Haygrove School

Covid 19 Risk Assessment & Operational and Guidance to support return of all year groups in March 2021

This document will be reviewed and updated at least every 4 weeks unless we are aware of significant changes, by the headteacher and the SLT Team

Date completed:	14/07/2020
Updated:	03/08/2020 (amendments highlighted in yellow) 18/9/2020 and 2/10/2020 changes highlighted in green 04/11/2020, 11/11/2020 and 27/11/20 changes highlighted in blue 04/01/2021 changes highlighted in pink 29/01/2021 - changes to risk assessment to support the lockdown, please refer to previous Lockdown risk assessment. 25/02/2021 changes in red
Reviewed by the HT and SLT:	18/09/2020, 2/10/2020, 04/11/2020, 11/11/2020, 27/11/20, 29/1/21, 25/2/21

Reviewed by Governing Body:	10/09/2020 and 05/10/2020

Government guidance source:
- **Guidance for full opening – schools. Updated 10 September 2020.** https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Government statements from guidance:
- 'It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term'
- 'Schools should undertake a coronavirus (COVID-19) risk assessment by considering the measures in this guidance to inform their decisions and control measures.'
- 'If schools follow the guidance set out here, they can be confident they are managing risk effectively'

This risk assessment has been designed by Haygrove School based on the 5 areas identified in the guidance:

1. Public health advice
2. School operations
3. Curriculum, behaviour and pastoral support
4. Assessment and accountability
5. Contingency planning to provide continuity of education in the case of a local outbreak

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
1. Public health advice				
		Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below	Risk Assessments will be reviewed as appropriate and at least on a weekly basis and any actions implemented. This includes the risk assessments that individual departments have created. Specific guidance relating to individual subjects needs to be reviewed and updated Government guidance will be followed	
1.1	**Children, parents and staff's emotional health and wellbeing is at risk as a result of Covid 19**		Effective communication and support in place for Children, Staff and Parents. Extended tutor time on wellbeing upon returning from 8th March	**Children** Wellbeing resources provided to deal with children's anxieties – staff to be prepared prior to wider return. This is ongoing GW to reissue safeguarding guidance in preparation LH has reviewed the wellbeing provision Risk assessments to be completed/updated for children where appropriate SENCO/ HOY/ GW and communicated with staff New routines to be established early on and behaviour and character house point rewards to be introduced behaviour policy to be updated. Focus on praise and reassurance that work they have done during lockdown will be positively recognised

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
				Parents Clear and regular communication – email updates, phone calls and website information Opportunity to voice concerns and know how they are being addressed Increased communication with parents through email. **Staff** As a result of a staff survey, briefings will take place 2 times a week at 3:00pm with staff online to focus on individual needs- logs to be maintained Involvement in the planning and preparation – roles and responsibilities allocated, so that all feel part of the process. Their involvement is ongoing. Individual views sought and concerns addressed through shared H&S spreadsheet Staff reminded about support available through Carefirst, Education Support, HR and Patrick Weld. Staff needs discussed at weekly personnel meeting

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
				Staff survey around wellbeing to be set to staff within first 2 weeks of return. Staff inset 1/4/2021 to have a wellbeing focus Pre- return support and training for safeguarding and emotional health and wellbeing GW. Research on the latest guidance for pastoral care Following review staff will receive a CPD session on giving feedback online using platforms such as SMHW and Google Classroom The marking of books has been reviewed and staff have been issued with guidance to allow for quarantine in between contact. Weekly dialogue with CEO
1.2	Contact with someone suffering from coronavirus	Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	Parents & Staff issued with guidance on daily checks to undertake before bringing/sending their child to school. Any child who has a temperature or a continuous cough or loss of or change of taste or smell will be sent home and must self-isolate for 10 days (as well as siblings) in accordance with current guidance After the room has been in use the fog mister would be deployed by the site team. Children or staff who display symptoms https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/	

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			not to come into school if they need to self-isolate under current guidance	
			Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Track and Trace process. If after 10 days the child continues to have a high temperature, they must seek medical advice and not return to school.	
			Anyone that has been in close contact with someone who has a positive test of Covid-19, must remain in self isolation for 10 days even if they develop symptoms themselves and are tested even with a negative result.	
			Where a pupil becomes unwell with Covid-19 Symptoms and is waiting for collection, they will be moved to a separate area identified for this use.	
			The meeting room and the toilet by the first aid room have been identified for this purpose -the window should be opened to ensure ventilation Notice to be put onto the toilet door if used by someone with coronavirus and is on school site awaiting collection	Site staff to ensure procedures are in place to ensure this is actioned
			Any child who has a temperature or a continuous cough or loss of or change of taste or smell will be sent home and must self-	

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			isolate for 10 days (as well as siblings) in accordance with current guidance. The school has the right to refuse the child back into school where they remain symptomatic. Once a positive result has been confirmed, you must self isolate for 10 days in accordance with guidance. The day cleaner will be available for cleaning and appropriate PPE will be worn. Isolation of the area where the person has been in contact and deep cleaning of the area following decontamination advice For children with COVID 19 symptoms, while waiting for collection, they will be isolated in the meeting room. PPE to be worn by staff dealing with ill children, if social distancing is not possible PPE equipment available for use if social distancing cannot be achieved eg medical care PPE to be disposed of properly following decontamination guidance PCR home testing kits may be available to parents/carers collecting symptomatic children, should they require them but will be	Test results to be communicated to school

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			encouraged to arrange a PCR test at a local centre as an alternative. These are also available to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene - Catch it, bin it, kill it. SLT to check latest government guidance on a regular basis and update the risk assessment where appropriate.	
1.3	Spreading coronavirus through poor hygiene	Clean hands thoroughly more often than usual	Staff and students encouraged to wash their hands with soap and water for 20 seconds and dry thoroughly before leaving home NHS guidelines. When they arrive at school, when they return from breaks, when they change rooms and before and after eating, after sneezing or coughing and using the toilet. They are also encouraged not to touch their mouth, eyes and nose. The toilets will be regularly cleaned. Students should go to the toilet during their break and lunch time. If they need to go to the toilet during the lesson, they will take a laminated card which will have the room number on it.	Ensure hand sanitiser stations are in all classrooms and other key areas of the school Routines of good hygiene are well established in every classroom by every teacher and appropriate training provided for staff in order to educate the children and for their own benefit Communicate to staff, parents and students about the new government guidance in relation to face

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			This is to prevent the need for teaching staff to sign the student's planner.	coverings. To seek additional face coverings to provide them to students/staff.
			Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	To share with students how to put on a face covering, remove safely and how it should be worn. This to be done prior to the deadline of Monday 9th Nov
			Staff and students are asked to wear face coverings whilst moving around the school premises such as outside of classrooms , corridors and communal areas where social distancing cannot be easily maintained. Face coverings are recommended to be worn by students in classrooms. Where social distancing can be maintained by staff in the classroom they're not required to wear a face covering. Visors are not an acceptable alternative to a face covering but may be worn in addition to this. There is no need to wear a face covering outside. There is no need to wear a face covering in lessons where strenuous activity takes place such as PE or dance lessons	the pastoral team will issue guidance upon students return to: • not touch the front of their face covering during use or when removing it • dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) • place reusable face coverings in a plastic bag they can take home with them • wash their hands again before heading to their classroom
1.4	Spreading infection due to sneezes and coughs	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	Use a tissue or their elbow to cough or sneeze and use bins for tissue waste 'catch it, bin it, kill it' To communicate the hands, face and space campaign. Adequate supplies of tissues and lidded bins provided for hygienic disposal of tissues. These	Additional posters for 'catch it, bin it, kill it' strategy A check of bins, hand sanitiser, and tissue boxes in every classroom will take place prior to 8th March. Posters to be printed and shared around the school for hands, face and space campaign

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			bins will be lined, cleaned and emptied at least daily	All non teaching staff to provide additional support and supervision during social times and lesson change over to allow for safe transition and behaviour of students Staff to have their own stationery kit including whiteboard pens provided by their own departments Good hygiene routines carried out by students and staff will encompass sanitising areas between sessions where students move outside of their teaching zones.
1.5	Spreading infection from touching contaminated surfaces	Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach	Regular cleaning schedule in place created by the site manager detailing specific areas requiring general and deep cleaning The fog mister will be deployed where appropriate to sanitise large areas such as the sports hall, drama and gym. Cleaning staff will regularly clean frequently touched surfaces using identified standard cleaning products as detailed in the cleaning schedule: ● Banisters, Classroom desks and tables ● Bathroom facilities (including taps and flush buttons) ● Door and window handles ● Light switches ● Furniture ● Reception desks	Devise rotas for cleaning team ensuring we have sufficient staff working as 'day cleaners' . The cleaning schedule should be shared with SLT Minimum of two cleaning staff to work during the school day plus additional support from a member of the site team. This will be part of the cleaning schedule, shared with SLT Additional cleaning products and antibacterial spray Location of sanitiser stations to be agreed - as a minimum by all entry/exit points into each building of the school, each classroom, office and shared work areas Posters to be created ensuring hygiene /cleaning routines is understood and accessible by all

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			- Teaching and learning aids - Classroom-based resources - Computer equipment (including keyboards and mouse) - Sports equipment - Telephones - Biometric payment scanners - Any other hand contact surfaces Ensure that bins are emptied regularly throughout the day by the daily cleaning staff Where possible, all spaces should have adequate airflow or ventilation units provided by site staff Windows in the new build have the option of tilting to aid airflow and should be the preferred option of opening. Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation Use of disinfectants with ratio 1000 ppm available chlorine Sanitisers and antibacterial spray in each classroom and around the school ensuring they are accessible to all staff	Adhere to social distancing measures and good hygiene in communal areas – Staff may prefer to bring in their own flask/mug and drinks to avoid use of a kettle and microwave. If shared equipment is used, please ensure sanitising/ hand washing before and after use in line with guidance Fire marshalls will ensure doors are shut in the case of an evacuation Site team to check on ventilation in rooms where there are no outdoor windows, such as the drama studio Site team to check the guidance of the cleaning of non healthcare settings AR to remind parents the importance of students returning to school with the correct equipment to avoid sharing

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			Firstly, we should not be sharing equipment wherever possible. If this is not possible we should aim to only share within a bubble. If we need to share across bubbles then we need to sanitise equipment and/or isolate for 48 hours and plastics for 72 hours.	
			Limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff	
			When taking in student work for marking, staff to use the quarantine guidance to allow for safe marking. Teachers will wash/sanitise their hands and surfaces before and after handling pupils' books.	
			Staff to undertake cleaning of their work space at the start and end of each lesson and or when transferring rooms	
			Wipes available in each classroom will be used to wipe keyboards, mouse and workspace and any other touched surface at the start of the lesson	
			Where possible text books will be kept in zoned areas	

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			Any resources shared between groups, such as sports, art and science equipment, will be either: Cleaned in accordance with our good hygiene routines, and always between groups using them; or Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. The individual timetable, via Arbor, to be made available to identify the rooms. Follow up discussion with the child to identify other areas they may have visited. Staff to have seating plans within Arbor for easy identification of close contacts. Any amendments to a seating plan must be reflected in Arbor. Cleaning supplies will be topped up when stocks are depleted. Staff will inform the site team when this is running at 50% for the site team to the replenish. This to be reviewed on a fortnightly basis to determine 50% is sufficient to take into consideration delivery times	Staff to be reminded that seating plans must be up to date on Arbor following any new changes as a result of a new half term staff room to be altered to minimise use and to support social distancing

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			A natural stagger of the use of the staff room as a result of timetables which also applies to the use of offices to limit occupancy, which has been addressed through the staggering of break and lunchtime. New staff toilets allow visibility to see if in use prior to entering the toilet foyer. If in use, staff to remain in the corridor.	
1.6	Spreading infection due to excessive contact and mixing between pupils and staff in lessons	Minimise contact between individuals and maintain social distancing wherever possible. Consider the following: - how to group children - measures in the classroom (where shared spaces are used, each department to have their own risk assessment) - measures elsewhere - measures for arriving and leaving school - other considerations	Children to be grouped in to year groups to ensure delivery of a broad and balanced curriculum Lunch and break times staggered Each year group to be allocated 'zones' across the school site. Each year group has their own designated areas for break and lunchtimes. Eating in the school is to be in the dining hall only, with surfaces sanitised between year groups. Tutor rooms will be in the appropriate zones, this has been amended in light of the new build Minimal movement of students around school outside of their teaching zone. Students follow outside paths to practical subject areas and are not required to wear face coverings whilst outside. There is no one way system within the	Carry out review of operations through staff survey on a half termly basis Bus departure times to be changed due to new finish times

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	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			main building due to the zones. However Year8 and Year9 have dedicated halves of the first floor. Students to be reminded of this on a daily basis via their tutor.	

Zones	
Year Group	**Nov-20**
7	Top floor x 8
8	1st floor x 4, G1 G2 Lib
9	1st floor x 7,
10	Elliott x 7, 30 GP
11	MFL x 8 GP

Staggered start time considered but not necessary due to natural flow of students arriving at school. Students will arrive at zones arrival points

Map plans have been created to identify which set of blue gates students should enter and how they should navigate to the tutor rooms. This has been updated and communicated in light of the new build.

Staggered departure times from Lesson 5 to ensure no mixing of year groups

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			Students are encouraged to comply with school transport operational plan and risk assessment. Year 7 and year 11 departure at 14:45 Year 8 and Year 10 departure at 14:50 Year 9 departure at 14:55 Students not to return to school on route to the buses, eg to collect musical instruments or PE kit. Children not getting buses at the end of the day must leave the school site ASAP. For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe. Movement around the school site will be kept to a minimum. Pupils will be supervised at all social times to ensure mixing between groups doesn't occur,	School bells have now been connected and will be in operation School transport have now shared: https://www.somerset.gov.uk/education-and-families/school-transport/

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			and they will be reminded about the rules throughout the day. Rooms will be accessed directly from outside where possible. Staff to socially distance and not to enter rooms where this is not achievable including the use of the staff rooms and offices.	
1.7	Avoiding transmission during the arrival and departure of students		Class Groups to arrive/ depart through designated gates. 2m social distancing to be enforced between pupils and staff Encourage reduction of any unnecessary travel on coaches, buses or public transport where possible. Refer to government guidance Staff to sanitise hands after the gates have been opened/closed Encourage parents and children to walk or cycle to school where possible Ensure that transport arrangements cater for any changes to start and finish times Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here.	Students to arrive between 8:20 and 8:40 through designated gate. Staff to follow the duty rota. School day 8:40 to 14:45 Parents to drop off children outside of school gates and not to come on site. Parents are encouraged to ensure their children maintain social distancing on the way to and from school. Hand sanitiser to be used at entry and exit points. Students to leave at staggered times through designated gate. All students to be off site by 15:00. Year 7 and year 11 departure at 14:45 Year 8 and Year 10 departure at 14:50 Year 9 departure at 14:55

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			Staff will be rigorous about hand washing and respiratory hygiene - Catch it, bin it, kill it. Use of bike shed - staff on duty to supervise social distancing for students arriving in the morning with bicycles - one in and one out . Due to natural staggered arrival this will be possible. Staggered finish times with students in bubbles supports social distancing.	Staff to supervise
1.7	Contact with someone who is suspected to have coronavirus	Where necessary, wear appropriate personal protective equipment (PPE)	Proportionate amounts of PPE equipment to be provided and kept stocked for use by medical first aiders and cleaning staff where there has been a suspected case of coronavirus– guidance in use to be issued. Where a pupil becomes unwell with Covid-19 Symptoms and is waiting for collection, they will be moved to a separate area identified for this use. Any child who has a temperature or a continuous cough or loss of or change of taste or smell will be sent home and must self-isolate for 10 days (as well as siblings) in accordance with current guidance The toilet by the first aid room has been identified for use The day cleaner will be available for cleaning and appropriate PPE as per guidance will be worn.	Clear advice given to parents if child or family member experiences symptoms current guidance

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			The meeting room has been identified for this purpose -the window should be opened to ensure ventilation

Isolation of the area where the person has been in contact and deep cleaning of the area following decontamination advice

For children with COVID 19 symptoms, while waiting for collection, they will be isolated in the front interview room, with the window and door open. PPE to be worn by staff dealing with ill children, if social distancing is not possible

Children with other symptoms will be asked to go to the first aid room.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

If they need to go to the toilet while waiting to be collected, they should use the identified toilet if possible. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. Whilst waiting for it to be cleaned, a sign should be placed on the door to prevent other staff/students from using it. In an emergency, | |

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			call 999 if they are seriously ill or injured or their life is at risk. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. See decontamination guidance	
1.8	Risk of Infections spreading	Engage with the NHS Test and Trace process.	If a confirmed case is identified the school will provide appropriate records /information in relation to possible contacts to support the track and trace process We will work with Public Health England to notify parents and staff as what our next steps should be If a year group has to be sent home then a plan will be in place to support remote learning for that particular year group If identified students have to be sent home then a plan will be put in place to invite students remotely into the lesson or work will be set accordingly	
1.9	Spreading infection due to a confirmed	Manage confirmed cases of coronavirus (COVID-19) amongst the school community	If a confirmed case of COVID-19 is declared to the School then the appropriate response form will be completed by the member of staff, taking key details from the caller.	AR/TL/LM to have a plan in place for when the call is taken including letters, notices via facebook and social media and supporting concerned staff.

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
	case of coronavirus	Contain any outbreak by following local health protection team advice	School will take swift action by contacting Public Health England South West Centre Health Protection Team 0800 0468687 The Health protection team will work with the school in this situation and will guide the school on actions to be taken and will provide definitive guidance on who must be sent home. To help with this, records will be kept of: The pupils and staff in each group using the definition of close contact If a year group has to be sent home then a plan will be in place to support remote learning for that particular year group If identified students have to be sent home then a plan will be put in place to invite students remotely into the lesson or work will be set accordingly Record of student and staff contacts maintained via Arbor (MIS) to be provided on request	
1.10	Contact during Emergency evacuation		Where practicable maintain social distancing on evacuation routes. If impracticable priority is evacuation.	Normal evacuation procedures will be followed. Students to line up in bubbles in the new formation on the field (rugby pitch area) for evacuation. Students to line up ensuring social distancing is being adhered to between year groups.

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
				A practice within the first fortnight upon returning to school. Staff to be reminded of the fire procedure for Plan A before the practice happens Whole school fire practice to be conducted due to the new build move

2. School Operations

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
2.1	**Transfer of virus through transport**	**Transport**: - Dedicated school transport considerations - Wider school transport considerations	Encourage parents and children to walk or cycle to school where possible Provide staff, parents and young with regular government guidance through regular communication A member of staff on duty at the end of the school day to ensure social distancing between groups is maintained according to release times within their bubbles. In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:	Bus pickup to reflect varying departure times to accommodate allocation of seats

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			Students and parents encouraged to follow the transport providers operational plan and risk assessment:	
			https://www.somerset.gov.uk/coronavirus/	
			Following government guidance on 04/11/2020 face coverings should be worn on dedicated school transport	
			Our car park is no longer in operation at the front of the school due to this now being a construction site:	
			Their allocated drop off and collection times, with different groups being given different times	
			Only one parent/carer should attend for collection if necessary	
			Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment. Entrance to our new build is via a gate by the bus layby. Please use the buzzer to communicate with reception for your appointment who will then allow you access to the site.	
			Parents should only enter the school site if they have made a prior appointment	

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			Students to be released on a staggered basis: Year 7 and year 11 departure at 14:45 Year 8 and Year 10 departure at 14:50 Year 9 departure at 14:55 Certain students may be identified to remain on the school site after this time. This may be due to counselling or planned intervention for example. In addition to this, students are allowed to be on the school site for those that are receiving an additional GCSE qualification after school (Option Plus students and further maths GCSE). A restricted amount of after school activities will be reviewed from 15th March to ensure capacity within the site team. LM to liaise with the Site Manager and review fortnightly. Staggered departure times to ensure no mixing of year groups.	Details of students who have been identified by staff to remain on site should be discussed with HOY and in turn with GW LM to liaise with Site Manager and Heads of Dept. A timetable to be formulated and reviewed fortnightly to ensure deep cleaning and be maintained for the following day. Timetable to be shared and located in the Site Manager's office.
2.2	**Risk of poor attendance due to continued parental/stude nt anxiety**	**Attendance:** - communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the	The school will continue to record and monitor attendance in accordance with normal attendance procedures Parents to ensure that their child attends school unless unwell or the child has been asked to self isolate. Heads of Year, SLT, Attendance officer, PFSA, EWC will resume normal practice and explore	Parents are expected to send their child into school under our normal attendance policy

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
		summer ahead of the new school year	possible solutions to support students returning to school with Covid related issues.	
2.3	Children, parents and staff's emotional health and wellbeing is at risk as a result of Covid 19	- identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic - use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance	Heads of Year along with their tutor teams will continue to support vulnerable groups and will identify other vulnerable groups Liaison meetings with Heads of year and other professionals will identify and support students where required to re-engage student attendance	Identify students that will be eligible for support and programmes to be delivered. Guidance to be issued on the use of platforms such as the Oak Academy or GCSEPod for KS4 students

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
		- work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance		Attendance procedures revert to previous arrangements
2.4	Risk to vulnerable staff attending school	School Workforce: - Clinically extremely vulnerable: School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. - If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.	The shielding measures have been updated as a result of the new guidance in February. Staff and students who are have been confirmed as CEV should continue to shield until a letter is received stating otherwise The school will continue to work with staff on an individual basis Individual risk assessments will be considered on a required basis. Extremely vulnerable staff to comply with relevant government guidance in relation to shielding and working from home	Additional consideration to be applied to pregnant staff and other identified staff

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
2.5	Staff's emotional health and wellbeing is at risk as a result of Covid 19	Supporting staff: - Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.	Appropriate work/ life balance to be modelled by senior leaders We would encourage teaching staff to be off the school by 17:30 to ensure a deep clean can be undertaken in readiness for the following day. Designated staff meeting to bring staff up to communicate the plans for returning to school. A meeting with middle leaders to take place prior to the whole staff meeting. Inset on 1.4.2021 will have a focus around wellbeing Virtual staffroom created to provide support, resources and signposting. Length of school day reduced due to shorter lunch break Supportive Line Management and open door policy Signposting staff to Care First counselling and Education Support Partnership https://www.educationsupport.org.uk/ Engage with DfE guidance on extra mental health support for students and teachers	Staff surveys to ensure feedback and to monitor wellbeing Risk Assessment and guidance procedures to be shared with all staff The use of the health and safety spreadsheet will be used by staff to communicate Covid 19 related concerns

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			DfE strategy for workload reduction toolkit This is something that is regularly reviewed to support our staff community	
2.6	Insufficient staff to cover key times of the day i.e., pre/post school, break and lunchtimes	Staff deployment: - Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly to welcome back all pupils at the start of the autumn term. Managers should discuss and agree any changes to staff roles with individuals	Review of current working patterns Support staff to be included in duty rotas including breaks, lunchtime and bus/cycle duties	Use of cover supervisors and LSAs Education Endowment Foundation (EEF) guidance on the best use of Teaching Assistants Duties to be updated where appropriate and communicated
2.7	Virus entering the premises	Deploying support staff and accommodating visiting specialists - Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.	Visiting agencies and other professionals will be advised to follow the school health and safety measures Social distancing and hand washing/sanitising will be the main method of controlling the spread of infection Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene - Catch it, bin it, kill it.	Visitors to sign to say they've read our risk assessment summary for visitors leaflet

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
		- When deploying support staff flexibly it is important that headteachers consider regulated activity and ensure only those who have the appropriate checks are allowed to engage in regulated activity	Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene - Catch it, bin it, kill it. Visitors to be asked to wear a face covering upon entering the school site. Encourage visitors to scan the QR code	
2.8	Transmission by visitors to the school	**Recruitment** - Recruitment should continue as usual	Where possible online recruitment will continue until further notice. This will be reviewed during the spring term. Visitors to be asked to wear a face covering upon entering the school site. Encourage visitors to scan the QR code	
2.9	Transmission by visitors to the school	**Supply teachers and other temporary or peripatetic teachers** - Schools can continue to engage supply teachers and other supply staff during this period	Use of Cover Supervisors continue to be the main method of covering absent teachers Use of supply teachers will only be engaged where absolutely necessary Peripatetic lessons are in place and continue to be both online and in school. A timetable to minimise contact across year groups has been arranged along with a risk assessment. Individuals will be expected to comply with the school health and safety measures . See section on Music. Visitors to the school site will receive a copy of our guidance relating to Covid 19	Induction procedures to be reviewed and shared with supply teachers. Cover manager to ensure any staff that are coming onto the school site are aware of the procedures. Music department to issue specific guidance (reviewed and issued to peripatetic teachers)

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			<mark>Visitors to be asked to wear a face covering upon entering the school site.</mark> <mark>Encourage visitors to scan the QR code</mark>	
2.10	Transmission by visitors to the school	Expectation and deployment of ITT trainees - We strongly encourage schools to consider hosting ITT trainees	Initial teacher training (ITT) will continue and trainees will be expected to follow the school's health and safety procedures <mark>Visitors to be asked to wear a face covering upon entering the school site.</mark><mark>Encourage visitors to scan the QR code</mark>	
2.11	Not enough staff to facilitate learning	Staff taking leave - As would usually be the case, staff will need to be available to work in school from the start of the autumn term. We recommend that school leaders discuss leave arrangements with staff before the end of the summer term to inform planning for the autumn term - Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working	Staff to inform HR about possible difficulties as a result of pre existing bookings and quarantine requirements In the event of staff away on holiday and local lockdowns occur they will need to contact the HR or other member of SLT	<mark>Keep a review on guidance relating to travelling abroad and quarantine requirements</mark>

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
		arrangements to enable them to work from home		
2.12	Transmission by visitors to the school	**Other support** - Volunteers may be used to support the work of the school, as would usually be the case	Volunteers will be considered on a case by case basis with the school's health and safety procedures being followed. Visitors to be asked to wear a face covering upon entering the school site. Encourage visitors to scan the QR code	
2.13	Transmission by visitors to the school	**Safeguarding** - Schools should consider revising their child protection policy (led by their Designated Safeguarding Lead) to reflect the return of more pupils - Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are	Meetings, with external agencies to continue remotely via online methods ie., Teams Ensure that the school are compliant with the latest version of keeping children safe in education and any other guidance relating to Covid 19 Visitors to be asked to wear a face covering upon entering the school site.Encourage visitors to scan the QR code	GW to review the addendum following Government guidance

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
		appropriate, and agencies and services should prepare to work together to actively look for signs of harm.		
2.14	**Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school**	**Catering** - We expect that kitchens will be fully open from the start of the autumn term - School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19)	Breaktime - have staggered breaks to allow purchase of food from the canteen and to limit mixing of groups. Compulsory hand sanitising on entry to the canteen All food to be purchased through the canteen. Students to be supervised using a queuing system. Staff on duty must ensure the correct year group is going in to the canteen. One year group at a time should be in the dining hall. All food to be eaten in the dining hall, marquee or on the seating outside. The existing cashless system will be maintained. Money to be added online - revaluation units to be taken out of use Lunchtime - food can be purchased in the dining hall and must remain there to eat Sanitising of biometric machine and always between bubbles by catering contractor	To continue with the timetable for staggering lunch and break times. Sanitising Parents to be advised

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			The tables and the seating in the dining hall to be sanitised between year group bubbles.	
2.15	Risk: Spreading infection due to the school environment	Estates - We do not consider it necessary for schools to make significant adaptations to their site to enable them to welcome all children back to school - It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe - Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.	There should be adequate airflow in all rooms. The new build allows for the opening of windows; tilt option is the preferred method The main school building operates on a heat recovery system and therefore continually draws on fresh air - it is not recirculating air.	Site team to change classroom layouts Review classrooms without windows to assess ventilation alternatives e.g. door open
2.16	Risk Spreading infection due to excessive contact and	Educational visits - The current guidance advises against all	Suspend all educational visits for the spring term and this will continue until further notice.	

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
	mixing between students	educational visits at this time. this guidance will be kept under review		
2.17	Risk: Spreading infection via clothing	**School uniform** - It is for the **governing body** of a school to make decisions regarding school uniform. - We would, however, encourage all schools to return to their usual uniform policies in the autumn term. - Schools should consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures	Normal school uniform will be worn. Where there are shortages of uniform supplies, families will be supported on an individual basis. On the day students have PE, they will be asked to come to school in their PE kit to prevent changing and using the changing rooms. If cold, students can put on the rugby top or wear their blazer over the top of the PE top. Within PE there will be a suspension of loaning of PE kit. Students with uniform concerns will be brought to the attention of the HOY via the tutor. No loaning of school uniform in adhoc circumstances but may be able to support with long term issues.	
2.18	Risk: Spreading infection due to excessive contact and mixing between students	**Extra-curricular provision** - Schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term	A provision of after school activities is currently being reviewed which will include revision and debating. This will be regularly reviewed in connection with DH, Site Manager.	MF has set up a procedure for PP breakfasts which will continue in the spring term

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
		- Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups. - Schools can consult the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak as much of this will be useful in planning extra-curricular provision. This includes schools advising parents to limit the number of different wraparound providers they access, as far as possible.		

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
3.		**Curriculum, behaviour and pastoral support**		
3.1		The key principles that underpin advice on curriculum planning are: ● education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life. ● the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment. ● remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.		
3.2		Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content	A broad and balanced curriculum will be provided through effective deployment of Year group bubbles Subject leaders will reprioritise their curriculum to cover the most important topics first, build confidence, create routines and foster a sense of normality Risk assessments have been created to allow for food practical lessons to take part for Year11. This forms part of their non exam assessments. A risk assessment has been created to allow for barefoot dancing for Year11 students to support their exams in the autumn term. This has been created in conjunction with the exam board.	Amended curriculum plans to be available to share on our website
3.3		Aim to return to the school's normal curriculum in all subjects by summer term 2021.	This will be established from the outset	

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
3.4		Plan on the basis of the educational needs of pupils	Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene - catch it, bin it, kill it. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene - catch it, bin it, kill it.	
3.5		Develop remote education so that it is integrated into school curriculum planning	A blended approach between live lessons, Oak National Academy, GCSE Pod, pre recorded and online learning resources will be available for students in the event of a national or local lockdown. Plans will be put in place in the event of a year group being sent home to isolate. Resource based lessons will be available for those that are shielding or self isolating. These will be loaded onto SMHW before 9am the following day Remote Learning Guidance policy shared with staff and Governors. Staff gave feedback and has since been amended by MSt. This details scenarios of staff being absent due to Covid.	

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
3.6		For pupils in key stage 3, the curriculum should remain broad from year 7 to year 9 so that the majority of pupils are taught a full range of subjects over the year, including science, languages, humanities, the arts, physical education/sport, religious education and relationships, sex and health education. For pupils in year 7, it may be necessary to address gaps in English and Maths by teaching essential knowledge and skills from the key 2 curriculum	A broad and balanced curriculum will be provided through effective deployment of Year group bubbles

Subject leaders will reprioritise their curriculum to cover the most important topics first, build confidence, create routines and foster a sense of normality

Contact local primary schools to develop a greater understanding of pastoral and academic progress for transition prior to arrival in September 2021 | |
| **3.7** | | As with earlier key stages, it is likely that pupils in key stage 4 will need extra support to catch up on the content that they have missed | National Tutoring Programme will be utilised.

Covid-19 support guide for schools

Subject leaders will reprioritise their curriculum to cover the most important topics first, build confidence, create routines and foster a sense of normality

Any content that has been missed will be interleaved during lesson time throughout the academic year. Diagnosis, Therapy and Testing model will also be used as a method to personalise revision to plug specific gaps in knowledge and skills. | LM has been leading on the NTP programme for core subjects starting with Year11. Other year groups now becoming involved. Also other interventions are in place and will be in place using the catch up funding. |

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			Intervention coordinator to be in place to identify key students and provide appropriate support	
3.8		In exceptional circumstances, it may be in the best interests of a year 11 pupil to discontinue an examined subject. Such decisions should be taken in discussion with pupils and parents and informed by ongoing assessment of a pupil's progress and wellbeing	This will only take place in exceptional circumstances in liaising with parents, HOY and key professionals including LM Review our Option Plus programme with individual students and parents - action has been taken.	
3.9		Schools are expected to review any plans for early entry among year 10 pupils in summer 2021	Current plans are for certain units of work for BTEC, OCR and WJec to be completed in Year 10 as normal along with certain identified students to complete the English Literature exam	Check ELit entries with ESt
3.10	**Risk: Spreading infection due to excessive contact and mixing between pupils and staff in lessons**	**Music and other subject areas** Schools should consider how to reduce an additional risk of infection where pupils are playing instruments or singing in small groups such as in music lessons. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles or school assemblies	Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments), and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.	AR to liaise with BH Dept risk assessments to be reviewed and updated in line with subject specific guidance

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
			Staff should observe social distancing where possible.	
3.11	Risk: Spreading infection due to excessive contact and mixing between pupils and staff in lessons	**Physical activity in schools** - Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. - Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, - Schools are able to work with external coaches, clubs and organisations for curricular and extracurricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures	For physical activity, this will be determined by the Head of Dept in line with the guidance from national governing bodies. outdoor sport will be prioritised and where this is not possible larger indoor spaces will be utilised. The wearing of face coverings is not recommended during these lessons Students expected to attend school in their PE kit on the day they have PE to avoid the need of changing. Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from students and other staff as much as they can (ideally 2 metres apart). This won't always be possible, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.	JG to review current guidance from national governing bodies to allow the correct activities/sports to be carried out

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
3.12		**Catch-up support** - Whilst headteachers will decide how the money is spent, the Education Endowment Foundation has published guidance on effective interventions to support schools. For pupils with complex needs, we strongly encourage schools to spend this funding on catch-up support to address their individual needs.	Covid-19 support guide for schools We will use the guidance to prioritise how this funding is spent Students will be identified for tutoring as part of the NTP	
3.13				
3.14		Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to: ● support the rebuilding of friendships and social engagement ● address and equip pupils to respond to issues linked to coronavirus (COVID-19) ● support pupils with approaches to improving their physical and mental wellbeing	Student and parent surveys will be resent to gain an understanding in how we can support our students on their return Identification of key students that may require additional support Extended tutor time for year groups	Check readiness of delivering the wellbeing focus in the RSHE curriculum with GH

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
3.15		Schools should also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. Schools should also consider the support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school.	A pastoral programme will be developed by HOYs to support the return for students	
3.16		Schools should consider how they are working with school nursing services to support the health and wellbeing of their pupils; school nursing services have continued to offer support as pupils return to school	The school nurse will commence her service. This will be on a Thursday and she will remain in zone areas for the relevant KS4 year group. KS3 have access remotely and locations set up when needed	GW to check with replacement nurse
3.17	**Student behaviour puts people at risk**	**Behaviour expectations** - Schools should consider updating their behaviour policies with any new rules/policies, and consider how to communicate rules/policies clearly and consistently to staff, pupils and parents, setting clear,	Behaviour policy and procedures to be reviewed Review risk assessments relating to individual behaviour for any students with known patterns of misbehaviour which involve not following instructions. Social distancing to be strictly maintained within the IE room due to the possibility of	To be completed including behaviour stages, IE room procedures GW to liaise with staff

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
		reasonable and proportionate expectations of pupil behaviour. - Schools should set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking - the rules and how they will enforce those rules including any sanctions.	students arriving from different year group bubbles. Our capacity for managing poor behaviour in the IE room will be more challenging due to government guidelines on social distancing and we may seek parental support in adapting our practice The operation of IE will be reviewed on a daily basis according to numbers of students and behaviour incidents IE staff on a rota to ensure full coverage over lunchtimes	

4. Assessment and accountability

| 4.1 | | **Exams**
Consideration should be given to pupils in KS4 so that they will be able to catch up and be prepared for their next stage in education, training or employment.

Following recent guidance issued by the DfE, a steering group will be meeting imminently to formulate a plan to best support our students this summer. This will be communicated with parents and students as soon as this is practicable.

Performance tables are suspended for the 2019 to 2021 academic year, and no school or college will be judged on data based on exams and assessments from 2020 | | |

5. Contingency planning to provide continuity of education in the case of a local outbreak

| 5.1 | | **Contingency plans for outbreaks** | | |

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
		Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we expect schools to have the capacity to offer immediate remote education		
5.2		**Remote education support** In developing these contingency plans, we expect schools to: ● use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked to the school's curriculum expectations ● give access to high quality remote education resources ● select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use ● provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access ● recognise that younger pupils and some pupils	A blended approach between live lessons, Oak National Academy, GCSE Pod pre recorded and online learning resources will be available for students in the event of a national or local lockdown Resource based lessons will be available for those that are shielding or self isolating Google Classroom can be used as a way of sharing resources for teaching groups Google Meet is the online platform to deliver live lessons. A link will be shared on showmyhomework. Google Meet may also be used at times when a large group of students are off self isolating whilst face to face teaching is continuing. Showmyhomework is our platform for homework which also includes classwork when we will have to flip to remote education Zoom to be used by staff when self isolating at home. They are able to deliver the lesson remotely whilst another member of staff is facilitating the lesson Parents to liaise with the school if their child has no access to online platforms and the	

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
		with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.	school will make suitable arrangements to support the child's learning	
5.3		When teaching pupils remotely, we expect schools to: ● set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects ● teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject ● provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos	A remote education timetable will be created and shared if remote learning is to be commenced. This timetable will reflect their current subject allocation. To review our procedure in how we give feedback for students during remote learning We will make adaptations to our teaching and learning principles in light of remote learning. Staff to make themselves familiar with the teaching and learning guidance document.	

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
		• gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work • enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding • plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers		
5.4		We expect schools to consider these expectations in relation to the pupils' age, stage of development and/or special educational needs, for example where this would place	We will not be using long term projects to cover online learning <mark>or long internet research tasks.</mark> We will liaise directly with families of children with SEND to find better ways of supporting them at home.	

	Risk	Guidance Requirements	Controls/ Mitigation procedures in place	Actions remaining
		significant demands on parents's help or support. We expect schools to avoid an over-reliance on long-term projects or internet research activities.		