



Colnbrook Primary School
Risk assessment for expansion during Covid-19
A summary of the risk assessment for parents

Hello and good morning

We are really looking forward to welcoming our pupils, your children back. I expect you can imagine, just how hard we are all working to make sure that we rigorously plan our return. We have had to look at how we do this that balances the wellbeing needs of our children and their safety. I am sure you want to hear that we take the safety of everyone here at Colnbrook very seriously. Therefore, we also, need your help because, there are many aspects that must be adhered to, otherwise all that hard work is undermined and we are no longer operating safely.

A detailed risk assessment is attached for your information, however, below is a summary of the main aspects of the safety plan.

We have identified that the following needs to be in place, before we open the school to a wider number of children:

- A member of the SLT will always be on site
- A DSL will be on site or available
- No supply staff will be used
- Where insufficient staffing is available the group will close
- Where insufficient staffing becomes unmanageable the school may need to close
- All rooms should be made ready for opening, surfaces clear, unnecessary items and soft furnishings boxed, labelled and stored
- Toilets cleaned at lunch time
- Toilet soap dispensers must be replaced or an alternative found so that children can wash their hands with soap freely
- In the event of toilet blockages or problems that prevent children or staff safely accessing toileting facilities, it may be necessary to close the school
- There must be a deep clean on a Friday

In order to ensure that the hard work of everyone is not undermined, we have redone the home school agreement and this must be signed by parents and child and the school before returning. Any actions that are taken by children or parents that undermine the agreement put others at increased risk. These breaches in agreement may result in your child not being able to return to school.

Area on risk assessment	Summary
Classroom organisation Requirements Organisation of the day Socially distancing	<p>School will open for pupils 4 days a week: Monday through to Thursday</p> <p>Each year group is divided into 2 groups – group a and group b – no group will exceed 15 pupils</p> <p>Every child and adult coming into school will have their temperature checked and they will be expected to sanitise their hands</p> <p>Each group has its own assigned room and adult – where possible this is with staff from that Year group or the year group above</p> <p>For our youngest children we have been able to keep children with an adult they will know well from the EYFS team, this includes year 1 pupils.</p> <p>Some group leaders will be TAs and some will be teachers. The teacher will be responsible for the oversight of both groups including planning the curriculum.</p> <p>The DFE have suggested that where we do not have enough staff to cover all the ‘bubbles’ we can use supply, however, we believe that having our own staff leading a group is a much better solution than using supply cover – we could not guarantee the same member of staff would turn up every day.</p> <p>Each group has its own assigned outside space</p> <p>Each group has its own assigned toilets</p> <p>Each group has its own start, end and lunch time. This ensures that we reduce the numbers of people coming to and from the school in one go. You must stick to these times that you are given, failure to do this puts others at risk and we may not be able to admit your child after or before their start time.</p> <p>We also expect you to bring your child or collect them from school so that you can monitor and ensure that your child is socially distancing on the way to and from school. Failure to do this puts others at risk and may result in a breach to the home school agreement.</p> <p>Uniform will be relaxed, however, we do expect it to be appropriate for school – this is to allow you to have enough clothing to replace their clothes every day to new, washed items</p> <p>Every group will have a personalised risk assessment that reflects the room makeup, the age and needs of the children.</p> <p>Rooms will be emptied of unnecessary items and furniture to allow teachers to appropriate space, chairs, tables, resources.</p> <p>Routines will include regular handwashing</p>
PPE	<p>People may choose whether they want to wear PPE (children and staff)</p> <p>Children must not share their PPE. Any misconduct of PPE will result in the parent being called to discuss appropriate action.</p>
Meals/ food/ canteen	<p>Lunches will be provided for all children and Staff to reduce the items being brought into school</p> <p>A picnic style finger food lunch will be provided</p> <p>A water bottle will be provided as part of the lunch but will be delivered to classrooms at the beginning of the day so that children can use them for water throughout the day.</p>
Hygiene	<p>Lidded bins will be provided</p> <p>Cleaning spray, cloths, wipes available in every group</p> <p>Hand soap and sanitiser available in every group</p>

	Cleaning will be increased as well as the usual clean at the end of the day, the cleaners will be in every lunch time and a deep clean will occur on a Friday.
Reducing virus transmission	No items are to be brought into school from home. Any child or staff member sent home will not be allowed on site for 14 days or they should get a test done. If the test is negative they are able to come back sooner than this. Because children will be in small 'bubbles' we are able to track and trace the spread of the virus more effectively than without these measures.
Pupil wellbeing	Teachers are planning a 'recovery curriculum' that will take into account the therapeutic needs that will need to be addressed. To reduce anxiety we will inform pupils prior to re-opening what group they will be in, which space, which adult and which doors they will be using. We will send photos of the group space and the adults in their group. We will ensure they know what time they will start and finish.
Curriculum	Teachers are meeting weekly, via zoom, to plan an appropriate curriculum for the returning pupils and those who will continue with home learning. The curriculum will contain core skills, but also focus on 'recovery' No marking will be carried out during this time. Pupils will be encouraged to take responsibility for their own self-assessment during this time.

I now ask you to consider the risk assessments and the conditions that I have outlined to you. I hope it provides some reassurance, and I hope it helps you form the difficult decision that you have been asked to make.

Parents of N R Yr1 and Yr6:

If you decide that you will send your child back, you are agreeing to the terms in the risk assessment and the home school agreement. I need you to email your child's class teacher in that email confirm that you do intend to send your child back and you are confirming your commitment to the home school agreement.

No child will be added to the registers unless this email is received.

Please send this email before 1st June. Then we can send you the return to school pack. This will include details of what group your child is in, who they are with and start and finish times. We will send a photograph of the room and the adult so that you can show your child and help them understand what school will look like when they return.

Parents of Yr2, Yr3, Yr4 and Yr5

At the moment, you are included in these emails for your information. I will ask the same of you when, we get notice that we are to open to further year groups.