

### RPHS Re-opening Action Plan

- Staff/students will be asked to remain at home if they or anyone they live with is experiencing coronavirus symptoms
- If a symptomatic person (staff or student) comes into school, they will be sent home immediately
- Anyone self-isolating with symptoms will be encouraged to access testing – the HR Manager can support colleagues with this – and all staff will be encouraged to sign up for ‘track and trace’ app
- If a student or staff member tests positive for coronavirus, the rest of the student group they have been with most recently will be sent home and advised to self-isolate for 14 days
- If other cases are detected at the school, the local health protection team from Public Health England will advise on the appropriate action to take

#### Students

Issue	Action	When	Where
1. Face to face support for Year 10 & Year 12	<ul style="list-style-type: none"> <li>▪ Student survey to identify those that intend to return w/b 15<sup>th</sup> June – only 25% in at any one time</li> <li>▪ Continue to target groups of students before EoT: EHCP/SW/critical workers/lack of engagement</li> <li>▪ Identify which subjects will be ‘taught’ based on student uptake</li> <li>▪ Students will work on paper: Year 10 stored in individual plastic wallets/Year 12 in subject files</li> <li>▪ Consider wellbeing support for students returning</li> <li>▪ Consider wellbeing survey for students who have not returned</li> </ul>	<p>1.6.20</p> <p>Ongoing</p> <p>15.6.20/22.6.20</p> <p>July</p>	Large classrooms/ spaces
2. Remote learning for KS3	<ul style="list-style-type: none"> <li>▪ Continue to upload tasks on SMHW</li> <li>▪ Identify staff for pilot group to ‘teach’ remotely using Microsoft Teams</li> <li>▪ Staff training</li> </ul>	<p>Ongoing</p> <p>1.6.20</p> <p>w/b 22<sup>nd</sup> June</p>	
3. Resources for Year 11 & Year 13	<ul style="list-style-type: none"> <li>▪ Send resources to Year 11 to prepare them for 6<sup>th</sup> Form study – monitor engagement of those students due to attend RPHS 6<sup>th</sup> Form</li> <li>▪ Send resources to Year 13 to prepare them for University</li> </ul>	Half term	
4. Vulnerable/Key worker group	<ul style="list-style-type: none"> <li>▪ Approx. 18 students attend daily (12 Access + 6 mainstream) – number expected to increase w/b 15.6.20</li> </ul>	Ongoing	Access Centre + ICT3

	<ul style="list-style-type: none"> <li>▪ Students will continue to attend from 9.30am and 2pm</li> <li>▪ Students will continue to have break (10.45am) and lunch (12.30pm) in the canteen</li> <li>▪ Staff rota to supervise students to continue: Access + 2 staff daily</li> </ul>		
5. Communication with families	<ul style="list-style-type: none"> <li>▪ Weekly letters (Friday)</li> <li>▪ Parent Mail</li> <li>▪ Surveys</li> <li>▪ Telephone calls to vulnerable/hard to reach families</li> <li>▪ Telephone calls to all students</li> </ul>	<p>Since 23.3.20</p> <p>w/b 20.4.20 - 18.5.20 - 15.6.20 - 6.7.20</p>	
6. Travelling to/from school – Safer Transport Campaign	<ul style="list-style-type: none"> <li>▪ Encourage students to walk or cycle to school rather than take public transport if possible (see survey results/HoY contact sheets)</li> <li>▪ If public transport is essential encourage students to only use it for the minimum time necessary and get off when they are in walking distance of the school</li> <li>▪ Face coverings will be mandatory on public transport w/b15.6.20 (these must be removed on arrival to school and kept in a plastic bag during the school day)</li> </ul>	1.6.20	
7. Attendance  <i>'You should encourage parents whose children have been invited in to call you each day if they are not coming in as normal, so you understand why and can discuss it with them if needed.'</i>	<ul style="list-style-type: none"> <li>▪ Acknowledge that some families will not send students in - students are <i>'encouraged and not compelled'</i> to attend</li> <li>▪ Follow up attendance from a welfare perspective; are students engaging with SMHW? Taking regular exercise? Keeping in touch with friends?</li> <li>▪ Consider structure and roles and responsibilities of Pastoral Team as 'hard to reach' numbers will grow</li> <li>▪ New codes as per DfE updated guidance</li> </ul>	<p>w/b 23.3.20</p> <p>w/b 8.6.20</p>	
8. Arrival at school	<ul style="list-style-type: none"> <li>▪ Students will enter the site from the Bushey Road entrance by 10am</li> </ul>	w/b 15.6.20	Main entrance: Bushey Road

	<ul style="list-style-type: none"> <li>▪ Markers on floor in playground at 2m intervals (like a socially distanced line up) where students stand on arrival (entrance gate to CR2)</li> <li>▪ Students will enter the building and remain in single file</li> <li>▪ Temperatures will be checked on arrival – 37.8 degrees maximum permitted temperature</li> </ul>		
9. Dismissal from school	<ul style="list-style-type: none"> <li>▪ Students will leave the site at 1pm – staggered exit managed by SLT</li> <li>▪ Students need to be brought down to the Bushey Road exit by their classroom teacher so that they leave school quickly and socially distanced from the other students in the group</li> </ul>	w/b 15.6.20	Main entrance: Bushey Road
10. Handwashing/hygiene	<ul style="list-style-type: none"> <li>▪ Students will wash their hands on arrival (Year 10: opposite Reprographics/Year 12: Sixth Form)</li> <li>▪ Students need to be encouraged/reminded to sanitise hands as frequently as possible throughout the day</li> <li>▪ Set up hand sanitising stations around the school e.g. by the main student entrances/in identified teaching spaces/at Reception</li> <li>▪ ‘catch it, bin it, kill it’ approach – students should sneeze/cough into a tissue and dispose of it immediately (double-bagged lidded bin)</li> <li>▪ Students should sanitise their hands after sneezing/coughing, preferably washing their hands again – SLT to supervise/call on radio</li> <li>▪ Supervision of toilets (on arrival/during short break 11.30am)</li> </ul>	w/b 15.6.20	Identified toilets
11. Movement around the school	<ul style="list-style-type: none"> <li>▪ Students will remain in one teaching space for entire time they’re in school</li> <li>▪ 2m floor markers in corridors (Main Building/Access/Sixth Form)</li> <li>▪ One-way system to be established</li> <li>▪ Students walk in single file</li> <li>▪ Displays placed in buildings stating 2m rule etc</li> <li>▪ SLT supervision/duties</li> </ul>	w/b 15.6.20	
12. Refreshments	<ul style="list-style-type: none"> <li>▪ Lunch will not be provided: students will bring in a bottle of water/fruit/snack to be taken in their teaching spaces at 11.30am</li> </ul>	w/b 15.6.20	

	<ul style="list-style-type: none"> <li>▪ Break/lunch will continue to be provided for vulnerable/key worker students in the KS3 canteen (10.45am &amp; 12.30pm)</li> </ul>		
13. Unwell individuals	<ul style="list-style-type: none"> <li>▪ First aider on site every day</li> <li>▪ If a student is unwell, they will be assessed in the medical room where PPE will be available (Government guidelines on use of PPE to be followed) – door and window open</li> </ul>	w/b 15.6.20	Medical Room
14. Student well-being & safeguarding	<ul style="list-style-type: none"> <li>▪ Well-Being questionnaire: completed the first day by students in attendance &amp; completed by all students by the EoT – information collated and actioned</li> <li>▪ Bereavement training completed by Pastoral Team</li> <li>▪ Mentoring/wellbeing sessions for students who have flagged as a concern/have had a bereavement</li> <li>▪ Awareness of students who have suffered bereavements: LFN has this information</li> <li>▪ Safeguarding protocols remain unchanged: DSL/DDSL on site every day</li> <li>▪ Safeguarding Policy to include new COVID-19 appendix</li> <li>▪ Staff to raise any concerns about WB with HoY/Pastoral Team</li> </ul>	w/b 15.6.20  w/b 1.6.20	
15. Uniform	<ul style="list-style-type: none"> <li>▪ Email parents about school expectations before we return – full school uniform – with reminders about regular washing of uniform</li> <li>▪ Telephone families of students that are arriving in incorrect uniform – students will be sent home</li> <li>▪ Supply uniform for those without correct uniform from 2<sup>nd</sup> hand supplies</li> </ul>	w/b 15.6.20	
16. Fire alarm	<ul style="list-style-type: none"> <li>▪ Staff accompany students out of the building in usual way</li> </ul>	w/b 15.6..20	Tennis courts

## Staff

17. Availability of staff – collate staff survey information	<ul style="list-style-type: none"> <li>▪ Staff only required on days they teach or are on the rota for vulnerable/key worker group</li> <li>▪ There will be 3 teams of staff going forwards: 1) those in school for face to face support/with vulnerable key worker group 2) those WFH and setting remote learning on SMHW 3) those in pilot group using Microsoft Teams to teach remotely – HoDs to identify the teams</li> <li>▪ All DfE and trade union guidance considered when risk assessing and planning to reopen – individual risk assessments to be carried out as appropriate</li> </ul>	1.6.20	
18. Staff audit	<ul style="list-style-type: none"> <li>▪ Confirm which staff (teachers &amp; support staff) are: <ul style="list-style-type: none"> <li>❖ self-isolating</li> <li>❖ shielding prior to timetabling the return of Year 10 and 12</li> <li>❖ vulnerable (Extremely clinically vulnerable/Clinically vulnerable)</li> <li>❖ vulnerable family members (Extremely clinically vulnerable/Clinically vulnerable)</li> <li>❖ key worker partner</li> <li>❖ children/childcare</li> <li>❖ travel to work using public transport</li> </ul> </li> <li>▪ Staff survey followed up by HR to establish this and record</li> <li>▪ Utilise LM structures to support staff</li> </ul>	1.6.20	
19. Preparation for face to face support	<ul style="list-style-type: none"> <li>▪ Training session before wider re-opening – staff will be invited to attend a socially distanced meeting in groups at set times</li> <li>▪ HoDs/individual staff informed if they will be providing face to face support (w/b 15.6.20 &amp; w/b 22.6.20)</li> <li>▪ New rota for Vulnerable/Key worker group</li> </ul>	11.6.20  4.6.20  w/b 15.6.20	
20. Staff absence	<ul style="list-style-type: none"> <li>▪ Use current procedures and expect staff to communicate absence in the normal way</li> <li>▪ Use our own teachers for staff absence if they are not in school teaching</li> <li>▪ Have staff reserves on daily rota</li> </ul>	w/b 15.6.20	

21. Staff protocol for social distancing	<ul style="list-style-type: none"> <li>▪ Staff should sign in at Reception using their pass – do not touch Inventory</li> <li>▪ Temperature check will take place on arrival - 37.8 maximum permitted temperature</li> <li>▪ Hands washed immediately afterwards – main corridor toilets</li> <li>▪ Hand sanitising stations/facilities in various locations around the school</li> <li>▪ Clear set of expectations for staff on social distancing (to protect other colleagues) and guidance on what to do if they don't (Risk Assessment)</li> <li>▪ Staff dress code – staff to wear smart-casual clothing that can be machine washed rather than usual business dress that needs to be dry cleaned (please refer to Code of Conduct re inappropriate dress for school)</li> <li>▪ Screen at Reception and social distancing in place for visitors (emergencies only)</li> </ul>	w/b 23.3.20  w/b 8.6.20   w/b 8.6.20  w/b 15.6.20	
22. Protocol for shared offices/spaces	<ul style="list-style-type: none"> <li>▪ Rotate use of offices for social distancing – e.g COSST</li> <li>▪ Lock shared spaces so staff remain in the allocated room e.g staffroom will be locked UFN</li> </ul>	w/b 23.3.20  w/b 15.6.20	
23. Suspected unwell individuals	<ul style="list-style-type: none"> <li>▪ Ask staff to exercise extreme caution with their health and inform LFN/SB* immediately if they are unwell</li> <li>▪ If a student complains of feeling unwell, send to the medical room where a first aider will be available</li> <li>▪ PPE will be available in the medical room for first aiders treating unwell staff/students</li> <li>▪ Door and window to be opened</li> </ul>	w/b 15.6.20	
24. Staff well-being	<ul style="list-style-type: none"> <li>▪ Encourage dialogue with Line Manager</li> <li>▪ 3<sup>rd</sup> Staff Survey (due 1.6.20)</li> <li>▪ Opportunities for staff to talk through issues regularly with HR Manager</li> <li>▪ Individual risk assessments may be carried out as appropriate</li> </ul>	1.6.20	
25. Student behaviour	<ul style="list-style-type: none"> <li>▪ Behaviour Policy to include new school rules (temporary)</li> <li>▪ Students who misbehave will be sent home once families have been informed &amp; we will look to resolve the issue prior to the next day in school</li> </ul>	w/b 15.6.20	

	<ul style="list-style-type: none"> <li>▪ IER will be used as a holding area and staffed by FW*</li> <li>▪ SLT will be on duty throughout the day</li> </ul>		
26. Remodelling of classrooms/workspaces	<ul style="list-style-type: none"> <li>▪ Close &amp; lock buildings/areas not in use</li> <li>▪ Classrooms re-designed to aid social distancing</li> <li>▪ Maximum 12 students per classroom (average class size expected to be no more than 10)</li> <li>▪ Ensure that spaces used are logged and deep cleaned afterwards</li> </ul>	w/b 1.6.20	
27. Cleaning regime	<ul style="list-style-type: none"> <li>▪ Buildings, classrooms and corridors to be cleaned thoroughly – enhanced cleaning regime in operation</li> <li>▪ Deep clean pre-opening for face to face support</li> <li>▪ Deep clean at end of Week 1</li> <li>▪ Balance minimal use of school with social distancing issues to maximise cleaning opportunities</li> <li>▪ Touchpoints cleaned: keyboard &amp; mouse/desks &amp; chairs in offices in use/telephones/sinks/taps/toilets &amp; toilet flushes, light switches etc</li> <li>▪ Photocopiers</li> <li>▪ Other specialist equipment</li> <li>▪ Main building deep cleaned Monday (pm)/Tuesday/Thursday</li> <li>▪ Sixth Form deep cleaned Wednesday/Friday</li> </ul>	w/b 23.3.20  12.6.20  19.6.20  w/b 15.6.20	
<b>Curriculum</b>			
28. Revised school week: Summer Term 2	<ul style="list-style-type: none"> <li>▪ Year 10 &amp; Year 12: Remote learning + face to face</li> <li>▪ Week 1: returning students in school Monday to Thursday (Year 10 only) – Year 12 remote meetings with 6<sup>th</sup> Form Team</li> <li>▪ Week 2: returning students Year 10: Monday/Wednesday/Friday &amp; Year 12 Tuesday &amp; Thursday</li> </ul>	w/b 15.6.20  w/b 15.6.20  w/b 22.6.20	

	<ul style="list-style-type: none"> <li>▪ Remote teaching pilot: Year 12 with T&amp;L Team to be followed by staff training and further pilot</li> <li>▪ Years 7-9: remote learning/SMHW</li> <li>▪ Vulnerable group: ICT3</li> <li>▪ Curriculum action plan (Recovery Curriculum) for all year groups for the next year (catching up, recapping/changing pedagogical approach to close gaps - will be dependent on amount of time each year group has at home and needs to include Y6 into Y7 so close liaison with primary schools re. their curriculum)</li> </ul>	w/b 8.6.20  July	
29. Revised school day	<ul style="list-style-type: none"> <li>▪ School day: 10am – 1pm</li> <li>▪ Students taught in large spaces as above/practical rooms</li> <li>▪ Staff &amp; students remain in their' bubble'</li> </ul>	w/b 15.6.20	
30. SEND students	<ul style="list-style-type: none"> <li>▪ SEND students who have KSW/LSA's – work within guidance</li> </ul>	w/b 23.3.20	
31. Year 9 – 10 transition	<ul style="list-style-type: none"> <li>▪ Option choices shared with students</li> <li>▪ Introduction to new courses</li> </ul>	Early June  Summer Term 2	
32. Year 11 – 12 transition	<ul style="list-style-type: none"> <li>▪ Resources sent home – preparing for 6<sup>th</sup> Form</li> <li>▪ Remote induction</li> </ul>	May half-term  June/July	
<b>Partnerships</b>			
33. Year 6 – 7 transition	<ul style="list-style-type: none"> <li>▪ Remote transition – website/videos</li> <li>▪ Transition Meetings</li> </ul>	June/July  3 <sup>rd</sup> /4 <sup>th</sup> June	
34. New staff induction	<ul style="list-style-type: none"> <li>▪ Remote staff induction</li> </ul>	TBC	
35. Management of visitors to the school	<ul style="list-style-type: none"> <li>▪ Only emergencies</li> <li>▪ Protocols for contractors</li> </ul>	w/b 15 <sup>th</sup> June	