

# Covid Risk assessment – updated 17 May 2021



This risk assessment is split into the following sections:

1. Site logistics and hygiene
2. Teaching models
3. Student and staff circulation expectations, including student behaviour
4. Reacting to incidents/unforeseen circumstances
5. Staff expectations
6. Clubs, trips and visiting speakers

The risk assessment has been developed using the latest DFE/Gov guidance on opening schools and all relevant available Union guidance. This version is an adaptation to take into account the removal of requirement for students to wear masks and factors to mitigate against this increased risk. This assessment takes into account the current low level of Covid rates in the area, whilst being prepared to increase measures should risk levels rise. There will be a further update before 21 June to take into account further removal of restrictions at that point.

Key principles in our risk assessment include:

- Increased hygiene arrangements – including site cleaning, access to sanitiser and regular handwashing
- Not allowing anyone on site who is unwell with Covid symptoms with clear measures for visitors
- Students placed in year group bubbles and as far as possible split into smaller class bubbles
- Separate entrances/exits as far as possible
- Staggered break/lunch times to keep year group bubbles separate at these times
- Movement of students between classes minimised as far as possible
- Staff working across bubbles – however with strict separation from students including:
  - 2M away from students at the front of the class as far as possible
  - Clear protocols on shared resources
  - Access to PPE – gloves, masks and visors
- Additional risk assessments for vulnerable staff
- Additional measures for practical activities in line with current guidance
- Additional measures to facilitate the re-introduction of some school features, such as clubs, trips, visitors and school performances.

Attached with this risk assessment is a proposed route to re-introduce key school features (Appendix A).

## Site logistics and Hygiene

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Ensuring the site allows for year group bubbles to be separated as far as absolutely possible to enable containment measures.	School day and timings	<ul style="list-style-type: none"> <li>Staggered break, lunch and finish times to support distancing between bubbles</li> <li>3 entry locations to separate groups arriving at the same time (safe route alongside construction entrance)</li> <li>Clear signage outside the school to reduce any confusion</li> <li>Clearly explained social spaces so that students do not mix bubbles at break/lunch</li> <li>Year group toilets</li> <li>Specialist rooms set up within each year group building as far as possible</li> </ul>	CN/AJ	1 Sep	See later section for more details
	Location and movement	<ul style="list-style-type: none"> <li>Clearly defined year group buildings as per the Covid Staff handbook and parent letters</li> <li>One way systems in place where it will aid smooth flow/reduce crossover of students</li> <li>Social spaces chosen nearest to building areas</li> <li>Reasons to leave year group building reduced to absolute minimum (i.e. IT support to move to students and library moved to C&amp;C)</li> <li>Student groups changed to minimise student movement between lessons – aim to ensure only staff moving as far as possible.</li> <li>Clear posters showing year group buildings and shared spaces</li> <li>Students encouraged to use toilets in own bubble building rather than social spaces as far as possible.</li> </ul>	CN/AJ	17 March  17 March	
	Crossover areas/shared spaces	<ul style="list-style-type: none"> <li>From 7 June there will be shared spaces in each building to facilitate increased use of specialist spaces. Arrangements for use as shown later in this section</li> <li>Hygiene baskets available in all classrooms – including sanitiser sprays, wipes, paper towels and spare masks</li> </ul>	CN/AJ	7 June	

		<ul style="list-style-type: none"> <li>• Different entrances chosen to reduce crossover when entering/leaving the areas</li> <li>• Full canteen surface clean between year groups</li> <li>• Shared spaces will (From 7 June) include Farm, Art, Food, Music and Science labs.</li> <li>• Students crossing bubble to specialist spaces will be given a clear space to wait and then granted entry to the classroom by the teacher once clear of previous group</li> <li>• Where possible and in change of year groups cleaning will take place using school cleaners. (rota developed)</li> <li>• Additional cleaning materials will be available in the classroom for wiping down surfaces at the end of each lesson.</li> <li>• Students in shared spaces will leave 3 minutes early to reduce chance of year group crossover on exit/entry.</li> </ul>		7 June	
	Fire Drill and lockdown procedures	<ul style="list-style-type: none"> <li>• Fire Drill procedure adapted so that reduced numbers of students move through B&amp;E/Sports Hall gap (Y7/8 students to Farm paddock). Routes changed to move more students round the front of the school.</li> <li>• Students line up in year group bubbles by Form group</li> <li>• RGB/JT and CN to liaise from different fire drill areas by mobile device. Backup plan to send a member of staff from RGB/JT to CN when year groups all present</li> <li>• Vulnerable staff move around the outside of school during fire drill.</li> </ul>	AJ	9 Nov	
	Isolation spaces and catering for vulnerable students	<ul style="list-style-type: none"> <li>• Sixth Form study room used as COVID isolation space – students and staff to access from heart entrance. Admin rota to supervise. ESLs to inform admin rota person.</li> <li>• Full PPE kit in COVID isolation room, each ESL room and staff work areas</li> <li>• ESL to be used for non COVID medical issues to ensure separation.</li> </ul>	CN/AJ/CK	17 May	

	Student leadership across bubbles.	<ul style="list-style-type: none"> <li>From 7 June students will be allowed to mentor other students across year groups, this will take place in well ventilated areas.</li> <li>Students will be asked to sit 2m apart, where this is not possible masks will be worn.</li> <li>Accurate registers will be kept of students mentoring across year groups for track and trace purposes.</li> </ul>	CN/JDS/LG	17 May	
Ensuring the site is appropriately set up to promote social distancing between staff and students as well as staff to staff	Classroom areas	<ul style="list-style-type: none"> <li>All classroom areas reviewed to ensure 2m or as close as possible to 2m gap at the front of each classroom. Tape to be applied to mark out 2m.</li> <li>Where possible a 2m gap at the side to allow LSA staff to work with supported students on the end of rows</li> <li>Students supported by LSAs to sit at the end of rows</li> <li>Students regularly reminded of the need to maintain 2m distance with staff (assemblies and base time reminders) and school behaviour system adapted to address students who deliberately do not comply.</li> </ul>	CN/AJ	17 May	
	Staff work areas/social spaces	<ul style="list-style-type: none"> <li>Additional staff work spaces created to allow teaching staff to socially distance during non-contact time</li> </ul>	CN/AJ	1 Sep	
	Office spaces	<ul style="list-style-type: none"> <li>Office spaces reviewed to ensure all desks are 2m apart at seating point.</li> <li>Mask to be worn if within 2m in an office space.</li> <li>Other than completely essential visits communication with staff in offices should be by phone, email or video conference.</li> </ul>	KL/AJ	8 Mar	
	Entrances and exits	<ul style="list-style-type: none"> <li>Separate staff entrance (main reception or site entrance) to all student entrances</li> <li>Vulnerable staff allocated classrooms near entrance/exits of buildings as far as possible</li> <li>Parents will be able to access the school through main reception.</li> <li>All other visitors kept to a minimum and entrance/exit through main reception. Visitors must wear face coverings.</li> <li>Visitor Covid expectations sheet created and given to all visitors</li> </ul>	CN/GH	8 Mar	

		<ul style="list-style-type: none"> <li>Staff concerned about their room or layout to raise concerns with their line manager.</li> </ul>			
	Break/lunch spaces	<ul style="list-style-type: none"> <li>Break/lunch duty staff to identify areas where they can maintain appropriate distances from students.</li> <li>Students and staff to wear masks at all times, other than when eating.</li> <li>Vulnerable staff to be allocated to outside duties</li> </ul>	LG	8 Mar	
	Fire Drills	<ul style="list-style-type: none"> <li>Year 7 and 8 to register in Farm paddock to split numbers in one place</li> <li>Students in CDMP and lower B&amp;E to exit through the front of the building as far as possible to reduce traffic through B&amp;E/sports hall gap.</li> <li>Staff to 'roll call' from the front of student lines</li> <li>Vulnerable/concerned staff to walk around the outside of the school to fire drill point rather than through B&amp;E/Sport Hall gap</li> </ul>	AN/AJ	1 Sep	
	Parent meetings	<ul style="list-style-type: none"> <li>Parents will be allowed to attend meetings with staff in school by appointment only.</li> <li>Parents to be met in reception by the relevant member of staff, ensuring they are wearing a mask and having hand sanitised.</li> <li>Meetings will be held in a room which is capable of maintaining social distancing. If within 2m then masks must still be worn.</li> <li>Any visitor refusing to wear a mask will not be allowed beyond reception.</li> </ul>	CN/KL	17 May	
	Use of changing rooms	<ul style="list-style-type: none"> <li>From 7 June changing rooms will be used for Years 9 and 10 only.</li> <li>Students will be encouraged to maintain distance when changing where possible.</li> <li>Air extract will be set to maximum</li> <li>Students will be asked to wipe clean their change area after use (safe wipes supplied).</li> <li>Staff will wear masks if entering the changing room area.</li> <li>Where possible 30 mins will be left between year groups for air recirculation time.</li> </ul>	CN/JMD	7 June	

Ensuring appropriate hygiene arrangements	Ensuring all areas are cleaned appropriately	<ul style="list-style-type: none"> <li>Enhanced cleaning regime during the day, focussing on shared areas and areas touched by students – including hand rails and door handles</li> <li>Cleaning contract adapted to ensure increased staff on site cleaning during the day</li> <li>Social space toilets cleaned as regularly as possible</li> <li>Shared social spaces cleaned for each changeover of year groups</li> <li>Canteen wiped clean after each year group – students to remain outside if not fully cleaned at start of break –duty person to signal free to enter the canteen</li> </ul>	LG/AJ	1 Sep	See Solo cleaning plan for more details.
	Ventilation and reducing touched surfaces	<ul style="list-style-type: none"> <li>All classroom and internal doors wedged open</li> <li>At least one external door to each building to be held open to increase ventilation</li> <li>At least two windows open in all classrooms and social spaces</li> <li>Forced ventilation to be used in all possible locations and on extract only</li> </ul>	AJ	8 Mar	
	PPE and cleaning resources	<ul style="list-style-type: none"> <li>Cleaning spray and/or wipes in all classrooms for desk and books/shared resources</li> <li>Easy access hand sanitiser in all building areas near to classrooms</li> <li>Full PPE kit for first aid and suspected COVID students in all ESL rooms and staff work areas</li> <li>Masks. Visors and Gloves available for staff – to be collected from site office as required</li> <li>Tissues available in common areas in each building</li> </ul>	AJ	1 Sep	See separate plan showing location of sanitiser stations
	Appropriate use of masks	<ul style="list-style-type: none"> <li>Students are no longer required to wear masks, however they may choose to.</li> <li>Staff are not required to wear masks in classrooms, however they may choose to do so.</li> <li>Staff are encouraged to wear masks in common spaces where they cannot socially distance.</li> <li>One bin in each building allocated for the disposal of masks as required. (Black bin liner)</li> <li>Spare masks for purchase to be available with ESLs</li> </ul>	CN/LG/JMD	8 Mar	

		<ul style="list-style-type: none"> <li>Students wearing masks encouraged to bring a clear plastic bag to school for placing the mask in when not in use. School supplied bags for PE lessons.</li> </ul>			
Student and staff Covid testing*	Ensuring rigorous testing systems	<ul style="list-style-type: none"> <li>Home testing arrangements in place for all students and staff (with re-issue of kits as required).</li> <li>Investigation of methods for ensuring completion underway and will be instigated if risk levels rise.</li> <li>Small in school testing facility available for visitors and those not wishing to test at home.</li> <li>See Testing Centre risk assessment for further detail</li> </ul>	AJ/CN	17 May	* See separate Testing Centre risk assessment.

### 1. Teaching models

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Ensuring staff are able to socially distance from students	Classroom layout	<ul style="list-style-type: none"> <li>All students to face the front (or back) as far as possible</li> <li>Teacher to stay at the front of the class – 2m from students</li> <li>Students supported by LSAs to sit on the end of rows</li> <li>Students remain in the same classroom as much as possible, however they may be asked to move seats at teacher discretion.</li> <li>All teachers to have a seating plan for students.</li> <li>Regular reminders for students on the need to socially distance from staff (Through assemblies and base notices).</li> </ul>	JDS	1 Sep	
	Demonstrations and instruction	<ul style="list-style-type: none"> <li>Demonstrations should be conducted in such a way as to ensure students are still 2m away. Visualisers or pre-recorded video are encouraged.</li> <li>Work/tasks should continue to be set via google classroom.</li> <li>Where students are writing in books they can photograph and place on google classroom for the teacher to view</li> </ul>	JDS	8 Mar	
	Marking of work	<ul style="list-style-type: none"> <li>As far as possible work will be submitted through google classroom for teachers to mark online</li> <li>Teachers can handle/mark books, however they should hand sanitise before and after handling books</li> </ul>	JDS	1 Sep	

	Managing behaviour	<ul style="list-style-type: none"> <li>The normal school systems for behaviour apply and should be possible to manage with a 2m distance</li> <li>If student behaviour is such that the teacher has to be closer than 2m then the duty manager system should be used to remove students. PPE available in ESL office and staff work areas for staff managing this situation.</li> </ul>	LG	1 Sep	PPE available for those conducting duty manager calls – SLT and ESLs
	LSA support	<ul style="list-style-type: none"> <li>Students requiring support should sit on the end of rows to allow LSAs access from the side</li> <li>Where distancing is not possible the student can be removed (where appropriate) to work with the LSA in a more distanced space</li> <li>Masks must be worn at all times if closer than 2m of a student.</li> </ul>	CK	8 Mar	
Handling resources <i>(Please see additional resources guidance in Covid staff handbook for more details.)</i>	Teacher delivery	<ul style="list-style-type: none"> <li>As far as possible written resources are scanned and shared via google classroom</li> <li>Students may be given photocopies/worksheets as required, however these should stay with that student and not returned</li> </ul>	JDS	1 Sep	See additional guidance form JDS/JT
	Shared student resources	<ul style="list-style-type: none"> <li>Practical resources can be handled by the teacher – but must be cleaned between teacher and student sharing – see separate guidance</li> <li>Text books to stay within bubbles, however they can cross classes within each year group</li> <li>Students and staff must sanitise before and after handling resources</li> </ul>	JDS	1 Sep	See additional guidance form JDS/JT
	Student resources	<ul style="list-style-type: none"> <li>Students expected to bring their own stationary including calculator</li> <li>Spare stock in each building which can be given to students but not returned</li> </ul>	JDS	1 Sep	
	Use of Laptops	<ul style="list-style-type: none"> <li>Students must bring their own laptops fully charged each day – this will be considered a uniform requirement</li> <li>Students may share chargers if required – but wiped between students (spray/wipes in classroom)</li> <li>There will be a small store of spare laptops in each building (with ESL) with spray cleaner for students to use when they collect and return</li> </ul>	RC	1 Sep	



		<ul style="list-style-type: none"><li>• Clear policy on ICT technician access as below – students do not go to the ICT office</li></ul>			
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## 2. Student and staff circulation, including student behaviour

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Staff circulation and comfort	Arrival and departure	<ul style="list-style-type: none"> <li>Staff arrive through main reception area – away from students.</li> <li>Hand sanitiser in main reception</li> <li>At least one external door held open in each building.</li> </ul>	AJ	1 Sep	
	Non-Contact time	<ul style="list-style-type: none"> <li>Additional staff work areas available in each College area to support staff social distancing</li> </ul>	AJ	1 Sep	
	Comfort	<ul style="list-style-type: none"> <li>Designated staff toilets in each building as well as staff room</li> <li>Tea/coffee facilities in each College building</li> </ul>	AJ	1 Sep	
	Circulation	<ul style="list-style-type: none"> <li>One way system through school where this aids circulation</li> <li>Timetable/grouping model designed to minimise student movement as much as possible at lesson change so that corridors are ‘free’ for staff.</li> <li>Specific actions for more vulnerable staff – see individual risk assessments</li> <li>Adapted fire drill plan to reduce need to staff to be close to students – see above</li> <li>Staff to hand sanitise on entrance to each building and upon changing classrooms</li> <li>Staff to wear face coverings when circulating within the school building</li> </ul>	AJ	1 Sep	
	Duties/break time	<ul style="list-style-type: none"> <li>Vulnerable staff to be allocated outside duties</li> <li>Allocated spaces for staff on duty to allow distancing</li> </ul>	LG	1 Sep	
Student circulation	Student arrival and departure	<ul style="list-style-type: none"> <li>Staggered break, lunch and finish times to eliminate cross contamination of bubbles</li> <li>3 separate entrances for year groups to increase separation</li> <li>Clearly defined times for when students can arrive/leave</li> <li>Students arriving early go straight to base rooms in designated buildings (no before/after school provision in the canteen)</li> </ul>	LG	1 Sep	Posters showing form rooms in each building

	Student circulation at break/lunch	<ul style="list-style-type: none"> <li>Students designated to a social and canteen space and not allowed to associate with other year groups</li> <li>Students to wear face coverings at all times apart from when eating.</li> </ul>	AJ	9 Nov	
	Use of toilets	<ul style="list-style-type: none"> <li>Students encouraged to use toilets in own year group building</li> <li>Social space toilets cleaned more regularly as per cleaning plan</li> </ul>	AJ	1 Sep	See Solo cleaning plan
	IT technician	<ul style="list-style-type: none"> <li>Students will not go to the IT technicians</li> <li>Teacher to email technicians and technicians will come out to year group bubbles</li> <li>Laptops to be sprayed with sanitiser before return.</li> </ul>	RC	1 Sep	
Student behaviour	Expectations	<ul style="list-style-type: none"> <li>Expectations poster developed – including safety measures</li> <li>Expectations made clear in parent letters</li> <li>Updated behaviour protocols to promote safety</li> <li>Ongoing Base time information and assemblies to re-enforce expectations.</li> </ul>	LG	8 Mar	
	Failure to comply	<ul style="list-style-type: none"> <li>School behaviour system to be used</li> <li>ESL acting as building DM</li> <li>Isolation room with ESL in each building (in lieu or SIR)</li> <li>Students who wilfully flout safety expectations will be sent home if required</li> <li>Students who wilfully refuse to wear masks without proper medical justification to be isolated or excluded where appropriate. LR to issue appropriate badges for students who cannot wear masks.</li> </ul>	LG	8 Mar	
Liaising with office based admin staff	Communication	<ul style="list-style-type: none"> <li>Communication with office based admin staff should be through remote means – email, phone, zoom etc.</li> <li>General conversations do not take place in admin offices (other than those already working in the office)</li> </ul>	KL	1 Sep	See separate protocol in the staff handbook
	Meetings	<ul style="list-style-type: none"> <li>Meetings with admin staff to take place in the meeting room or spare classrooms</li> </ul>	KL	1 Sep	

		<ul style="list-style-type: none"><li>• Meetings of a sensitive nature and/or involving student conversations must not take place in public spaces.</li></ul>			
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### 3. Reacting to incidents/unforeseen circumstances

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Fire Drill / evacuation	Process	<ul style="list-style-type: none"> <li>Updated fire drill with Y7/8 on Farm paddock to reduce traffic through B&amp;E/Sports hall gap</li> <li>Students line up in year group and base group bubbles – signage in place</li> <li>Teacher stands at the front for roll call</li> <li>Individual risk assessments for vulnerable staff</li> <li>RGB/JT to liaise with CN when students all present/if any issues through mobile devices</li> </ul>	CN	1 Sep	
Student or staff with Covid symptoms	Initial process	<ul style="list-style-type: none"> <li>Students will not be allowed on site at the start of the day if exhibiting any Covid symptoms. We will not be temperature testing.</li> <li>Student or staff initially highlighted to the relevant ESL by DM form</li> <li>Student removed to the Covid isolation room (Sixth Form study room) via heart door – First aider/office admin to supervise until parents arrive</li> <li>Parents informed and student collected</li> <li>Student will not be able to return until a negative Covid test is received. If a Covid test is not completed the student cannot return for 10 days.</li> </ul>	CN	1 Sep	Those on duty to be on the look out for any students with symptoms, base leaders as second check point. Concern students identified to building SLT and ESL.
	Positive Covid test for student who has been in school	<ul style="list-style-type: none"> <li>Headteacher informed</li> <li>Track and trace advice sought on level of response and isolation, including potential                             <ul style="list-style-type: none"> <li>Self-isolation for relevant ‘bubble’</li> <li>Self-isolation for relevant staff</li> <li>Whole school isolation</li> </ul> </li> <li>Teachers retain lesson seating plans for the quick identification of students in direct contact with an infected case.</li> </ul>	CN	8 Mar	See latest PHE guidance for likely response.
Intruder/lockdown situation	Process	<ul style="list-style-type: none"> <li>Normal locked entrances in place as per normal school day. Where doors are left open at times (student reception) there will be staff presence</li> <li>Reception staff in place, main reception still on swipe</li> </ul>	CN	12 June	

		<ul style="list-style-type: none"> <li>• 'propped open' internal doors all within internal fence perimeter</li> </ul>			
Frist aid precautions	Process	<ul style="list-style-type: none"> <li>• All first aid staff to have access to PPE</li> <li>• First aid staff to sanitise before and after any incidence</li> <li>• CPR procedures remain the same other than no breaths to be given.</li> </ul>	LR	12 November	All PHE guidance followed as appropriate.

#### 4. Staffing expectations

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Vulnerable categories	Process	<ul style="list-style-type: none"> <li>All vulnerable staff to have meeting with CN and individual risk assessment (including pregnancy)</li> <li>All BAME staff offered meeting with CN and risk assessment</li> <li>All staff offered visor, masks and gloves</li> </ul>	CN	8 Mar	
Transmission	Staffing	<ul style="list-style-type: none"> <li>Staff who exhibit any symptoms before school will not be able to attend and will seek a PCR Covid test</li> <li>Staff in the above category will not be able to attend school until a negative result is received</li> <li>If staff start to exhibit symptoms within the school day they will go home immediately and seek a test/medical advice</li> </ul>	CN	8 Mar	
	Positive Covid test for staff member who has been in school	<ul style="list-style-type: none"> <li>Headteacher informed</li> <li>NHS/PHE advice sought on level of response and isolation, including potential                             <ul style="list-style-type: none"> <li>Self-isolation for relevant 'bubble'</li> <li>Self-isolation for day group (approx. 40 students)</li> <li>School closure for deep clean</li> </ul> </li> </ul>	CN	12 June	See latest PHE guidance for likely response.

## 5. Clubs, Trips, performances and visiting speakers

Risk area	Sub section	Action	Person overseeing	In place by (date)	Notes
Use of clubs	Clubs	<ul style="list-style-type: none"> <li>Clubs will take place within year group bubbles as far as possible.</li> <li>There will be strict registers for all clubs for track and trace purposes</li> <li>Clubs will adhere to individual subject guidance – such as sports, performing arts and shared resources requirements</li> <li>Students will be reminded of any requirements at the start of each session</li> <li>Staff will continue to maintain 2m distance from students, where this is not possible masks will be worn.</li> </ul>	RGB	17 May	
School trips*	Travel	<ul style="list-style-type: none"> <li>Where students travel by minibus or coach masks will be worn.</li> <li>Students will be asked to sanitise on entry to travel method.</li> <li>Ventilation will be utilised as far as possible on coaches and minibus.</li> <li>Individual coach company risk assessments will be adhered to and reinforced with students.</li> <li>Individual staff risk assessments for vulnerable staff or those with concerns before travel.</li> <li>Student home test requested before travel by coach</li> </ul>	CN/RGB	17 May	* These requirements are in addition to specific trip risk assessments, such as coach travel and theme park risk assessments.
	Trip nature/venue	<ul style="list-style-type: none"> <li>All trip activities and venues will be risk assessed against relevant requirements for that activity.</li> <li>Where appropriate venue/activity Covid risk assessments will be shared with parents</li> <li>Trip organisers will be made aware of students with any Covid vulnerabilities and individual risk assessments conducted as required.</li> </ul>	CN/RGB	17 May	



Visiting speakers	Visiting speakers	<ul style="list-style-type: none"> <li>• All visiting speakers will be made aware of the Covid requirements in school before meeting with students.</li> <li>• Visiting speakers will either supply evidence of an LFD test within 24 hours or undertake a test within school before meeting with students.</li> <li>• Visiting speakers will be expected to maintain 2m distance with students.</li> </ul>	CN/SLT	17 May	
School Performance and larger parental gatherings. (New entrants evenings).	School performances	<ul style="list-style-type: none"> <li>• School performances will be on a ticketed basis and registration lists will be completed for track and trace.</li> <li>• NHS venue check in will be used where applicable.</li> <li>• Numbers will be limited to 100 for any performance.</li> <li>• Seats will be allocated by family group</li> <li>• Masks will be worn in line with any guidance at the time</li> <li>• Sanitisation facilities will be available and encouraged.</li> <li>• All other requirements in line with relevant theatre guidance will be complied with.</li> </ul>	CN/GH	17 May	All relevant guidance for theatre facilities will be followed.
	Larger parent gatherings	<ul style="list-style-type: none"> <li>• Parent gatherings, such as new entrants evenings will be limited to 100 people in any one room.</li> <li>• Additional seating will be arranged to ensure as much spacing as possible</li> <li>• Masks and sanitisation will be used in line with above performance requirements.</li> <li>• NHS venue check in will be used for tracing purposes.</li> </ul>	CN	21 June	

## Appendix A – Roadmap on removal of measures for May-July 2021

The above shows the plan as of 17 May for the removal of measures. This will be under constant review and adapted as required.

Area	4 May	10 May	17 May	24 May	31 May	7 June	14 June	21 June	28 June	5 July	12 July	19 July
Clubs		Clubs by volunteer – in bubbles				Expanded club programme (Year group bubbles)						
Trips		Initial test trips				Trips programme resumes – including coaches						
Visiting speakers		Allowed with Covid tests				Allowed with tests		Any visiting speakers				
Parents/visitors		Individual meetings				Individual meetings		Group parent meetings with reduced numbers in rooms. Parents eves remain online except new Y7.				
Staff meetings		Remain online				Remain online		In person with remote for those who opt				
Specialist spaces						Create shared specialist spaces for Science/Art/DT						
Assemblies		Assemblies with 2-3 classes and gaps				Reduced groups assemblies		In person whole year group assemblies				
Bridge		Vulnerable student (gradual re-integration)				Revert to original bridge (own bubble) – others isolated						
Induction			Primary visits	Primary visits		Primary visits	(New Y7 packs out)	Sixth Form induction – in school	Year 7 induction – student in school. Parents eve – carousel in school			
Leadership						Re-introduce positive relationship ambassadors and High expectation ambassadors Sixth Form reading mentors						
Performances			Mixed bubble rehearsals			Mixed bubble rehearsals			Performances with audiences			
Use of changing rooms/uniform						Return to normal changing and uniform for Y9/10 Year 9 and 10 using changing rooms						
Base groups						All back to AM but with staggered days otherwise. Keep different entrances.						