



## Sir Tom Finney Community High School – Secondary Special

### A 'blueprint' for the future – the continuing operation and organisation of school during the COVID-19 pandemic and national restrictions on practise

*This is an unprecedented period in everyone's lives and we are all operating under significant restrictions and significant risk. Guidance, advice and information is available from a number of sources and school is working tirelessly to make provisions that enable it to remain open for those who are within priority groups. Schools reserves the right to act in accordance with guidance and make decisions in the best interest of its students and families and staff teams. The below information will be added to, amended and developed accordingly through a dynamic planning and risk assessment approach in order to maintain the health and safety requirements of all.*

### **Avoiding direct transmission**

Under no circumstances should any child or staff member attend school if:

1. They themselves are showing any signs or symptoms of the virus including high temperature, new persistent cough and now loss of taste or smell. **In this case the guidance is to remain at home for 7 days.**
2. Any member of their household is showing any of the above symptoms. **The guidance states in this case to remain home for 14 days and if symptoms occur another 7 days from the start of symptoms being shown.**

**Adhering to this is absolutely vital and transport will not allow any young person onto the taxi or minibus should symptoms be observed.**

**If any student or staff member shows any signs or symptoms whilst at school there is very clear and specific procedural guidance to follow and in the case of a child they will be expected to return home with immediate effect.**

**Testing is available to all children 5yrs and over and to all staff**

### **Protective and preventative measures in school**

- Clear guidance and advice following risk assessment of premises and its maintenance in place
- Admission of individual students follows a clear methodology of risk assessment of need and vulnerability and is agreed by school, family and any other professionals involved e.g. social worker. Any increase will be gradual and agreed. **School will have the final say on any decision to admit a student or not.**
- Reminders to adults to maintain required social distances where possible, but clearly the vast majority of our students do not, will not or cannot maintain appropriate

social distances indeed for some their whole learning experience or intimate care needs or behavioural challenges demand close personal attention and contact.

- Grouping will be organised departmentally and be small and consistent based upon the principle of being no more than half the usual size of group. They will be of mixed ability determined by who attends on particular days.
- Reminders and routines of good handwashing and hygiene practises will be built into the routines of classroom practise and staff practise
- Shared resources will be kept to a minimum and cleaned regularly using antibacterial sprays, which will be readily available to staff in each room.
- Similarly table tops, chairs, computer keyboards, laptops and ipads will be cleaned both before and after use
- Any use of soft toys or surfaces will be thoroughly cleaned after use
- Rotational staff teams following a '5 day on 5 day off' rotation in direct contact with groups, but remaining available to work on non-contact days either from home or in school as required.
- This allows consistent staff working with a group, a handover of work and a reduced contact time period (there will also be flexibility built into this) and a sufficient non-contact time period should anyone become symptomatic.
- Personal protective equipment will be available for those staff who require its use whilst supporting intimate care needs or working closely with the most vulnerable health wise. Some extreme medical conditions such as tracheostomies or suctioning require very specific PPE in place as per guidance and until that is available to schools those students affected will not be admitted to school and have to remain at home.
- All entrances from minibus and taxis yard and front and community entrance will be used to avoid 'congestion' during drop off and collection – if necessary staggered start and end times will be implemented. Opening and closing times of the building will be regularly assessed.
- Any parent dropping off students should do so with social distancing in mind. They should remain in a vehicle or outside at a safe distance from each other until the school opens for students and not gather together within reception, similarly at home time if collecting.
- Antibacterial hand cleaner will be available; at the front and rear entrances
- Within school a 'keep left' rule is in place with a notional one way system aiming to minimise crossover and passing
- Internal fobbed doors will remain open and class doors wedged open when in use to minimise the need to touch handles
- Use of shared areas such as the dinner hall will undergo frequent review in terms of numbers in the hall with a maximum number of students of 25 plus required staff supervision per sitting. This may mean a change to dinnertimes and sittings as required.

- Cleaning and hygiene regimes will be in place both at start and end of day and during the day supplemented by specific sanitisation technology as required on a rotational room by room basis.

### **Delivery model in class groups**

For those small numbers attending school groups will be departmentally based where possible and be small and consistent and by necessity a mix of abilities. Learning will take place on a pastoral or primary model basis with sessions taking place in the same room to limit movement. This will be a semi structured model to give a balance between structure and routine and creative meaningful activity with various rules and routines in place to support the above measures.

### **Curriculum and subject breadth**

This will be narrowed initially with a broadening out as and when it is considered safe and in the best interests of an individual or group. There will be a focus of core subjects that can be delivered in the room the group is located including subjects such as English, Maths, Computing, Personal and Social development (inc. relationship education) Humanities and RE, plus meaningful creative activity. Access to outdoor learning opportunities and PE will be encouraged. Specialist subject rooms will only be accessed for delivery if it is deemed safe to do so and can follow the measures above. Hydrotherapy will be incorporated for those who would benefit from its use. Health and well-being measures will also be put in place for those who require focussed attention on this.

Any accreditation and assessment will be teacher led; decisions and outcomes will be made known once guidance has been made clear and updated.

### **Those remaining at home**

It is not a statutory obligation to provide home learning and indeed we have found that not all parents or young people will participate in home learning activities. However, we will continue with our best endeavours to offer and guide parents and students to home learning opportunities and activities and put in place specific individual work and/or meet the educational outcomes linked to EHCP's. This will be done via a combination of methods depending upon family preferences and access to technology. Including hard copy, use of class dojo, email, video link via Microsoft TEAMS and telephone contact.

Pastoral staff will make a weekly welfare come home to families and log this and report a summary of conversational details to support keeping in touch.

### **Transport**

LCC remain responsible for special school transport and will be informed of any students who would require it if it is risk assessed and agreed they should attend school. This is only for those who had transport available to them prior to restrictions.

## **Free school Meals**

Those who attend school and are entitled will be provided a free school meal. Those remaining at home and entitled will be submitted to receive a voucher from the free school meal national voucher scheme. This will only be during term time periods.

## **September and beyond**

It is likely that in September and the onset of the new academic year, schools will still be functioning under some level of restrictions to maintain the Health and Safety of all involved. With that in mind the first half term will continue with the model presented above, undergoing constant review. However, if the principle of class sizes remaining less than half original group sizes is still in place, this inevitably compromises how many students can be attending school at any one time. Parents need to be aware that going forward there may be a requirement to look at different patterns of attendance including alternate days, different times, prioritising groups etc. As and when more information is available this will be shared.