



Kindness Empathy Respect Responsibility Honesty Resilience

Return to School Policy – June 2020- Managing the Covid Pandemic- overarching principles and practice.

The main aims of this policy are to:

- Keep students, parents/carers and staff safe by minimising the risk of contracting Covid 19.
- Deliver lessons that will support learning across the curriculum.
- Support students and families who may be worried or anxious at this time.

HHELC is following government guidance, working in partnership with NST schools, unions and the LA to ensure the school environments, teaching staff, students and parents/ carers at HHELC are well prepared for a phased return to school. When a date is set this return will adhere to the principles below, initially welcoming back students and staff systematically and cautiously so that we can grow our numbers while still supporting our key worker cohort of students.

We are planning a phased return for the students and are guided by the following key principles:

- Practising Social Distancing throughout the school.
- Ensuring hygiene practices are thorough
- Cleaning and deep cleaning the whole environment to include outdoor equipment
- Teaching and Learning
- Well-being – to include Personal Health and Safety

Students will work as individuals or in small groups and contact with teaching/non teaching staff will be limited throughout the day. This may or may not be their usual teacher. Each group is to work in a designated space/classroom which will be well ventilated and exercise outdoor in a zoned area of The Lookout / Sherwood sites if required. Each group will have access to designated toilets and hand washing facilities. Lunch will be eaten in this designated space. All students will be encouraged to bring in their own water bottle which needs to be labelled.

Risk Assessment

Senior staff have carried out a detailed and robust Risk Assessment of each site. These RAs have been shared with the Local Authority Health and Safety Officer, Trade Unions and school Governors. Copies will be circulated to all staff and discussed in detail on the 1st June.

As the term progresses we may be required to revisit and revise the site-specific Risk Assessments.

Arrangements as of 1st June

- Sherwood Education Centre will invite additional students back on site. The maximum number of students on site will be 8 working in bubbles of no more than 3.
- Home Education – will continue as a remote service. Louise Sutton and Lauren Hayes will be able to negotiate space at the Sherwood Education Centre for those home educated students able to attend. The number will never exceed our ability to exercise the 2m social distancing rule.
- CHS-staff will be based in the school, tracking new admissions, ensuring work is provided for all children and students. Initially we will be on site Monday am / Wednesday am / Friday am. Home based staff will continue to provide remote learning opportunities.
- The Lookout-staff will be based in the school, tracking new admissions, managing transitions where required, ensuring work is provided for all students. Initially we will be on site Monday am / Wednesday am / Friday am. Home based staff will continue to provide remote learning opportunities.



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All staff will monitor and review process on a daily basis. Our arrangements will be carefully assessed and discussed before changes are made.

Social Distancing and signage

In order to help students social distancing we have arranged the classroom spaces so that students and staff sit 2 metres apart. Students will have their own equipment at their table to minimise movement around the room. We will, if required, arrange staggered, start times and lunch times to ensure it is possible to practise Social Distancing throughout the school.

Parents/carers at Sherwood designated “drop off “ point and “pick up “ point is the main electric gate. There will be markings and signage in and around our sites so that students and adults will be able to practise Social Distancing and good hygiene.

Site reception areas are closed and communication between home and school will be by telephone, e-mail, TEAMS meetings or ZOOM.

Hygiene

It is imperative that students and adults at HHELC practise thorough handwashing. This will be incorporated into their daily routine:

- On arrival to school
- After breaks
- After using outdoor equipment
- Before cooking and eating
- After sneezing and coughing
- After using the toilet
- Before leaving school

All sites will ensure that there are adequate supplies of soap, hand sanitisers in central areas and that all teaching spaces have bins for tissues. Parents/carers/NHS colleagues can support with this by ensuring hands are washed before and after school based activities.

Cleaning and Deep Cleaning

The students will have their own supply of essential equipment which will be either stored in their trays or carried with them at all times. Equipment will not be shared. They will sit at the same table each day and work with resources that have been allocated to them. Throughout the day surfaces will be cleaned. Each area has a supply of disinfectant spray and disposable paper towels. The cleaning team will thoroughly clean each space daily which will include cleaning light switches and door handles. At the end of each week all equipment, furniture and resources will have a deep clean ready for the following week. Classroom spaces have been cleared of soft furnishings, resources that are impossible to clean (such as science equipment with intricate parts) and unnecessary furniture. Shared materials and surfaces are cleaned and sanitised more frequently. Resources for activities such as painting, sticking, cutting are washed before and after use.

Teaching and Learning

Teachers/Teaching Assistants will plan and deliver a range of lessons based on the relevant age group. There will be undoubtedly less freedom for Teachers/Teaching Assistants to deliver the curriculum in the way they are used to. However, every effort will be made to ensure the students are stimulated and working on tasks that enhance their learning. Teachers/Teaching Assistants will use the same plans that the students at home are using (as much as possible) to ensure consistency and fairness. Teachers and teaching assistants will use the outdoors as much as possible to deliver lessons, and if required will be allocated a dedicated space to use as an outdoor classroom.



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Well-being

We will take a cautious approach with our vulnerable pupils and students and always take advice and guidance from family/guardians and NHS staff before re-introducing them to a school setting. All staff will support students who may be anxious or distressed about coming back to school. It is essential that school and home/NHS colleagues remain in communication if a student is manifesting signs of distress. The key contact will be the class teacher or teaching assistant who will be supported by Lead Teachers and senior staff. If required individual needs will be managed using Individual Student Support Plans.

Our sites will look and feel very different and we will be supporting students to adapt to this new normal by setting out clear expectations for behaviour, rewarding positive behaviours and supporting students when they are finding things challenging. We have updated the website behaviour policy to include COVID19 related expectations. These will be discussed on a frequent basis with students. Where a student is finding following the rules difficult parents will be informed so that they are able to support at home. Our approach will be fair, kind and with a clear purpose as everyone has a right to be safe and happy in their environment.

Kitchen

It is imperative that kitchen areas are cleaned regularly and that staff and students minimise use of kitchen facilities as far as possible.

Staff and student packed lunches should be kept separate from each other and preferably not in school fridges.

Staff and students should have their own cup / cutlery throughout the day. All kitchen utensils, cups and cutlery will be washed at 60 + at the end of each day in school dishwashers

Signs and Symptoms of the virus

If anyone becomes unwell with a new continuous cough or a high temperature they will be isolated in our designated isolation rooms which are the library at Sherwood and the Foyer at The Lookout. We will make immediate contact with parents/carers/NHS colleagues who will need to pick up students as soon as possible. They will then be sent home/back to the appropriate ward at The Lookout to follow the COVID_19 guidance for households with possible coronavirus infection guidance.

All parents/NHS colleagues will be contacted immediately if there is an outbreak of the infection.

Recurring Lockdown

All sites are able to lockdown at short notice. HHELC staff, students, parents/carers, NHS colleagues will be informed immediately if we are required to exercise further lockdowns.

The Head Teacher is updating staff and Governors weekly with any changes to the current situation.

Please contact kerrie.fox@hhe.nottingham.sch.uk or patrick.fielding@hhe.nottingham.sch.uk or Susie.pace@hhe.nottingham.sch.uk or chris.gillespie@hhe.nottingham.sch.uk if you have any concerns or worries. We are all working tirelessly to ensure that our students, teachers and wider community stays safe.

Kind Regards

Kerrie Fox
Head teacher



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