



# RBA Opening Plan - September 2020

Date Revised: 25<sup>th</sup> February 2021

Contents	Page
1. Introduction	1
2. What the school must do and how	2
3. Where possible, what the school shall do and how	3
4. Appendix A – Proposed Timetable	5
5. Appendix B – Scenarios	6

## 1.0 Introduction

The *current* DfE guidance states the following:

- All schools should open for all pupils from March 8<sup>th</sup> 2021.
- Schools must revisit and update their risk assessment.
- Students should receive a high-quality educational experience.
- There cannot be a one size fit approach where a school's plan accounts for every single scenario as it is impossible to provide a totally risk-free environment.
- Judgments need to be made at a school level about how to balance and minimise any risk from coronavirus (COVID-19).
- Sensible and proportionate protective measures need to be put in place for pupils and staff to reduce the risk to the lowest reasonably practicable level.
- 2m distances should be observed wherever possible
- Students should wear masks where social distancing cannot be maintained.
- Students and staff should be tested prior to their return to face to face teaching.
- Regular testing should take place with staff and students thereafter.

The results of the school staff consultation survey states the following:

- 83% of staff feel it is essential for them to maintain 2m distance from students in their classroom (but 50% of this group want autonomy in how they do this)
- 47% of staff feel it is highly important that they stay in their own classroom so they can maintain better control over the health and safety of themselves and the students. 22% feel it is highly important that the teacher's move classrooms.
- 97% of staff feel it is important that students face the front (but that they want autonomy on managing their classroom space themselves to enable them to do this as best as possible).
- 87% of staff feel a one-way system around the site is important (but some identify this is not possible in all teaching areas and keeping left is therefore paramount).
- 87% of staff feel staggered start and finish times will help to reduce risks.
- 81% of staff feel it is essential students do not congregate in the canteen at the start of the day.
- 80% of staff feel staggered break and lunches will help reduce risks.
- 91% of staff feel that break and lunch zones should be created.
- 64% of staff feel having waiting zones is necessary (but 50% of this group say they want autonomy to manage this as much depends on the teaching area/block).

On the basis of the latest/most current DfE guidance and staff feedback, we are proposing to put in the following protocols and systems. These systems/protocols are split into ones that 'must' take place and ones 'where possible'. For each we have identified how we intend to implement them in a practical sense.

## 2.0 What the school must do and how

What we must do	How we intend to implement this in a practical sense
<p><b>1. Minimise contact with anyone who is displaying the symptoms of coronavirus.</b></p>	<p>a) Staff and students to be regularly reminded not to attend school if displaying symptoms.            b) Staff and students to be informed of the process if they or someone in their household displays symptoms (see Appendix B - scenarios)            c) Any child or adult to be sent home immediately if reporting of displaying the symptoms.            d) Staff and students to be informed about the test and trace process (see Appendix B - scenarios)            e) Contractors/visitors to sign Trust visitor declaration that they have: not tested positive or displayed symptoms in last 14 days; and, not been in contact with someone displaying symptoms for the last 14 days, before being allowed on site.</p>
<p><b>2. Clean hands thoroughly and more often than usual.</b></p>	<p>a) Site staff to ensure sanitiser and soap dispensers in all toilets are filled at the start of every day.            b) Staff to be encouraged to wash hands wherever possible and at least at every break and lunchtime.            c) Students to be encouraged to wash hands/use sanitiser regularly and essential when visiting the toilet and before/after eating.            d) Students to be encouraged to use the sanitiser dispensers upon arrival into each teaching block.            e) Staff to be provided with their own anti-bacterial sanitiser to clean hands regularly.            f) Signs up around the school to promote washing of hands regularly.</p>
<p><b>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</b></p>	<p>a) All teaching rooms to be provided with a box of tissues.            b) 'Catch it, bin, kill it' to be promoted regularly by staff.            c) Signs up around the school to promote 'catch it, bin it, kill it.'            d) All teaching rooms and office spaces to be well ventilated at all times.</p>
<p><b>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</b></p>	<p>a) All teachers to be provided with their own large antibacterial trigger spray bottle and blue paper roll.            b) Teachers and/or students to clean desks/resources after use where necessary.            c) Site staff to clean handles on doors and other touched surfaces more frequently throughout the day.            d) All teaching blocks to have sanitiser dispenser.            e) Sanitiser dispenser placed next to thumb machine and students encouraged to use it.</p>

## 3.0 Where possible, what the school shall do and how

What we shall do	How we intend to implement this in a practical sense

### 3.1 To minimise contact between individuals and maintain social distancing wherever possible

#### All staff:

- a) Staff meetings/briefings will all be held virtually
- b) Staff should avoid close face to face contact and minimise time spent within 1m of anyone (unless dealing with First Aid or working with students with SEN needs – use PPE where necessary)
- c) Adhere to the one-way/keep left system around school where applicable.
- d) To not allow frequently used equipment to be shared across year group bubbles unless cleaned or kept out of reach for a period of 48 hours (72 hours for plastics).
- e) To make face masks mandatory for all, in all areas where social distancing is difficult
- f) To provide Clinically Extremely Vulnerable staff the option to work from home

#### Teaching staff:

- g) To make own adaptations to classrooms and departmental offices to ensure they can maintain 2m distance from students and other adults.
- h) To make own adaptations to classrooms to ensure students are facing the front where possible.
- i) To work with other teaching staff in each block/area to ensure students in their respective classes do not all leave the lesson at all the same time.
- j) To ensure that *frequently used* equipment such as pens should not be shared amongst students (and particularly not across year group bubbles)
- k) To minimise the sharing of resources wherever possible, such as books, or PE or Science Equipment across bubbles and for them to be cleaned regularly and meticulously (or left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- l) Can take books and other shared resources home provided hygiene and cleaning rules have been put in place.
- m) To follow subject specific risk assessments put in place by Heads of Department, which adhere to external agency guidance,

#### Support Staff:

- a) Who work in joint working offices should make adaptations to their offices to ensure they can maintain 2m distance from working colleagues
- b) Should ensure that 'passing' visitors to their offices can maintain a 2m distance wherever possible and where this is not possible at least 1m distance. Where visitors are planned to stay longer than 15 minutes staff must ensure 2m social distancing is in place.
- c) provide first aid should wear appropriate PPE equipment provided when necessary (optional) and where a 2m distance cannot be maintained.
- d) Who support SEN students should wear appropriate PPE equipment provided where necessary (optional).

#### Students:

- a) Will be kept in year group zones for break and lunchtimes.
- b) Will have staggered break and lunchtimes in year group bubbles.
- c) Will have staggered finish times in year group bubbles.
- d) Will adhere to the one-way/keep left system around school where it is in place.
- e) Will adhere to the seating plan and arrangement (facing forward) as advised by the class teacher.
- f) Will adhere to the waiting zones and entry/exit route advised by each class teacher.
- g) Will enter and exit the classroom via the doors stated advised by the class teacher.
- h) Who use Barkerbus should sit apart where possible and where it is not possible they should sit next to someone from the same family or year group bubble (these students are required to wear a mask).
- i) Should be supported to maintain their distance and not touch staff and also their peers where possible.
- j) Should be informed they are not allowed to congregate in the canteen in the morning and wait in their zones or go straight to timetabled session (particularly if raining).
- k) To make face masks mandatory for all, in all areas (including in lessons) where social distancing is difficult.

<b>3.2 Where necessary, staff to wear appropriate personal protective equipment (PPE)</b>	<ul style="list-style-type: none"><li>a) Staff who will need to work in close contact with students i.e. First Aid Staff and TAs to be offered appropriate PPE equipment to wear (optional).</li><li>b) Students to be informed they must wear a mask when using public bus. Students to be informed of how to dispose of masks effectively.</li></ul>
---	--

## 4.0 Appendix A - Timetable for September

### RBA Proposed timetable plan for March 2021

Time	Year 7-8	Time	Year 9-10	Time	Year 11-13
On arrival all students go straight to form rooms					
8:40-8:55	Form Time/ Assembly	8:40-8:55	Form Time/ Assembly	8:40-8:55	Form Time/ Assembly
8:55-9:55	Period 1	8:55-9:55	Period 1	8:55-9:55	Period 1
9:55-10:30	Period 2	9:55-10:20	Break	9:55-10:55	Period 2
10:30-10:55	Break	10:20-11:15	Period 2		
10:55-11:15	Period 2		11:15-12:15	Period 3	10:55-11:15
11:15-12:15	Period 3	12:15-12:45		Period 3	11:15-12:15
12:15-12:45	Period 4		12:45-13:50	Lunch	12:15-13:15
12:45-13:15	Lunch	Period 4			
13:15-13:50	Period 4	13:50-14:50	Period 5	13:15-13:50	Lunch
13:50-14:50	Period 5		14:55 – 15:00	Period 5	13:50-15:00
14:50 – 15:00	P5 teacher to dismiss and escort students out of school and to C3 (assist with duty until 15:00)	15:00 plus		P5 teacher to dismiss and escort students out of building and to C3 (assist with duty until 15:00)	
15:00 plus	<ul style="list-style-type: none"> <li>After-School Clubs</li> <li>Intervention</li> </ul>		Summary	<ul style="list-style-type: none"> <li>After-School Clubs</li> <li>Intervention</li> </ul>	15:00 plus
Summary	<ul style="list-style-type: none"> <li>Split Period 2 and 4</li> <li>25 mins break</li> <li>30 mins lunch</li> <li>Missing pm form time</li> </ul>	<ul style="list-style-type: none"> <li>25 mins break</li> <li>30 mins lunch</li> <li>Missing pm form time</li> </ul>		Summary	