



November 2020

Dear Parents

Every week I review and update our school's major risk assessment document as part of our ongoing arrangements for maintaining a high level of Covid-security at school whilst offering an excellent standard of education.

I do this on behalf of you, your children, their teachers and all members of our school community.

The risk assessment is always available for you to see on our school website. It is also reviewed by the Local Advisory Board at the school and by the Trust Board at Maiden Erlegh Trust.

I know that in school we are doing very well in balancing the need to keep our children safe, whilst at the same time offering them the education they deserve and the social interaction they need to thrive. I would like to reassure you that I am very pleased with the cleaning routines that are happening both before, during and after school. The children have been amazing at adapting to the situation and the progress gained by the children over the past few weeks has been a real pleasure to see.

Please continue to play your part to keep our school community safe by sticking carefully to your drop-off and collection times; by waiting outside the school in a distanced way, entering the site slowly and distanced from others and then leaving the school site and wider area quickly and without gathering.

As the risk assessment is nearly 30 pages in length, I have pulled out the key headings of each section with some additional key points from the document.

Key areas of the risk assessment:

- Transmission of COVID-19 virus in school setting – reopening school preparation, full attendance of students from September 2020.
- Minimising transmission of virus across the school setting by limiting contact with individuals who are unwell.
- The ability to ensure physical distancing between groups of children and staff as far as possible, and provide sufficient staff for operation.
- Minimising transmission of virus across the school setting at playtimes or when outside of designated area.
- Minimising transmission of virus in classroom settings.
- Minimising transmission of virus during Physical Education lessons.
- Minimising transmission of virus across the school setting by or to staff.
- Minimising transmission of virus across the school setting by minimising risk in wrap around care provision.
- Minimising transmission of virus across the school setting by minimising cross contamination from parents.
- Accessing school site at main school reception area.

- Minimising transmission of virus across the school setting by minimising cross contamination from parents.
- Potential transmission of COVID-19 in school environment through coughs and sneezes.
- Potential transmission of COVID-19 in school environment through touch points / surfaces / hand contamination.
- COVID-19 cleaning: Enhanced cleaning requirements.
- Student wellbeing - COVID-19 impact - including Safeguarding/Attendance & Behaviour.
- Non-attendance of clinically vulnerable pupils.
- Providing First Aid in a COVID safe way including safe use of PPE.
- Actions relating to a potentially symptomatic person.
- Staff wellbeing including workload consideration.
- Fire Drills / Lockdowns/ H&S compliance.
- Local Lockdown Actions due to Enforced School Closure.
- Preparedness for Ofsted visit.
- Use of Catch-up Funding.
- Recovery Curriculum and Gap Analysis.
- Increase risk of aerosol transmission through organised group singing.

Some highlighted information from the risk assessment

Minimising mixing and effective contact tracing:

- The school will aim to minimise contacts and mixing whilst also delivering a broad and balanced curriculum that enables pupils to make progress.
- The school will keep children from each phase of the school separate from each other. Phases are: EYFS, KS1, Lower KS2 and Upper KS2.
- The school will minimise mixing even further by operating an additional layer of separation: Pupils will typically be taught in class bubbles for the vast majority of the time. At times, in order to offer appropriate curriculum opportunities, pupils from different classes from within the phase may need to be taught together in another classroom.
- When this occurs pupils from each class will maintain, where possible (as room size allows / pupil groupings / necessary partner work etc.) a distance of 2m from pupils from other classes and 2m distance from any adult working with them from outside their pod. A record / seating plan is kept of these groups to support the school's tracing process.
- At break times phases will play in their own allocated areas of the playground / field.
- As an additional precaution classes within phases are kept separate at playtimes – if classes are allowed to play together (potentially due to reduction in staffing numbers due to pandemic) a record will be kept to assist with the schools tracing process.
- A site plan clearly indicates the designated play areas for classes and all staff have had awareness training.
- Staff will enforce our corridor code to keep travelling classes separated: walk on left of corridor spaces.
- Classes may pass in corridors, but if this can be avoided it should be (brief passing in a corridor is low risk).

Ventilation and use of open-air spaces:

- Class Teachers/TAs to:
 - Open windows and skylights each morning before pupils enter the building.
 - Close windows and skylights at the end of each day.
 - Keep windows and skylights open (skylights to close in rain).
 - Wear appropriate clothing to keep warm during colder months as classrooms will remain ventilated.
 - Open allowable doors to avoid repeated touching of handles and aid ventilation.
- Site staff to ensure windows are opened by staff by conducting check at 9am daily and by monitoring throughout the day.
- Site staff to provide fire door guards on request to allow fire doors to stay open without compromising fire safety regulations.

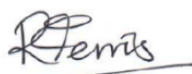
Minimising transmission of virus across the school setting by or to staff:

- Staff are allocated to class bubbles in which they spend the majority of their time.
- Where possible staff will work within their phase, if this is not possible due to staffing shortages staff may work in different phases to allow the school to remain open to pupils.
- Teachers and Teaching Assistants are able to work across the school in order to provide education to the pupils.
- It is recognised that staff will be unable to maintain a 2m distance from pupils in the class / phase.
- Staff will make every effort to maintain a 2m distance from colleagues outside of their bubble and make every attempt to minimise contact with class colleagues.
- Staff will make every effort to maintain a 2m distance from pupils outside of their phase where possible, through in their role this is not always possible, records of close contact will be recorded by staff to support the schools tracing process.
- Lunchtime staff are allocated to a class group where they can provide closer support if needed.

Once again, thank you all for your continued support of the measures we are taking to keep our school community as safe and secure as possible.

Together we must continue to work together to ensure our COVID risk assessment is fit for purpose. If you have any questions or feedback, please get in touch with me via the school office: ghpsoffice@maidenerleghtrust.org

Yours sincerely



Richard Ferris
Headteacher