

Reopening Plan: September 2020 GUIDANCE DOCUMENT

Range High School
July 2020



School Reopening Plan

Statement

As long as the coronavirus rate (r) remains below 1 and the NHS test-and-trace is in place, the Government are looking at moving to the next phase and reopening schools to all pupils in September 2020.

A Statement from the Department of Education states.

The Prime Minister announced on the 2nd July 2020 that in September 2020, all Secondary schools in England will be able to welcome back students in every year group (Year 7 through to Sixth Form)

The plan is for secondary students, who are currently being taught in 'protective bubbles' to enter into a larger year group bubble and be allowed to be taught by various teachers on a rotational basis. Social distancing has been the key stumbling block to getting all students back into school, however this will now be lifted and therefore we are no longer dependent on social distancing. The aim now is to reduce the number of transmission points.

The transmission rate has gradually decreased and the aim is that by September 2020 it will be safe for all students to return to school. As a result, the Government is asking education providers to plan on this basis.

The information within this document has been collated from several Government and Public Health publications www.gov.uk/coronavirus.

If you require any further information or wish us to attend your school to discuss any issues you may have, please do not hesitate to contact us on 0800 6128162

We are all in this together, Stay Safe

The purpose of this document

This document is designed to allow Range High School with the planning, managing and implementing, of the next of the Government's plans, to reopen in September 2020 safely.

Schooling bracket.

Secondary School:

Phase 2: Key Workers, Year 10 and Year 12 students

Phase 3: To provide a place for all Year Group students in September 2020

How we will achieve this:

Resources.

ALL ACTIONS TO BE COMPLETED

APPENDIX ONE

1. Any staff or students in vulnerable groups will be offered individual risk assessments.
2. The Headteacher and SLT will ascertain which staff are able to return to work in September 2020 and in what capacity. Conversations have been held with all staff who have been shielding themselves up to this point. Every effort will be made to re-assure and support all staff at this time.
3. Staff with underlying health conditions who have been instructed to shield or classed as being at a very high risk of severe illness from coronavirus should continue to work from home.
4. Staff with underlying health conditions who have been classed as being at high risk of severe illness have been advised to work from home if they can. Staff who cannot work from home should take extra care in meeting with the current guidelines. Extra protective measures may need to be put in place by the school. Example: temporary change in job role- we will work with any colleague who is in this position following an individual risk assessment and instruction/advice from their GP.
5. Pregnant Staff may come back to work so long as an Expectant Mothers Risk Assessment takes place prior to returning. These will be completed.

Student, Staff, eligibility

ALL ACTIONS TO BE COMPLETED

- All students eligible to return in September will be encouraged to do so.
1. Communication with the student's parent/carer will be made to inform them there is a place for their student as of September 2020.
 2. Numbers of pupils per year group will be collated by ascertaining current pupils registered at school (for the term commencing September 2020).
 3. Each Classroom/learning capacity will be set up following current government social distance and subject activity guidelines. Students will be placed in year groups. The students will be placed into groups in what we are going to call zones.
 4. Each zone will be made up of a year group with classes of up to 30 students from the same year group and will remain in that

	<p>zone for the foreseeable future. This is to minimise the number of other students they will come into contact with. Students will be taught in the same zone for the entirety of the school day with staff rotating between zones as required. Staff will follow a strict sanitisation regime when moving between zones. Exceptions will need to take place for the use of specialist classrooms where a cleaning will take place after each use. This further movement will only be allowed after at least two weeks has passed and there have been no positive cases of Covid confirmed.</p> <ol style="list-style-type: none"> 5. Each classroom environment will have a visually marked safe zone to enable teaching staff to socially distance from learners. 6. Students will be briefed regarding the changes to fire evacuation procedures
Classroom / Zones	<p>We have identified bringing Years 7 to Sixth Form will require 6 main individual zones based on the number of year groups. There will be up to 193 pupils in each Zone assuming that all of the children attend. The school will manage start and finish times and where possible use different entrances. Staff members SLT/Senior Pastoral Staff will meet with students at the entrance of the zone each morning at 8.40 am and students will finish lessons and leave the zone at staggered times starting at 3:05 pm. The zones will be colour coded. Please see the zone map for further details.</p> <p>Year 7: All of Year 7 group: Red Zone will have their own entrance and Zone toilets and will not pass into any other zones. Lunch will be provided in the Dining Hall at the earlier time of 12noon. The Dining Hall furniture will be cleaned after each use. Different staff members will teach in these classes and other zones on a rotational basis for the foreseeable future. Mr Rudd/Yr7 team will meet with students at the entrance of the zone each morning at 8.40am and students will finish lessons and leave the zone at a staggered time each day. Yr7 will initially be in 6 teaching groups and will stay predominantly in these groups for the first phase of re-opening.</p> <p>Year 8: All of Year 8 group: Yellow Zone will have their own entrance and Zone toilets and will not pass into any other zones. Lunch will be provided in the zone at the usual lunch time of 12.30. Different staff members will teach in these classes and other zones on a rotational basis for the foreseeable future. HOY/Yr8 team will meet with students at the entrance of the zone each morning at 8.40am and students will finish lessons and leave the zone at a staggered time each day. Yr8 will initially be in 7 teaching groups and will stay predominantly in these groups for the first phase of re-opening.</p> <p>Year 9: All of Year 9 group: Blue Zone will have their own entrance and Zone toilets and will not pass into any other zones. Lunch will be provided in the zone at the usual lunch time of 12.30. Different staff members will teach in these classes and other zones</p>

on a rotational basis for the foreseeable future. HOY/Yr9 team will meet with students at the entrance of the zone each morning at 8.40am and students will finish lessons and leave the zone at a staggered time each day. Yr9 will initially be in 7 teaching groups and will stay predominantly in these groups for the first phase of re-opening.

Year 10: All of Year 10 group: Green Zone will have their own entrance and Zone toilets and will not pass into any other zones. Lunch will be provided in the Dining Hall at the later time of 12.50. The Dining Hall furniture will be cleaned after each use. Different staff members will teach in these classes and other zones on a rotational basis for the foreseeable future. HOY/Yr10 team will meet with students at the entrance of the zone each morning at 8.40am and students will finish lessons and leave the zone at a staggered time each day. Yr10 will initially be in 7 teaching groups and will stay predominantly in these groups for the first phase of re-opening. They will also be taught in their option choice groups but also in the rooms in the green zone for the first phase.

Year 11: All of Year 11 group: Purple Zone will have their own entrance and Zone toilets and will not pass into any other zones. Lunch will be provided in the Dining Hall at the normal time of 12.30. The Dining Hall furniture will be cleaned after each use. Different staff members will teach in these classes and other zones on a rotational basis for the foreseeable future. HOY/Yr11 team will meet with students at the entrance of the zone each morning at 8.40am and students will finish lessons and leave the zone at a staggered time each day. Yr11 will initially be in 7 teaching groups and will stay predominantly in these groups for the first phase of re-opening. They will also be taught in their option choice groups but also in the rooms in the green zone for the first phase.

Sixth Form: All of the Sixth Form: Grey Zone will have their own entrance and Zone toilets and will not pass into any other zones. Lunch will be provided in the 'snack shack' or students can go off site as normal at lunch time. Different staff members will teach in these classes and other zones on a rotational basis for the foreseeable future. Dr Ainsworth/Yr7 SFT will meet with students at the entrance of the zone each morning at 8.40am. Students will finish lessons and leave the zone at a staggered time each day. Sixth Form lessons will be taught in their subject groups in their zone only for the first phase of re-opening.

<p>Numbers</p>	<p>Using all the information we have collated so far together with the maximum pupil numbers a plan has been put together of where each zone will be located in the school. This plan is available both as a mapped, colour zone and as a document. Both are attached to this plan under annexe B.</p> <p>As of September 2020, based on the staffing levels and building survey findings it would be possible to maintain a maximum of 6 zones across school. This allows for a maximum of 1080 students to attend. Based on the current guidance received, assessment of risk and lifting of social distancing restrictions, detailed consideration has been given to the manageability of this on site (incorporating entry and exit points for staff and pupils, segregation of students) zones will be established and reviewed in a specific order and only when safe to do so.</p>
<p>Classroom/learning area layout (Maths, English, Geography etc)</p>	<p>Each student will be allocated their own desk and chair and resources (as far as is possible to avoid sharing equipment). Students will be encouraged to bring and to only use their own equipment. Subject equipment will remain in the zone. If removed from the zone it will be cleaned. Breaks will take place in the different zones- areas will be cordoned off accordingly without restricting access for fire alarms. Students will remain in their zone and not visit other zones. Staff may rotate between zones. We have decided where each zone is going to be located and have arranged them as follows:</p> <p>Year 7 – Entrance at the door and staircase nearest room 28, use of the toilets in the new block and operating out of classrooms 29, 30, 31, 32, 33 and 34. The zone will be for a maximum number in the total year group of 160 with the correct staffing ratios.</p> <p>Year 8 – Entrance at the door nearest room 23, use of toilets in the new block and operating out of classrooms 23, 24, 25, 26, 27, 28, 14 and 11. The zone will be for a maximum number in the total year group of 188 with the correct staffing ratios.</p> <p>Year 9 – Entrance at the door in the DT corridor, use of toilets opposite room 17 and room 44 and operating out of classrooms 17,19, 20, 21, 22, 35, 36 and 37. The zone will be for a maximum number in the total year group of 187 with the correct staffing ratios.</p> <p>Year 10 – Entrance at main external science doors, use of science toilets and operating out of classrooms 55, 57, 58, 59, 60, 61, 62, 63 and 64 . The zone will be for a maximum number in the total year group of 186 with the correct staffing ratios.</p> <p>Year 11 – Entrance at the quad doors, use of toilets nearest the quad door and operating out of classrooms 38, 43, 44, 45, 46, 47,</p>

	<p>48 and 52 . The zone will be for a maximum number in the total year group of 184 with the correct staffing ratios.</p> <p>Year 12/13 – Entrance at the doors by room 3, use of toilets by room 3 and operating out of classrooms 1, 2, 3, 4, 5, 6 and the sixth form building. The zone will be for a maximum number in the total year group of 69 (Y13) (Y12 TBC) with the correct staffing ratios.</p>
<p>Classroom/learning area layout Drama and Music</p>	<p>All practical based subjects, DT, Music, Art etc... will not have access to specialist rooms in the first phase of re-opening.</p> <p>The Department Heads will keep abreast of all current guidelines in relation to their specialist subjects. All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. The Department Heads will review the COVID classroom/practice area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind and only when safe to do so. KS4 and KS5 lessons will have priority to accessing these specialist areas when deemed safe to do so. The following advice/guidance should be followed when review of risk indicates that it is safe to do so:</p> <p>Singing There is scientific evidence to show that during singing the virus appears to fly particularly far and researchers say that the coronavirus can spread in respiratory aerosols which may linger in the air for an hour or more, floating farther than the 2 metre social distancing. They say that choir members are particularly vulnerable to infection from airborne particles, because they exhale and inhale deeply to sing, often at close quarters in poorly ventilated rooms therefore singing sessions will be postponed.</p> <p>Acting</p> <ul style="list-style-type: none"> • Small acting groups are formed if required • 2+ metre grids marked on the 'large space' floors. As some research has shown that the breath from speaking or projecting your voice can carry the virus a greater distance. • Actors should avoid travelling into each other's grids, moving behind each other and close face-to-face contact as evidence suggests that aerosol droplets remain suspended in the air or projected onto your face. • Regular breaks. • Students instructed to stay spatially aware <p>Dancing</p> <ul style="list-style-type: none"> • Dance bubbles could be formed if required

	<ul style="list-style-type: none"> • 2+ metre grids (4m² or 43 square feet) marked on the studio floors. As some research has shown that the breath from exercise can carry the virus a greater distance • Dancers should move side by side. Some evidence suggests that there is a risk to dancers travelling directly behind each other that they may travel into the slipstream of droplets that have remained suspended in the air. • Regular breaks. • Students instructed to stay spatially aware • All equipment and mats are cleaned regularly. <p>Music</p> <ul style="list-style-type: none"> • Live musicians are assigned to a consistent studio/practice room- when allowed after an initial period of two weeks and a review is carried out. • Special care taken when wind instruments are used. As their evidence that droplets of the virus can be projected a long distance through the use of the wind instrument. • All instruments are disinfected before and after use (wind instruments are assigned to an individual student or owned by the student) • Stationary instruments are cleaned between musicians. • Sound equipment cleaned before and after use. • Volumes are lowered to avoid the teacher having to shout as there is evidence that droplets of the virus can travel further when shouting. <p>Performances</p> <p>All stage performances have been suspended until further guidance is released.</p>
Classroom/learning area layout PE	<p>The PE department will follow current guidelines and only introduce contact sports, indoor gym and game sessions when it is safe to do so.</p> <p>The HOF/CAL will review the COVID sports area capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</p> <p>https://www.sportengland.org/how-we-can-help/coronavirus</p> <p>https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</p> <ul style="list-style-type: none"> • Where possible all PE lessons will be conducted outside. • Where possible each year group are assigned to a smaller teaching group to minimise the risk of ill students spreading the virus to other groups • Training sessions will be structured with social distancing in mind as some evidence suggests that there is a risk to people traveling directly behind each other, that they may travel into the slipstream of droplets that have remained suspended in the air.

	<ul style="list-style-type: none"> • All PE equipment used during the session will be cleaned after each use. • Hand washing regimes are in place. <p>Changing rooms</p> <ul style="list-style-type: none"> • Changing rooms will be cleaned before and after use. They will not be in use for at least the first two weeks of term. • Where possible some physical PE sessions are arranged for the last session of the day. • Students instructed to practice social distancing. • We will allow PE uniform to be worn on certain days and for certain groups and will be advised by the PE staff. <p>Athletics</p> <ul style="list-style-type: none"> • Athletics tracks can re-open but must be done in a way that adheres to guidance on social distancing. <p>Tennis</p> <ul style="list-style-type: none"> • You can play tennis providing students observe social distancing guidelines. <p>Team Sports</p> <ul style="list-style-type: none"> • Team sports can now meet to train together and do things like conditioning or fitness sessions, but they must follow social distancing guidelines. This should not take place for the first two weeks of term. • While groups could practice ball skills like passing and kicking, equipment sharing should be kept to a minimum and strong hand hygiene practices should be in place before and after. • Physical contact with anyone outside of your household is not permitted, therefore playing of any games (small sided or full) is also not permitted at this time.
<p>Classroom/learning area layout DT/Art and Cookery</p>	<p>The HOFs/CALs will keep abreast of all current guidelines in relation to their specialist subjects. All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. The HOF/CAL will review the COVID DT, Arts and Cookery Classroom capacity assessment and their syllabus in order to ensure all practical sessions are delivered safely and with social distancing in mind- after a two week initial period, we may be able to move to practical spaces with younger students- KS3 and KS4 http://www.cleapss.org.uk/ https://www.data.org.uk/for-education/health-and-safety</p> <ul style="list-style-type: none"> • DT/Art and Cookery 'bubbles' could be formed following the first two weeks. • Students will be allocated a workbench/station. • The staff will make up individual tool kits depending on the subject being taught for students to use during the lesson.

	<ul style="list-style-type: none"> • Each tool kit will be counted-out and cleaned on return • Students will be instructed to maintain good hand and respiratory hygiene. • Touch points on equipment will be wiped down regularly. • PPE is worn as per equipment, COSHH requirements and where social distancing cannot be maintained
<p>Classroom/learning area layout Science</p>	<p>The HOF/CALs will keep abreast of all current guidelines in relation to their specialist subjects. All existing lesson risk assessments will be reviewed and adjusted with coronavirus in mind. They will ensure their syllabus is in order to ensure all practical sessions are delivered safely and with social distancing in mind</p> <p>http://www.cleapss.org.uk/ https://www.ase.org.uk/resources/health-and-safety-resources</p> <ul style="list-style-type: none"> • Students will be allocated a workbench/station • The staff will make up individual experiment kits depending on the subject being taught for students to use during the lesson. • Each experiment kit will be counted-out and cleaned on return • Students will be instructed to maintain good hand and respiratory hygiene. • Touch points on equipment will be wiped down regularly. • PPE is worn as per equipment, COSHH requirements and where social distancing cannot be maintained
<p>First Aid/Nurse</p>	<p>First Aid/Nurse</p> <ul style="list-style-type: none"> • The requirements for at least one person who has a full first aid certificate to be on the premises at all times when students are present remains in place. First Aiders will attend each zone as required. • The school will ensure all First Aiders receive refresher training (start of the new year) to ensure they are: <ul style="list-style-type: none"> ▪ Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. ▪ Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc. ▪ Aware of the importance to keep up to date with relevant First Aid Advice ▪ Aware of their own capabilities. <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>
<p>If Range High School cannot maintain these zones at any time, we will discuss options with our Sefton or with our Academy Trust Board. This might be because we do not have enough available teachers or staff to supervise the groups. Solutions might involve agency staff or creating larger study areas to be supervised by smaller amounts of staff.</p>	

How we implemented the protective measures

Risk Assessments:
available on the school
website

- COVID School Reopening Risk Assessment
- Teaching and Teaching Assistant Staff (COVID) RA
- Site Manager/Caretaker (COVID) RA
- Cleaning Staff (COVID) RA: Orian Cleaning Services
- Catering Staff (COVID) RA: Taylor Shaw
- Office and Receptionist RA
- Vulnerable Staff Member RA
- All Contractor COVID RA's

Organising our Zones

Refreshing the school
timetable

- We will decide which lessons or activities will be delivered. Teachers will continue to plan in the manner that was undertaken prior to the lockdown period whilst adhering to current guidance. We are aware of the importance of pastoral support for pupils and have planned in daily opportunities (form time) for students to talk about how they are feeling to enable staff to intervene where necessary.
- We will consider which lessons or classroom activities could take place outdoors. All zones will have their own allocated outdoor space and the site easily allows for this. It will be at the discretion of the teacher to manage the use of this time, but some of the learning could be outside if possible. Use of outdoor equipment should follow the same principles set out for individual and zone use.
- We will use the timetable and the selection of classrooms or other learning environment to reduce movement around the school.

The layout of the school building allows for good segregation between zones and year groups. The use of individual classroom entrances and exit points in the building supports segregation. In the event of zones/year groups needing to share entrance and exit points this will be managed through good communication, staggering with timetables when required.

- Large assembly sessions will not take place. Assemblies will be delivered electronically where possible.
- Lunch will be earlier for Y7, so that all students are not moving around the school at the same time. Year 11 will access the dining room at 12.30pm and Year 10 at 12.50pm. A food offer will be made available to Y8 and Y9 at their zone and in the Sixth Form area as is usual. Extra outside benches and seating will be available particularly for Y8 and Y9 in their zones.

Lunch will be taken in classroom spaces or in the Dining Hall. The areas on site will be timetabled and space designated to each zone. If the Dining Hall is used instead of the zone all

tables, chairs and equipment will be cleaned after use by each Year group.

- We will stagger student leaving times:
- A specific rota will be structured and shared with staff. This will only be in operation for the period required.

We have one main entrance and exit point onto site. Once through the main school gate, each student will make their way to their designated zone. One member of the pastoral teams plus SLT, ADMIN and Site Manager will be outside to support this daily.

- We have considered how students arrive at the school, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. We will ask students to avoid public transport if possible and be driven by car, walk or cycle to the school.

We will ensure via communication that parents are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.

We will continue to advise students to wear a face covering and wash their hands for 20 seconds prior to getting on the bus and after getting off. if they do not have access to washing facilities advise them to use hand sanitiser.

Dedicated school transport

- We will only be able to offer Y7 and Y8 access to the school bus for the first weeks of term. This will be reviewed on a weekly basis.
- Year 7 and 8 (separate zones) will be seated on different floors of the double decker bus.
- Hands should be sanitised upon boarding and/or/disembarking
- The School bus is cleaned regularly- as discussed and agreed with MerseyBus.
- Students are instructed to maintain an orderly queue and where possible seated in order of disembarkment.
- All students should wear a face covering if they are likely to come into contact with people outside their zone.

Public Transport

- Staff and Students are advised to practice social distancing
- All Staff and Students should wear a face covering
- The school will endeavour to encourage staff and students to walk or cycle to school and will look stagger finish times to ease the congestion on public transport

Car Sharing or Parents picking students up

- All Staff and Students should wear a face covering if they are traveling with a person from another household.
- Parents are responsible for the safety of their own children; Parents will arrange all travel arrangements between themselves.

Cycling

- The school has adequate bicycle security sheds/racks but will provide extra spaces if required.

Training for removing face coverings

- The school will provide safe instruction to all Staff and Students on the importance of wearing a face covering and how to put it on and remove safely.
- Disposal bins for face masks will be available at the entrance to the school for students who have used public transport and who want to dispose of their mask.

When open:

- The Headteacher will have non-teaching responsibility and will assume responsibility, with the SLT for the safe running of the school. The Headteacher will be based in the Headteacher's Office. A culture of vigilance around the safety of staff and students will be modelled, monitored, and implemented at all times. All staff will review and evaluate the effectiveness of our systems in place daily. Our risk assessment will be fluid throughout.
- A member of SLT, A designated safeguarding officer, appropriate first aiders AND fire marshals will be on site at all times. If any staffing issues arise, we will contact the Trust / LA along with Compliance Education for further support and guidance.
- Students will be allocated zones and will remain within these zones throughout the day
- Staff will move from zone to zone as required but will maintain social distancing at all times.
- Seating plans should be completed by staff teaching in the rooms and using CC. Students will remain in the same place on a daily basis as far as possible.
- Zones will remain in the same outdoor and classroom space allocated.

Communicating

Communicating our plans to staff

- Range High will deliver the PowerPoint Presentation to all staff before fully opening and explain/provide plans to manage the situation safely. All staff will have further individual conversations with SLT during the week commencing 1/9/2020 to discuss any issues. Documentation is shared throughout, and an agreed period of consultation will be in place during week commencing 20/7/20.
- The COVID-19 fire procedure is explained to all staff members before the school reopens to students.

Plans for Visitors and Parents/Carers	<ul style="list-style-type: none"> • A poster stating that all visitors, students, parents, contractors displaying any symptoms of coronavirus are not allowed on school grounds is in place. Reminders will be provided by staff on gate duty. Essential work and meetings will only take place on site. • Parents, visitors and Contractors will not be allowed on site without a pre-arranged appointment. The school site will be locked throughout the day as is normal. Any additional access will need to be approved by the Headteacher • Parents are asked to restrict the number of people accompanying the student to school to one adult and this will be communicated in writing to parents. • Social distancing signage and designated waiting zones (max 4 people) are located outside of the reception area • Parents will be asked to refrain from gatherings of large groups outside with other parents. <p>Letters and phone calls (if required) to parents to ensure full understanding of measures in place will be completed week beginning 20/7/20. Systems will be trialled in principle. SLT will make further adjustments as necessary. We feel confident and secure in the system we have put in place.</p>
---------------------------------------	---

Cleaning, Hygiene and Protection

Documentation	<ul style="list-style-type: none"> • Cleaning Staff Risk Assessments • COVID School DOCS • PPE Guide and How to Put on and Remove it • MSDS and COSHH Risk Assessments for the cleaning products used.
Hand washing facilities	<ul style="list-style-type: none"> • Hand sanitiser stations and loose bottles will be available at key points where hand washing is limited. All Toilets have hand washing facilities with soap and water available. • Each zone will be allocated a designated toilet and handwashing station which is located as close to their zone as possible. Students should not be required to enter in to other zones. • Staff and students will frequently wash their hands with soap and water for 20 seconds and dry them thoroughly with a paper towel or use sanitiser. Staff and students are required to wash their hands or sanitise on every entry to the zone. • Hands Must be washed or sanitised on arrival at the school, before and after eating, after using the toilet and after sneezing or coughing. Handwashing should be timetabled into the daily routine and encouraged. Every teaching space will have a hand sanitiser point. If a student uses the toilet, they will be required to wash their hands. • Staff and students will be encouraged not to touch their mouth, eyes or nose.

	<ul style="list-style-type: none"> • “Catch it, bin it, kill it” is encouraged and promoted. All bins have been upgraded to ensure they have a lid. We will actively teach hygiene through our curriculum. The first lesson on the first day that students return will be dedicated to this. We ask our parents to teach this at home and send out resources via parent mail to support it. Help is available to all students who have trouble washing their hands. Zone staff will monitor students and support if necessary. • Where general hand washing facilities are not available hand sanitiser is provided. Hand washing and hand sanitiser is available to all staff and students.
--	--

Toilets	<ul style="list-style-type: none"> • Each zone will be allocated a designated toilet and handwashing station which is located as close to their zone as possible. Each zone will be allocated a zone toilet. These will be the closest toilets to the zone or situated in the zone. • The number of students going to the toilet at any one time will be monitored and managed. There should be a maximum of two students in the toilet at any one time. Regular toilet breaks are encouraged and should occur directly before students go outside at any point. • All surfaces that staff and students touch throughout the day. Example: backs of chairs, door handles, sinks, toilet, and bannisters will be cleaned regularly throughout the day. Wipes will be available for staff, should they wish to clean surfaces such as the back of chairs, door handles, sinks etc before they use them. There will be increased cleaning throughout the day by cleaning staff. Toilets will also be cleaned at regular intervals.
---------	--

Adjustments to the ways we deal with young people to prevent face-to-face contact	<ul style="list-style-type: none"> • The virus affects the respiratory system so, we need to minimise our direct face-to-face contact with others. • When dealing with cuts and grazes it will be good practise to have the student side on to yourself. • Teachers do not need to bend down to student’s height to provide feedback to students. • PPE will be provided where required.
---	--

Reducing the risk of students mixing with other students outside their own zones.

To prevent the risk of an outbreak we are attempting to formulate a mini “household” within school: zones	<ul style="list-style-type: none"> • We have considered a one-way circulation to keep groups apart as they move through the building. Groups will not be moving through the building at the same times therefore staff should not feel it necessary to follow the one way system at this time. Staff should simply use the quickest route possible to get to their destination.
---	--

	<ul style="list-style-type: none"> • Staggered lunch breaks when using the Dining Hall – students and staff will clean their hands in the zone beforehand and enter in the zone group. Groups will be kept apart as much as possible and tables/chairs/equipment will be cleaned between each group. If such measures are found to not be possible, students will be brought lunch in their zone. Students will only eat lunch in either their allocated zone or outdoor space or in the Dining Hall. If using the zone - Lunches will be delivered to the entrance of each zone by an allocated member of the catering staff. Students that bring their own packed lunch will store it on or under their table • Yr7, Yr10 and Yr11 will have access to the dining room for a staggered lunch. Sixth Form, Yr8 and Yr9 will have lunch taken to them • The lunch offering available will be a reduced offer for all year groups and staff • Students may bring their own packed lunch • A cookie/fruit offer will be available in the zones at breaktime <p>Wet break and lunch- students will remain in their zone with staff in supervision, supported by welfare staff where possible. A film will be available for students to watch from their own individual seats at lunchtime.</p> <ul style="list-style-type: none"> • We will ensure that toilets do not become crowded by limiting the number of students or young people who use the toilet facilities at any one time. <p>Students with support/behaviour needs who are in attendance will have individual risk assessments completed.</p>
Outside Space	<ul style="list-style-type: none"> • Staggering lunch breaks - students will wash their hands before using outside space and after using the outside space. Students will have staggered lunch breaks (as above) and only be permitted to take breaks in their outdoor zone space. These spaces are strategically placed maximising the available space around the school, so zones of students do not mix. • Noting that some students will need additional support to follow these measures (for example, social stories to support them in understanding how to follow rules)
For shared rooms example Main Hall	<ul style="list-style-type: none"> • Use of halls, dining areas and internal and external sports facilities for lunch and exercise will be for individual zones with a deep clean afterwards. • We have limited the use of staff rooms and offices to limit occupancy. Staff have allocated spaces for breaks and lunch time. • Staff should make use of all available areas across the school when requiring a social space to work or eat. Social distancing should be observed as far as is possible in all spaces. • Staff shared spaces i.e. staff rooms, reprographic rooms etc have been marked to allow social distancing.

Reducing the use of shared resources	<ul style="list-style-type: none"> • Where possible staff and students should NOT share resources. Teachers will put as much as they can onto PowerPoints/other e-resources that can be shared from the front of the class and avoid photocopying. • All resources should remain in school to prevent cross contamination. • After a period of two weeks we will allow limited practical to go ahead in KS4 and KS5 initially. However, all equipment and each classroom must be cleaned thoroughly before they are used by students from another zone. <p>Students will bring their own equipment, books and resources in their bags. They will not have access to lockers at this time. Students will need to bring their own water bottle into school. This will be communicated with parents clearly. The only other item they will be able to bring into school is a packed lunch.</p>
--------------------------------------	--

Adjustments to Transport where necessary

	<ul style="list-style-type: none"> • We will be encouraging staff and students to walk or cycle to school where possible • Staff, parents and pupils will be encouraged to follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required • We will make sure our school transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • We will make sure our school transport providers, as far as possible are following hygiene rules.
--	--

Testing

Staff, pupils are eligible for testing	<p>Staff and pupils in all schools will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or school, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.</p> <ul style="list-style-type: none"> • Staff/families should contact NHS 111 to access their nearest testing facility. • Staff and parents are instructed to keep the school up to speed on their or their child's illness and condition. • Depending on the result of the test Local Health Protection Team, Compliance Education and School Trust/LA • All staff should download the NHS tracing app and familiarise themselves with the procedural arrangements for the test and trace process. The school will engage with the NHS Test and Trace process. • A Coronavirus Letter will be sent out to all Parents and Staff who have had contact with the ill person (This is provided by LHPT)
--	--

	<ul style="list-style-type: none"> • The school will work closely with the Local Health Protection Team and follow their advice, even if this means sending large groups of staff and students' home or the complete closure of the school. • Deep Cleaning of the zone and all communal areas will be carried out. • It will be communicated to staff, parents and carers that they will need to book a test if they are symptomatic or a small number of testing kits may be available for the school to supply. • Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. • School will ask parents and staff to inform them immediately of the results of any test: if they test negative, feel well and no longer have symptoms they can return to school.
Systems for isolating students that display symptoms	<p>An Isolation room has been identified to all staff: XXXX. PPE equipment will be used if staff have to support the student. The door will be closed and ventilation available through opening all windows. Parents will be contacted immediately and told to come and collect their child. Parents will be encouraged to get a test carried out for their child and to inform school immediately upon receiving results. We will continue to check with parents following a student being sent home. If a case is confirmed, the zone the student belonged to will all go into self- isolation for a period of 14 days (or as advised by Public Health England).</p>
First Aid	<p>PPE will be worn for all first aid. Staff will receive information for the correct use of PPE The school will ensure all First Aiders receive refresher training to ensure they are:</p> <ul style="list-style-type: none"> ▪ Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination. ▪ Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc. ▪ Aware of the importance to keep up to date with relevant First Aid Advice ▪ Aware of their own capabilities <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>
Break time and lunch times for staff	<p>Staff will get a morning break (unless on the duty rota) covered by each other within the ZONE. Staff will also have half an hour break during a lunch time outdoor slot, there will also be a lunchtime duty rota in operation. Where some staff have capacity, their time may be re-directed to do a duty slot. All staff will have a lunch hour slot at either P3, lunchtime or P4.</p>
Teacher's travel	<p>Teachers will be encouraged to travel on their own by car. If this is not possible, staff will be encouraged to walk or cycle to school. For any staff who cannot do either of the above, we will recommend that staff use a taxi service before public transport. If</p>

	public transport is the only option for staff, we will ensure staff are clear on the government guidelines regarding safe use of public transport in response to COVID 19.
Training for staff before opening	Training will be provided for all staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them. We are also factoring in time to ensure staff are familiar with revised physical arrangements before opening to more significant numbers of pupils. Part of our INSET Day on the 1 st September will be allocated for these purposes. Training could include: remote staff meetings; comprehensive staff information documents, with time given for staff to analyse and ask questions. All RA and school re-opening plans will be shared with all staff in July 2020.
Staff working in close proximity to students	Students that require additional support due to SEN needs will be individually risk assessed Staff working closely to students are encouraged to approach them from the side and avoid front facing conversation.
Staff wellbeing/Staff workload	Workload and wellbeing of staff will be central to the decision-making process of any changes to arrangements. SLT wellbeing and workload will also be considered. Safeguarding calls will be completed by SLT/ADMIM/Safeguarding team whenever possible
Fire arrangements (HT)	Fire evacuation procedures are maintained from the zone bases. Drills will be in place to support students who may be in a zone different to their usual space. Staff and students must use evacuation guide form the zone they are working in. In the case of a fire alarm, doors should be closed en route out of the school. Staff should not enter further into the school to close doors. The fire evacuation policy will be temporarily amended and we will have a fire drill in the first week of the new term.
Behaviour annex (HT)	The behaviour policy has been updated. This will be discussed with all students and shared with families via the website.
Attendance	The attendance policy and procedures have been updated and is in in line with government guidance
Ventilation	All teaching spaces have windows or ventilation that meets with the current guidance. Staff will be directed, where possible, to keep all windows and doors open throughout the day. Any unventilated spaces used across school as a last resort will be on an individual basis only.
Communication	Staff are asked to keep their mobile phone on them at all times but only take calls from SLT members or the school office They are allowed to use this to contact SLT/admin as needed.

APPENDIX ONE:

PREPARATION

STAFFING:

Following individual RA and discussion:

ROLE	AVAILABILTY	NOTES
Head Teacher		
TEACHING STAFF- INCLUDING SLT FULL TIME PART TIME		
TEACHING ASSISTANT SUPPORT STAFF INCLUDING LEARNING MENTORS		
ADMIN STAFF		
SITE STAFF		
MIDDAY WELFARE STAFF		
KITCHEN CATERING TEAM		
CLEANING TEAM		

The staffing available would indicate that provision of 6 ZONES would be possible across school. Any further ZONE provision would need to be provided by additional staff that would require additional spending from Range High School.

IN THE EVENT OF A LOCAL OR NATIONAL SPIKE THE SCHOOL WILL RETURN TO OUR PHASE 1 OR PHASE 2 PLAN.