Lion Academy Trust

Pre Opening - Key Considerations

Key Issues	Lead Resource	Support Resource	RAG status
System check key IT systems - - boards, laptops and office stations	SBS	CS / OM's	
Water testing (legionella) and any additional necessary utility checks	SSO's	Operations Managers Ellis Whittam	
Fire alarm testing	SSO's	Operations Managers	
Cleaning rotas - reviewed and updated to ensure that there is 3 x daily cleans of all surfaces and communal areas including hard surfaces. - this may be an additional cost, however schools are expected to include MDA's (during sessions)and SSO's into this planning.	SLT / SSO's	Operations Managers	
Operational planning for children to enter the site, transition around the site, release arrangements, classroom layout https://www.hse.gov.uk/risk/classroom-checklist.htm first aid, behavior plans, escalation, use of PPE and other keeping safe guidelines issued from DfE	SLT	Executive Team	
Risk Assessment 1. Children and staff entering site 2. Children leaving site 3. Classroom layouts - amended for Covid social distancing measures. 4. Classroom use, checks, temp checks and cleaning 5. Use of PPE	SLT	Executive Team	
Assessment of classroom capacity - review the classrooms to assess how many children could be safely accommodated within the space. (standard class size is 55m2 and there is a need to allow for social distancing of approx 2m per person - 10 chn and 1 adults. Possible small focus groups.)	SLT	Executive Team	
Staff rota and allocation of work streams - consider the equal and fair allocation of work streams 1. Teaching / Educational staff that are able to attend the workplace 2. Teaching / Educational staff that are well - and unable to attend the workplace	SLT and operations managers (key to look at	Browne Jacobson / Executive Team	

(shielding) but able to work 3. Teaching / Educational staff that are unwell and isolating (due to symptoms or diagnosis of Covid 19 4. Non teaching staff staff that are able to attend the workplace (admin, MDA, Cleaners) 5. Non teaching staff that are unable to attend the workplace - shielding (admin, MDA, Cleaners) 6. Non teaching staff that are unwell and isolating (due to symptoms or diagnosis of Covid 19	HR queries related to the changes to duties for MDA's vs cleaners.)		
Key year group provision (years 1,2 and 5) - Ensure that there is sufficient provision for these groups to ensure that year 2 transitions effectively to year 3, year 5 are accelerating towards year 6 requirements and year 1 children are ready for year 2.	SLT / Lead Practitioners / Year Leaders	Executive Team	
Key worker - extended provision. This will need the current provision, planning, risk assessments widening to incorporate a greater number of children and inclusion of the above planning for years 1,2 and 5. Staffing models may have to change to ensure that the teacher allocation is appropriate.	SLT / Lead Practitioners / Year Leaders / Extended services staff	Operations Managers, Admin teams.	
Timetabling and planning for the day - this is subject to the advice and guidance issued by the DfE	SLT	Executive Team	
Communication plan - for parents regarding all the changes and how that will be circulated. Letters, texts, mapping to be sent so that all parents are clear about the requirements.	SLT	Executive Team	
Create plans for isolation rooms / spaces so that any children developing symptoms of the disease, will be able to be isolated and collected safely.	SLT		
Review any additional guidance issued from the DfE regarding statutory ratio's for EYFS as well as safeguarding guidance. https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2	Head Teachers	Executive Team	
Continue to review the guidance on shielding, use of PPE, and other Covid19 related issues. To ensure that there is sufficient PPE stocks within the school - Gloves, face masks, aprons, hand wash, soap and other necessary materials based on risk assessment. Covoid Staff Handbook in place for dissemination during 3 week DFE planning window.	SSO / Operations Teams	Head Teachers	

	Lead	Support	RAG
https://www.gov.uk/coronavirus			
Training programme for necessary staff i.e. those MDA's that have been reallocated to cleaning rota's need to complete relevant training.	SLT	Operations Managers	
Safeguarding refresher training - to ensure that all staff remain vigilant to signs of abuse as well as disclosures. Schools should be prepared for a spike in cases and non teaching teams need to be prepared for this.	DSL Teams	Heads of School	
Safe systems of work established for all teams outlined in relevant risk assessments. 1. Cleaning routines 2. Physical distancing 3. Cleaning hands and sanitising 4. Use of resources and materials .	SSO / Operations managers	Heads of School	
Staff testing	Executive team	Heads of School	

Opening - Key issues;

Key Issues	Lead Resource	Support Resource	RAG status
Start of day - Getting children on to the site safely. 1. Planning needs to ensure that parents and children are able to maintain safe social distancing at all times where possible. Key entry and exit points need to be identified and managed by leaders. 2. Temperature checks on arrival at the site and regularly throughout the day. 3. Washing hands on arrival to the school and then regularly throughout the day. 4. Parents take children home if there are any symptoms of the virus. 5. Children to "line" up within the parameters set by leaders. End of day - Children leaving 1. Parents accessing the site to collect the children need careful management and insistence on safe distancing - this may mean an "airport or supermarket" style approach where children are collected 1 by 1. 2. No parent meetings or discussions at this point - calls and follow ups to be arranged. 3. Children / adults leave the site straight away - no lingering within the playgrounds.	SLT	Executive team	

Parental meetings - these need to be virtual and this includes any interaction with the admin teams and offices	SLT	Executive team	
School Office - this is to remain closed to public facing queries, however parents will be able to access this via phone and email as per the normal working hours. Subject to regular review and amended for specific events such as orientation, parental tours. (these will need separate risk assessments completed prior to implementation)	SLT	Executive team	
Learning provision; 1. No "exercise books" are to be used in the short term. Children complete activities on paper, worksheets and online. 2. Pre learning and support for continued home learning. 3. Differentiation where possible and linked to home learning. This will be most important with those that are in the extended services provision for key workers as there is likely to be an extended age range with these children.	SLT	Executive team	
Lunchtimes - this depends on the potential models that are yet to be defined by the DfE and others. This will be evaluated when published however the preferred model is to not have lunchtime provision and to continue with the voucher scheme.	SLT	Executive team	
Behaviour management; Clear plans in place for the following 1. Behaviour scheme and rewards 2. Time out arrangements for those that are struggling or disruptive. 3. Exclusions 4. Escalation pathways due to reduced staffing	SLT	Executive team	
Safeguarding teams incl. Pastoral staff 1. Clear duty rota's established with increased capacity in the short term. 2. Home visits to continue 3. Weekly safeguarding meetings to continue 4. Integration and working with agencies to continue to be reviewed - particularly for DV notifications, referrals.	SLT	Executive team	
Attendance management - this will be influenced by government guidance but risk assessments will be in place for vulnerable children (CP, CIN, EHCP and those at risk of DV) who are not attending school.	SLT	Executive team	
Classroom layout confirmed and adhered to as well as transitions and circulation in communal areas such as toilets, corridors and halls.	SLT	Executive team	

Longer term planning

Key Issues	Lead Resource	Support Resource	RAG status
NQT and new staff induction as well as probation.	SLT	Executive team	
Monitoring and Evaluation - Ofsted have been clear that they will not evaluate schools responses to. covid19 and the closing of schools - however they have been clear that when schools reopen inspections will begin - and that they will be focussing on the quality of education. This is going to be particularly important to get the right balance. https://schoolsweek.co.uk/coronavirus-routine-inspections-not-likely-before-summer-says-spielman/	Executive team	Heads of School	

Integrated home / school educational offer
   1. Would the school learning be evaluation and setting of lessons so that there is continuity between what they are learning and completing at home.
   2. Does teacher input set them up for home independent learning and then they come back into school with completed tasks - do they take the books home (risk of transfer of virus?)
   3. Assess / plan / teach model
	Executive team	Heads of school	

Capital works programming	Executive team	Operations managers	
Attendance tracking and management - if the restrictions continue after summer - this will be a key priority.	Executive Team	Heads of school	
Summer Clubs and Holiday Programmes - including summer packs for years 1,2 and 5.	SLT	Executive team	
Staffing structures for 2020 / 2021 and potential adjustments based on local needs.	Heads of School	Executive team	

Restarting of staff management issues.
  1. Grievance
  2. Disciplinary
  3. Capability
  4. Sickness absence
	Executive team	Heads of School	

Baseline assessments as per the assessment calendar	Executive team	Heads of School.	