

# Braywood CE First School Covid 19 Risk Assessment Read with 'Keeping Safe'



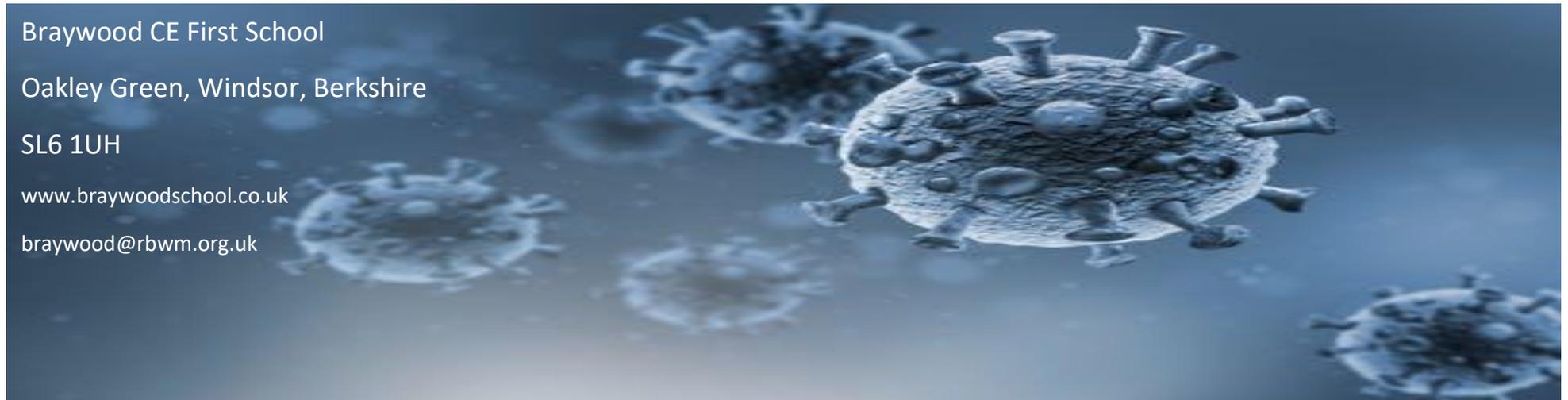
Braywood CE First School

Oakley Green, Windsor, Berkshire

SL6 1UH

[www.braywoodschool.co.uk](http://www.braywoodschool.co.uk)

[braywood@rbwm.org.uk](mailto:braywood@rbwm.org.uk)





**Planning and Risk Assessment for opening school from March 2021 onwards**

<b>Who is at Risk?</b>	Pupils, Staff, Pupils and Pupils' families
<b>General principles</b>	<p>Braywood has a legal obligation to protect all stakeholders. Following this risk assessment will help mitigate the risks of contracting coronavirus. The organise of the school is in light of Government advice and happens on a day- to-day basis including H &amp;S checks throughout school, monitoring and acting on Govt updates and general review with all staff of our policies and procedures.</p> <p>The school will operate as usual and upholds all health and safety, equality and safeguarding principles that are outlined in our policies. During lockdown our site will open on our site for the vulnerable and children of key workers and provide a wide range of remote learning opportunities. At the heart of this process with the emotional wellbeing of all. The deployment of staff will be fair and transparent, and we will provide pen and transparent correspondence to all stakeholders.</p> <p>This risk assessment will help our school get back to more normal school procedures.</p> <p><b>Covid specifics</b></p> <ol style="list-style-type: none"> <li>1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.</li> <li>2) Keep occupied spaces well ventilated.</li> <li>3) Ensure face coverings are used in recommended circumstances.</li> <li>4) Ensure everyone is advised to clean their hands thoroughly and more often than usual.</li> <li>5) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it' approach.</li> <li>6) Maintain enhanced cleaning, including cleaning frequently touched surfaces often</li> <li>7) Consider how to minimise contact between adults and maintain social distancing wherever possible.</li> <li>8) Promote and engage in asymptomatic testing.</li> </ol>
<b>How can the hazards cause harm?</b>	Illness, Covid 19 outbreak and potential mental illness
<b>Accountability</b>	Risk assessments and other health and safety advice for children and staff in light of recent government advice, identifying protective measures are found below.

## Health and Safety

	Action	How	Role/ Name	Other contacts	Notes
	<p><b>Minimising infection</b></p> <p>Approach tightened in light of new variant.</p> <p><b>More detailed information in KEEPING EVERYONE SAFE</b></p>	<p><b>There are a range of procedures which tighten or reduce depending upon which tier the school finds itself. We are now in Tier 4.</b></p> <p><b>The Government have advised schools that all contact tracing will be through the NHS Trace and Trace systems.</b></p> <ul style="list-style-type: none"> <li>• Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school setting</li> <li>• All staff wearing face shield as optional.</li> <li>• Staggered procedures at beginning and end of the day and encourage parents to socially distance.</li> <li>• Ensure adequate PPE (gloves, sanitizer, masks, aprons) in case of child being ill.</li> <li>• Cleaning hands more often than usual (20 second rule) – on arrival, after break, before lunch, after lunch, at home.</li> <li>• Hand Sanitizers available in the entrance, and containers in every classroom/toilet area. Staff supervision of handwashing as duty of care.</li> <li>• Tape/tables used throughout the school in strategic areas to encourage social distancing i.e. office, communal areas</li> <li>• Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach(posters)</li> <li>• Outside classrooms and window open around the school.</li> <li>• Limit children/staff taking things to and from home               <ul style="list-style-type: none"> <li>- Children using cloakrooms</li> <li>- Staff to keep personal belongings in cupboards and care taken if making tea and coffee. All cups in the dishwasher</li> <li>- No tea towels etc we are using disposable ones.</li> </ul> </li> </ul>	SC and all staff	<p>Public Health England</p> <p>NHS</p> <p>Government guidance</p>	<p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a></p> <p>Sent to all</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings?utm_campaign=1880973_Coronavirus%20email%20to%20members%20-%207%20April&amp;utm_medium=email&amp;utm_source=National%20Association%20of%20Head%20Teachers&amp;dm_i=30T7,14BD9,1GAR56,3XRCX,1">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings?utm_campaign=1880973_Coronavirus%20email%20to%20members%20-%207%20April&amp;utm_medium=email&amp;utm_source=National%20Association%20of%20Head%20Teachers&amp;dm_i=30T7,14BD9,1GAR56,3XRCX,1</a></p>
	<p><b>Lateral Flow Testing &amp; Vaccine</b></p>	<p>We have been supplied with lateral flow device (LFD) test kits to self-swab. Staff have been asked to take their test kits home and carry out the test twice a week.</p> <p>The LFD test will give a result in around 30 minutes. Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff should also share their result with their school to help with contact tracing.</p>			<p><a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-</a></p>

	<p>Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school or nursery in person, although participation in testing is strongly encouraged. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.</p> <p>Every staff member has agreed to test themselves twice a week and report the results back to the office. Everyone has been trained.</p> <p>Each member of staff reports the result on the Government site at <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></p>			<a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</a>
<b>Anyone displaying symptoms</b>	<ul style="list-style-type: none"> <li>• If anyone has a cough/temperature/feels unwell at school, they must be sent home. They will need to self-isolate for 10 days, or until tested negative.</li> <li>• If a child is waiting to be collected, they should be brought to the office or preferably just outside.</li> <li>• If this child/adult needs to go to toilet before being collected, they should use the toilet in Year 1 which is not being used, then it will be disinfected.</li> <li>• PPE should be worn by staff working with children displaying symptoms.</li> <li>• When parent collects child, parent will be encouraged and given information on how their child can be tested.</li> <li>• If a child or adult shows symptoms and tests positive for CoVid-19, then the whole group (including the adult) that the children was in must be sent home and they must self-isolate for 10 days. The areas being used by these children will not be used for 10 days.</li> <li>• If other cases are then also confirmed at the school, then Public Health England will advise the HT/school on next steps/possible closure.</li> </ul>	SC and all staff	National Health Organisation	<p>Follow Government guidelines that everyone can be tested at local centres or by ordering a kit through the post.</p> <p><a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></p>
<b>Hygiene</b>  <b>More detailed information in KEEPING EVERYONE SAFE</b>	<p><u>Cleaning and minimising infection</u></p> <ul style="list-style-type: none"> <li>• The school has been thoroughly cleaned and wherever possible children will be taught outside to minimise cleaning issues.</li> <li>• We have checked Government guidelines and have processes are in place for cleaning during the day including hygiene. Kitchen has been deep cleaned.</li> <li>• Organisational aspects have been discussed with staff, used emails, text and the website to communicate. Reminders about distancing, guidance on handwashing and hand sanitiser facilities has taken place and will be reinforced in June in these small groups.</li> </ul>	SC and all staff  Cleaners	DFE guidance  National Health Organisation	<p><a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></p>

	<b>Food Preparation</b>	<p>The children are encouraged to bring in a mid-morning snack as no fruit or milk is being provided. We will encourage parents and children to take a school prepared hot meal and thus reduce external items from being brought into school i.e., lunchboxes.</p> <ul style="list-style-type: none"> <li>• The school will offer school dinners in divided and covered, 'grab bags' These containers will be taken to the class bubble.</li> <li>• The children will eat in their bubbles in the school dining hall.</li> </ul>		Caterlink Risk Assessment	<b>School Meals:</b> <i>School kitchens will continue to operate, and will comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a></i>
10	<b>Health and Safety checks incl Visitors</b>	<p>We regularly carry out Health and Safety checks of all areas of the school, including the outdoor space.</p> <ul style="list-style-type: none"> <li>• Continue the H&amp;S policies including flushing for Legionella has continued through this period. We have been regularly flushing the system and the water system has been checked by a water treatment specialist.</li> <li>• We have access to hand washing facilities, refilled hand sanitisers etc. All staff have been briefed and asked to be vigilant.</li> </ul> <p><u>Visitors</u></p> <ol style="list-style-type: none"> <li>1. All visitors need to be pre-arranged appointment to ensure that they are conducted safely</li> <li>2. Checked on arrival that no COVID-19 symptoms are present</li> <li>3. All visitors to wear face coverings if in enclosed areas</li> <li>4. Office to sign in all parents to reduce paper and pen contamination</li> <li>5. Temperature to be taken on arrival if concerned</li> <li>6. Parent/s to wash hands/ use sanitizer at door inside reception door</li> <li>7. Keep 2 meters apart and sit side to side</li> <li>8. Any hard seating or tables used should be cleaned before and after</li> </ol>	SC and all staff	Safety contractors' visits	<a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a>
	<b>Changes and risks to reintroducing shared equipment or curriculum provisions</b>	<p><u>New systems in place to reintroduce shared equipment</u></p> <ul style="list-style-type: none"> <li>• Cloakrooms – We are returning to coats in cloakrooms etc but this will be managed in small groups.</li> <li>• Snacks will be reintroduced and prepared by staff. All staff understand key hygiene principles</li> <li>• Trips will resume (especially outdoors) and coaches from November 2021. Virtual trips will continue as usual</li> <li>• Staff meetings will be a combination of face-to-face and virtual.</li> <li>• Shared equipment regularly cleaned including PE equipment.</li> <li>• Class meetings, parent meetings will all be outside or in the hall which is well ventilated.</li> </ul>			

## Safeguarding Pupils (if we have another lockdown or if a child has to isolate due to Covid)

	Action	How	Role/ Name	Other contacts	Notes
23	<b>Support for vulnerable families including Social Services</b>	Braywood will make contact with the parents of all our vulnerable children and encourage them to attend school. If vulnerable children and young people do not attend, we will: <ul style="list-style-type: none"> <li>work together with the local authority and social worker to discuss their concerns considering the child's circumstances and their best interests</li> <li>work together range of support organisations to offer as much support as possible</li> </ul>	SC / CC and all staff	LA services Charities e.g. Dash  Local Offer Social Services and MASH	See website for safeguarding policy  <a href="https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19">https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19</a>
24	<b>Support for children with EHC Plan</b>	The discussions will focus on the welfare of the child and ensure that the child is able to access appropriate education and support while they are at home. <ul style="list-style-type: none"> <li>Work with SEND department and families to identify what provision can be reasonably provided to assist EHCP pupils.</li> <li>Decide which member(s) of staff and professionals who will be the single point of contact for parents and communicate this to parents.</li> </ul>	SC	LA services including SHINE, EP, SALT	
	<b>Support for 'catch-up' groups</b>	There is a programme of 'catch-up' across the whole school and a specific programme in place for vulnerable pupils Remote learning and virtual lessons are still available for pupils who are isolating.	SC		
7	<b>Support for Pupil Premium</b>	Encourage as many as these pupils to attend school. All PP pupils have been allocated £15 a week through Government system on Edenred. 50% of PP already attended school. In June more to be invited into school.	SC and all staff	Parents	<a href="https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance">https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance</a>
25	<b>Mental health and well-being of all pupils</b>	Plan positive mental health and wellbeing learning opportunities to support either the pupil's transition back to school or whilst they are on lockdown. <ul style="list-style-type: none"> <li>Plan and prepare a collection of signposting opportunities to share with families if needed e.g. Bereavement advice, financial advice etc.</li> <li>Plan learning opportunities to support pupil's transition back to school, e.g. support for mental health and well-being, bereavement advice if appropriate, learning expectations, information about routines etc.</li> <li>Regular communication with staff and parents. Head and Chair of Governors to conduct surveys. Set up systems so that staff can talk to key members of staff whilst on lockdown.</li> <li>Identify key families who may need extra support if possible, including ELSA.</li> </ul>	SC and all staff  'Supporting the Emotional Well-being of C&YP on their Return to School'	Borough well-being contacts  RBWM Wellbeing team support	<a href="https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing">https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing</a>

## Curriculum, Behaviour and Pastoral Support (if we go into another lockdown)

	Action	How	Role/ Name	Other contacts	Notes
	<p><i>The key principles that underpin our advice on curriculum planning are:</i></p> <ul style="list-style-type: none"> <li><i><u>education is not optional</u>: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</i></li> <li><i>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.</i></li> </ul>				
	<b>Staffing</b>	<b>Staff Wellbeing</b> Our HT, Governing board and SLT have regard to staff (including the HT) work-life balance and wellbeing. <ul style="list-style-type: none"> <li>to share the Risk Assessment and agreed measures have put in place</li> <li>Ensure staff are aware and understand any social distancing plans</li> <li>Ensure PPE use is appropriate in accordance with national guidelines</li> <li>Staff are informed of the symptoms of possible coronavirus infection</li> <li>Staff use due care and attention &amp; observe safe working methods</li> <li>Meetings to have work-life balance and wellbeing as an agenda item.</li> <li>Review of existing practices for workload and work hours. All staff to agree the deployment of human resources including lockdown and ‘catch-up’ interventions. Avoid unnecessary burdens</li> <li>Wellbeing events throughout the year such as Christmas Party</li> </ul>	All staff		The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.
	<b>Share information</b>	<b>Parents</b> Parents will normally be contacted through e-mail. The school website and Twitter account will also be used. <ul style="list-style-type: none"> <li>Updates to Risk Assessment.</li> <li>Regular updates to school organisation</li> <li>Regular newsletters and weekly emails from Headteacher</li> <li>The teachers weekly school emails are shared with parents. Zoom may also be used for communication and all meetings i.e. staff/ TA meeting.</li> </ul>	Teachers		
	<b>Absence</b>	We will encourage as many children as possible to return by having small classes and very safe procedures. Government will be issuing new codes when the schools get back in June. No parent can be penalised for not attending school during June and July and no school can be accountable if there is a fall in their admission numbers.	JL	Educational Welfare Officer	Take advice from EWO team

2	<b>General School Organisation</b>	<p><u>Office</u></p> <ul style="list-style-type: none"> <li>• Office staff will stand outside every morning</li> <li>• Letter, text and/or email with information about the organisation in school e.g. where/when parents can drop off/collect their child/ren and what they need to bring to school has been regularly circulated.</li> <li>• Update website/eschools if applicable and share information about which learning/welcome spaces will be open.</li> <li>• Governors updated every week. Email and video conferencing to share opinions.</li> <li>• Photocopier wiped after use.</li> <li>• Registers will be taken using paper copies until the DfE provide new codes. Vulnerable pupils still need to be recorded and the LEA and DfE want to be communicated of these levels.</li> </ul> <p><u>Collection and dismissal of children</u></p> <ul style="list-style-type: none"> <li>• Parents come into the playground and children are dismissed one at a time through a staggered system.</li> <li>• Braywood Extra supports this system</li> </ul> <p><u>Visitors and external contactors</u></p> <ul style="list-style-type: none"> <li>• Parents ring the buzzer and speak through the communication systems. Late equipment or deliveries are left on the doorstep.</li> </ul>	Teachers	Parents  Welfare Officer	<p>Teachers are in daily communication with all parents.</p> <p><a href="https://www.gov.uk/government/publications/school-attendance">https://www.gov.uk/government/publications/school-attendance</a></p>
12	<b>School Site and use of outdoor classrooms</b>	<p>Classrooms have been cleared and tables set out accordingly. There is access to drinking water, facilities for hand washing, and access to hand sanitiser if appropriate. (see below)</p> <ul style="list-style-type: none"> <li>• Unnecessary items in classrooms should be removed and stored elsewhere in the school. Specified toys and play/PE equipment should not be used by other groups</li> <li>• Doors propped-open, and rooms need to be well ventilated. Windows open. Toilets windows open and regularly cleaned</li> <li>• Wherever possible use outdoor classrooms</li> </ul>	SC and all staff  Cleaners	DFE guidance	<p><a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a> Sent to all</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>

5	<b>Policies and procedures</b>	<p>Communicate policy and procedures to staff and Governors through weekly 'catch-up' meetings with HT, weekly virtual staff meetings, whole staff virtual meetings and emails.</p> <p>Updated Staff/Governors with policies such as -</p> <ul style="list-style-type: none"> <li>• Covid-19 Policy &amp; Risk Assessment Procedures (on website)</li> <li>• Confidentiality Policy (procedures as normal)</li> <li>• Safeguarding and Child Protection (new on website)</li> <li>• Data Protection Policy (procedures as normal)</li> <li>• Updates from the DFE and guidance from the Public Health England 2020 (update by DfE daily)</li> <li>• Arrangements for the return of pupils and parents on risk assessment, daily communication of teachers and in regular update messages from Headteacher</li> </ul>	HT communications, eschools and page on website	LA Ras	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>Specific area on the website for Covid 19</p> <p><a href="https://braywood-ce.eschools.co.uk/web/pupils/36211">https://braywood-ce.eschools.co.uk/web/pupils/36211</a></p>
6	<b>Finance and HR</b>	<p>Continue to claim for additional expenses especially staff, rents and additional PPE/cleaning materials if available</p> <p><u>Recruitment</u> Essential recruitment will operate remotely i.e., interviewing and all legal requirements for pre-appointment checks will continue to be met. All salaries are being paid as usual. ASC has been put on hold at the moment.</p>	Bursar & HT	DFE guidance	<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020">https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020</a></p>
28	<b>Teaching and Learning</b>	<p><u>Child Wellbeing</u> Staff awareness that some pupils may be exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks during this pandemic.</p> <ul style="list-style-type: none"> <li>• Plan opportunities for pupils to share their thoughts and feelings with members of the school community.</li> <li>• Nurture opportunities, Playtime &amp; lunchtime support</li> <li>• Pastoral care and support in place including Assembly Plan</li> <li>• Emphasis on transition, mental health and assessment for all pupils and our Catch-up groups</li> </ul> <p><u>Curriculum</u> We have agreed learning priorities on a day -to-day basis with a sequence of lessons. Home learning procedures in place and daily communication with the teacher.</p> <ul style="list-style-type: none"> <li>• Catch up groups started in October and children attended school from 8am in the morning. This will be maintained through lockdown virtually.</li> </ul>	<p>SC and all staff</p> <p>Nurture / ELSA team</p> <p>HT attends LEA training on wellbeing</p>	<p>LEA MASH</p> <p>EP</p>	<p><b>Well- Being:</b> <a href="https://www.gov.uk/guidance/teaching-about-mental-wellbeing">https://www.gov.uk/guidance/teaching-about-mental-wellbeing</a></p> <p>additional help or support, e.g., with stress, fear, trauma and bereavement - <a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a></p> <p>Some advice here <a href="https://www.evidenceforlearning.net/recoverycurriculum/">https://www.evidenceforlearning.net/recoverycurriculum/</a></p>

		<ul style="list-style-type: none"> <li>• Library and reading books - these will be used in groups and left for a few days before handled by staff members</li> <li>• ICT equipment – will be wiped once used using specific hardware wipes for keyboards</li> </ul> <p><u>Educational Visitors and trips</u>  Where outside agencies need to visit school for a particular child, the visitor protocol will be followed along with further measures such as observing a child at the back of the classroom and/or wearing PPE in accordance with the agencies own risk assessment</p> <p>If an educational specialist cannot meet virtually, the school will allow visitors. Tables and chairs to be wiped down when lesson/assessment is complete in line with visitor protocol. Trips are cancelled due to the coach trips.</p> <p>Piano lessons, WSSP and Rock Steady follow the same guidelines staying in class bubbles. This is cancelled in Tier 4 and whilst in lockdown.</p>			
	<b>Remote Learning</b>	<p>Our remote education will cover Government guidelines. The content will be the curriculum that would normally take place in school. We use the shared platform of eschools and Google meet.</p> <p><u>The provision will include:</u></p> <ul style="list-style-type: none"> <li>• Daily communication of well sequenced work material to ensure clarity and progression of the learning process. Regular feedback on this learning.</li> <li>• Work is differentiated alongside the work instructions.</li> <li>• Daily platform for parents to speak to their teacher</li> <li>• Include recorded teaching explanations of the learning</li> <li>• A remote platform where children can see and talk to their teacher weekly.</li> <li>• A series of small online sessions where there is direct teaching on specific topics through Google meet</li> <li>• High quality support materials through Oak Academy, Active learn or BBC</li> <li>• Signposting to agencies providing additional support and the use of online tools that provide engagement such as RM reading books etc.</li> </ul> <p><u>Remote learning will be monitored by</u></p> <ul style="list-style-type: none"> <li>• Teachers monitor parental engagement. The school has ordered 5 laptops to support the remote access of low income and large families.</li> <li>• None of the material needs printing and there is a workbook provided for the children to use to record their work.</li> </ul>			<p><a href="https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice">https://www.gov.uk/government/publications/remote-education-good-practice/remote-education-good-practice</a></p> <p>See documentation online <a href="https://braywood-ce.eschools.co.uk/web/coping-with-a-pandemic/535412">https://braywood-ce.eschools.co.uk/web/coping-with-a-pandemic/535412</a></p>

		<ul style="list-style-type: none"> <li>All comments are directed to the headteacher so that she can monitor parental concerns.</li> <li>SEND concerns will be addressed through lockdown by the Senco, EP, SALT, SHINE and TA staff with specific knowledge. Catch up groups will continue remotely to maintain the pace of learning.</li> </ul>			
	<b>Behaviour</b>	<ul style="list-style-type: none"> <li>Pupils are encouraged and re-assured about their own safety</li> <li>Updated 'Principles for Behaviour during Covid 19' to reflect the new rules and routines including social distancing</li> <li>Updated documents to be shared with parents via newsletter and website.</li> </ul>			<a href="https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools">https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools</a>
16	<b>Assessments</b>	<p><u>National Tests</u> SATS, Y1 Phonics test have been cancelled but Reports children are continuing to be assessed as normal throughout this period. We follow Government guidance on writing reports to parents and the opportunity for them to comment if they wish. Parent's evenings are happening virtually.</p> <p><u>Ofsted</u> Ofsted will inspect schools – of any grade – where it has significant concerns about safeguarding or the quality of remote education being provided. Such concerns could be triggered by, for example, parents complaining about remote education directly to Ofsted.</p>	SC and all staff	Educational Standards	<a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a>
19	<b>Staff Appraisal</b>	<p>Continue to adhere to the School Teachers' Pay and Conditions Document (STPCD), which includes the requirement to ensure that all pay progression for teachers is linked to performance management.</p> <ul style="list-style-type: none"> <li>We will adapt performance management and appraisal arrangements to take account of the current circumstances and ensure that teachers are not penalised during the appraisal process</li> <li>Appraisals and performance management for support staff should be carried out in accordance with the employee's contract of employment. DfE does not specify pay or terms and conditions of employment for support staff. We shall have staff chats in June/July over the phone or virtual because there will be no real change to the staffing structures.</li> </ul>	SC and all staff	Union / national advice?	<a href="https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing">https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing</a>
	<b>New Learning</b>	<p>Build new ways of doing things into school systems e.g. in light of what may have worked well with home learning how might homework be done differently?</p> <p>No real change because a lot of curriculum is structured. There will be a series of 'catch-up' curriculum sessions, but staff are quite pleased with how hard our parents have been working at home</p>	SC, staff and Governors	LEA leads	

