

**Table of support for Hertfordshire Secondary schools in the next stage of responding to the COVID-19 Pandemic**

**St Albans Girls' School September 2020**

<b>Stage 1: SHORT TERM (face to face sessions for small numbers of Year 10 and Year 12 students only until end of summer term 2020)</b>					
<b>Category of issue</b>	<b>HCC or HfL</b>	<b>Team, lead person &amp; contact details</b>	<b>Support available, resources, questions to consider</b>	<b>STAGS Response</b>	<b>RAG</b>
Health & Safety	HCC	James Ottery <a href="mailto:James.Ottery@hertfordshire.gov.uk">James.Ottery@hertfordshire.gov.uk</a>	<p>Have you undertaken a COVID-19 risk assessment and shared the findings and controls you are taking with staff? See template link below</p> <p>Have you reviewed your revised health and safety policy? And your sickness procedures?</p> <p>How will you ensure that all staff are consistently following your risk assessment and procedures in line with your H &amp; S policy?</p> <p>Have you reviewed existing pupil risk assessments / individual care plans?</p> <p>Are there any other risks arising from issues such as behaviour or personal care requiring close contact which need assessment?</p> <p>Has the water system been flushed for all areas of school not used since lockdown?</p> <p>Are all essential systems fire alarm etc. operating as normal?</p> <p>Do you need to make arrangements for any equipment / plant servicing and inspection which was postponed e.g. lifts, gas safety, electrical wiring condition (fixed wire testing)?</p> <p>If windows and doors are left open to increase ventilation, does this create any other concerns (security, fire spread) etc.?</p> <p>Are arrangements with contractors clear for routine maintenance going forward? Seek assurance over their</p>	<p>Yes</p> <p>Yes</p> <p>Spot Checks</p> <p>Yes</p> <p>None known at this time</p> <p>Yes</p> <p>Yes</p> <p>No – All operating as normal</p> <p>Daily checks in place</p>	

			<p>controls / review their risk assessments for adhering to government advice on social distancing etc.</p> <p>Have you planned a practice fire drill, respecting safe distancing?</p> <p>Reading: RA template is below:</p> <p>School Risk Assessment CV19 [H]</p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p><a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a></p> <p>Support: For queries on H&amp;S related matters, Contact H&amp;S team <a href="mailto:healthandsafety@hertfordshire.gov.uk">healthandsafety@hertfordshire.gov.uk</a> 01992 556509</p>	<p>Key risk assessments have been received and ongoing as contractors start work in school</p> <p>yes - to be completed by year group over the first two weeks of Term</p>	
Attendance	HCC	<p>Richard Woodard <a href="mailto:Richard.woodard@hertfordshire.gov.uk">Richard.woodard@hertfordshire.gov.uk</a> East Team Duty Desk Tel: 01992 555261 Email: <a href="mailto:attendancedutyeast@hertfordshire.gov.uk">attendancedutyeast@hertfordshire.gov.uk</a></p>	<p>Have you revised your attendance expectations and procedures (regarding students' attendance, when they should return to school if they or anyone in their household have displayed symptoms of COVID19 etc.)?</p> <p>How will attendance be monitored from day to day?</p> <p>Have you reviewed and revised your first day absence calling procedures to reflect the fact that different groups of students will be expected in school each day?</p> <p>Reading:</p>	<p>Yes – lesson by lesson attendance reporting</p> <p>Lesson monitor using sims</p> <p>Yes, to ensure that this reflects known absence and vulnerable groups</p>	

		<p>West Attendance Duty Telephone number: 01442 454778</p> <p>Email: <a href="mailto:attendancedutywest@hertfordshire.gov.uk">attendancedutywest@hertfordshire.gov.uk</a></p>	<p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p>Support: Contact the attendance duty line or your school's Local Authority Attendance Officer</p>		
Care routines	HCC	Birkins cleaners are the school contractors	<p>Do you have a good supply of soap, hand sanitiser, paper towels, tissues, lidded bins?</p> <p>Who is monitoring toilets etc. and ensuring stocks are replenished?</p> <p>How will you ensure that all staff and students adhere to stringent hand washing procedures? How will you remind them/reinforce hygiene practice?</p> <p>What measures are in place to ensure visitors adhere to hand washing/ sanitisation advice? Is hand sanitiser provided in the main entrance and other locations where required?</p> <p>How will you build in regular opportunities for handwashing and ensure hands are washed thoroughly?</p> <p>How will you ensure that social distancing measures are adhered to in toilet facilities/wash stations? Will you stagger access? Will you supervise?</p> <p>How will you provide the facilities to dry washed hands and dispose of the towels hygienically?</p>	<p>Yes</p> <p>Additional contract cleaners appointed</p> <p>Improved signage and verbal reminders</p> <p>Access through Key location and hand sanitisers in place</p> <p>Year group toilets identified</p> <p>Before and after each lesson and on arrival</p> <p>Year group toilets identified and students will be allowed to access toilets during lessons</p> <p>Increased supervision and some stalls removed from action</p> <p>Hand dryers in operation</p> <p>As appropriate</p> <p>Yes</p>	

			<p>Will you review care plans for students who have serious skin conditions?</p> <p>How will you ensure that students and staff will not touch soiled articles? Do you have lidded bins in each of your classrooms?</p> <p>Has a risk assessment for personal care been done? Is PPE appropriate? Is PPE equipment readily available for staff so that they are able to support with this? (<i>High risk activity</i>)</p> <p>Reading:</p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p><a href="#">guidance on hand cleaning</a></p> <p>video on hand washing <a href="https://youtu.be/bQCP7waTRWU">https://youtu.be/bQCP7waTRWU</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>Directions Included in the general RA</p> <p>Yes - included in the general Risk Assessment, First Aid identified as required additional PPE, which is in place</p>	
Cleaning	HCC	Birkins cleaners are our contractors	<p>Have you identified all high contact touch surfaces? How will you ensure that surfaces, door furniture and equipment (including outdoor equipment) are regularly cleaned during the day?</p> <p>Have you discussed resourcing and risk assessments from your contract cleaning staff?</p> <p>How will you ensure that there is thorough cleaning of the environment/equipment/resources at the end of each day?</p> <p>How often will you clean resources that students share (e.g. keyboards, DT equipment, musical instruments? textbooks). How will this be managed?</p>	<p>Increased number of cleaners employed, and students restricted to key locations</p> <p>Yes - and received</p> <p>Additional day time cleaners</p> <p>Sanitisation products available for use in these locations</p>	

			<p>How will you mitigate risk of cross contamination throughout the day in shared areas? How will you keep groups of students, and the staff members working with them, separated from each other and in separate parts of the school?</p> <p>How will you ensure that staff (e.g. site managers) have clean uniforms daily?</p> <p>How will you support families with regular cleaning of uniform? And how will you communicate your expectations to parents/carers? Will you relax your uniform expectations? If students are coming into school for GCSE/A level/BTEC PE lessons, will they come in PE kit to avoid use of changing rooms?</p> <p>Have you got procedures in place for regular emptying of bins during the day?</p> <p>Reading:  <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">COVID-19: cleaning of non-healthcare settings guidance</a>  <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>Teachers briefed on expectations</p> <p>Sufficient uniform has been provided</p> <p>Parents briefed on this by Headteacher</p> <p>Yes, additional bins purchased for each classroom for tissues, wipes etc to enable separation from general waste</p>	
Medical assistance and First Aid	HCC HfL		<p>Do you have sufficient qualified first aiders on site each day?</p> <p>How will you support students who need medical assistance/intimate care?</p> <p>What provision is in place for a student who may fall ill during their time in school – displaying Covid-19 symptoms</p>	<p>Yes</p> <p>As normal</p> <p>See RA</p>	

			<p>Have you considered with colleagues how you will respond to a student who requires first aid treatment – will usual precautions be sufficient? How will you respond to a student who is upset and needs comfort from a trusted adult? Have you risk assessed this response?</p> <p>Do you need to make adaptations to your First Aid facility and procedures in light of social distancing? Is your First Aid facility sufficiently spacious? Have you communicated these changes to staff, students and parents?</p> <p>Will you adapt arrangements for parents bringing medicines into school?</p> <p>Reading:  <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>Yes - usual procedure to be followed unless presenting with COVID symptoms in which case the guidance within the RA will be followed</p> <p>First Aid has been updated recently to accommodate a better use of space. All Covid related documents to be shared with students and parents</p> <p>No - these are managed at reception by the allocated lead for First Aid</p> <p>PPE for all staff in contact with the medical room</p>	
Sharing equipment	HCC HfL		<p>How will you plan lessons and activities to minimise shared use of equipment/ resources?</p> <p>Will you remove any equipment from the spaces you are using for face to face support?</p> <p>Where will 'unnecessary' items from classrooms be stored so that this does not create a fire risk (no storage in electrical intakes, plant rooms etc.)?</p>	<p>Students, staff and parents/carers have been sent clear guidance protocols about equipment prior to the start of term – no sharing of equipment at all and no access to certain equipment or facilities.</p> <p>Students will have their own equipment/pencil cases etc and test books will not be shared or used in phase 1</p> <p>N/A</p> <p>Storage already in place for unnecessary item</p>	

			<p>How will you ensure that equipment that has to be shared is kept clean?</p> <p>What will you allow students to bring into school and how will you communicate any changes to this policy?</p> <p>Will you allow any school books/resources to be taken home?</p> <p>Reading:  <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>Cleaning programme in place supervised by teachers using the equipment</p> <p>essential items only - no access to lockers</p> <p>Reviewed on a case by case basis</p>	
Visitors	HfL HCC		<p>What will your policy be regarding visitors?</p> <p>Will governors, external agency staff (social workers, EWOs, EPs etc.), contractors, HCC &amp; HFL colleagues be viewed as staff or visitors?</p> <p>What procedures will be in place to ensure that essential visitors adhere to social distancing and hand washing rules?</p> <p>Will parents/family members be allowed onto site? How will you communicate your expectations/procedures?</p> <p>What guidance has been provided for staff on deliveries etc?</p> <p>Reading:  <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a></p>	<p>On key personal on site by appointment only</p> <p>Visitors to be briefed</p> <p>No – Unless emergency</p> <p>Site team have briefed main reception</p>	
PPE	HCC	Tania Rawle	<p>Have you got sufficient and appropriate PPE for use in cases of:</p>		

		<p><a href="mailto:Tania.Rawle@hertfordshire.gov.uk">Tania.Rawle@hertfordshire.gov.uk</a></p> <p>Louise Carter</p> <p><a href="mailto:Louise.carter@hertfordshire.gov.uk">Louise.carter@hertfordshire.gov.uk</a></p>	<ul style="list-style-type: none"> <li>▪ regular intimate care of a student</li> <li>▪ a student who has developed Covid-19 symptoms who needs temporary care until they can go home.</li> </ul> <p>How will you ensure that all staff are clear on the guidelines and policies in place? Have you inducted staff in the use of PPE?</p> <p>Have you displayed PPE posters – see links below for guidance?</p> <p>How will you respond if staff/students want to wear face masks in school?</p> <p>Reading:</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a></p> <p>Support:</p> <p>Tania Rawle’s team can support in the first instance with the use of PPE.</p> <p>Louise Carter’s team can support with supply of PPE.</p>	<p>Yes</p> <p>Yes</p> <p>Not required but have displayed across the school hand sanitising and hygiene reminders</p> <p>Personal choice – and we recommend that masks are worn when not in a lesson</p>	
<b>SAFEGUARDING</b>	HfL	<p>Sam Orsborne</p> <p><a href="mailto:sam.orsborne@hertsforlearning.co.uk">sam.orsborne@hertsforlearning.co.uk</a></p>	<p>How will you need to adapt your safeguarding systems (reporting of concerns arrangements, monitoring vulnerable children)?</p>	<p>Already in place with updated guidance about online learning communicated to</p>	

			<p>If students are working in rooms other than their usual classroom, has a risk assessment been completed to ensure that the environment is safe?</p> <p>With daily changes to the attendance list for expected students, how will you ensure that no student can go missing between home and school?</p> <p>Are your systems to monitor students' learning from home effective? Could they be refined/developed in any way?</p> <p>Will you need to make changes to advice to staff about working safely?</p> <p>Do the existing systems for updating staff continue to meet the current need, or are changes needed to make sure that staff are fully aware of students' changing situations, and of advice received from the government, Hertfordshire Safeguarding Partnership or HCC (this might include e-mail notification, staff briefings etc.)?</p> <p>How will staff awareness of particular safeguarding issues (e.g. domestic abuse) be raised among staff?</p> <p>Do you have a Designated Safeguarding Leader on site each day?</p> <p>Have new staff been inducted in safeguarding arrangements?</p> <p>To what extent has the teaching of online safety been developed? (Clearly, this remains a high priority for pupils not returning to school in this phase of re-opening.)</p>	<p>students, staff, parents and governors - updated website</p> <p>learning is monitored weekly at KS3 and by each subject as taught at Y10&amp;12 – regular monitoring by DOLS and home contact as required</p> <p>N/A</p> <p>Detailed guidance provided to all staff about online learning and safeguarding updates</p> <p>Yes - regular staff updates are received Full induction day for all staff in September</p> <p>Full awareness of safeguarding history of individuals as required and therefore tailor-made support as appropriate.</p> <p>Deputy Headteacher and DSL to contact safeguarding governor for updates since lockdown and any changes</p> <p>Full induction day for all staff in September</p>	
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<b>PREMISES ADAPTATIONS FOR SOCIAL DISTANCING</b>	HCC	James Ottery <a href="mailto:James.Ottery@hertfordshire.gov.uk">James.Ottery@hertfordshire.gov.uk</a>	<p>How will you adapt spaces around the school, including classrooms, toilets, outdoor areas and lunch/social areas so that students and staff can socially distance?</p> <p>How will you limit occupancy / stagger use of staff rooms, offices etc. to support social distancing?</p> <p>How will you ensure that all students and staff on site understand your social distancing expectations and procedures?</p>	<p>Teachings spaces face forward where possible, 'sit here' signage, year group toilets identified, Floor stickers in place, Additional signage</p> <p>Office space limited and temporary work locations created</p> <p>Verbal reminder and signage across the school. Shared with parents, students and staff via letter, bulletin and stagslink</p> <p>Posters and floor signage in place</p>	

			<p>Have you marked out spaces to help students understand 2 metre distancing? Will you utilise dividers, posters, one-way systems and signage to support with social distancing and minimise contact?</p> <p>How will entry into classrooms and queueing be managed to support social distancing?</p> <p>Will you need to adapt behaviour expectations? And your behaviour policy? How will you communicate these to parents/carers and students?</p> <p>How will you deal with any breaches of your expectations?</p> <p>How will you manage transitions throughout the day (e.g. as small groups receiving face to face support arrive and leave the site)?</p> <p>How will you ensure social distancing in the toilet facilities?</p> <p>How will you ensure that spaces are well ventilated? Ensure that this is in accordance with fire safety regulations and safeguarding if propping doors open.</p> <p>Have you adapted staff areas to ensure social distancing and communicated your expectations to staff?</p> <p>Do you have sufficient premises staff on site each day?</p> <p>Reading:  <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a>  <a href="#">Managing school premises during the coronavirus outbreak</a></p>	<p>Students will not que outside classrooms</p> <p>Protocols and expectations reinforced on entry to the school.</p> <p>All comms have reinforced expectations and what happens if this is breached.</p> <p>Transitions staffed at 'manned' points of entry and exit. Increased supervision</p> <p>Year group toilets and every other cubicle not in use</p> <p>Doors to wedged open and windows open in classrooms - this will superseded fire regulations</p> <p>Staff numbers restricted in the staff room</p> <p>Premises staff rota ensures staffing throughout the day.</p> <p>Site team to undertake daily site checks</p>	
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			<p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Support:</p> <p>Your SEA can support you via an arranged consultancy call.</p> <p>For queries on H&amp;S related matters Contact H&amp;S team healthandsafety@hertfordshire.gov.uk 01992 556509</p>		
<b>TRANSPORT</b>	HCC	Jayne Abery <a href="mailto:Jayne.Abery@hertfordshire.gov.uk">Jayne.Abery@hertfordshire.gov.uk</a>	<p>Do any of the students you are inviting in require transport arrangements?</p> <p>Do you need to change arrangements to cater for changes to start and finish times?</p> <p>Reading:</p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Parent Reimbursement Email</p> <p>Support:</p> <p>Jayne Abery can answer your queries</p>	<p>Parents directed to bus service head office.</p> <p>Transport Risk Assessments requested from bus services</p> <p>Updated guidance sent to parents prior to term starting</p> <p>Catering team briefed and fully appreciate roles</p>	
Managing start and end of school day	HCC HfL	Anne Hardy (Road Safety and Sustainable Travel Manager) <a href="mailto:Anne.hardy@hertfordshire.gov.uk">Anne.hardy@hertfordshire.gov.uk</a>	<p>Will you stagger start and finish times for different groups coming in? Will you utilise signage to clarify your arrangements?</p> <p>How will you ensure social distancing of parents/carers if they drop off their children? How you will share relevant information with parents about any new procedures?</p>	<p>Yes</p> <p>Signage around the school identifying requirements</p> <p>Parents not able to attend site unless by prior appointment or emergency</p> <p>No but staggered during the day</p>	

		<p>Does your school allow for different entry and exit points for students?</p> <p>Do you need to liaise with the Road Safety Team for support?</p> <p>Reading:</p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p>Support:</p> <p>You can contact the Road Safety and Sustainable Travel Team</p>	<p>No</p> <p>No</p>
<b>MEAL &amp; BREAK TIMES</b>	HCC	<p>How will you minimise the number of students who need to be on site at lunch times?</p> <p>How will you modify your lunch routines? Will you provide any on site catering? Have you discussed meal provision and delivery with your Catering provider?</p> <p>Will you expect all students and staff to bring a packed lunch?</p> <p>How will you avoid sharing utensils, plates, serving spoons and tongs?</p> <p>How will you manage biometrics?</p> <p>How will you wipe surfaces between users?</p> <p>How will you manage/stagger break and lunchtimes to ensure that only small groups have their lunch at any one time and spread out?</p>	<p>Staggered timetable</p> <p>New system agreed with contractors</p> <p>pre-order food service in operation</p> <p>Disposables</p> <p>Not in use</p> <p>Hygiene rules apply in kitchen area</p> <p>Timetable in place and outdoor space or classroom space available to eat in</p>

			<p>Who will supervise at lunch time?</p> <p>Reading:</p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	Lunchtime supervisors and additional duty staff	
FSM vouchers		<p>Juliet Whitehead  <a href="mailto:Juliet.whitehead@hertfordshire.gov.uk">Juliet.whitehead@hertfordshire.gov.uk</a></p>	<p>Have you got plans in place to provide all students eligible for FSM with meals either through the national voucher system or alternative arrangements?</p> <p>During the coronavirus (COVID-19) outbreak, the DfE is temporarily extending free school meals eligibility to include some groups who have no recourse to public funds (NRPF). Please see reading below for details.</p> <p>Reading:</p> <p>DfE Coronavirus (COVID-19): free school meals guidance for schools:</p> <p><a href="#">Providing free school meals during the coronavirus outbreak</a></p> <p>Coronavirus (COVID-19): temporary extension of free school meals eligibility to NRPF groups:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/guidance-for-the-temporary-extension-of-free-school-meals-eligibility-to-nrpf-groups">https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/guidance-for-the-temporary-extension-of-free-school-meals-eligibility-to-nrpf-groups</a></p> <p>Edenred email address: <a href="mailto:freeschoolmeals@edenred.com.uk">freeschoolmeals@edenred.com.uk</a></p> <p>Their telephone helpline number is: 0843 453 0206.</p> <p>DfE coronavirus helpline: Telephone 0800 046 8687</p>	<p>Yes - pre order service available</p> <p>N/A</p>	
<b>COMMUNICATIONS</b>					
Communication to parents	HfL	<p>Rachel Macfarlane  <a href="mailto:Rachel.macfarlane@hertsforlearning.co.uk">Rachel.macfarlane@hertsforlearning.co.uk</a></p>	<p>Have you shared revised policies and procedures with parents (e.g. H &amp; S, attendance, sickness, the nature of your cleaning procedures, what can and cannot be brought into school).</p>	Yes	

			<p>Have you got a system for daily alerts to notify parents of sudden changes to arrangements or provision (e.g. due to staff sickness, infection in school)?</p> <p>How will you ensure that all parents have received/accessed the information, e.g. those with EAL, disabilities?</p> <p>Is your website up to date and refreshed daily?</p> <p>Reading:</p> <p><a href="#">What parents and carers need to know about schools and other education settings during the coronavirus outbreak</a></p> <p><a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p> <p><a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june">https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june</a></p> <p><a href="#">Help secondary school children continue their education during coronavirus (COVID-19)</a></p>	<p>Yes</p> <p>In liaison with SENCO and EAL lead</p> <p>Yes</p>	
Press releases	HCC	HCC Press Office Tania Rawle <a href="mailto:tania.rawle@hertfordshire.co.uk">tania.rawle@hertfordshire.co.uk</a>	<p>Have you decided in which circumstances you would issue a press release?</p> <p>Support:</p> <p>Tania Rawle can support you if you have a potentially damaging media situation to manage</p>	Would contact press office if required	
Staff induction, training and comms	HfL	Rachel Macfarlane <a href="mailto:Rachel.macfarlane@hertsforlearning.co.uk">Rachel.macfarlane@hertsforlearning.co.uk</a>	<p>Have you built in staff meeting/training time prior to the reintroduction of more students to communicate changes in expectations and practice?</p> <p>Have you liaised with ITT providers re status/expectations of any trainees in school?</p> <p>What action would you take if staff did not adhere to new procedures?</p>	<p>Yes</p> <p>Yes</p> <p>Reviewed case by case by SBM and HT</p>	

Admin updates	HfL		<p>Do you need to gain fresh / updated information from families?</p> <p>Do emergency contact details need to be updated? Have there been any changes in family situations (bereavement, parents' work commitments, PP status)?</p> <p>Are you clear on home technology arrangements - which families have printers, connectivity devices for children to use for distance learning etc.?</p>	<p>Weekly updates and contact will continue for all families</p> <p>All details are up to date</p> <p>All families have access to chrome books and dongle where needed – distributed at start of lockdown</p>	
<b>STUDENT WELLBEING</b>	HfL	<p>Karin Hutchinson <a href="mailto:Karin.hutchinson@hertsforlearning.co.uk">Karin.hutchinson@hertsforlearning.co.uk</a></p> <p>Educational Psychology (EP) Service</p> <p>To access the Service, please contact your local area team:</p> <p>East Herts, Broxbourne, Welwyn and Hatfield: 01992 556998</p> <p>North Herts and Stevenage: 01438 843379</p> <p>St Albans and Dacorum: 01442 453904</p> <p>Watford, Three Rivers and Hertsmere: 01442 453043</p> <p>Safe Space <a href="mailto:safespacemailbox@hertfordshire.gov.uk">safespacemailbox@hertfordshire.gov.uk</a></p>	<p>What has it been like for students during their time at home?</p> <p>Do you know whether any have suffered bereavement?</p> <p>How will you screen for separation anxiety and support students where it presents?</p> <p>Have you identified any students who are anxious about a return to school as a result of the virus? How will they be supported?</p> <p>What arrangements are in place for a student who may become distressed during the day?</p> <p>Are all staff aware of the policy/procedure regarding what to do if a student becomes distressed?</p> <p><b>Reading:</b> <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a> <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a> <a href="#">A Recovery Curriculum: Loss and Life for our children and schools post pandemic. A Think Piece Barry Carpenter, CBE, Prof of Mental Health in Education, Oxford Brookes Uni &amp; Matthew Carpenter, principal, Baxter College, Kidderminster</a></p> <p><b>Support:</b> If you and/or your staff require support following a bereavement of a young person or adult within your school community, you</p>	<p>Review weekly of more vulnerable students, but as we have established comms routes, families contact us with updates and we check in if there are subject gaps and non-submission in Years 7-13 inc.</p> <p>Online SSO means that we have maintained contact with our families throughout and know those who are anxious. Some students attend key worker school as too anxious at home, others it is direct contact by DOL or another member of staff.</p> <p>All staff have updated safeguarding addendum and online learning guidance and protocols</p>	

			<p>can contact the Hertfordshire Educational Psychology (EP) Service. The EP Service can provide support and advice for staff through psychological consultations.</p> <p>Safe Space work individually with children, young people and school staff to offer short term crisis support.</p> <p>Both teams can provide support and share a wide range of resources with you.</p> <p>Your SEA could support you via an arranged consultancy call</p> <p>The 'Schools and Families Advice Line' (SFAL) is a new service established to provide emotional wellbeing advice and early help to children and young people, school staff and families during the COVID-19 pandemic. If you feel this service could help, please call our Single Point of Access (SPA) who will take your details before passing them onto our call back service. Telephone: 0300 777 0707 Email: <a href="mailto:hpft.spa@nhs.net">hpft.spa@nhs.net</a> You will get a call back from a mental health practitioner between 8am-5pm, Monday-Friday.</p> <p>Herts Mind Network have launched a new early intervention and prevention helpline for children and young people aged 10-17 in Herts. For opening hours and more information please visit the website <a href="https://www.hertsmindnetwork.org/young-peoples-helpline">https://www.hertsmindnetwork.org/young-peoples-helpline</a> .Helpline number is 01923 256391</p> <p>Free training for schools on bereavement: <a href="https://www.childbereavementuk.org/bereavement-awareness-training-for-education-providers">https://www.childbereavementuk.org/bereavement-awareness-training-for-education-providers</a></p> <p style="text-align: center;">UPDATED -                      UPDATED - Information for Chil              Supporting childrer</p>		
<b>STAFF WELLBEING</b>	HfL	<p>Wellbeing Team <a href="mailto:Karin.Hutchinson@hertsforlearning.co.uk">Karin.Hutchinson@hertsforlearning.co.uk</a></p> <p>HR Team <a href="mailto:HRservices@hertsforlearning.co.uk">HRservices@hertsforlearning.co.uk</a></p>	<p>Have you determined how many and which staff you require to deliver the face to face support?</p> <p>How will you build confidence in the staff team to ensure that those who have been absent from school feel safe to return?</p> <p>Have you conducted risk assessments for staff with underlying medical conditions?</p>	<p>Yes</p> <p>Regular updates and line manager meetings</p> <p>Yes</p>	

		<a href="mailto:HRservices@hertsforlearning.co.uk">HRservices@hertsforlearning.co.uk</a>	<p>How will you deploy staff who cannot return to school for medical or shielding reasons? Or may have young children of their own who cannot access school?</p> <p>How will you respond to staff who are unwilling to come to work but do not fall into a medical exemption category?</p> <p>How will you protect staff workload and ensure their wellbeing?</p> <p>Reading:</p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p>Support:</p> <p>The HfL Wellbeing Team members are available to support headteachers and teachers – email <a href="mailto:wellbeing@hertsforlearning.co.uk">wellbeing@hertsforlearning.co.uk</a></p>	<p>See individual RA. Staff with young children can access key worker school if choose to do so</p> <p>Case by case review</p> <p>Regular line management reviews</p>
<b>CURRICULUM ADAPTATIONS:</b>	HfL	<p>Liz Shapland &amp; Secondary Subject Advisory Team</p> <p><a href="mailto:Liz.shapland@hertsforlearning.co.uk">Liz.shapland@hertsforlearning.co.uk</a></p> <p>Rachel Macfarlane &amp; Secondary SEAs</p> <p><a href="mailto:Rachel.macfarlane@hertsforlearning.co.uk">Rachel.macfarlane@hertsforlearning.co.uk</a></p>	<p>What is curriculum focus/priority and provision for the summer term?</p> <p>Do you have sufficient staff to deliver it?</p> <p>What are your expectations about students' daily engagement rate? Work submission? Online lesson attendance?</p> <p>Do you need support/guidance in any subject area?</p> <p>How are you supporting students' wellbeing through your adapted curriculum?</p> <p>How are middle leaders being supported to keep up to date regarding exam board information about Autumn 2020 series (and any discussions on changes to 2021 series)?</p> <p>How are you adapting your curriculum plans for the autumn to take into account the lost learning in the spring and summer terms?</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>Review of subject content for the autumn term with guidance provided to all subject teachers.</p>

Curriculum for pupils in school	HfL	<p>Rachel Macfarlane &amp; Secondary SEAs  Rachel.macfarlane@hertsforlearning.co.uk</p>	<p>Which of your Year 10 and Year 12 students would most benefit from face to face support? Who are you 'Priority Pupils'? Low attainers? Those eligible for PP? Those with SEND? Those who are not engaged with online learning? CLAs?</p> <p>How will you determine which have fallen behind most?</p> <p>In which subject areas is it hardest to complete the curriculum at home (e.g. due to lack of essential equipment, group interaction requirements or teacher input)?</p> <p>Is there a need for one-off face to face sessions with key teachers? Or weekly teaching in small groups? Or academic review sessions with a tutor?</p> <p>How will you prioritise which students to invite in and in which small groups?</p> <p>How will you plan face to face sessions to maximise opportunities for teachers to assess students' learning, explore any additional targeted support and resources they may need and plan accordingly for the resumption of normal teaching in the future?</p> <p>How will you use sensitive and low stakes elements of formative assessment to identify where the pupils are in different components of learning, bearing in mind the likely inequalities of home learning during the lockdown?</p> <p>How will you choose the most critical elements of learning that you wish to ensure they have covered before the summer break (in particular arrangements / support for NEA)?</p> <p>Reading:  <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>	<p>We have provided a rota of subject coverage across a week so that all students will be seen following a questionnaire and 85% families advising their daughter would return.</p> <p>Online engagement through google meet during face to face lessons for others to participate in.</p> <p>Review knowledge and understanding but as we have regular 'check ins' we have been able to bench mark engagement and know any students struggling and intervene at least on a weekly basis. This will continue.</p> <p>All students invited in on a 25% rotational basis</p> <p>Curriculum reviewed by subject leaders as required with a consistent and effective use of learner voice to focus learning implementation.</p>	
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Distance learning for pupils at home	HfL	<p>Liz Shapland &amp; Secondary Subject Advisory Team Liz.shapland@hertsforlearning.co.uk</p> <p>Rachel Macfarlane &amp; Secondary SEAs Rachel.macfarlane@hertsforlearning.co.uk</p>	<p>How will you maintain your distance learning provision? How will you track its impact? How will you ensure that all students at home can access it? How will you help parents/carers to support students' distance learning? How will you collect key work to support assessment to inform future planning?</p> <p>Reading: <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a> <a href="#">'I can't get motivated': the students struggling with online learning Rachel Hall and David Batty in The Guardian Mon 4 May 2020</a> <a href="#">Parental Load Theory Becky Allen April 29 2020</a> <a href="https://educationendowmentfoundation.org.uk/covid-19-resources/">https://educationendowmentfoundation.org.uk/covid-19-resources/</a></p>	<p>NA</p> <p>Case by case basis</p> <p>Case by case</p> <p>Assessment of understanding at the end of the summer term for Y10 and start of autumn term for Year 12.</p>	
<b>SEND &amp; PRIORITY PUPILS</b>					
Support for SENCOs	HfL	<p>Louise Barrell <a href="mailto:louise.barrell@hertsforlearning.co.uk">louise.barrell@hertsforlearning.co.uk</a></p>	<p>What systems are in place to support children with SEND (EHCP and SEN support) to return/attend school? What has the lockdown experience been like for pupils with SEND? Are there any particular issues related to</p>	<p>SENCO and DHT have clear plans supporting students with guidance about recovery planning. All SEND and</p>	

			<p>Covid19 the family would like you to be aware of (illness, bereavement, economic)?</p> <p>How will you support them to close gaps? Interventions? Pre teaching? Post teaching?</p> <p>What other needs will there be (communication, social interaction, sensory, attachment/separation issues, independence, managing change, emotional wellbeing)?</p> <p>Have you reviewed and updated your risk assessments for children and young people with EHC plans or other vulnerable pupils with SEND?</p> <p>How are you introducing new/changed school routines with children with AS conditions e.g. social distancing/fire drills/handwashing procedures?</p> <p>How will you review health care plans for those with medical needs to ensure they are safe at school?</p> <p>Do you have sufficient trained staff on site each day?</p> <p><b>Reading:</b></p> <p><a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools</a></p> <p><a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a></p> <p><a href="#">Conducting an SEND risk assessment during the coronavirus outbreak</a></p> <p><a href="#">Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak</a></p> <p><a href="#">Changes to the law on EHC needs assessments and plans during the coronavirus outbreak</a></p> <p><a href="#">The Hertfordshire SEND Toolkit</a></p> <p><b>Support:</b></p> <p>The HfL SEND Adviser (Louise Barrell) can support via arranged consultancy.</p> <p>Your SEA can arrange a remote SEND review.</p>	<p>EHCP students have an allocated TA who contacts weekly.</p> <p>Some students struggling have returned to key worker school supported daily by a TA.</p> <p>Targeted support to bridge the understanding and learning gap.</p> <p>New routines introduced in groups with protocols but for some this will be individually talked through and walked around the site to show expectations. Photos of school site, signage etc shared with parents via stagslink and students via KS bulletin.</p> <p>All review requirements in place. SENCO and TA rota on site each day.</p>	
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Priority pupils	HfL		<p>What experience have your PP and other vulnerable pupils had in the last 8 weeks?</p> <p>How will you support them to close gaps? Interventions? Pre teaching? Post teaching?</p> <p>What other needs will there be?</p> <p>Reading:</p> <p><a href="#">Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance</a></p> <p><a href="#">Tackling the disadvantage gap during the Covid-19 crisis The Children’s Commissioner 22 April 2020</a></p> <p><a href="#">Visible Learning Effect Sizes When Schools Are Closed: What Matters and What Does Not John Hattie April 2020</a></p> <p><a href="#">Social mobility and covid-19 Implications of the Covid-19 crisis for educational inequality. Dr Rebecca Montacute April 2020</a></p> <p><a href="#">COVID-19 and home schooling: the crisis has exacerbated and highlighted existing educational inequalities Carl Cullinane April 2020</a></p> <p><a href="#">Improving outcomes for disadvantaged and vulnerable learners. Marc Rowland 30 April 2020</a></p> <p><a href="#">Dan Nicholls 5th April 2020 Urgent Action Required   addressing disadvantage</a></p>	<p>Regular contacts with staff at least weekly. Resources allocated form stationery to pens and chrome books with a dongle all to ensure engagement during this lock down period.</p> <p>Senior leader leads on this and liaises with HOKS and DOLS as required – all are fully accounted for and know that we are here to support.</p>	
<b>TRANSITION</b>	HfL				
Transition to Year 7		Rachel Macfarlane Rachel.macfarlane@hertsforlearning.co.uk	<p>Have you liaised with your primary head colleagues to adapt arrangements for Year 6 to 7 transition?</p> <p>What information will you require from primary schools? In the absence of KS2 SATs, what performance data will you request? Will you request a best piece of work for Year 6 pupils to take to secondary?</p> <p>How will you replace the meeting with each Year 6 and their parent(s)/carer(s)? How will you familiarise the Year 6s with your school site and introduce them to key staff (virtual tour?)</p>	<p>Transition meetings all completed</p> <p>Use of CAT data with testing in September to benchmark baseline assessments. Primary schools will share TA data</p> <p>Last week of the holidays is transition week with two form groups at a time to the school to manage transition.</p> <p>Parental video being completed to show online rather than any face to face contact.</p>	

			<p>How will you communicate key messages to them? Details of equipment and uniform requirements? Learning you want them to complete over the summer break?</p> <p>Will any of your staff visit your feeder primary schools for transition activities/discussion/data collection?</p>	<p>Summer school continues to support transition</p>
HR	HfL	<p>HR Team: Dave Windridge  <a href="mailto:HRservices@hertsforlearning.co.uk">HRservices@hertsforlearning.co.uk</a></p>	<p>What staff resource will you have over the coming weeks and months?</p> <p>What staff resource do you need to deliver your planned Year 10 and Year 12 face to face support?</p> <p>Have you used risk assessments to establish clear parameters for staff working in your setting, as part of your planning?</p> <p>Have you identified any members of staff who are classified as 'clinically extremely vulnerable' who are shielding and unable to attend the workplace (they are likely to have received a letter from the NHS to this effect)?</p> <p>Have you identified any members of staff who would be classified as 'clinically vulnerable' and are being advised to work from home wherever possible?</p> <p>Have you identified any members of staff who are living in a household with someone who is 'clinically extremely vulnerable'; (for individuals in this category, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to)?</p> <p>NB: Staff who live with someone who is 'clinically vulnerable' are deemed able to attend work.</p> <p>For those members of staff now back on-site, how will you schedule regular check-ins, to ensure any queries or anxieties can be understood and addressed?</p> <p>Reading:</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>All staff have identified if they are shielding/vulnerable</p> <p>Middle leadership team for both teaching and ESS have regular meeting with SLT and as a group to ensure that no one is left behind and we can account for all staff activities.</p> <p>Staff wellbeing monitored – daily</p> <p>Clear points of contact and line management ensure any queries addressed.</p> <p>ESS appraisal moved to autumn term in line with teaching staff by agreement.</p> <p>All HR matters in hand.</p>

			<p>Hertfordshire Grid for Learning CV19 pages – resources including HR FAQs, Risk Assessment templates:  <a href="http://www.intra.thegrid.org.uk/info/coronavirus/">http://www.intra.thegrid.org.uk/info/coronavirus/</a>  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>  <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a>  <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england</a></p> <p>Support:  Subscribers to HFL HR Services can get support via the HR helpdesk.  Advisers can support via phone and email.  Refer to the FAQs on the Grid</p>		
<b>FINANCIAL IMPLICATIONS</b>	HfL				
Budget Setting	HfL	Jane Gibson <a href="mailto:jane.gibson@hertsforlearning.co.uk">jane.gibson@hertsforlearning.co.uk</a>	<p>What are the financial implications of the virus?  Have you ensured that these are built into your budget as far as is practicable?  Have you calculated the costs of new cleaning routines, lost income from lettings etc.?  Reading:  <a href="https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020">https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020</a>  <a href="#">School funding: between financial years 2010 to 2011 and 2020 to 2021</a></p>	TBC No No for cleaning and ongoing for Lettings Claim made direct to DfE for March to Aug	

Sickness Insurance/Pay	HfL	Business Management Team: Jane Gibson <a href="mailto:jane.gibson@hertsforlearning.co.uk">jane.gibson@hertsforlearning.co.uk</a> HR Team: <a href="mailto:hrservices@hertsforlearning.co.uk">hrservices@hertsforlearning.co.uk</a> Tel. 01438 844873	What are the implications for sickness insurance and sick pay? Have you modelled a % of staff isolating during the course of the coming months?  What will the cost of supply be?	Additional cost based on those known to be shielding and isolating added to budget.  Supply costs were high prior to lockdown	
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