

RPHS Partial Opening Plan: January 2021

RPHS will continue to provide a safe working/learning environment for key groups of students (key worker/SEND/vulnerable) and some staff for a partial reopening in January. To ensure the safety of all, we have implemented a system of controls as advised in the latest version of the guidance (Restricting attendance during the national lockdown January 2021) and we have strict routines that must be followed by all members of staff and students. We are committed to the safety of all and this remains our number one priority.

Implementing protective measures

These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

1. **Minimise contact with unwell individuals:** *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*
2. **Cleaning hands:** *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol-based hand sanitiser ensuring that all parts of the hands are covered*
3. **Respiratory hygiene:** *ensuring good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach*
4. **Cleaning regime:** *cleaning frequently touched surfaces often, using standard products such as detergents and bleach*
5. **Altering the environment and organisation to minimise contact:** *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*
6. **Covid-19 National Testing Programme:** *the rapid testing programme will help to identify asymptomatic positive cases and will avoid individuals carrying the infection unknowingly and potentially spreading the virus in our school setting. Testing for staff and students identified as close contacts of positive cases will mean that they do not need to isolate and can stay in face-to-face education (and attend during lockdown). By taking the test, staff and students will help stop the spread of the virus, protect other staff and students on site and save lives*

The rules defined within the latest guidance state that schools, on the advice from the health protection team, must offer serial testing for 7 days for anyone who has been in close contact with the person (students/staff) who has tested positive, or advise them to self-isolate for 10 days (subject to any changes to NHS guidance) since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle e.g. a car, with an infected person

Staff must follow the guidance to maintain 2 metre social distancing throughout the day with minimal time within 1 metre (this 1 metre contact must never surpass 15 minutes)

Pre-Partial Opening Checks for January

All maintenance checks have continued through our PFI providers to ensure we have a safe building. This will continue through the Spring Term; this will include water safety checks and all other statutory health and safety requirements.

Prevention

- *Numbers 1-5 & 8, must be in place in all schools, at all times*
- *Number 6 must be properly considered, and schools must put in place measures that suit their particular circumstances*
- *Number 7 applies in specific circumstances*

Issue	Action	When	Where	Lead
1.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	<ul style="list-style-type: none"> ▪ 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 <p>Staff training/daily checks:</p> <ul style="list-style-type: none"> ▪ Observation of students upon entry to the school ▪ Observations by staff during lesson ▪ Self- reporting by staff members, families and students 	Operational since March 2020		SLT
2. Where recommended, the use of face coverings in school	<ul style="list-style-type: none"> ▪ Face coverings should be worn by staff and students (although some individuals are exempt from wearing face coverings) when moving around the premises, outside of classrooms and in corridors and communal areas where social distancing cannot be easily maintained ▪ Face coverings should be safely stored (in a plastic bag) between use ▪ The school should have a small contingency supply of face coverings 	Operational since October 2020		SLT
3.Clean hands thoroughly & more often than usual	<ul style="list-style-type: none"> ▪ Staff and students will wash and sanitise hands upon entry to the school ▪ All students and staff members will sanitise their hands before and upon exit of a classroom ▪ Sanitiser placed outside each dining facility to provide an additional clean prior to eating 	Operational since partial re-opening in June 2020		SLT
4.Ensure good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach	<ul style="list-style-type: none"> ▪ Clear process in place as detailed in this document with the use of bins in the classrooms/corridors for disposal of tissues 	Operational since March 2020		All staff

5. Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents	<ul style="list-style-type: none"> ▪ Cleaning process agreed with the cleaning company – in operation since March 2020 ▪ Additional Janitors appointed 	Operational since March 2020		SB*
6.Minimise contact between individuals and maintain social distancing wherever possible	<ul style="list-style-type: none"> ▪ Year group/key stage organisation of curriculum, resources and spaces for key groups in school ▪ Supervising staff are aware of 'safe zone' in every classroom in use ▪ Doors/windows open in classrooms and offices – ventilation/airflow 	January 2021		SLT
7. Where necessary, wear appropriate personal protective equipment (PPE)	<ul style="list-style-type: none"> ▪ Full PPE available in the medical room and staff required to wear it are fully trained 	Operational since June 2020		SB*
8. Always keeping occupied spaces well ventilated	<ul style="list-style-type: none"> ▪ The school should be well ventilated whilst ensuring a comfortable teaching/working environment is maintained ▪ The following measures should be used as appropriate: <ul style="list-style-type: none"> ➤ Open windows to provide constant background ventilation (high level windows in colder weather to reduce drafts) ➤ Open internal/external doors ➤ Increase ventilation while spaces are unoccupied 			

Response to infection

- *Numbers 9 to 11 must be followed in every case where they are relevant*

Issue	Action	When	Where	Lead
9.Engage with the NHS Test and Trace process	<ul style="list-style-type: none"> ▪ Anyone self-isolating with symptoms must access testing – the HR Manager can support colleagues with this – and all staff will be encouraged to sign up for 'test and trace' app ▪ Processes in place within the school to report positive test results to the local Health Team ▪ Processes in place to support the local Health Team if an outbreak is reported 	September		JS*
10.Manage confirmed cases of coronavirus (COVID-19) amongst the school community	<ul style="list-style-type: none"> ▪ Standard letters provided to be issued if required ▪ Process of actions developed so all appropriate staff know their actions 	LA Flow chart in place		SB*/JS*
11.Contain any outbreak by following local health protection team advice	<ul style="list-style-type: none"> ▪ If several cases are detected at the school, the local health protection team from Public Health England will advise on the appropriate action to take 			SLT

	<ul style="list-style-type: none"> The school has developed plans to help contain the spread through social distancing of year groups (bubbles) when all students are on site (September 2020 – December 2020) 			
Covid-19 National Testing Programme				
Issue	Action	When	Where	Lead
12. Rapid Testing for Schools	<ul style="list-style-type: none"> Introduce rapid testing of staff and students attending during lockdown who may be asymptomatic: <ul style="list-style-type: none"> ➤ staff on site will be tested twice weekly ➤ students on site will be tested twice (minimum of 3 days apart) and weekly thereafter PCR test to be taken following a positive LFT (staff/students will be provided with one/should book a test) Risk assess the on-site Testing Centre to ensure end to end health, safety and infection control for lateral flow testing (<i>see RA document</i>) 	From 8 th January	Main Hall	SB* + EM*/JS*
<p style="text-align: center;">Students</p> <p>The DFE guidance has now indicated that schools should only remain open from January for key groups of students (key worker/SEND/vulnerable) and make sensible adjustments to provide a safe environment.</p> <p>To achieve a safe environment for those students in school, we have implemented the following strategies:</p> <ul style="list-style-type: none"> Staff and students must wear facial coverings in corridors and communal areas Entrance hand washing/sanitising procedures at the start of the day at the main entrance Enhanced cleaning of the building and toilets during the day SEND/Access + mainstream group assigned different break arrangements: Break 1 SEND/Access in canteen – Break 2 mainstream in canteen All students access remote learning from a designated classroom – students will be supervised by KSW/LSAs + Pastoral Team/SLT Doors/windows open to allow for ventilation and natural airflow 				
Issue	Action	When	Where	Lead
Travelling to/from school	<ul style="list-style-type: none"> Encourage students to walk or cycle to school rather than take public transport if possible 	January		

	<ul style="list-style-type: none"> ▪ If public transport is essential, students will be encouraged to only use it for the minimum time necessary and get off when they are in walking distance of the school ▪ Students using public transport must wear face masks as required by law; these must be removed on arrival to school and kept in a plastic bag during the school day 			
Entrance to the school site	<ul style="list-style-type: none"> ▪ Students will enter at Reception from 8.30am 	January	Bushey Road	SLT
Arrival at school	<ul style="list-style-type: none"> ▪ Students will be asked to wash their hands on arrival (see below) ▪ Students will make their way to their designated classroom in readiness for registration at 8.45am ▪ Any student presenting with COVID-19 symptoms on arrival will be directed to the medical room; parents will be called and students will be sent home 	January	Reception	SLT
Dismissal from school	<ul style="list-style-type: none"> ▪ Students will leave the site at 3pm via Reception ▪ Staff will supervise the dismissal ▪ Students should leave the site quickly and will be socially distanced from other students leaving 	January	Reception	SLT
Handwashing/hygiene	<ul style="list-style-type: none"> ▪ Students must wash their hands on arrival, using toilets in main corridor <i>(these will be cleaned following student arrival at 9am and at regular intervals thereafter)</i> ▪ Students need to be encouraged/reminded to sanitise hands as frequently as possible throughout the day e.g. on entry/exit from teaching rooms ▪ Hand sanitising stations will be set up around the school e.g. by the main student entrances/in identified teaching spaces/at Reception 	January	Toilets in the main corridor	SLT

	<ul style="list-style-type: none"> ▪ 'Catch it, bin it, kill it' approach – students should sneeze/cough into a tissue and dispose of it immediately (double-bagged lidded bin) ▪ Students should sanitise their hands after sneezing/coughing, preferably washing their hands again 			
Toilets	<ul style="list-style-type: none"> ▪ As has been the case, students will not normally be allowed out of lessons unless they have a GP note to support a medical condition ▪ Students will sanitise their hands before leaving the classroom and on their return to the classroom; the following toilets are currently in use: English/G12 corridor & Bushey Building (ground Floor) ▪ Students will follow the posters and guidance displayed outside of the Toilet entrance to ensure maximum safety for all users ▪ Toilets will be cleaned regularly throughout the day 	January	Students group will have an identified toilet to use during breaks	SLT
<p>Movement around the school</p> <p><i>In line with DfE guidance, staff and students should wear facial coverings in corridors and communal areas (October 2020)</i></p>	<ul style="list-style-type: none"> ▪ There will be little movement across the site. Students will remain in an assigned seat in a designated classroom every day – some groups will have named seats to support this routine ▪ 2m floor markers are visible in corridors/around the school ▪ One-way system across the school ▪ Students walk in single file where possible ▪ Displays placed in buildings stating 2m rule etc. 	January	Designated classrooms/area	SLT
Support for students	<ul style="list-style-type: none"> ▪ LSAs/KSWs are unable to sit close to a student and provide quiet guidance; colleagues must aim to stay 2 metres away but at least 1 metre away from students and other adults 	January	Access/SEND	SKI

	<ul style="list-style-type: none"> When working within the SEND & Access Departments, social distancing must continue but the LSA/KSW will be free to talk with the student as they will not be disturbing the rest of the group Any staff members concerned about a student or if a student discloses anything that may worry you i.e. they are concerned about COVID 19 or all other Safeguarding issues, you should follow the normal process and call for On-Call/refer via the Safeguarding proforma 			
Refreshments	<ul style="list-style-type: none"> Students should be encouraged to bring in a bottle of water/snack/packed lunch to be taken at the assigned break time Students using the canteen will need to pre-order from a limited menu A hot meal will continue to be provided for FSM students – this must also be pre-ordered The canteens will provide water at break times (water foundations are currently out of use) 	January	Main canteen	SB*/Catering Team
<p>Break & lunchtime arrangements</p> <p><i>Areas such as dining halls can be shared as long as adequate cleaning between groups is in place</i></p> <p><i>In line with DfE guidance, staff and students should wear facial coverings in corridors and communal areas (October 2020)</i></p>	<ul style="list-style-type: none"> There will be 2 30 minutes breaks (11 – 11.30am & 1.30 – 2pm) The canteen will provide a limited hot and cold food service for both Break 1 or Break 2; students are encouraged to bring in a healthy snack for the other break (<i>see above</i>) A complete wipe down of surfaces will take place between Break 1 and Break 2 service therefore ensuring all students receive a sanitised and clean area to eat in 	January	Main canteen	SLT
Equipment	<ul style="list-style-type: none"> Lockers will be out of action until further notice Students will be expected to have their own equipment (pens, pencils etc.) every day as there will be no loaning of essential equipment for the foreseeable future 	January		SLT

	<ul style="list-style-type: none"> Students can take books and other shared resources home, although unnecessary sharing should be avoided 			
Uniform	<ul style="list-style-type: none"> Students must wear full school uniform including school shoes Families of students arriving in incorrect uniform will be contacted – students will be sent home to change as we are unable to loan items 	January		LFN
<p>Classroom rules</p> <p><i>Students who do not comply with the usual RPHS expectations and the new behaviour protocols (including a COVID-19 amendment to the Behaviour Policy), will be removed from lessons and the policy enforced</i></p>	<ul style="list-style-type: none"> All students must follow the Respect Code of Conduct/Behaviour to Achieve procedures RPHS Behaviour Policy includes new school rules (COVID amendment) RPHS Consequences will be adapted as appropriate Students will be asked to go to their assigned seat and remain in this seat at all times Students will remain in an assigned seat in a designated classroom every day – some groups will have named seats to support this routine Detentions will be suspended until further notice – students who fail to adhere to these procedures during partial opening may be requested to work at home All students/staff will be required to sanitise their hands upon arrival to the classroom and upon leaving the classroom (and repeated during the lesson if the student leaves the classroom for any reason) Seating plans will be created and saved centrally so that SLT can quickly identify who has been in close proximity to another child who tests positive Staff will aim to be 2 metres away from the students but will remain at least 1 metre from students at all times & within their 'Teaching Zone' that is clearly marked on the floor 	January		LKG

	<ul style="list-style-type: none"> ▪ The teacher will also take up an appropriate location when students are entering or exiting the classroom to ensure supervision and monitoring of hand sanitising and corridor behaviour / social distancing ▪ No equipment sharing ▪ Students will work at computers at least 2m away from the next student – students will not be forward facing 			
Mass gatherings	<ul style="list-style-type: none"> ▪ Assemblies will be held via Teams once a week 	January		SAY/HoY
Unwell individuals: during the school day	<ul style="list-style-type: none"> ▪ 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 will remain open ▪ The medical room will be sanitised once students have been sent home before anyone else enters or uses it again ▪ Any student sent home due to COVID -19 symptoms will remain at home and self-isolate whilst arranging a test (within first 5 days) and await results ▪ Students may return to school after 48 hours if they receive a negative test result and must email confirmation of this result with the School Attendance Officer ▪ Students/families who receive a positive test result must follow NHS guidance and update the school immediately 	January	Medical Room	LR*
Student well-being & safeguarding	<ul style="list-style-type: none"> ▪ Safeguarding protocols remain unchanged ▪ Safeguarding Policy includes a COVID-19 appendix (updated 11.1.21) 	Operational since March 2020		LFN + Student Support

	<ul style="list-style-type: none"> Staff to raise any concerns about WB with HoY/Pastoral Team 			
Fire alarm	<ul style="list-style-type: none"> Staff accompany students out of the building via the nearest exit in usual way (<i>ignoring the one-way system on this occasion</i>) Students will then follow the normal procedures and line up on the Astro in their new groups, socially distanced from the other year groups A register will be taken and once the all clear is given, you will be asked to escort the students back to your classroom 	January	Astro	SB*
<p style="text-align: center;">Staff</p> <p>The majority of teaching staff will be teaching remotely from home and support staff will be in school on a rota basis from January. If teaching staff request to deliver remote lessons from school, they will be allocated a classroom and should aim to leave the site by 3.30pm.</p> <p>To achieve a safe environment and be able to have key groups on site we have implemented the following strategies:</p> <ul style="list-style-type: none"> Staff and students must wear facial coverings in corridors and communal areas Entrance hand washing/sanitising procedures at the start of the day at the main entrance Enhanced cleaning of the building and toilets during the day Key groups have assigned breaks and identified spaces to avoid mixing of groups Staff dress code – smart/casual until further notice 				
<p>Arrival to the school</p> <p><i>All staff must follow these procedures to ensure they support the school in keeping the workplace as safe as possible</i></p>	<ul style="list-style-type: none"> If travelling by public transport, staff should wear a facial covering to lower the risk of contracting COVID-19 – staff are advised not to travel together in cars until further notice Staff parking is currently at the front of the school 	January	Reception	SLT

	<ul style="list-style-type: none"> ▪ Staff must wash their hands on arrival at Reception and sign in using Inventory as usual (use staff pass; do not touch Inventory) ▪ After signing in/handwashing, staff should go to their allocated classroom/office 			
Staff protocols for social distancing	<ul style="list-style-type: none"> ▪ Hand sanitising stations/facilities in various locations around the school ▪ Clear set of expectations for staff on social distancing (to protect other colleagues) and guidance on what to do if they don't – staff may not congregate and should observe a 2 metre distance with colleagues (1 metre distance for no more than 15 minutes in certain circumstances) 	January	School site	SLT
<p>Staff illness</p> <p><i>Staff should follow the national guidelines</i></p>	<ul style="list-style-type: none"> ▪ If staff have any of the COVID-19 symptoms, they must call the school and speak to KBN • Staff who test positive should inform the school using the Covid-19 email ▪ Staff will then be instructed to book a key worker virus test and follow NHS guidance ▪ Staff must exercise extreme caution with their health and inform LFN/JS*/SB* immediately if they are unwell during the school day ▪ PPE will be available in the medical room for first aiders treating unwell staff/students - door and window to remain open 	January		<p>KBN</p> <p>LFN/JS*/SB*</p>
Staff well-being	<ul style="list-style-type: none"> ▪ Staff may find this latest period uncertainty very challenging; if you need support or you feel one of your colleagues may need support, please speak to the HR Manager ▪ We also have an Employee Assistance Programme run by Merton; you can access this on 0800 243 458 (<i>further details in the Staff Handbook</i>) 	January		JS*

	<ul style="list-style-type: none"> The HR manager will continue to carry out risk assessments for vulnerable staff where appropriate 			
Student behaviour	<ul style="list-style-type: none"> All students must follow the Respect Code of Conduct/Behaviour to Achieve procedures RPHS Behaviour Policy includes new school rules (COVID amendment) RPHS Consequences will apply as normal IC and IER will not be in operation until further notice On-Call will be suspended until further notice Detentions will be suspended until further notice 	January	School site	LKG FW*
Remodelling of classrooms/workspaces	<ul style="list-style-type: none"> Areas/rooms not in use will remain locked Classrooms re-designed to aid social distancing Classrooms/workspaces used will be cleaned afterwards 	January	School site	SB* + Site Team
<p style="text-align: center;">Teaching & Learning</p> <p>In line with our Remote Teaching Strategy, all lessons will be accessed via Teams by students at home from 11th January (Year 11 & Year 13 from 5th January)</p>				
Remote Teaching & Learning	<ul style="list-style-type: none"> Remote T&L Strategy published on the website; staff have familiarised themselves with the Remote T&L Strategy following the launch on INSET Day (September 2020) Using Teams safely: staff should refer to the training sessions led by Senior Teachers (Twilight INSET: October & November 2020 & staff meeting 18.12.20) Staff should ensure they have read the 'Working from home' guidance 	<p>September</p> <p>Operational since June 2020</p> <p>Operational since May 2020</p>		<p>SLH</p> <p>SLH/AHH/SB*</p> <p>JS*</p>

Teaching & Learning: Spring Term	<ul style="list-style-type: none"> HoDs will provide support to teachers in their departments whilst the school adjusts to teaching remotely 	January		SLH
Marking	<ul style="list-style-type: none"> Students will receive feedback remotely during this school closure 	January		SLH
Classroom environment	<ul style="list-style-type: none"> Students should remain in their seat at all times unless instructed to move by the teacher Staff in assigned classrooms will aim to be 2 metres away from the students but will remain at least 1 metre from students at all times & within their 'Teaching Zone' that is clearly marked on the floor During a lesson if a student needs to blow their nose, they are to follow the national guidance of 'Catch it, bin it, kill it' to keep the classroom as safe as possible 	January		SLT + HoDs
Use of equipment <i>No equipment can be loaned to students until further notice</i>	<ul style="list-style-type: none"> Students will be expected to have their own pens, pencils and essential equipment and must bring this in every day to school 			SLT + HoDs
The site				
Cleaning <i>Cleaning will take place according to the enhanced cleaning schedule that is managed by our PFI partners.</i> <i>This is checked and inspected by the PFI to ensure the cleaning contractor is meeting the expected standard of cleaning.</i>	<ul style="list-style-type: none"> Deep clean during Christmas holiday Cleaning schedule defined for Spring Term 2021 Continued use of a cleaning log to track the cleaning frequency of key areas Buildings, classrooms and corridors to be cleaned thoroughly – enhanced cleaning regime in operation since March 2020 	Operational since March 2020		SB* + Site Team

	<ul style="list-style-type: none"> ▪ Touchpoints cleaned: keyboard & mouse/desks & chairs in offices in use/telephones/sinks/taps/toilets & toilet flushes, light switches etc. ▪ Photocopiers & other specialist equipment cleaned regularly ▪ Throughout the day our cleaning team have agreed to support the school and ensure the onsite cleaners focus on the communal areas, toilets and high touch areas throughout the day ▪ Staff are to wipe the keyboard and mouse they are using down at the beginning and end of use to help keep these 'high frequency touch points' clean – cleaning items will continue to be provided 			
<p>Access to the site</p> <p><i>Introduction of some external agencies from October</i></p>	<ul style="list-style-type: none"> ▪ Visitors will not be permitted on site without an appointment ▪ Meetings with parents should be conducted via telephone where possible and, until further notice, all other visitors will not be permitted on site ▪ If a meeting is absolutely necessary, staff must advise Reception in advance of the meeting/visitor ▪ Where meetings take place, social distancing measures must be followed and staff must ensure they have booked an appropriate meeting room for this to take place 	Operational since September 2020		SB* & JS*
Offices & classrooms	<ul style="list-style-type: none"> ▪ Classroom doors will be wedged open to prevent the need to touch doors; if the fire alarm goes off, staff must close the door behind them ▪ All offices must enable social-distancing; staff will be asked to leave offices/work spaces/classrooms if social distancing rules aren't being followed ▪ The staffroom will only be open to enable staff to make a hot drink; these should be made in a disposable, lidded-cup (or a re-usable cup) 	Operational since June 2020		SB*

	<p>for personal use only) – staff may not congregate in the main staffroom or department areas</p> <ul style="list-style-type: none"> ▪ A door sign will be placed on communal rooms and this will indicate how many people can be in the room at any one time; <i>this must be followed by all staff to ensure everyone's safety</i> 			
Staff toilets	<ul style="list-style-type: none"> ▪ All staff toilets will be operational this term; staff toilets on the main corridor will be used by key student groups on arrival and cleaned by 9am ▪ Social distancing should be adhered to & protocols agreed where possible 	January		SB*