase milk to drink in school?

Yes. We have now had it confirmed that Cool Milk will be providing school milk again from September 2020. If you would like to purchase milk for your child, you need to order it online at www.coolmilk.com

If your child is under five, he or she will automatically receive a free carton of milk, so it is very important that you update us immediately of any allergies that we need to be aware of. If your child is entitled to a Free School Meal (not a Universal Infant Free School Meal), then they will receive a free carton of milk if you request it via the school office office@discovery.kent.sch.uk

Please also remember that your child will still need to bring a water bottle to school each day.



The Discovery School - Frequently Asked Questions

July 2020

September reopening

Planning for pupils with SEND

Will all high needs pupils be returning to school?

All those returning pupils will have risk assessments written by the SEND team to ensure that their needs can be met. Those risk assessments will be shared with staff and parents who will have to agree to them before the child returns.

Are all pupils with EHCPs able to return to school?

Yes.

Will the children with key workers have a key worker when they return?

Yes, if a child usually requires the support of an additional adult then we would provide them with the same level of support when they return in September.

What are the expectations for the support of pupils in school with SEND when the school reopens for pupils in years R, 1 and 6?

Our first priority will be for the emotional wellbeing of all our pupils. Our next priority will be the support for pupils identified on the SEND register that would be vulnerable – SEMH needs, ASD, speech and language, dyslexia etc. to ensure that their learning needs are met. If you have any questions about provision then please ask the SENCo who will be happy to help.

Will we wear PPE whilst supporting high needs pupils?

Staff will be required to wear PPE for any personal care involving bodily fluids. Individual risk assessments will highlight the need to wear PPE considering each individual pupils' needs.

Is social distancing expected for supporting high needs pupils?

The government have been clear in their guidance that they acknowledge that with our youngest and most vulnerable pupils that social distancing may not be possible in a primary school setting. However, schools and staff must take as many reasonable steps as possible to prevent spread of the virus – including washing hands wherever possible and avoiding touching their face. Please let us know if you are unsure of the Government's recommended measures:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>