



Trafalgar School
Full Re-Opening Plan September 2020



Key Area	Lead	Government Guidance	Actions July/August
Cleaning	CCO (JBE)	<ul style="list-style-type: none"> Enhanced Cleaning Frequent handwashing and personal hygiene 	<ul style="list-style-type: none"> Write an enhanced cleaning schedule Recruitment of additional day time cleaner and increase hours by one a day Increased day time cleaner hours by 1 hour a day (9-2) and adjust supervisor hours to support after lunch cleaning schedule Cleaning products in all classroom and office spaces refilled Students wipe down their desks with anti-bac at the end of every lesson Students increase handwashing/sanitising
Site (inc personal hygiene measures)	CCO (JBE)	<ul style="list-style-type: none"> Adapt classrooms so all students facing the front Enhanced cleaning Focus on personal hygiene. More handwashing/sanitising. Limit the risk of busy corridors/internal spaces 	<ul style="list-style-type: none"> Social distancing where possible Install PHS hand sanitiser units (24) in high flow areas. Install 4 sinks outside PE Order 4 new portable hand washing units for the back of the school Secure quotes for outside covered eating areas Install new signage across the site Update sitemap to highlight new external entrances to classrooms/workshops Repair bike shed 1 Install door handles on external doors on south drive Clear and make safe South drive and add CCTV Staffroom – in/out system and max capacity signage Toilets - remove 1 in 1 out but set capacity at 5 Revised risk assessments in place for all classrooms/workshops/offices across the school and checked regularly by JBE. Secure a quote for fencing at the top of south drive Classrooms adapted so all desks face the front Students hand sanitise on their entrance and exit from lessons Windows opened in all rooms and corridors to provide good ventilation
Catering	GPE	<ul style="list-style-type: none"> To provide FSM and food options for all students 	<ul style="list-style-type: none"> 4 food servery points designated to year groups and made explicit with signs. Staggered breaks and lunches Hot and cold options but quick/grab and go. Risk Assessment and start up plan needed Cleaning schedule includes canteen Handwashing/sanitiser before and after eating
Start/End of Day	GPE	<ul style="list-style-type: none"> Staggered to ease flow in and around the building and avoid congestion in corridors 	<ul style="list-style-type: none"> Create separate entrances for each house. Entrance A: Britannia and Victory Entrance B: Sovereign and Temeraire Britannia and Sovereign arrive at 8.35 and Victory and Temeraire arrive at 8.45 and wash their hands before going to tutor rooms Tutor moved to the start of the day temporarily to facilitate daily check ins and staggered starts. This will be reviewed weekly for impact Bike Sheds divided into Houses: 1=Sovereign and Temeraire. 2=Britannia and Victory Tuesday staff meetings moved temporarily back to afterschool to facilitate staggered morning start Zone building for staggered exit at the end of the day
Break and Lunch Times	MCA	<ul style="list-style-type: none"> Staggered break and lunches to reduce high volumes of people in corridors 	<ul style="list-style-type: none"> Duty Rota to be re-written in light of new positions needed Staggered start and end to breaks (zones) Year 7 go 10 minutes early to lunch as normal but extended to one term in the first instance HOH roll call of house groups at the end of breaks for re-entering the school. Formulate a wet break plan that keeps year groups separate as much as possible Hand washing/sanitising opportunities Students to be outside as much as possible Food service points designated for year groups No ball games Socially distanced groups Teachers plan for 90 minute lessons to allow 5 minutes either side for staggering.

Attendance	MCA	<ul style="list-style-type: none"> All students must be in school in September FPN for parents who fail to adhere to this 	<ul style="list-style-type: none"> Monitor attendance and follow up on absence as normal. Identify anxious parents and support them to get their children back into school Identify students who are shielding/have been shielding and write a risk assessment for their return
Staff Safety	CCO	<ul style="list-style-type: none"> No PPE required (bar SEND and medical teams) Social distancing from adults and students where possible All staff to return to school on 3rd September (inc clinically vulnerable and critically vulnerable) 	<ul style="list-style-type: none"> Staff wear visors to move around the building and when working in close contact with children Introduce maximum capacity for the staffroom (15) and toilets (4) Allow kettles in department offices Maintain social distancing where possible PPE for Student Services and SEND team providing intimate care for ARC students Risk Assessment in place for any critically clinically vulnerable members of staff Staff will not lend students pencil case equipment
External visitors (inc parents)	GPE	<ul style="list-style-type: none"> Contact details for NHS track and trace system No parent gatherings No unplanned appointments in school. After school and by appointment only. 	<ul style="list-style-type: none"> Add contact number to sign in system All parental/external meetings afterschool and pre-arranged Virtual parent events Parents must agree to track and trace system
Communication	CCO	<ul style="list-style-type: none"> All stakeholders must know what we are going to mitigate the risk Publish RA to all staff and put on our website Instructions for removing face coverings 	<ul style="list-style-type: none"> SFE create new site signs, order and install (see list) CCO write end of term letter explaining plans for September GPE inform UTC and nursery of changes to our school day GPE: student assemblies in Sept to make explicit the new expectations of staggering, canteen food points, social distancing, handwashing/sanitising, entrances to school and classrooms CCO inform staff of the outline of our September plan and follow up in INSET day in September CCO brief LGB on 9/7/20 of key point of the full reopening plan CCO meet with Jo Bennett to discuss full reopening plan and gain support and approval Instructions to students on how to remove face coverings shared in tutor times Site map shared with staff and students (student planners) School calendar written for 2020-21 but events will be rescheduled if needed.
Suspected case	CCO	<ul style="list-style-type: none"> Follow NHS track and trace guidance 	<ul style="list-style-type: none"> Create 'suspect a case' flow chart of actions and share with all staff and follow Work with the local health board on a plan of action for a confirmed case
Curriculum	LCL	<ul style="list-style-type: none"> High quality remote curriculum in place No contact sport in PE and outdoor lessons as much as possible Music: limit singing lessons and use of wind instruments Dance/Drama: no contact Can use supply teachers, therapists and peri' teachers to support curriculum delivery Year 6: Must deliver statutory sex education they have missed in primary through PSHCE Year 6: English and Maths curriculum plans to plug gaps Assemblies in set groups Practical subjects: meticulous cleaning of equipment between use out of use for 48 hours (72 for plastics) School uniform No sharing of pencil case equipment Clubs resume No overnight UK and abroad trips yet 	<ul style="list-style-type: none"> 3 different curriculum scenarios planned across all subjects Risk assessments in place for Performance and PE subjects Revised curriculums in place for PSHCE, English and Maths to support recovery of knowledge gaps Virtual assemblies streamed to tutor groups. 1m social distancing for House assemblies (once every 2 weeks as opposed to weekly) CCO launch chrome book scheme so all students are able to access a high quality remote curriculum LCL/GPE identify students who don't have access to IT at home for us to lend a chrome book to. Practical subjects: plan in place as part of RA for the cleaning of equipment between classes use RA in place for changing rooms operation in PE All students return in school uniform LCL order pencil case basics for all FSM students and vulnerable students LCL order green pens to give to students Resume breakfast club and extra-curricular provision Suspend launching Activities Week Review any trips planned for Autumn term Detentions in houses, socially distanced with an RP focus
Emotional recovery	GPE/MCA	<ul style="list-style-type: none"> Prioritise mental health and the emotional recovery of students Consider year group bubbles 	<ul style="list-style-type: none"> Virtual tutor groups will remain in place as they are fundamental to our emotional recovery plan of our school community RP introduced explicitly and golden thread through everything we do to restore and reset our community CPD for staff in RP Social distance as much as possible in VT groups

Travel	GPE/CSE	<ul style="list-style-type: none"> • Avoid public transport • Anyone 11+ must wear face coverings on public transport • Walk/cycle where possible • School transport to resume service 	<ul style="list-style-type: none"> • CSE: liaise with the local authority about their plans for taxi sharing of our students to try and keep them in year groups not location. • Communicate to parent's government guidance.
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Notes:

Zone	Areas of the School	Break Out	Break In	Lunch Out*	End of the day
Zone 1	Science, ADT, IT, PE, Dance, Geography, SEND/ARC	10.45	11.10	12.45	14.55
Zone 2	English and Maths	10.48	11.13	12.48	14.58
Zone 3	Hums, MFL, Music, Drama, LRC	10.50	11.15	12.50	15.00

*Year 7 will leave for lunch at 12.40 and be supervised by their teacher until 12.50

*HOH/SLT assemble Year groups to send them in:

- 1: Year 7: Tennis courts
- 4: Year 8: Tennis Courts
- 5: Year 9: Playground (outside tech)
- 3: Year 10: Playground (outside ARC)
- 2: Year 11: Basketball court

PE: Students will come into school in their PE kit on the days they have PE. If this is a barrier for attendance, they can bring their kit to change in to.

Wet break and lunch:

- Year 10 & 11 Main Hall
- Year 9; Gym 1
- Year 8: Gym 2
- Year 7: Canteen

Clear corridors

Students are in their designated areas or outside

Outside covered seating areas being sourced