
COVID 19 WORKPLACE CHECKLIST



RÆDWALD
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JUNE 1ST 2020

RAEDWALD TRUST COVID 19 WORKPLACE CHECKLIST

The following checklist describes actions taken by Raedwald Trust, in respect of its academies and sites, to reduce the risk of COVID-19. The checklist uses criteria from the joint checklist prepared by Professional Associations. This document will be published along with the site based Road Map to Reopening; the site based COVID-19 checklist; and the RT Health and Safety Manual.

Summary of Checklist Questions for Professional Associations

Overall	
Have staff been consulted on the risk assessment for extended opening of your site?	
Are you satisfied that it addresses all key issues?	
Site	Dates of consultation
Alderwood Academy	RT Sent to Professional Associations June 3 rd 2020
First Base Bury St Edmunds Academy	
First Base Ipswich Academy	
Lindbergh Campus	
Montgomery Road Campus	
Outreach Service	
Parkside Academy	
St. Christopher's Academy	
Westbridge Academy	

Step 1 – Preparing the Site	
Health & Safety Check of the Building	
Will these checks will be complied with in time for extended opening?	
Site	Details
Alderwood Academy	Date for final checks to be signed off by Trust Board via Road Map to Reopening– June 8 th , 2020
First Base Bury St Edmunds Academy	Date for final checks to be signed off by Trust Board via Road Map to Reopening– June 8 th , 2020
First Base Ipswich Academy	Date for final checks to be signed off by Trust Board via Road Map to Reopening– June 8 th , 2020
Lindbergh Campus	Date for final checks to be signed off by Trust Board via Road Map to Reopening– June 8 th , 2020
Montgomery Road Campus	Date for final checks to be signed off by Trust Board via Road Map to Reopening– June 8 th , 2020

Outreach Service	Date for final checks to be signed off by Trust Board via Road Map to Reopening– June 8 th , 2020
Parkside Academy	Date for final checks to be signed off by Trust Board via Road Map to Reopening– June 8 th , 2020
St. Christopher’s Academy	Date for final checks to be signed off by Trust Board via Road Map to Reopening– June 8 th , 2020
Westbridge Academy	Date for final checks to be signed off by Trust Board via Road Map to Reopening– June 8 th , 2020

Cleaning & Hygiene

Are the cleaning and hygiene arrangements that will operate from when extended opening begins satisfactory?

Site	Review Details
Alderwood Academy	Refer to Health & Safety Manual and COVID-19 RAG Checklist
First Base Bury St Edmunds Academy	Refer to Health & Safety Manual and COVID-19 RAG Checklist
First Base Ipswich Academy	Refer to Health & Safety Manual and COVID-19 RAG Checklist
Lindbergh Campus	Refer to Health & Safety Manual and COVID-19 RAG Checklist
Montgomery Road Campus	Refer to Health & Safety Manual and COVID-19 RAG Checklist
Outreach Service	Refer to Health & Safety Manual and COVID-19 RAG Checklist
Parkside Academy	Refer to Health & Safety Manual and COVID-19 RAG Checklist
St. Christopher’s Academy	Refer to Health & Safety Manual and COVID-19 RAG Checklist
Westbridge Academy	Refer to Health & Safety Manual and COVID-19 RAG Checklist

Movement Around the Site to Reduce Contact

How will staff and children be able to move safely through the corridors and up and down stairs from the date when the site opens more widely?

Site	Provide Details
Alderwood Academy	Good pupil: staff ratio Pupils arriving at different points and go directly to allocated room once checks undertaken.

First Base Bury St Edmunds Academy	Maximum 3 pupils and 5 adults on site at any one time. One corridor- staff use only.
First Base Ipswich Academy	No corridors or stairs. All pupil rooms have access from outside areas. Pupil stay in assigned groups.
Lindbergh Campus	Pupils will have staggered start times and students will have allocated classrooms. Maximum of 3 students per class. Staff to student ratio will be at a suitable level to ensure that there is safe movement around the school. Safe distance markers will be displayed around the building.
Montgomery Road Campus	Staggered start times. Staff to student ratio will be at a suitable level to ensure safe movement around site. Safe distance markers taped on floor walkie talkies to control movement in corridor and avoid clashes for toilet breaks
Outreach Service	Fixed groups to attend AM/PM group at the lodge – AM start time 9-11.30am - PM 12.30pm - 3pm. Small site so restricted access to one main room, toilets and kitchen. Pupils allocated same desk to use each day. Site not accessed by anyone else. Visitors not permitted. Staff to pupil ratio at appropriate level to allow safe movement (max if 6 people in the lodge at any one time). Pupil/staff overflow to use space at Alderwood if required.
Parkside Academy	Students will be based in one classroom with staff rotating to teach. Breaktimes will generally be held in the classroom with opportunity for students to undertake socially distanced walk with staff where needed
St. Christopher's Academy	Pupils allocated specific classrooms and staff members. Each room/staff has a walkie talkie to communicate any potential/upcoming movement around the site. Breaktimes will be staggered and outside spaces designated for different groups on a rota system throughout the school day. Access to the building on arrival into classroom three to prevent a build-up of pupils in the reception area
Westbridge Academy	Staggered starts and breaks with safe distance tape markers on the floor and signage to explain to students. Safe staff and student levels agreed to minimise movement.

Site Examination	
Will these arrangements be in place in time for extended opening and will they work on a practical level?	
Site	Data Source
Alderwood Academy	Yes – established over last 9 weeks
First Base Bury St Edmunds Academy	Yes
First Base Ipswich Academy	Yes
Lindbergh Campus	Yes
Montgomery Road Campus	Yes, adaptations may be made when students return based on experience.
Outreach Service	Yes
Parkside Academy	Yes
St. Christopher’s Academy	Yes
Westbridge Academy	Yes, adaptations may be made when students return based on experience

Step 2 – Reviewing Staff for Availability in Site	
Audit of Staff	
Will safe staffing levels be in place from when the site starts to open more widely?	
Site	Provide Details
Alderwood Academy	Refer to Raedwald Trust Staff Audit for workforce deployment
First Base Bury St Edmunds Academy	
First Base Ipswich Academy	
Lindbergh Campus	
Montgomery Road Campus	
Outreach Service	
Parkside Academy	
St. Christopher’s Academy	
Westbridge Academy	
If there no Head, DSL, SENCO, caretaker/cleaning staff available	
Will the site close if any of these key staff are unavailable? Can a safe environment be maintained from when the site starts to open more widely?	
Site	Details
Alderwood Academy	Trust wide staff deployment will apply, according to PHE and Trust Board risk categorisations.
First Base Bury St Edmunds Academy	
First Base Ipswich Academy	
Lindbergh Campus	

Montgomery Road Campus	Full agile systems in place and used pre COVID 19.
Outreach Service	
Parkside Academy	
St. Christopher's Academy	
Westbridge Academy	

Step 3 – Maximum Age Group Size	
Are there adequate arrangements for group sizes, social distancing and PPE where necessary for when planned extended opening begins?	
Site	Provide Details
Alderwood Academy	Reviewed on a daily basis. Plans in place from established plan over last 9 weeks.
First Base Bury St Edmunds Academy	Maximum 3 children and 5 adults on site at any one time. Adequate space on site to accommodate
First Base Ipswich Academy	Maximum 6 children in a group, adequate space on site to accommodate Central store room for PPE hosted by Trust and onsite
Lindbergh Campus	Maximum 3 students per classroom with 1 member of staff, this will be reviewed on a daily basis as some groups may also require additional staff (TA's). There will be plenty of signage throughout the building. Cleaning will be completed and recorded. PPE will be provided in accordance with Government guidance.
Montgomery Road Campus	The planned timetable will support safe staff/pupil ratios and the school community will be educated on social distancing before opening. PPE will be provided in accordance with government guidelines and will be monitored.
Outreach Service	Maximum of 4 pupils (KS3/4) per AM/PM group and 2 staff at the lodge (main room) If required, separate space can be accessed at Alderwood for 1:1.
Parkside Academy	Maximum 3 students and 1 teacher in 4 classrooms.

	4 students and 1 teacher in 2 classrooms 4 students and 2 teacher in 2 classrooms
St. Christopher's Academy	Staff /pupil ratios are kept at a safe level. Weekly pupil offer rota to be discussed to ensure cleaning/checks are also completed. No PPE.
Westbridge Academy	Yes the timetable contains safe staff/pupil ratios and the school community will be educated on social distancing before opening with signs and reminders displayed around the site. PPE will be provided in accordance with government guidelines and will be monitored daily

Step 4 – Support for SEND and Behaviour Needs	
How have these issues been considered and what measures covering these areas will be in place in time for extended opening?	
Site	Provide Details
Alderwood Academy	Alderwood COVID19 curriculum offer in place. ILP's updated. X 2 weekly progress call by class teachers with pupils re supporting work being set. Tracking and monitoring system in place.
First Base Bury St Edmunds Academy	Pupils targets reviewed on EHCP, behaviour plan, individual learning plans and risk assessments. PPE plan in place for procedures to deal with behavioural issues such as biting and spitting.
First Base Ipswich Academy	EHCP targets reviewed Individual behaviour targets reviewed Individual pupil risk assessments updated PPE available if required for RPI PPE available if required for behaviour needs; spitting, biting
Lindbergh Campus	SEND RAs have been completed and these are monitored, Staff are aware of the students individual needs. Letters to go out to parents/carers before, with clear guidance around what the offer is. Groups are small to ensure that the students needs can be met.
Montgomery Road Campus	Agreements to be drafted with pupils parent/carers prior to opening so they will know what to expect.

Outreach Service	AM/PM groups carefully considered taking into account SEND/behavioural issues eg. AM group is mostly KS4. PM group smaller at present. Offer agreed with home school in advance. 1:1 can be offered in overflow room at Alderwood
Parkside Academy	All individual risk assessments to be updated Student Centred Conversation training to take place Home School Agreement to be completed prior to entering site Online learning to be planned into the week
St. Christopher's Academy	Cohort and individual SEND RAs completed. Groupings considered to reduce potential behavioural issues
Westbridge Academy	Individual SEND RAs in place and monitored weekly by SENCo and Leaders. Extra support for students and families on returning to school. Staff training on the delivery of a recovery curriculum and supporting students with SEND to return to school. Home agreement in place with pupils and parents pre-return stating expectations around virus protection measures and pupil compliance. PPE in place for RPI

Step 5 – Changes to Routines for Staff and Pupils	
How have these issues been adequately addressed before extended opening begins?	
Site	Provide Details
Alderwood Academy	Trust wide staff and pupil induction in place wb 1 st June. Filmed footage of sites to support child and family understandings. Site Based processes: Maintain robust and of clear lines of communication between school / families / staff. Individual approach to pupils returning on site in order to ensure all fully briefed on changes re protocol and systems in order that pupils and families are fully briefed re expectation and changes. Pupils supported by familiar staff where possible.

	<p>Individual staff risk assessments to be undertaken and continued support available.</p>
First Base Bury St Edmunds Academy	<p>Trust wide staff and pupil induction in place w/b 1st June. Filmed footage of sites to support child and family understandings.</p> <p>Site Based processes: Parent pack including up to date information and changes to the school day. Communication to parents/pupils via strand C Virtual tour on website Staff briefings and meetings Pupil photo book to show changes Covid 19 pupil booklet Roadmap shared with staff. Site/Staff/pupil Risk assessments</p>
First Base Ipswich Academy	<p>Trust wide staff and pupil induction in place w/b 1st June. Filmed footage of sites to support child and family understandings.</p> <p>Site Based processes: Pupils and families updated via phone calls Home School Agreement Adult support to pupils on-site Individual pupil risk assessments shared Staff meetings and emails Roadmap shared with staff</p>
Lindbergh Campus	<p>Trust wide staff and pupil induction in place w/b 1st June. Filmed footage of sites to support child and family understandings.</p> <p>Site Based processes: Students and families will be contacted through Strand C calls to inform them of the changes and the guidance around this. They will all receive the Home School Agreement and staff will be on hand to answer any questions around this. There is a daily TEAM's meeting that takes place and this will be used to ensure staff are fully aware of the Road Map to reopening and to answer any questions around this. Individual student risk assessments will be shared where appropriate.</p>

<p>Montgomery Road Campus</p>	<p>Trust wide staff and pupil induction in place wb 1st June. Filmed footage of sites to support child and family understandings.</p> <p>Site Based processes: Site Based processes: Strand B visits to pupils and families to explain changes and explain guidance. Daily TEAMS meetings with staff to discuss the Road Map to reopening</p>
<p>Outreach Service</p>	<p>Trust wide staff and pupil induction in place wb 1st June. Filmed footage of sites to support child and family understandings.</p> <p>Site Based processes: All changes to be explained during strand C phone calls home. Home School Agreement to go out to all parents and pupils. Pupils will have a “walk through” with staff of the agreement to secure understanding of processes in place. Teams meeting scheduled to discuss Road Map and allow for staff questions.</p>
<p>Parkside Academy</p>	<p>Trust wide staff and pupil induction in place wb 1st June. Filmed footage of sites to support child and family understandings.</p> <p>Site Based processes: Covid Staff Handbook in development Daily briefing Newsletter when all changes implemented with video/photo of new arrangements Home School Agreement Road Map to Reopening is a live document and reviewed at least weekly Letter to parents Entrance Policy Developed</p>
<p>St. Christopher’s Academy</p>	<p>Trust wide staff and pupil induction in place wb 1st June. Filmed footage of sites to support child and family understandings.</p> <p>Site Based processes Strand C communication with all families to update them with the changes regarding the onsite offer. Twice daily F2F briefing with Strand A staff about current practice/guidance/updates, and regular contact</p>

	with home-based staff to ensure continuity of offer across whole staff team.
Westbridge Academy	Trust wide staff and pupil induction in place w 1 st June. Filmed footage of sites to support child and family understandings. Site Based processes: Strand B visits to pupils and families to explain changes and explain guidance. Daily TEAMS meetings with staff to discuss the Road Map to reopening

Step 6 – Communicating with Parents	
How have families, carers and parents been made are aware of what is expected of them?	
Site	Evidence Source
Alderwood Academy	Regular communication established
First Base Bury St Edmunds Academy	Families have had continuous support form FBB since beginning of lockdown. Parent have been made fully aware of what is expected.
First Base Ipswich Academy	All families have received telephone communication throughout lockdown and are aware what is expected of them Parent leaflet sent
Lindbergh Campus	All students and their families are contacted 3 times per week. During these calls, we have ensured that families are aware of what we expect from them. Letters and emails will be sent out to all parents/carers informing them of what the future arrangements are.
Montgomery Road Campus	Agreements to be drafted with pupils parent/carers prior to opening so they will know what to expect. We have been seeing families weekly and daily phone texts so sharing news re health and safety and individually evaluating risk since lockdown began
Outreach Service	Parents/carers receive weekly contact calls to support and monitor provision. Regular contact with home schools to ensure consistent communication between RT/school/families. Use of weekly contact calls to update and inform families of changes to offer/wider

	opening. All parents have direct mobile phone contact available to them with key RT staff member. Information sent out via email where required.
Parkside Academy	Parents receive weekly calls and this is increased where necessary. Weekly Bulletin to be sent via Smore Final arrangements to be communicated via letter with follow up phone call
St. Christopher's Academy	Daily contact with families on all strands. Relevant information sent home/emailed to parents/carers.
Westbridge Academy	Staff will be making contact by visiting families and by telephone by June 12 th to explain guidance and answer questions about returning to the site. Letters and emails will go out to explain final arrangements and individual student timetables. Communication has been established with all families throughout lockdown

Step 7 – Managing Pupil and Staff Wellbeing and Mental Health	
What appropriate measures will be in place when the site begins to open more widely?	
Site	Provide Details
Alderwood Academy	Regular communication with parents / pupils. Daily staff briefings. PPE available in all areas. Established routines in place, understood by staff. All pupil's paperwork updated: ILP, pupil profile. Behaviour support plan, risk assessment
First Base Bury St Edmunds Academy	Support for pupils through visuals, talking about Covid 19 and their experiences. Adults are well informed and clear with all procedures. Staff briefings to continue at the end of the day. Staff meetings to take place weekly but also as and when significant information etc arises. Continue to have good communication between all staff.

First Base Ipswich Academy	<p>Pupil daily routine</p> <p>PSHE sessions addressing Covid 19 and lockdown experiences</p> <p>Experienced adults to support PSED</p> <p>Staff briefing and debrief at start and end of day</p> <p>Staff kept informed</p> <p>Open and honest staff culture</p>
Lindbergh Campus	<p>Daily staff briefings to ensure that routines and processes are clear and understood. Clear routines agreed and established with students/parents/carers. Students to have staggered start and finish times. Regular communication with staff, students and families to ensure that any support is being provided. Debrief sessions with staff to ensure clear information sharing.</p>
Montgomery Road Campus	<p>1-1 learning staggered start and finish times</p> <p>Additional means of communication between staff; additional cleaning hours</p> <p>Additional PPE tissues new lidded bins</p> <p>daily staff briefing and debrief</p> <p>Clear routines agreed with all staff pupils and parent/carers.</p> <p>Agreed protocol for entrance/exit with ATS upstairs.</p>
Outreach Service	<p>Each pupil has an allocated RT keyworker to ensure family has a consistent “go to” person – direct mobile phone contact available.</p> <p>Staff/pupil rota fixed where possible to ensure consistency and maintain relationships.</p> <p>Weekly welfare calls made by allocated RT keyworker to monitor wellbeing of pupil/family.</p> <p>Weekly team meetings / staff welfare checks / 1:1 staff welfare checks if required.</p> <p>PHSE and wellbeing included in bespoke offer</p>
Parkside Academy	<p>Daily briefings</p> <p>Staff access to EAP</p> <p>Debrief sessions return on site when wider reopening</p> <p>Daily PSHE session to be introduced</p> <p>Daily INCRA period for students to be considered</p>

St. Christopher's Academy	Visual timetable for learners. PSHE lessons to address and issues/questions surrounding covid-19 they may have and relevant support offered. Weekly plan produced for all site-based staff. Daily debrief each morning and end of day briefing after pupils leave. TBM's to continue welfare calls to home based staff?
Westbridge Academy	Teachers will plan a recovery curriculum for our students to be delivered on site that will focus on their health and well-being by June 10 th . Staff have continued to read the updates provided by the RT Safeguarding team regarding mental health and well being and the site safeguarding team are able to sign post staff, pupils and families where appropriate. Staff have attended online CPD courses during lockdown, some of which look at ways of supporting students with their mental health. Daily TEAMS meetings are used as an opportunity for checking in with staff and an afternoon debrief will be in place in centre when the school reopens to support staff

Step 8 – Planning What to Teach and How	
How will these issues be adequately addressed by the time extended opening begins?	
Site	Provide Details
Alderwood Academy	Alderwood COVID19 curriculum offer in place. Regular monitoring of EHCP targets in meeting statutory requirement.
First Base Bury St Edmunds Academy	The curriculum will be adjusted to take into account the current needs of pupils and Covid Procedures. Individual learning plans will be reviewed.
First Base Ipswich Academy	Curriculum has been adapted where needed Teachers will continue to plan individually for all pupils AfL used to adapt planning to meet need
Lindbergh Campus	Recovery curriculum to be offered. Core subjects will be offered and Yr. 11 students will be offered a planned transitioned curriculum.

Montgomery Road Campus	Core subjects a priority alongside well being and PSHE/Moving into adulthood programme; one well being activity to be done every session.
Outreach Service	All pupils are in receipt of a bespoke curriculum offer agreed in advance with the school. English, maths, science, PSHE & careers make up the main offer but schools can make specific requests.
Parkside Academy	Recovery Curriculum to be planned to account for lost learning during Term 5. Teachers to be asked for plans on this when final arrangements have been made.
St. Christopher's Academy	Existing curriculum offer will continue to be offered. Planning and resources stored on SharePoint for ease of access for all staff. Home based learners will be provided with the same schemes of work as site-based learners however additional documents provided to support parents with delivery
Westbridge Academy	Teachers are currently planning a Recovery Curriculum to be delivered on site. This will complement the continuing online, remote learning provision on Student Hub. Curriculum leads have been asked to submit a plan for the delivery of their subject over term 6/6 based on proportions of child attending over a given time to ensure coverage. Gaps will be identified when students return and individual planning to be put in place. Year 11 students will continue with an individually planned Transition curriculum

Step 1 – Preparing the Site

Health & Safety Check of the Building

[DfE guidance](#) sets out checks that need to take place for sites that have been entirely closed.

How do we know the building is safe, including:

- hot and cold water systems
- gas safety
- fire safety
- kitchen equipment
- Specialist equipment used by pupils (eg for access/mobility/changing)
- security including access control and intruder alarm systems
- ventilation

Site	Data Source
Alderwood Academy	RT Health and Safety Manual
First Base Bury St Edmunds Academy	RT Health and Safety Manual
First Base Ipswich Academy	RT Health and Safety Manual
Lindbergh Campus	RT Health and Safety Manual
Montgomery Road Campus	RT Health and Safety Manual
Outreach Service	RT Health and Safety Manual
Parkside Academy	RT Health and Safety Manual
St. Christopher's Academy	RT Health and Safety Manual
Westbridge Academy	RT Health and Safety Manual

Step 1 – Preparing the Site

Cleaning and Hygiene

The DfE tells leaders that they will want to make clear to site staff and parents what their 'expectations' are about cleaning and hygiene. It suggests that they 'may wish to consider plans' for the following:

- The availability of soap and hot water in every toilet and any areas used for personal care of pupils eg changing (and if possible in classrooms).
- The location of hand sanitiser stations, for example at the site entrance for pupils and any other person passing into the site to use, and their replenishment.
- The location of lidded bins in classrooms and in other key locations around the site for the disposal of tissues and any other potentially infected waste, their double bagging and emptying.
- Ensuring you have a good supply of disposable tissues in each classroom and enough to top up regularly, as well as lidded bins with double bagging for disposal, with any other potentially infected waste, and where these should be located.

Is soap and, preferably warm, water available at all times, with systems in place to ensure continuity of supply of soap and sanitiser?

Site	Data Source
Alderwood Academy	In place and accessible in all rooms
First Base Bury St Edmunds Academy	Yes in place
First Base Ipswich Academy	All in place

Lindbergh Campus	Hand sanitiser is in place in every classroom. Lidded pedal bins will be in place week commencing 1 st June. Hot water and soap is available in all toilets.
Montgomery Road Campus	Yes pupil toilets are individual with basins tissues and bins in each cubicle as is staff toilet. Sanitiser in office where all report on entrance. Sanitiser, tissues and lidded pedal bins in place by June 5th
Outreach Service	Yes. Lidded bins on order
Parkside Academy	Yes
St. Christopher's Academy	Hot water and soap in 2 out of 3 classrooms. Hot water and soap available in all toilets and kitchen. Sanitiser located at various points around the site. No lidded bins available - TBM's?
Westbridge Academy	To be in place by June 5th

Step 1 – Preparing the Site	
Cleaning and Hygiene	
How will the site ensure that children and staff arriving can safely queue up, at 2-metre distance from each other, to access the sanitiser on arrival?	
Site	Data Source
Alderwood Academy	Pupils arrival staggered due to all pupils arriving by LA transport
First Base Bury St Edmunds Academy	Pupils will arrive in individual taxis. Staff will collect pupils from taxis. The car park is secure so pupils are safe to get out of the taxi and walk with an adult into the building. Hand washing on arrival.
First Base Ipswich Academy	Children collected from taxi or parent vehicle by First Base staff, wait in vehicle until collected. Staff to bring children into the building through Penguins outside area, supervise hand washing on entry.
Lindbergh Campus	Staggered starts for all students, staff will greet students on arrival. Hand sanitiser stations positioned throughout the school.
Montgomery Road Campus	Max 2 pupils and staggered starts/exits only; agree times with upstairs ATS to avoid clashes

Outreach Service	Max of 4 pupils at any one time. Staff to supervise arrival to ensure they enter/exit appropriately. Pupils all arrive separately. Signage on door re entry/exit.
Parkside Academy	Entrance Policy to be shared with staff prior to students arriving on site Opportunity for staff to practice the entrance routine for students
St. Christopher's Academy	Staff to continue to greet students on arrival at front gate. Pupils brought into building via playground into classroom three where two sinks with hot water and soap are located, as well as the sanitiser station. Pupils then staggered into their designated rooms from staff once cleaning procedures completed.
Westbridge Academy	Information regarding safe queuing procedures communicated to pupils and families before the return to school. Staggered starts, ground taped to indicate safe distances whilst queuing. Staff to monitor

Step 1 – Preparing the Site	
Cleaning and Hygiene	
Are bins available in every classroom? Unless operated by pedal, lidded will need to be regularly sanitised throughout the day. How will this be managed?	
Site	Comments
Alderwood Academy	All bins lidded.
First Base Bury St Edmunds Academy	All bins will be lidded.
First Base Ipswich Academy	Lidded, pedal bins in all rooms
Lindbergh Campus	Bins in all rooms, although they need to have lids on.
Montgomery Road Campus	Pedal lidded bins need to be provided
Outreach Service	Pedal lidded bins on order
Parkside Academy	Bins in all rooms, however no lids or pedals.
St. Christopher's Academy	No pedal or lidded bins anywhere on site – TBM?
Westbridge Academy	Bins available in every classroom. Currently no lidded/pedal bins in classrooms

Step 1 – Preparing the Site	
Cleaning and Hygiene	
What arrangements are in place to keep every classroom supplied with tissues?	
Site	Comments
Alderwood Academy	PPE equipment in all areas: disposable gloves, running water, soap, sanitiser, wipes, lidded bins, tissues
First Base Bury St Edmunds Academy	There is a stock of tissues – staff will monitor and replace as the tissues are used.
First Base Ipswich Academy	Stock of tissues, monitored
Lindbergh Campus	The daily PPE checks will pick up any issues and these will be replenished when required. There are enough hand sanitisers throughout the school.
Montgomery Road Campus	Stock in cleaning cupboard depleted cleaner checks start and end of each session.
Outreach Service	Daily staff checks to monitor stock and replenish
Parkside Academy	Built into new daily classroom checks
St. Christopher’s Academy	Usual H&S daily checks will be completed prior to pupil arrival. Tissues to be replaced when necessary.
Westbridge Academy	Daily PPE checks will include the replenishment of tissue supplies in classrooms

Step 1 – Preparing the Site	
Cleaning and Hygiene	
Will staff and children wash their hands for at least 20 seconds with water and soap on arrival, before departure and regularly throughout the day, including before and after every break and lunchtime, and how will this be supervised and monitored?	
Site	Comments
Alderwood Academy	Routines established and role modelled by staff.
First Base Bury St Edmunds Academy	This will be an integrated part of the school day/routine.
First Base Ipswich Academy	Part of daily routine for supervised handwashing between sessions – children and staff
Lindbergh Campus	This will be part of the day and school routine. Staff will be asked to supervise and monitor this.
Montgomery Road Campus	This will be an integrated part of the school day/routine.

Outreach Service	Part of school routine. Signage up around building. Staff supervision/monitoring of hand washing
Parkside Academy	Clear policy to be implemented Home School Agreement
St. Christopher's Academy	Already part of the routine to wash hands at these points during the day. Timers to be used and staff to monitor closely
Westbridge Academy	Staff and students to receive training before school reopens. Sanitising station on entry monitored by staff and staff directed to supervise hand washing at the beginning of every lesson. Staff / pupil ratios ensure that this can be safely monitored

Step 1 – Preparing the Site	
Cleaning and Hygiene	
How will pupils be regularly reminded to catch coughs and sneezes with a tissue or elbow?	
Site	Comments
Alderwood Academy	Regular reminders by staff and role modelling. PPE equipment in all areas: disposable gloves, running water, soap, sanitiser, wipes, lidded bins, tissues
First Base Bury St Edmunds Academy	Verbal and visual reminders. Posters will be displayed.
First Base Ipswich Academy	Age appropriate signage, verbal reminders, PSHE sessions, adult supervision
Lindbergh Campus	There will be signage in all classrooms. Tissues available in all classrooms and regular reminders from staff.
Montgomery Road Campus	Posters in all areas and pre opening briefing and guidance for pupils and families
Outreach Service	Signage displayed. Staff to provide reminders. Monitoring of pupils/group behaviours. Tissues available
Parkside Academy	Signage to be created for all rooms
St. Christopher's Academy	Posters and guidance to be located around the site. PSHE session to be delivered to support pupils in how to reduce contamination.

Westbridge Academy	Posters and guidance located around the site, regular reminders by staff and role modelling. Tissues available in every room
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Step 1 – Preparing the Site

Cleaning and Hygiene

How will appropriate PPE be provided in sites where pupils are unable, or less able to catch their sneezes and coughs?

Site	Comments
Alderwood Academy	PPE equipment in all areas: disposable gloves, running water, soap, sanitiser, wipes, lidded bins, tissues
First Base Bury St Edmunds Academy	Tissues will be provided in each area of the classroom. Staff will wear gloves, pupils will be asked to wash hands. If a child is suspected to have Covid 19 then further PPE such as aprons and eye protection will be used as appropriate.
First Base Ipswich Academy	Tissues in every room, supervised handwashing, adult supervision at all times, gloves worn to wipe down areas with anti-bac as needed.
Lindbergh Campus	Tissues will be provided in each classroom. There will be cleaning stations in each room that will contain gloves, sanitiser, wipes, tissues and bins.
Montgomery Road Campus	Tissues will be provided in each area of the classroom. Lidded bins pedal action to be provided. Pupils will be asked to wash hands and room emptied and area cleaned by staff with appropriate PPE. If a child is suspected to have Covid 19 then isolation and arrangements to go home and self isolate with new track and trace systems will follow.
Outreach Service	Regularly, daily cleaning rota in place for staff to complete. Tissues available. PPE available. Lidded pedal bins in all areas. Signage displayed across building. Pupils/parents reminded of hygiene routines onsite.
Parkside Academy	Communication with home and student Alternative strategies suggested Tanning takes place

St. Christopher's Academy	Posters up and verbal reminders regularly throughout the school day. Tissues provided for each pupil daily. No PPE available for staff
Westbridge Academy	Tissues and sanitiser, anti bac spray, cloth and gloves available in every room. Double bagging of bins. Extra support for students who might struggle with virus protection protocols including reducing staff/pupil ratio

Step 1 – Preparing the Site	
Cleaning and Hygiene	
Will only rooms with windows that can be kept open be used?	
Site	Comments
Alderwood Academy	All rooms have windows that open in providing good ventilation.
First Base Bury St Edmunds Academy	The toilets throughout the building are the only rooms with no window these are adequately ventilated by extractor fans.
First Base Ipswich Academy	Open windows pose a risk for trapping fingers. Doors to playground left open when possible. Extractor fans in toilets.
Lindbergh Campus	All classrooms have windows and these will remain open
Montgomery Road Campus	The toilets throughout the building are the only rooms with no window these are adequately ventilated by extractor fans.
Outreach Service	All rooms provide ventilation – windows or doors
Parkside Academy	All rooms have windows that are able to open
St. Christopher's Academy	One of our classroom's windows is currently taped closed pending repair. All other rooms on site have windows that can be opened.
Westbridge Academy	Yes site check on 1 st June established 6 safely ventilated rooms for teaching. To be revisited 8 th June

Step 1 – Preparing the Site
Cleaning and Hygiene
Will air conditioning systems not be used unless it can be confirmed that there is no

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additional risk?	
Site	Comments
Alderwood Academy	Awaiting further advice. All rooms well ventilated. Low numbers in classrooms
First Base Bury St Edmunds Academy	N/A
First Base Ipswich Academy	Awaiting further advice.
Lindbergh Campus	N/A
Montgomery Road Campus	N/a
Outreach Service	N/A
Parkside Academy	No air con. Air heaters will not be used
St. Christopher's Academy	No air conditioning installed
Westbridge Academy	No air conditioning installed

Step 1 – Preparing the Site	
<p>Cleaning and Hygiene</p> <p>How will all areas of the premises be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people such as photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas touched regularly?</p>	
Site	Comments
Alderwood Academy	Cleaning of site undertaken on a daily basis by contracted Vertas staff. Cleaning of a high standard.
First Base Bury St Edmunds Academy	A daily routine will be established according to guidelines. A tick sheet will be available to ensure nothing is missed.
First Base Ipswich Academy	Cleaning regime – Appendix 1 on Existing and Additional Control Measures document
Lindbergh Campus	A daily cleaning routine is in place. This is recorded and stored centrally. There will be checklists in each classroom to ensure that staff clean their rooms.
Montgomery Road Campus	A list is in place and site cleaned when staff on site. Pupils and staff will have to be responsible for their own laptops and no shared resources.
Outreach Service	RT staff cleaning rota and daily H&S checks in place – checklist for staff to work through (to be signed, dated and timed). Vertas cleaner cleans at the end of each day.

Parkside Academy	HS Manual Checklists in each classroom New toilet checks to be shared with staff and put in situ Senior leader undertakes QA of implementation of cleaning
St. Christopher's Academy	Checklist produced and located in the front office. Vertas cleaner has been made aware and signs the checklist each morning, staff to then complete the form during the school day on completion of cleaning of touch points
Westbridge Academy	A daily cleaning timetable will be produced by June 5 th detailing the responsibilities for staff throughout the day

Step 1 – Preparing the Site	
Cleaning and Hygiene	
Will each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment?	
Site	Comments
Alderwood Academy	PPE equipment in all areas: disposable gloves, running water, soap, sanitiser, wipes, lidded bins, tissues
First Base Bury St Edmunds Academy	This will continue as this was our general practise before Covid 19.
First Base Ipswich Academy	In place in each room.
Lindbergh Campus	Yes, we will need to order more gloves.
Montgomery Road Campus	Products need to be ordered and then it will happen.
Outreach Service	Yes. In place.
Parkside Academy	Audit required. Supplies may be required
St. Christopher's Academy	TBM to order?
Westbridge Academy	Yes, supplies to be checked by June 5th

Step 1 – Preparing the Site	
Movement Around the Site	
Will a one-way system be introduced? If not, why is it not needed ?	
Site	Comments
Alderwood Academy	Not required at present.

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First Base Bury St Edmunds Academy	Where possible there will be a one way system.
First Base Ipswich Academy	Not needed. Groups can enter, exit and move between their allocated rooms/outside area without crossover.
Lindbergh Campus	Students will stay in their classroom and move around the school one at a time. Because the corridor is narrow, movement will be restricted.
Montgomery Road Campus	Only one corridor central in building one way not possible. Numbers restricted to mitigate risk
Outreach Service	Very small site. One way system not possible but restricted on site numbers allow for safe movement.
Parkside Academy	Students use on classroom and movement restricted by staff
St. Christopher's Academy	Walkie Talkie communication system/designated classrooms and separate break time areas are procedures in place. This will be reviewed if one-way system is felt to be needed
Westbridge Academy	No, safe social distancing measures are being taken, staggered starts and breaks and priority signs installed for the stairs.

Step 1 – Preparing the Site	
Movement Around the Site	
How will staff and children be made aware of the new arrangements, with particular reference to very young children and those with special needs?	
Site	Comments
Alderwood Academy	Communication with parents / pupils as required. Signage, verbal reminders. Role modelling by adults.
First Base Bury St Edmunds Academy	Verbal and visual directions. Adult modelling new arrangements.
First Base Ipswich Academy	PSHE sessions, age appropriate signage, verbal instructions, adult supervision
Lindbergh Campus	There will be signage around the school. Parents/carers and students will be communicated with.

Montgomery Road Campus	Verbal and visual directions. Adult modelling. new arrangements. Letter to home before we open
Outreach Service	Verbal information and demonstrations provided. Fixed groups attending the lodge to become familiar with rules and routines. New pupils to be shown on induction.
Parkside Academy	Signage, communication with students and parents
St. Christopher's Academy	Visual timetable and verbal run through of the day on arrival and regular reminders of this to support each pupil.
Westbridge Academy	Strand B visits to meet pupils and families and talk through written communication by 12 th June. Online visualisations

Step 1 – Preparing the Site	
Movement Around the Site	
Are other measures needed in corridors, for example floor markings or removal of furniture or students walking in single file?	
Site	Comments
Alderwood Academy	Measures in place
First Base Bury St Edmunds Academy	Minimal furniture organisation.
First Base Ipswich Academy	Not required
Lindbergh Campus	There is no furniture in the corridors, due to the size of the corridor, students already walking single file. Signage will be used to ensure this.
Montgomery Road Campus	Yes. Actions being taken before opening (removal of furniture/floor markings)
Outreach Service	No corridors. Discussed floor marking with TMBS but agreed not needed as site is so small. Signage to be created.
Parkside Academy	Visual indicators to be used Signage to be created
St. Christopher's Academy	Corridors do not have any furniture along them. Pupils already used to walking in single file throughout the site.
Westbridge Academy	Furniture to be removed from corridors and tape laid on floor by June 5th

Step 1 – Preparing the Site	
Movement Around the Site	
Is there provision for the movement of pupils around the site who may need additional assistance from an adult?	
Site	Comments
Alderwood Academy	High staff: pupil ratio in ensuring pupils supported as necessary and high levels of vigilance whilst pupils on site at all times
First Base Bury St Edmunds Academy	There are currently no pupils who need additional assistance at FBB.
First Base Ipswich Academy	Additional assistance may be required through low level RPI or in the case of fire alarm; refer to PPE Scenario document. Site can accommodate this movement.
Lindbergh Campus	There are no students that need additional assistance.
Montgomery Road Campus	There are currently no pupils who need additional assistance at MR.
Outreach Service	Not currently required. High pupil/staff ratio
Parkside Academy	Not required for students currently
St. Christopher's Academy	Individuals needs met and detailed on risk assessment
Westbridge Academy	Staff to monitor and be vigilant and offer support where needed. Break and lunch duty rotas in place

Step 1 – Preparing the Site	
Movement Around the Site	
Will pupils and staff keep 2-metres apart, even with these arrangements? If this is not possible, what risk reduction measures will be put in place?	
Site	Comments
Alderwood Academy	All staff / pupils aware of guidelines and follow as far as reasonably practical to do so. Risk reduction measures in place: regular handwashing, supplies of PPE available in all areas
First Base Bury St Edmunds Academy	When social distancing is not possible – then our PPE plan will be applied. For example during an

	activity such as cooking, gloves and aprons will be used as a minimum as well as extra handwashing, window open etc.
First Base Ipswich Academy	Staff and pupils will not be expected to keep 2 metres apart. Risk reduction measures; regular hand washing, cleaning regime, small group size, use of outside areas.
Lindbergh Campus	All staff and students will be aware of the guidelines. Students will be given verbal reminders to keep their distance. There will be regular hand washing and there will be staggered start and finish times.
Montgomery Road Campus	Staggered start and finish times; staff have walkie talkies to liaise over corridor use to get to kitchens toilets and exits. Additional rota needed to liaise with tuition service upstairs detailing daily expectations
Outreach Service	Staff/pupils aware of social distancing. KS3/4 only on-site so more manageable. Verbal reminders. Revision of offer possible if required. Fixed H&S routines in place daily.
Parkside Academy	Staff and students aware of the social distancing however, some students may struggle with this. Verbal reminders will be given where this happens. If it continues parents/carers notified. Student risk assessment updated as required.
St. Christopher's Academy	Pupils will struggle to maintain 2 metres apart, when that happens, they will be given verbal reminders to distance. Contact with home will be made if it continues for parents/carers to reiterate once back home.
Westbridge Academy	Extra support and coaching for pupils who may struggle to follow guidelines. Virus protection measures, regular handwashing, ventilated rooms and PPE in place to minimise risk

Step 1 – Preparing the Site

Movement Around the Site

What arrangements are proposed around access to pupil toilets to ensure no overcrowding during lesson and break times?

Site	Comments
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Alderwood Academy	Good facilities at Alderwood to support in ensuring no overcrowding
First Base Bury St Edmunds Academy	There are 3 toilets that pupils can use, overcrowding will not occur.
First Base Ipswich Academy	3 toilets available to pupils, maximum 6 pupils on site, toilets available at all times. Overcrowding does not happen.
Lindbergh Campus	There are number of toilets that students can use onsite. Students will be allowed to leave one at a time and this should ensure no overcrowding.
Montgomery Road Campus	There are 2 toilets that pupils can use, overcrowding will not occur. Walkie talkie system to ensure controlled use of corridor to prevent overcrowding.
Outreach Service	N/A - fixed breaks not provided as pupil only attend and AM or PM sessions. Flexibility to use toilets through the AM/PM - limited numbers prevent overcrowding. Toilet use monitored by staff to ensure safe use.
Parkside Academy	2 toilets that students can use. Toilet use monitored by staff.
St. Christopher's Academy	Walkie Talkie communication to ensure no two pupils are in the toilets at the same time and do not pass on the corridor. Accessible toilet can be used if needed.
Westbridge Academy	Admin to monitor toilets to make sure that only one person is in at a time

Step 1 – Preparing the Site

Movement Around the Site

What signage will be displayed to support these new systems?

Site	Comments
Alderwood Academy	DfE guidance posters on display First aiders poster on display as well as DSL contacts
First Base Bury St Edmunds Academy	Posters from DfE website. Visuals made by staff to meet individual needs. Basic signage will be displayed for possible visitors at the entrance.
First Base Ipswich Academy	Posters from DfE website. Age appropriate posters for children. Signage for visitors.

Lindbergh Campus	The signage displayed around the school will include, the DfE guidance, signage for the cleaning stations, signage for visitors to the site.
Montgomery Road Campus	To be arranged and implemented: Posters from DfE website. Visuals made by staff to meet individual needs. Basic signage will be displayed for possible visitors at the entrance.
Outreach Service	DfE guidance posters on display First aiders poster on display as well as DSL contacts.
Parkside Academy	DfE posters on display. Additional signage being created.
St. Christopher's Academy	Posters from DfE website currently displayed throughout the site as well as poster guides to washing hands thoroughly at sinks. Pupil given opportunity to create their own posters. Signs on display at sanitiser station on arrival on process for both staff and pupils.
Westbridge Academy	Posters from DfE website. Age appropriate posters for children. Signage for visitors.

Step 2 – Reviewing Staff for Availability in Site	
Audit of Staff	
What appropriate arrangements are in place for staff deployment?	
Site	Comments
Alderwood Academy	Established protocols over last 9 weeks in lock down.
First Base Bury St Edmunds Academy	All available staff will be onsite. In the classroom there will be the minimum number of adults needed to ensure safety. At least one member of staff should be available to deal with situations for example first aid or if a child becomes unwell so maximum protection for staff and children can be ensured. Staff timetables will be set at the beginning of each day.
First Base Ipswich Academy	HT aware of staff availability and vulnerabilities to plan accordingly. HT available on site. Sufficient staff; DSL, RPI and First Aid.

Lindbergh Campus	The vast majority of staff have been onsite of the last few weeks. All available staff will be deployed accordingly. A weekly rota will be produced to ensure staff are clear on their responsibilities and there will always be a DSL, RPI and first aider onsite.
Montgomery Road Campus	first aid/DSL/leader requirements will be pooled with Westbridge
Outreach Service	HoS/TMBs aware of staff availability and vulnerabilities to plan accordingly. Two group of pupils on site per day (AM or PM). Fixed rota of staff to support groups. Sufficient staff; DSL, RPI and First Aid.
Parkside Academy	Staff currently reviewed by Central Team. Ratios to drive pupil offer.
St. Christopher's Academy	All available staff will be on site. Rota to be introduced to ensure cleaning/monitoring checks are completed throughout the school day
Westbridge Academy	Staff deployment currently arranged over Strand A, B and C. New staff deployment plan to be in place by the 5 th June for when the site reopens

Step 2 – Reviewing Staff for Availability in Site	
Audit of Staff	
Will there be a leader, first aider, Designated Safeguarding Lead (DSL), and facilities staff available?	
Site	Comments
Alderwood Academy	HT & or consultant teacher, DSL, x 2 DDSL, most staff trained in emergency first aid. Alderwood use contracted staff as required for maintenance, monthly checks etc
First Base Bury St Edmunds Academy	There be a leader, first aider, Designated Safeguarding Lead (DSL) whilst the pupils are onsite at all times.
First Base Ipswich Academy	Yes, all available on site
Lindbergh Campus	Yes, all will be available onsite.
Montgomery Road Campus	These will need to be deployed from central RT staff pool.
Outreach Service	Yes (additional first aiders and RPI staff available at FBI)

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Parkside Academy	Yes
St. Christopher's Academy	HoS/DSL on site full time, all site-based staff RPI and First Aid trained
Westbridge Academy	By June 5th

Step 2 – Reviewing Staff for Availability in Site	
Audit of Staff	
Can cleaning be maintained by staff to allow for the enhanced cleaning levels required?	
Site	Comments
Alderwood Academy	Cleaning undertaken to a high level each day by Vertas contracted staff
First Base Bury St Edmunds Academy	There is cleaning equipment available to use throughout the day. Staff will clean etc after each activity providing their safety is maintained. Where cleaning is not able to be done HoS will make alternative arrangements.
First Base Ipswich Academy	Yes, staff can wipe down between sessions and be released to do so during pupil playtime and lunchtime. If not possible HT can support.
Lindbergh Campus	Cleaning takes place daily by staff, as the numbers of students increases alternative arrangements may need to be looked at.
Montgomery Road Campus	Cleaning takes place daily by staff, as the numbers of students increases alternative arrangements may need to be looked at.
Outreach Service	Yes. Daily rota in place. Staff training provided.
Parkside Academy	Yes with staff training
St. Christopher's Academy	Cleaning takes place daily by staff, as the numbers of students increases alternative arrangements may need to be looked at.
Westbridge Academy	Cleaning can take place all day on a Monday, Wednesday and Friday and at the beginning and the end of the day on Tuesdays and Thursdays. Staff can wipe down their classrooms between lessons. Facility will need to be made for the cleaning of toilets and common areas touch points on Tuesday and Thursday. Timetable to be drawn up by June 5th

Step 2 – Reviewing Staff for Availability in Site

Audit of Staff	
Has the site been measured to ascertain what the maximum capacity is and proportion of pupils that can be accommodated to allow safe distancing where possible?	
Site	Comments
Alderwood Academy	Reviewed on daily basis
First Base Bury St Edmunds Academy	Reviewed on daily basis
First Base Ipswich Academy	Reviewed on daily basis
Lindbergh Campus	Reviewed on daily basis
Montgomery Road Campus	Reviewed on daily basis.
Outreach Service	Max of 4 pupils on site at any one time. Overflow to access room at Alderwood.
Parkside Academy	Reviewed on a daily basis. Movement time will need to be planned into the day to support wellbeing.
St. Christopher's Academy	Reviewed on a daily basis
Westbridge Academy	Site audit on 1 st June established that Westbridge is safe to open for twelve students with this being reviewed on 8 th June

Step 2 – Reviewing Staff for Availability in Site	
Audit of Staff	
How is it clear to all staff and parents that only healthy staff and pupils who are not exhibiting symptoms, and who do not need to self-isolate, may attend site?	
Site	Comments
Alderwood Academy	Regular communication with parents
First Base Bury St Edmunds Academy	Parent will be well informed of our procedures to ensure we are all well. Parents will receive a letter as well as a phone call explaining that only healthy staff and pupils who are not exhibiting symptoms, and who do not need to self-isolate, may attend site
First Base Ipswich Academy	Parents informed via phone calls regarding pupils returning/attending on-site. Expectation regularly repeated to parents.
Lindbergh Campus	All parents/carers will receive written guidance about returning. Parents will be informed of our expectations.

Montgomery Road Campus	Pupils parents carers and staff will be briefed on symptoms to check and sign to agree to isolate then go home if unwell during a session – attendance procedures of phoning in absence apply.
Outreach Service	Direct telephone contact made with all families re pupils returning on site. Daily checks re health and wellbeing prior to a pupil entering the lodge. Daily temp checks. Signage on display re symptoms and expectations.
Parkside Academy	Written guidance to be provided following final decision to reopen.
St. Christopher's Academy	Parents are aware of the expectations, through conversations and information sent home. However, these expectations will be repeated during communication in w/c 1/6/20
Westbridge Academy	Strand B visits to meet pupils and families and talk through written guidance by 12 th June

Step 2 – Reviewing Staff for Availability in Site

Audit of Staff

The DfE advises that if 'vulnerable' as opposed to 'extremely vulnerable' staff cannot work from home 'they should be offered the safest available on-site roles', also that a member of staff who lives with someone who is vulnerable can attend work. How have you taken account this advice?

Site	Comments
Alderwood Academy	Directed by TBM - options offered
First Base Bury St Edmunds Academy	Directed by TBM – options offered
First Base Ipswich Academy	No staff members currently affected.
Lindbergh Campus	Directed by TBM – options offered
Montgomery Road Campus	Directed by TBM - options offered
Outreach Service	Directed by TBM – options offered.
Parkside Academy	TBM managing
St. Christopher's Academy	Directed by TBM – options offered
Westbridge Academy	Vulnerable lists held by leaders and Strand B and C work agreed.

Step 2 – Reviewing Staff for Availability in Site	
Audit of Staff	
How will parents be advised that the site cannot guarantee to be able to keep their children socially distant, with support for parents to assess the risks to themselves and other family members of sending their child to site?	
Site	Comments
Alderwood Academy	Parents will be informed. Expectations set out with parents and pupils. Pupil numbers reviewed daily.
First Base Bury St Edmunds Academy	Parent will be well informed of our procedures to ensure we are all well. Parents will receive a letter as well as a phone call explaining the guidelines
First Base Ipswich Academy	Headteacher has had phone conversations with all parents regarding risks around socially distancing young children. Parents have been informed of First Base expectations before making the decision to send their child on site.
Lindbergh Campus	Parents/carers will be informed of our procedures and be given written guidance around this.
Montgomery Road Campus	Our safety procedures will be shared and parent carers and pupils sign with the school to share responsibility for distancing and safe behaviours on site. Pupils will be asked whether they understand what this means as part of their risk assessment.
Outreach Service	Parents will be informed. Expectations set out with parents and pupils. Pupil offer reviewed if required.
Parkside Academy	Parent/carers advised of final procedures prior to reopening
St. Christopher's Academy	Parents will continue to be kept informed of latest guidance and sent home any relevant information. Clear conversations will be had with each parent about expectations of their child on site and potential risks this also possesses.
Westbridge Academy	Strand B visits to meet pupils and families and talk through written guidance and risks by 12 th June

Step 2 – Reviewing Staff for Availability in Site	
Audit of Staff	
What is the procedure to close the site at short notice if staffing levels fall to levels where safety cannot be assured?	
Site	Comments
Alderwood Academy	Current established curriculum offers in place during lockdown – can be extended to all strand B as required. Regular communication with parents / transport as required.
First Base Bury St Edmunds Academy	Mainstream schools will be informed and HoS will liaise with headteacher to ensure pupils have some provision. If this is not achieved then strand B/C will be offered.
First Base Ipswich Academy	Parents, transport, mainstream settings and social workers will be informed. Dual placement pupils may still access mainstream setting. Strand B and C to be offered accordingly.
Lindbergh Campus	Strand B offer will be provided, including an online offer. Parents/carers, transport and social workers will be informed.
Montgomery Road Campus	Strand B and C with online learning will be in place if no deployed RT staff available for help.
Outreach Service	Strand B & C available. All parties informed asap – parents/carer, social care, home schools.
Parkside Academy	Site leaer liaises with HT/CEO on staffing levels. Decision taken to close. Message sent to parents ASAP informing them of decision. Where possible, online learning will be offered.
St. Christopher’s Academy	The current strand B offer will be extended to the identified strand A learners. Communication with parents will be prompt so prepare them for this situation.
Westbridge Academy	It may be possible to redeploy staff from across the trust to keep the site open. If not the most vulnerable may be able to access Strand A at another site. Parents, transport, dual placement schools and social workers will be informed. Strand B and C will be offered in the interim

Step 2 – Reviewing Staff for Availability in Site	
If there is no Leader, DSL, or cleaning staff	
Will the site close if any of these key staff are unavailable?	
Site	Comments
Alderwood Academy	DSL & x 2 DDSL available / cleaning staff provided by Vertas / established staff in place with clear protocols for operation as tested during lockdown period
First Base Bury St Edmunds Academy	The site will close if there is no leader/DSL available from any other site to cover.
First Base Ipswich Academy	Yes, if those key staff roles cannot be covered by staff from other sites.
Lindbergh Campus	The school will not be able to operate if there is no leader/DSL or if no one can be redeployed.
Montgomery Road Campus	The site will close if there is no leader/DSL available from any other site to cover.
Outreach Service	Cover to be explored via FBI and Alderwood. The site will close if there is no leader/DSL available from any other site to cover.
Parkside Academy	If no appropriate cover available, the site will close.
St. Christopher's Academy	The site cannot safely operate if these staff are not available to be site based.
Westbridge Academy	If these staff cannot be redeployed from another RT site, Westbridge will close

Step 3 – Maximum Safe Group Size	
The Planning Guide is explicit that 'unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff'.	
What is proposed to address this issue on your site?	
Site	Comments
Alderwood Academy	Vigilance by staff / reminders to pupils / regular handwashing regime in place
First Base Bury St Edmunds Academy	Staff being highly vigilant at all times and take a common sense approach. Pupils will be well informed of how we need to behave in order to keep safe. Early years guidance will be followed.

First Base Ipswich Academy	Regular handwashing, cleaning regime, adult supervision, use of outside spaces, PSHE sessions, age appropriate signage, small group size, individual risk assessments.
Lindbergh Campus	Staff will monitor, there will be clear signage across the school and staff will remind students if applicable.
Montgomery Road Campus	Pupils risk assessed and agreement reached with parent/carers on a case by case basis about on site education arrangements.
Outreach Service	No EY/KS1/2 onsite at present – all younger pupils on strand B
Parkside Academy	Routines shared with staff and students, home school agreement signed, staff monitoring unstructured times, QA by leader on site
St. Christopher's Academy	Initial assembly to remind pupils of the social distant expectations. Regular reminders to the learners about these during the school day and posters on display located around the site.
Westbridge Academy	N/A KS4 provision

Step 3 –Maximum Safe Group Size

Where there is a risk of airborne contamination, because social distancing cannot easily be adhered to, particularly where staff are at risk from spitting or biting and where pupils are unable to catch or control coughs and sneezes, we believe that PPE must be provided and training given on its use and disposal. Will this happen on your site?

Site	Comments
Alderwood Academy	Disposable gloves, wipes, sanitiser, paper towels, soap, running water available in all areas. Lidded bins in all areas.
First Base Bury St Edmunds Academy	Staff will have up to date information, risk assessment shared and any relevant training. HoS will ensure all staff are secure with the use of PPE before pupils are on site.
First Base Ipswich Academy	PPE will be provided. Training to be provided.
Lindbergh Campus	PPE will be provided to all staff, cleaning stations will be in each classroom. Training to be provided to staff.
Montgomery Road Campus	This needs to be arranged and provided.
Outreach Service	PPE in place. Training to be provided?
Parkside Academy	Training to be provided
St. Christopher's Academy	This needs to be arranged and provided.

Westbridge Academy	Training to be provided to staff before school reopens
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Step 3 –Maximum Safe Group Size	
Where will PPE be available for emergency situations, for example when a pupil develops symptoms during the site day and is awaiting collection?	
Site	Comments
Alderwood Academy	Disposable gloves, wipes, sanitiser, paper towels, soap, running water available in all areas
First Base Bury St Edmunds Academy	There will be a small amount available in the classroom and for emergency – similar to a first aid kit. Stock will be kept in a central cupboard accessible to all.
First Base Ipswich Academy	PPE available in each room.
Lindbergh Campus	There will be a small amount of PPE in each classroom. The SEN room will be the quarantine room. A larger supply of PPE will be stored centrally.
Montgomery Road Campus	Stock available in each classroom and the kitchen for emergency – similar to a first aid kit. Stock will be kept in central office accessible to all.
Outreach Service	PPE available on site and staff to regularly monitor and replenish stock.
Parkside Academy	Room to be deep cleaned following collection of students and deep cleaning of all areas that they have been to for that day. PPE required for person cleaning only as it is not anticipated that any individual would require supervision within the room.
St. Christopher’s Academy	The site is in the process of receiving PPE. Store will be set up in each classroom and other points around the site. Quarantine room has been allocated in preparation for pupils who become ill and await collection.
Westbridge Academy	Disposable gloves, wipes, sanitiser, paper towels, soap, running water available in all areas Mask, disposable aprons and goggles will be available for anyone monitoring the isolation room or cleaning it afterwards

Step 4 – Creating and Staffing Your Temporary Teaching Groups	
How many pupils can each individual classroom safely accommodate to ensure that they and staff remain 2-metres apart on entry and departure and during the lesson? This needs to take account of the additional staff numbers in classes with SEND pupils who have individual adult support. How many people altogether will be in a classroom should be the measure. Please indicate where a site plan detailing this can be located.	
Site	Data Source
Alderwood Academy	Reviewed on daily basis / all rooms being used in support of social distancing.
First Base Bury St Edmunds Academy	Risk mitigation factors include 5 adults 3 children on site. Outside area available.
First Base Ipswich Academy	Each classroom can accommodate a maximum of 6 pupils. The group of 6 would also have use of a group room and outside area. Risk mitigation factors in place to allow for lack of social distancing sustainable in KS1.
Lindbergh Campus	There will be a maximum of 2/3 students to a classroom with 2 staff. This will be reviewed on a daily basis.
Montgomery Road Campus	Staff to student teaching ratio to be determined daily
Outreach Service	Only one room available Max of 4 pupils on site at any one time with 2 staff
Parkside Academy	Maximum 3 students and 1 teacher in 4 classrooms. 4 students and 1 teacher in 2 classrooms 4 students and 2 teacher in 2 classrooms Ratio and space allocations determined in daily timetables
St. Christopher's Academy	4 students and 2 staff in the classroom is the maximum capacity in order for social distancing to be observed.
Westbridge Academy	2 students and 1 teacher in 6 classrooms identified on June 1 st , to be reviewed 8 th June

Step 4 – Creating and Staffing Your Temporary Teaching Groups	
Is the site proposing to have 15 children per class?	
Site	Comments

June 2020

Alderwood Academy	No
First Base Bury St Edmunds Academy	No, maximum of 3 children per class
First Base Ipswich Academy	No, maximum of 6 children per class
Lindbergh Campus	No, maximum 2/3 per class
Montgomery Road Campus	No
Outreach Service	No
Parkside Academy	No
St. Christopher's Academy	No. Currently 4 pupils maximum in each classroom.
Westbridge Academy	No

Step 4 – Creating and Staffing Your Temporary Teaching Groups	
How has your planning accounting for the fact that some staff normally work at close proximity to individual pupils and how this work can continue in a safe manner?	
Site	Comments
Alderwood Academy	All staff / pupils aware of guidelines and follow as far as reasonably practical to do so.
First Base Bury St Edmunds Academy	We have planned according to early years guidance.
First Base Ipswich Academy	Staff will continue to work closely with pupils. Regular handwashing and cleaning in place. PPE available when needed.
Lindbergh Campus	Staff are aware of the Government guidance and regular handwashing and cleaning will take place. PPE will be provided if required.
Montgomery Road Campus	We have socially distanced on strand B visits; it will be part of the briefing and agreement we share prior to return and reviewing individual pupil risk assessments.
Outreach Service	All staff aware of guidelines. These are revisited weekly during team meetings.
Parkside Academy	Staff are aware of guidance. Further training required to clarify in class expectations.
St. Christopher's Academy	The pupils who have been receiving a strand A offer since lockdown began will continue to work alongside the same staff from 1 st June. PPE will need to be supplied in the event of support needed at a very close proximity.
Westbridge Academy	Staff trained using government guidance and practical lessons to have specific risk assessments. PPE used when needed.

Step 4 – Creating and Staffing Your Temporary Teaching Groups	
In special sites, given the level of adult support required for pupils, what is a safe number of people to have in a classroom and how is this determined?	
Site	Comments
Alderwood Academy	Reviewed on daily basis
First Base Bury St Edmunds Academy	This is considered on a daily basis.
First Base Ipswich Academy	Children will mix within a group of 6 children and 4 adults throughout the day.
Lindbergh Campus	This will be reviewed on a daily basis and pupil risk assessments will be reviewed.
Montgomery Road Campus	Pupil risk assessments clear all pupils as safe on 1-1 work. Floor plan determines 1-1 work only option.
Outreach Service	Based on size and floorplan. One room available – 4 pupils and 2 staff.
Parkside Academy	3 students and 1 staff (English, PSHE, Maths, Science, IT, Art) 4 students and 1 staff (Humanities, Dining Room) 4 students and 2 staff (Meeting Room, Studio) 1 student and 1 staff (Gym) Room layouts to be reviewed on a regular basis.
St. Christopher’s Academy	Safe level in 4 pupils with 2 staff and access to walkie talkie system across the site in case extra adult support is required.
Westbridge Academy	Pupil risk assessments contain this information, and will be reviewed daily and adaptations made

Step 4 – Creating and Staffing Your Temporary Teaching Groups	
In special sites, where social distancing will be impossible, what measures are in place to protect staff and pupils?	
Site	Comments
Alderwood Academy	Social distancing requirements maintained as far as possible by all pupils/staff as per Government advice. Regular handwashing by staff & pupils / protocols re arriving at site in place / thorough

	cleaning of site daily / observation by all staff in following guidelines
First Base Bury St Edmunds Academy	PPE plan. Risk assessments. Regular checks on health of staff and pupils. Pupils and staff are informed of safety measures.
First Base Ipswich Academy	Regular handwashing, cleaning regime, small group size, PPE available, individual pupil risk assessments, use of outside areas, isolation room.
Lindbergh Campus	Students and staff will undertake regular handwashing. There will be regular checks on the health of all students and staff. The site will be cleaned daily. Each classroom will contain a cleaning station. Staggered starts for start and end times, breaks and lunch.
Montgomery Road Campus	PPE plan. Risk assessments. Regular checks on health of staff and pupils. Pupils and staff are informed of safety measures.
Outreach Service	PPE available /cleaning rota / RAs / regular reference to guidance and expectations / small group
Parkside Academy	Updated student RA. Installation of cleaning stations. Students based in a single classroom. Regular hand washing and cleaning
St. Christopher's Academy	PPE plan and Individual RAs have been completed. Use of sanitising station on entry to site for both adults and pupils. Regular hand washing throughout the day and quarantine room allocated if adult/child develops symptoms.
Westbridge Academy	PPE Plan, regular hand washing, school community education about virus protection, student risk assessments, staggered starts and breaks, use of outside areas

Step 4 – Creating and Staffing Your Temporary Teaching Groups

Is the site prepared to consider attendance on a rotational basis in order to reduce class sizes?

Site	Comments
Alderwood Academy	Yes
First Base Bury St Edmunds Academy	No yet required – numbers on roll low

First Base Ipswich Academy	Full-time pupils have all been extended a full-time offer. Dual placement pupils have all been offered their 2 days a week.
Lindbergh Campus	Yes
Montgomery Road Campus	Yes
Outreach Service	Yes
Parkside Academy	Yes
St. Christopher's Academy	Yes
Westbridge Academy	Yes

Step 4 – Creating and Staffing Your Temporary Teaching Groups	
Will leaders be available to cover classes if needed?	
Site	Comments
Alderwood Academy	Usual protocols in place
First Base Bury St Edmunds Academy	Yes
First Base Ipswich Academy	Yes – HT onsite
Lindbergh Campus	Yes
Montgomery Road Campus	Yes – trust support provided to cover gaps
Outreach Service	Leader remote – trust support provided
Parkside Academy	Senior leader on site each day
St. Christopher's Academy	Yes. Leadership on site daily
Westbridge Academy	Yes

Step 4 – Creating and Staffing Your Temporary Teaching Groups	
Will parents be told not to bring their children to site if there is a shortage of staff?	
Site	Comments
Alderwood Academy	Daily communication with parents as required.
First Base Bury St Edmunds Academy	In extreme cases where we cannot use staff from other sites.
First Base Ipswich Academy	If staff from other sites are not available and there is an unsafe ratio, yes. If partial closure is required we will consider most vulnerable pupils and those who have an onsite offer at mainstream.
Lindbergh Campus	Only in extreme cases and where staff cannot be redeployed from other sites.
Montgomery Road Campus	In extreme cases where we cannot use staff from other sites.
Outreach Service	Only in extreme cases where pupils cannot be kept safe due to inadequate staff levels
Parkside Academy	In cases where the ratio is unsafe

St. Christopher's Academy	This will be communicated to parents ASAP if it arises. A decision will be made if a reduced number of pupils can still access a strand A offer and which pupils have priority.
Westbridge Academy	Leaders will establish whether staff can be redeployed so as to open the site. Steps taken to see if most vulnerable students can be accommodated at another RT site. Otherwise communication at the soonest time with parents

Step 5 – Practical Steps to Reduce Risk	
If it is planned to undertake temperature checks, how will this be managed safely in terms of social distancing between the child and member of staff and to avoid a queue building up?	
Site	Comments
Alderwood Academy	N/A
First Base Bury St Edmunds Academy	N/A
First Base Ipswich Academy	N/A
Lindbergh Campus	N/A
Montgomery Road Campus	N/A
Outreach Service	N/A
Parkside Academy	N/A
St. Christopher's Academy	N/A
Westbridge Academy	N/A

Step 5 – Practical Steps to Reduce Risk	
What measures are in place to protect staff and pupils who may at times need to use physical interventions (in alternative provision (AP) and mainstream) to protect pupils from harming themselves or others? (They will clearly not be able to socially distance when doing this)	
Site	Comments
Alderwood Academy	Trained staff in use of de-escalation & PI / behaviour support plans in place.
First Base Bury St Edmunds Academy	All deescalating strategies will need to be exhausted before any physical intervention takes place. In extreme circumstances PPE to be worn. (see FBB PPE plan)

First Base Ipswich Academy	RPI used as last resort. See First Base Ipswich PPE Scenario document and individual pupil risk assessments.
Lindbergh Campus	De-escalation strategies to be used and RPI used only as a last resort. If this is necessary then PPE to be worn.
Montgomery Road Campus	RPI not anticipated; de-escalation strategies in place as per individual risk assessments.
Outreach Service	RPI not anticipated. De-escalation strategies used. Outdoor space available. High pupil/staff ratio.
Parkside Academy	RPI not anticipated. Usual behaviour management strategies to be used
St. Christopher's Academy	Usual behaviour management techniques adopted by all staff with the aim to prevent RPI. If RPI is looking necessary to keep the pupil/staff safe PPE will need to be used.
Westbridge Academy	De-escalation strategies used, RPI as a last resort. PPE Scenario plan in place see document and student risk assessments

Step 5 – Practical Steps to Reduce Risk	
In AP what measures are in place to ensure that enough appropriately trained staff are on site to support pupils with behavioural issues to keep safe? How and what PPE will be used in this situation?	
Site	Comments
Alderwood Academy	Trained staff in use of de-escalation & PI / behaviour support plans in place. PPE available in all areas: disposable gloves, wipes, sanitiser, paper towels
First Base Bury St Edmunds Academy	All staff are trained and informed of PPE plan.
First Base Ipswich Academy	Usual staff:pupil ratios adhered to. HT to ensure enough staff are appropriately trained. See First Base Ipswich PPE Scenario document and individual pupil risk assessments.
Lindbergh Campus	All staff are trained and there will be PPE available. There will be daily morning and afternoon briefings for all staff.
Montgomery Road Campus	All staff are trained pupils jointly drafted and updated behaviour expectations and relationships are key to avoiding these

	situations. PPE will be available in classrooms if needed and office.
Outreach Service	High pupil/staff ratio. Trained, experienced staff. PPE available. Fixed/consistent pupil/staff rota so pupils become familiar with staff.
Parkside Academy	Multiple members of staff
St. Christopher's Academy	Regular monitoring of staff: pupil numbers through twice daily briefings. If RPI is needed then PPE that covers the face will be essential.
Westbridge Academy	Staff trained and PPE plan in place

Step 5 – Practical Steps to Reduce Risk	
Is it practical to stagger arrival times, if so how?	
Site	Comments
Alderwood Academy	Pupils arriving individually and after following protocols go straight to allocated teaching area.
First Base Bury St Edmunds Academy	Pupils arrive individually, arrival times are naturally staggered.
First Base Ipswich Academy	Not currently required, pupils collected individually from vehicles on arrival.
Lindbergh Campus	Yes, student arrival and finish times to be managed by staff to ensure that students maintain safe distances. Students will individually go through the cleaning station at the front of the school. They will then go to their classroom.
Montgomery Road Campus	Yes - taxis booked to avoid clashes. All pupils will have a blend of online learning and site offers and all pupils have a laptop to use at home.
Outreach Service	AM/PM sessions – two separate groups
Parkside Academy	Separate entrances to reduce risk proposed.
St. Christopher's Academy	Staggered arrival times can be managed by staff on arrival in allowing access to the site only in small groups then using the sanitiser check station in these groups before being allowed full access to site.
Westbridge Academy	Yes, pupils arrive individually and individual times will be communicated to families and transport companies by June 12th

Step 5 – Practical Steps to Reduce Risk	
How will parents be informed and the system monitored?	
Site	Comments
Alderwood Academy	Regular established communication with parents re expectations.
First Base Bury St Edmunds Academy	Regular phone conversations with parents. Individual risk assessments shared. Home School Agreement.
First Base Ipswich Academy	Regular phone conversations with parents. Individual risk assessments shared. Home School Agreement.
Lindbergh Campus	There will be regular communication with parents/carers. All risk assessments will be reviewed and updated.
Montgomery Road Campus	Pupils and parent/carers will have letter and offer agreed individually alongside health and safety briefing and agreed risk assessment review as before.
Outreach Service	Regular weekly contact made to keep families updated
Parkside Academy	Details of hygiene procedures to be shared prior to wider re-opening. Staff debrief reintroduced Weekly Smore newsletter to be reintroduced
St. Christopher's Academy	System monitored through staff and pupil feedback. Staff briefings at the end of the day to discuss any parts of the day that need adapting. Parents will continue to be communicated with daily.
Westbridge Academy	Parents to receive training in new measures before school opens, risk assessments updated and monitored

Step 5 – Practical Steps to Reduce Risk	
Is there sufficient staffing to monitor the safe arrival and departure of children at varying times?	
Site	Comments
Alderwood Academy	Yes
First Base Bury St Edmunds Academy	Yes
First Base Ipswich Academy	Yes
Lindbergh Campus	Yes
Montgomery Road Campus	Yes

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Outreach Service	Yes
Parkside Academy	Yes
St. Christopher's Academy	Yes
Westbridge Academy	Yes

Step 5 – Practical Steps to Reduce Risk	
Will there be clear guidelines on entry to site about the procedures in place for essential visitors to the site?	
Site	Comments
Alderwood Academy	Trust wide guidelines in place. Signage to support
First Base Bury St Edmunds Academy	Trust wide procedure. Signage
First Base Ipswich Academy	Yes – signage produced and displayed
Lindbergh Campus	Yes and signage will support this.
Montgomery Road Campus	Trust wide procedure. Updated Signage
Outreach Service	Yes – signage on main door
Parkside Academy	Updated signage
St. Christopher's Academy	Clear instructions alongside the sanitiser check station for all essential visitors to site. Visitor sign in sheet to be completed and safeguarding info to be read.
Westbridge Academy	Yes, a sign on the front door and at the sanitising station. Letters sent to known visitors in advance detailing procedures in place. Training for all staff.

Step 5 – Practical Steps to Reduce Risk	
Will there be social distancing measures in place for visitors to the site?	
Site	Comments
Alderwood Academy	Visitors limited on site. Social distancing measures in place.
First Base Bury St Edmunds Academy	Yes
First Base Ipswich Academy	Limited visitors. Social distancing in place where visitors cannot be avoided.
Lindbergh Campus	Yes
Montgomery Road Campus	yes
Outreach Service	Visitors not permitted on site (due to restricted size of site)

Parkside Academy	Updated signage
St. Christopher's Academy	Yes. Posters up and reminders from staff on entry to the site.
Westbridge Academy	Essential visitors only on site. Social distancing measures will be explained on arrival and where possible a letter sent in advance to detail site virus prevention measures.

Step 5 – Practical Steps to Reduce Risk	
How will break times operate to support social distancing?	
Site	Comments
Alderwood Academy	Atrium area marked out with social distancing spacing. Pupils engaged in a variety of activities throughout breaks times.
First Base Bury St Edmunds Academy	We will divide the outside space into areas for the children and encourage them to play in different areas.
First Base Ipswich Academy	Pupils will not be socially distanced at break times. They will be outside, they will wash hands before and after break times, any toys used will be cleaned daily.
Lindbergh Campus	The hall will be marked out to ensure social distancing. Breaks will be staggered and monitored by staff. Students will be asked to wash their hands prior to returning to the classroom.
Montgomery Road Campus	We will divide outside and kitchen areas for pupils to use socially.
Outreach Service	N/A - no fixed breaktime as pupils attend AM/PM sessions as opposed to a "school day"
Parkside Academy	Breaks and lunches will take place in the teaching room where possible. Socially distanced walks to be offered to students.
St. Christopher's Academy	Pupils will have access to a particular area of outside space at breaktimes and rotate these throughout the school day. Walkie talkie dialogue to communicate movement around the site to get to break times.
Westbridge Academy	Staggered breaks and home agreement will detail expectations for students at break. Staff duty to monitor students at breaktimes

Step 5 – Practical Steps to Reduce Risk	
What will happen in wet weather at break and lunchtimes?	
Site	Comments
Alderwood Academy	Pupils will remain in allocated areas.
First Base Bury St Edmunds Academy	Pupils will remain indoors and there is adequate space for social distancing etc
First Base Ipswich Academy	Pupils go outside in wet weather, as per usual practice. First Base wet weather clothing washed after use.
Lindbergh Campus	The students will remain in their allocated areas
Montgomery Road Campus	Stagger use of kitchen and social times in classrooms/kitchen
Outreach Service	As above
Parkside Academy	Breaks and lunches will take place in the teaching room where possible. Socially distanced walks to be offered to students.
St. Christopher's Academy	Pupils will remain in their allocated classroom and designated activities/games will be provided.
Westbridge Academy	Pupils will remain in allocated areas

Step 5 – Practical Steps to Reduce Risk	
What arrangements are in place to ensure that meals can be safely prepared and served?	
Site	Comments
Alderwood Academy	Awaiting further guidance from TBM
First Base Bury St Edmunds Academy	The meals are provided from a care home. HoS will liaise with them to ensure safest possible arrangements.
First Base Ipswich Academy	Packed lunches provided by Vertas and delivered to site. Packed lunches individually packaged.
Lindbergh Campus	No hot food to be provided. Vertas to provide packed lunches.
Montgomery Road Campus	No hot food – take away individually packaged take away style lunches only. All staff are food hygiene level 2 trained.
Outreach Service	Meals not provided – as pupils only attend AM or PM sessions. Pre-wrapped snacks /drinks available to pupils. Food prep not permitted.

Parkside Academy	Students advised to bring packed lunch. Students in need to be offered Vertas sandwich pack
St. Christopher's Academy	No hot food –cold lunches individually packaged available. If packed lunches are brought to school will be stored appropriately. All staff are food hygiene level 2 trained and can serve breakfast.
Westbridge Academy	Vertas to provide packed lunches to be consumed outside or in allocated areas. No meals to be prepared on site

Step 5 – Practical Steps to Reduce Risk	
How will breaks for staff operate?	
Site	Comments
Alderwood Academy	Rotational basis
First Base Bury St Edmunds Academy	Breaks will be taken on a rotational basis.
First Base Ipswich Academy	Rotational basis with HT covering
Lindbergh Campus	Rotational basis
Montgomery Road Campus	Staff breaks will be considered in weekly timetable arrangements
Outreach Service	Two daily groups in operation – timings between the two groups allow for staff break
Parkside Academy	Rotational basis
St. Christopher's Academy	Leaders to cover staff breaks
Westbridge Academy	Rotational basis

Step 5 – Practical Steps to Reduce Risk	
Is there a system in place for isolating children who develop symptoms during the day, while they wait to be taken home?	
Site	Comments
Alderwood Academy	Separate room allocated with access to exit without coming back through main on-site area.
First Base Bury St Edmunds Academy	A spare classroom that has been allocated as a place for isolating children who develop symptoms during the day, while they wait to be taken home.
First Base Ipswich Academy	Use of outside area or spare classroom as isolation room. One member of staff to wait with pupil, socially distancing if possible.

Lindbergh Campus	The SEN room has been set up to be the quarantine room. One member of staff will wait with the student and they will go out the side door.
Montgomery Road Campus	A spare classroom that has been allocated as a place for isolating children who develop symptoms during the day, while they wait to be taken home.
Outreach Service	Use of outside area preferable. No room available within the lodge. Room available at Alderwood.
Parkside Academy	Quiet room will be used as quarantine room with gym accessible for emergency
St. Christopher's Academy	Quarantine room allocated within the site. Located close to the front office in order to be monitored.
Westbridge Academy	Allocated room to be used as an isolation room and monitored by SLT. PPE is available for staff who need to access the room. Contact network is established and relevant staff / families informed of responsibility to self-isolate. Deep clean of areas affected by students.

Step 5 – Practical Steps to Reduce Risk	
Will all staff be sent home as soon as they report symptoms during the site day and will arrangements be in place to provide cover as necessary?	
Site	Comments
Alderwood Academy	Guidelines to be followed. Cover arrangements in place as necessary.
First Base Bury St Edmunds Academy	There will be a least one member of staff available to cover.
First Base Ipswich Academy	HT available to cover if one member of staff goes home. If more than one member of staff needs to go business continuity plan, drawing from pool of trust plan before partial closure
Lindbergh Campus	Cover arrangements will be in place if this arises.
Montgomery Road Campus	RT staff will be deployed to cover pupil until the end of the session.
Outreach Service	Cover arrangements made if this arises. Strand B staff available to come in.

Parkside Academy	Leader on site provides additional capacity. In the event of multiple staff requiring to go home additional RT staff will need to be used with the potential for the site to close if staffing levels make it unsafe.
St. Christopher's Academy	Yes, staffing situation to be discussed within leadership group. Leaders based on site will cover the staff absence
Westbridge Academy	Yes, and cleaning will take place in any affected areas and a contact network will establish staff and pupils who will need to be informed of their responsibility to self-isolate. Leaders will establish whether staff/pupil ratios are too low and establish the redeployment of staff where possible. SLT to cover

Step 5 – Practical Steps to Reduce Risk	
What are the plans for ensuring that staff can travel safely to and from site?	
Site	Comments
Alderwood Academy	All staff using own transport.
First Base Bury St Edmunds Academy	All staff using own transport
First Base Ipswich Academy	All staff using own transport.
Lindbergh Campus	The vast majority of staff use their own transport. Staff that use public transport will follow the necessary hygiene arrangements onsite.
Montgomery Road Campus	Staff use own cars and parking on site.
Outreach Service	All staff have access to own transport and parking on site. PPE car packs provided for staff transporting pupils.
Parkside Academy	Staff use own transport and where they use public transport, government advice will be followed. All staff follow the site access procedures.
St. Christopher's Academy	Staff use own cars and parking on site
Westbridge Academy	Staff training on government guidance relating to safe use of public transport and advised not to do so where possible. If using public transport, staff must follow hygiene arrangements on arrival

Step 5 – Practical Steps to Reduce Risk	
Where site transport operates under normal circumstances, how will this operate at this time, ensuring social distancing and hygiene arrangements?	
Site	Comments
Alderwood Academy	No site transport operating at present. All pupils being transported by LA transport with guidelines issued.
First Base Bury St Edmunds Academy	No site transport currently needed
First Base Ipswich Academy	No site transport currently needed
Lindbergh Campus	People carrier is not currently used. However, if it is then social distancing protocols will be followed and the vehicle is to be cleaned before and after every journey.
Montgomery Road Campus	Minibus not deployed but can be with seating plan and reduced numbers to ensure social distancing.
Outreach Service	PPE car packs provided to all staff. Staff/pupils aware of routines and expectations. Frequent reminders to staff in team meetings re guidance. Pupils to sit in the back. PPE to be worn. Car to be cleaned.
Parkside Academy	No transport required currently.
St. Christopher's Academy	No use for the minibus needed due to all TPP's not offering their provision currently.
Westbridge Academy	TPP arrangements will resume in the w/c 8 th June. Staff to receive training by June 5 th on the safety measures surrounding use of RT vehicles. Social distancing protocols must be followed and vehicles cleaned before and after every journey. Where social distancing protocols can't be followed, masks will be worn.

Step 6 – External Support for SEND and Behaviour	
Will individual risk assessments and discussion with parents/carers have taken place and been agreed by the date when extended opening begins, to ensure that any provision required by a child in order to attend site is safely in place?	
Site	Comments
Alderwood Academy	Further discussions to continue with families on an individual basis 01.06.20
First Base Bury St Edmunds Academy	This has been planned for the w/c June 1 st .

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First Base Ipswich Academy	All individual pupil risk assessments updated by 1 st June and shared with parents over the phone.
Lindbergh Campus	This has been planned for the WC 01/06/20
Montgomery Road Campus	This will be done week beginning June 1st
Outreach Service	W/B June 1st
Parkside Academy	All risk assessments being reviewed wc 1 June
St. Christopher's Academy	All individual SEND RAs completed for each pupil. Discussions with parents will be done week beginning June 1st
Westbridge Academy	Yes, all individual student risk assessments will be completed by June 5 th and discussions with parents about additional students' needs will take place before June 12th

Step 6 – External Support for SEND and Behaviour

Will there be clear guidelines on entry to site about the procedures in place for essential visitors from external agencies visiting pupils at the site (eg educational psychologists, child and adult mental health services (CAMHS), behavioural support, advisory teachers etc)?

Site	Comments
Alderwood Academy	Clear guidelines in place supported by visual on arrival at reception.
First Base Bury St Edmunds Academy	Trust wide procedure Signage Any additional information to be verbalised before visiting pupil.
First Base Ipswich Academy	Clear signage will be in place. Expectation communicated when visit booked.
Lindbergh Campus	There will be signage in place. Visitors will have to go through the cleaning stations and display social distancing whilst onsite.
Montgomery Road Campus	Trust wide procedure Signage Any additional information to be verbalised before visiting pupil.
Outreach Service	At present, visitors are not permitted on site due to us being such a small site. Signage on main door.
Parkside Academy	Entrance procedure to be followed by all staff/students/visitors. Signage

	Visitor book
St. Christopher's Academy	Sanitiser check station used by any essential visitor. Reminder from staff that we are observing social distancing on site. Posters are displayed throughout the site. Usual visitor sign in to be completed and safeguarding information to be read and recorded
Westbridge Academy	Clear signage in place on arrival. Advance visitors will receive a written communication before their visit detailing the site's virus protection plans

Step 6 – External Support for SEND and Behaviour	
Will there be social distancing measures in place for visitors from external support agencies visiting pupils at site?	
Site	Comments
Alderwood Academy	Visitors on site limited to essential visits. Social distancing measures in place
First Base Bury St Edmunds Academy	There will be social distancing measures in place for visitors from external support agencies visiting pupils at site unless they have a different brief which will be shared with parents and HoS before the appointment.
First Base Ipswich Academy	Yes, where possible. If they are in class with pupils then pupils may not adhere to 2m distances.
Lindbergh Campus	Social distancing measure apply to all visitors. Signage will be displayed across the site.
Montgomery Road Campus	The social distancing measures apply to all visitors to the site at this time.
Outreach Service	As above
Parkside Academy	Social distancing measures applies to all in the building. Visitors sign to acknowledge they understand procedures
St. Christopher's Academy	Reminder from staff that we are observing social distancing on site. Posters are displayed throughout the site
Westbridge Academy	Visitors on site limited to essential visits. Social distancing measures in place

Step 7 – Changes to Routines for Staff and Pupils	
Will guidance and training be provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements, well in advance on when wider opening begins? How will this happen?	
Site	Comments
Alderwood Academy	W/b 01.06.20 updated road map to be shared with staff. Most routines already established
First Base Bury St Edmunds Academy	This is planned week beg 1 st June, road map will be shared with staff and any training needs etc will be promptly addressed.
First Base Ipswich Academy	No pupils on site 1 st June to allow for preparation of site and ensuring all staff fully understand new routines.
Lindbergh Campus	This is being planned for the WC 01/06/20. The road map will be shared with staff and any training needs identified.
Montgomery Road Campus	This is planned week beg 1 st June, road map will be shared with staff and any training needs etc will be promptly addressed.
Outreach Service	This is planned for staff meeting on 03/06.
Parkside Academy	Road map shared with staff when finalised and training put into place ready for wc 8 June
St. Christopher's Academy	This is planned week beg 1 st June, road map will be shared with staff and any training needs etc will be promptly addressed.
Westbridge Academy	Training need audit carried out and training for staff to take place week commencing 1 st June. WB Road Map document will be shared with staff on 3 rd June and any amendments to the controls to be explored before June 12th

Step 7 – Changes to Routines for Staff and Pupils	
Will individual pupil risk assessments be in place for all pupils who exhibit anti-social behaviour, eg biting, before a decision is made about admitting them under the new arrangements?	
Site	Comments
Alderwood Academy	Risk assessments in place / 'live documents' reviewed as necessary. Regular de brief with staff re any concerns to be raised

First Base Bury St Edmunds Academy	Risk assessments will be reviewed and shared with all parents, teachers and Learning and progress assistants. CEO will be consulted to make a final decision based on evidence from HoS.
First Base Ipswich Academy	Individual risk assessments will be completed under guidance from parents and mainstream setting.
Lindbergh Campus	All risk assessments will be reviewed. If there are concerns with a student's behaviour then this will be escalated.
Montgomery Road Campus	Risk assessments will be reviewed and shared with all parents, teachers and Learning and progress assistants. CEO and Trustees will be consulted to make a final decision based on evidence from HoS.
Outreach Service	RAs to be reviewed and discussed with parents/carers and social care.
Parkside Academy	All risk assessments reviewed wc 1 June
St. Christopher's Academy	All pupil RA's in place and regularly reviewed. Regular discussions to continue to happen between site-based staff if there are a concerns with an individual pupil's behaviour.
Westbridge Academy	All pupil risk assessments to be reviewed and updated by June 5 th . Any extra support that may be needed for students will be discussed with parents and a plan arranged by June 12 th

Step 7 – Changes to Routines for Staff and Pupils

Will staff be told to wash their hands before and after handling pupils' books?

Site	Comments
Alderwood Academy	Pupils have individual trays for all of their resources. Staff aware and protocols established re washing hands.
First Base Bury St Edmunds Academy	Pupils do not have work books. Work is stuck into books. Where books are touched hand washing be carried out.
First Base Ipswich Academy	Regular handwashing by all pupils and staff handling books and resources.
Lindbergh Campus	Students will have their own trays. Staff will be aware of the protocols around hand washing.

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Montgomery Road Campus	Pupils will be encouraged to complete all their work on their laptops where possible and staff print it out.
Outreach Service	Yes. Revisited in staff meeting on 03.06. Staff have individual sealed plastic boxes for their own resources.
Parkside Academy	Staff to minimise interaction with students books and electronic work to be completed where possible
St. Christopher's Academy	Pupils will have individual trays allocated to their own desks which include their work books. Learning progress/feedback/assessment and next steps will all be recorded on SchoolPod to limit contact with pupil books. Staff all aware to wash their hands after any sharing of resources/equipment with others.
Westbridge Academy	Staff have been advised not to touch students' books and where possible, students will submit work electronically for feedback. Individual trays will be provided for students to store work.

Step 7 – Changes to Routines for Staff and Pupils	
Do essential contractors, including those who deliver food, understand how they may access the premises and what precautions are expected of them while they are onsite?	
Site	Comments
Alderwood Academy	All external contractors to be briefed. Visitor protocol applies. Visitors on site limited and only as necessary.
First Base Bury St Edmunds Academy	Contractors to be briefed when booking visit. Clear signage on arrival.
First Base Ipswich Academy	Contractors to be briefed when booking visit. Clear signage on arrival.
Lindbergh Campus	All contractors that come onsite will be briefed and follow the necessary precautions.
Montgomery Road Campus	All external contractors to be briefed. Visitor protocol applies.
Outreach Service	Visitors not currently permitted on-site. Signage on main door. Contractors to come on site after school hours. Deliveries made to FBI.

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Parkside Academy	All visitors to be briefed. Signage created for front door.
St. Christopher's Academy	All external contractors to be briefed. Visitor protocol applies. Lunch deliveries to happen at the front door in order to limit the number of visitors inside the site.
Westbridge Academy	Contractors to be briefed when booking visit. Clear signage on arrival.

Step 8 – Communicating with Staff

Will senior staff be visibly present around site during the day?

Site	Comments
Alderwood Academy	Yes. HT and /or consultant teacher on site
First Base Bury St Edmunds Academy	Yes
First Base Ipswich Academy	Yes – HT always on site
Lindbergh Campus	Yes – HoS will be present every day
Montgomery Road Campus	Yes or site cannot open.
Outreach Service	HoS contactable daily. Consultant teacher on site
Parkside Academy	Yes
St. Christopher's Academy	Yes. HoS and Lead Teacher present every day
Westbridge Academy	Yes

Step 8 – Communicating with Staff

What arrangements will be put in place to ensure regular staff feedback on arrangements?

Site	Comments
Alderwood Academy	Daily briefings, email communication as required
First Base Bury St Edmunds Academy	Weekly meeting on site or via TEAMS Email Daily briefings
First Base Ipswich Academy	Daily briefing and debriefs. Weekly teaching and learning meeting.
Lindbergh Campus	Morning briefing and afternoon de-brief every day. Email communication and face to face meetings when required.
Montgomery Road Campus	Daily briefings; individual emails/calls
Outreach Service	Daily HoS check in with on site staff / Weekly meeting

Parkside Academy	Daily briefings Weekly bulletin
St. Christopher's Academy	Morning briefings and daily de-brief every day for site-based staff. Weekly TEAMS meeting for all staff.
Westbridge Academy	Morning briefing and afternoon briefing for site-based staff. Regular email / calls when required

Step 9 – Communicating with Parents

Leaders are advised to communicate with parents so that they know who is eligible to attend site and from when and what measures will be in place to 'make the site a low-risk place for their child'

Site	Comments
Alderwood Academy	Established and frequent contact with parents will continue
First Base Bury St Edmunds Academy	Parent will be contacted week Beg 1 st June to discuss return. All risk assessments etc will be shared.
First Base Ipswich Academy	HT is in regular contact with all parents
Lindbergh Campus	Parents/carers will be contacted WC 01/06/20. Home School Agreement to be signed.
Montgomery Road Campus	Parent will be contacted week Beg 1 st June to discuss return. All risk assessments and information will be shared and agreement reached as the best safest outcome for that individual pupil.
Outreach Service	Regular contact made with parents by allocated key person to ensure consistency
Parkside Academy	Previously established newsletter via Smore to be moved to weekly communication rather than fortnightly
St. Christopher's Academy	Regular contact with all parents will continue and discussions around each pupil's offer monitored
Westbridge Academy	Home school agreement with parents signed during Strand B visits in week commencing 8 th June detailing all control measures in place

Step 10 – Managing Pupil and Staff Wellbeing and Mental Health

What guidance will be given to staff on how to support children?	
Site	Comments
Alderwood Academy	Individual learning plan, pupil profiles, risk assessments, behaviour support plans in place in ensuring consistency of approach across site
First Base Bury St Edmunds Academy	Staff will agree an “approach” to each child. Child friendly information will be sought to ensure staff are as sensitive and compassionate as possible
First Base Ipswich Academy	Discussion around each child’s lockdown experience reported by parents, and how best to support them moving forwards. Individual planning. Review of EHCP targets and individual behaviour targets.
Lindbergh Campus	Staff will have the individual students RA, staff are aware of the students that have EHCP’s. There will be training around the curriculum and our offer. There will also be daily morning and afternoon briefings.
Montgomery Road Campus	Every pupil has an ILP , Thrive plan, 5A behaviour plan, moving into adulthood plan and one page profile as well as risk assessment that maps out the agreed shared approach for communication and support. Pupils and families are involved in these documents and their updates/reviews. In addition pupils have access to PSHE and ELSA.
Outreach Service	Bespoke offer available to all pupils. OPP created within first half term. “Live” tracking spreadsheet used by all staff working with a child. Thrive available. Weekly team meeting to discuss pupil offer/progress.
Parkside Academy	Individual SEND RA saved on SchoolPod and reviewed wc 1 June. Further training to be undertaken by staff and recovery curriculum to be planned
St. Christopher’s Academy	Individual pupil RA’s saved on SchoolPod so accessible to all. All staff aware of pupils EHCP outcomes. Covid specific PSHE work to be completed with pupils and feedback from that will shape any support required.
Westbridge Academy	Staff training on Recovery Curriculum by 3 rd June with plans put in place by staff for delivery by June 10 th . Updated risk assessments and daily

	briefings to discuss new vulnerabilities and strategies with the TEAM. Updates from RT Safeguarding Team during lockdown on strategies and signposting to information saved on Westbridge Sharepoint for staff to access.
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Step 10 – Managing Pupil and Staff Wellbeing and Mental Health

What counselling services are available to staff and pupils who may need support?

Site	Comments
Alderwood Academy	Employee assistance programme. All staff have access to HT, TBM (who undertake well-being calls). Families receive x welfare calls x 4 per week. Strand B 'eyes on' for every pupil x 2 per week. Families have access to school mobile number & text message if necessary. Engagement with other services as required e.g. FSP / social worker
First Base Bury St Edmunds Academy	Trust wide wellbeing support Employment help line
First Base Ipswich Academy	Staff - Wellbeing service, access to TBMs, supportive staff team. Pupils – First Base support to pupils and families, communication with mainstream setting, referrals to wellbeing hub if required.
Lindbergh Campus	The Trust wide wellbeing support will be offered. All families currently receive 3 welfare calls and are supported by staff. Families have two school mobile numbers they can call. TBM currently undertake welfare calls.
Montgomery Road Campus	Trust wide wellbeing support Employment help line Pupils have ELSA Families and pupils have 3 unit mobile lines they can call on for staff help; they are called daily by staff as part of our welfare commitment to them. All staff know we are there for one another – we have an online group for social communication and staff have leaders personal as well as work number at this time.

	Daily briefings have AOB and there is a collegiate approach to decision making.
Outreach Service	Trust wide wellbeing support / staff 1:1 welfare checks / ELSA trained staff / Thrive / mental health first aiders / weekly staff meetings / TMB support / pupils allocated a key worker / multiagency partnerships / access to Therapy & Psychology Service for CiC
Parkside Academy	Staff – Line Management EAP Daily Briefing/Debrief TBM contact Students – Allocated time with key worker Access to Chaplin Multi agency partners
St. Christopher’s Academy	Trust wide wellbeing support Employment Assistance help line. Staff are receiving weekly welfare calls from TBM and site leaders are available to be contacted.
Westbridge Academy	Trust wide well being support phone line and access to regular welfare calls from TBMS available to all staff. SLT available at all times for staff to contact with concerns. Students supported through the curriculum and FSW contacts with multi agency teams available to sign post support

Step 11 – Planning What to Teach and How

The DfE toolkit recommends that children should be taught not to touch their faces – how will this be taught or monitored?

Site	Comments
Alderwood Academy	Role modelling by staff / reminders to children / visuals on display in every room
First Base Bury St Edmunds Academy	This will be verbalised and there will be visual prompts displayed. Child friendly explanations. Adults to model
First Base Ipswich Academy	PSHE sessions, age appropriate signage, verbal reminders, adult supervision.
Lindbergh Campus	There will be signage in every classroom and reinforced through reminders. Staff will be

	asked to monitor this and remind students where appropriate.
Montgomery Road Campus	Safety protocols and practices shared prior to on site return and agreed with staff pupils and families.
Outreach Service	Signage displayed across building. Staff to model and remind. PSHE provided on reducing the risk of transmission. H&S routines whilst at the lodge.
Parkside Academy	Modelling by staff Home school agreement Signage
St. Christopher's Academy	Pupil friendly guidance adapted by staff to suit our cohort. Posters displayed around the school and Covid/hygiene lessons to be completed
Westbridge Academy	Communicated through the Home School agreement and reinforced with reminders when pupils are at school by staff and through signage

Step 11 – Planning What to Teach and How

It is also recommended that resources for painting, sticking and cutting be washed before and after use – what additional resources will be allocated to these tasks, given that these materials are likely to be in constant use?

Site	Comments
Alderwood Academy	All children on site have 'own' bank of resources in their tray
First Base Bury St Edmunds Academy	As far as possible pupils will have their "own" equipment box/tray. Equipment will be wiped as much as possible.
First Base Ipswich Academy	Individual pencil cases containing pens, pencils, glue. Shared resources cleaned with anti-bac after use/at end of day.
Lindbergh Campus	No shared equipment to be used. All equipment to be cleaned after use. Any student onsite will have their own stationery and equipment box/tray.
Montgomery Road Campus	pupils will have their "own" equipment box/tray. No shared equipment as much as possible. If shared use gloves.

Outreach Service	Daily cleaning rota in place throughout day. Pupils have allocated/named packs of equipment and resources. Signage re sharing is not permitted
Parkside Academy	Stationary packs have been created for students
St. Christopher's Academy	Each pupil will have their own tray with an extensive set of resources and equipment.
Westbridge Academy	No shared equipment to be used. Subject areas that require specific equipment will have subject specific pupil resource packs in their classroom e.g. art and maths. All students will have a general stationary equipment pack.

Step 11 – Planning What to Teach and How	
How will staff ensure that children do not share these resources?	
Site	Comments
Alderwood Academy	All children on site have 'own' bank of resources in their tray
First Base Bury St Edmunds Academy	As far as possible pupils will have their "own" equipment box/tray.
First Base Ipswich Academy	Adult supervision. Some resources may be shared, cleaning regime in place.
Lindbergh Campus	Any student onsite will have their own stationery and equipment box/tray.
Montgomery Road Campus	pupils will have their "own" equipment box/tray
Outreach Service	Staff each have a sealed plastic box for resources. Pupils have individual packs and stationery equipment allocated. Signage re sharing not permitted.
Parkside Academy	Socially distanced desks in classroom Cleaning procedures in classroom
St. Christopher's Academy	Individual allocation of resources/equipment
Westbridge Academy	Staff supervision, socially distanced desks in classrooms

Step 11 – Planning What to Teach and How	
How will staff be supported to teach outside their usual year group/keystage responsibility?	
Site	Comments
Alderwood Academy	Team used to moving between various pupils on Alderwood site where necessary

June 2020

First Base Bury St Edmunds Academy	n/a
First Base Ipswich Academy	Currently n/a - if staff from other sites are needed for cover they will be briefed and support by current staff.
Lindbergh Campus	Staff will be briefed before they teach and offered support and guidance if applicable.
Montgomery Road Campus	Central RT staff deployment will check staff skills /knowledge/ experience
Outreach Service	KS/subject leads available within the team to lead, support and advise. Shadowing between staff used.
Parkside Academy	N/A at present
St. Christopher's Academy	Currently n/a
Westbridge Academy	Receive guidance from Leadership in the case of redeployment

Step 11 – Planning What to Teach and How	
Has time been given for staff to work together to agree shared priorities for children's learning?	
Site	Comments
Alderwood Academy	Morning briefing for staff on site established. Key messages shared. Teams around children established and working well.
First Base Bury St Edmunds Academy	Week Beg 1 st June
First Base Ipswich Academy	1 st June, daily briefings and debriefs, weekly teaching and learning meeting.
Lindbergh Campus	Staff meet regularly to discuss learning. Morning and afternoon briefings will ensure that key messages are being passed on and that learning is being discussed.
Montgomery Road Campus	KS4 staff have completed long and medium term plans and put together their subject work since lockdown started. Week of 1 st June staff will prepare on site packs as well as online learning to continue.
Outreach Service	All pupils on a bespoke programme – each pupil has a tracking document which is shared amongst all staff working with a pupil.

	Weekly staff meetings allow planning and discussion of a pupil's programme.
Parkside Academy	Daily briefing all staff Debrief site based staff Weekly planning meetings for recovery curriculum
St. Christopher's Academy	Morning de-brief for site-based staff. Home based staff have been planning learning packs for pupils, TEAMS meetings used to discuss these.
Westbridge Academy	Yes, staff meet regularly to discuss learning. TEAMS meeting set up for Teaching staff on June 3 rd to discuss the planning for term 6/6

Step 11 – Planning What to Teach and How	
Has time been identified for staff to work together to prepare teaching, particularly to adjust their teaching of practical lessons and of play-based curriculum without shared physical resources?	
Site	Comments
Alderwood Academy	Majority of staff have been on site since lock-down and clear lines of communication established.
First Base Bury St Edmunds Academy	Week Beg 1 st June
First Base Ipswich Academy	1 st June – staff have the day to prepare environments and resources.
Lindbergh Campus	The vast majority of staff have been onsite for the last 4 weeks, however planning sessions will commence from 1 st June.
Montgomery Road Campus	Week Beg 1 st June risk assessments to be completed re science art cooking gardening .
Outreach Service	W/B 1 st June
Parkside Academy	Group planning to be organised for wc 1 June. Weekly slot to be allocated for group planning
St. Christopher's Academy	Ongoing discussion between staff either vis F2F/email/TEAMS to discuss appropriate planning
Westbridge Academy	Collaborative approaches are very much supported. Staff have between 1 st and 12 th June to organise planning for lessons with a group meeting on 3 rd June. Further meetings will be set up based on staff feedback with time to be

	allocated for collaborative working where desired.
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Step 11 – Planning What to Teach and How	
Has support been given to teaching assistants to prepare for supporting pupils?	
Site	Comments
Alderwood Academy	Weekly planning sent to all learning and progression colleagues. All have access to monitoring spreadsheet and update daily. Clear lines of communication established.
First Base Bury St Edmunds Academy	Teacher will work with TAs to support them. ILPs and RS will be shared.
First Base Ipswich Academy	Teaching assistants included in staff briefings, meetings and preparation on 1 st June.
Lindbergh Campus	All staff have access to the Lindbergh Pupil Overview spreadsheet. Teaching Assistants are included in all staff briefings.
Montgomery Road Campus	All ILPs and behaviour plans and risk assessments are on schoolpod and all staff have access to all paperwork.
Outreach Service	Teachers to work alongside TA. Weekly team meetings to discuss pupils and problem solve.
Parkside Academy	All staff included in staff briefings. Additional adults to liaise with allocated staff when finalised.
St. Christopher's Academy	Ongoing discussion between staff either vis F2F/email/TEAMS to discuss appropriate planning
Westbridge Academy	Teaching assistants will help inform the planning of the reopening and will be included in the planning of a school recovery curriculum. Teaching assistants will also be part of the whole staff training in week commencing 1 st June

Step 11 – Planning What to Teach and How	
How will staff maintain continuity of learning and support as pupils begin to return, but have additional periods of time away?	
Site	Comments

June 2020

Alderwood Academy	Continuation of established Strand B provision. Weekly Learning packs / student platform access (older pupils) / twice weekly teacher progress calls / welfare calls / twice weekly Strand B 'eyes on'. Alderwood curriculum offer during COVID-19 in place / monitoring spreadsheet re EHCP targets. All logged on RT contact log.
First Base Bury St Edmunds Academy	Pupils attend 2 days per week which is their full entitlement.
First Base Ipswich Academy	Mixture of Strand A and Strand B, learning monitored and planned for individually.
Lindbergh Campus	Strand B will continue, students will receive learning packs every 2 weeks. This work is marked and returned. Students receive 3 welfare calls a week.
Montgomery Road Campus	Compound offer of online and on site learning and email the work in to subject staff who will mark and return it.
Outreach Service	Mixed strand A & B offer. Bespoke offer per pupil. Consistent RT keyworker allocation to maintain contact and relationship. Work marked by allocated subject teacher and returned/support offered.
Parkside Academy	Learning packs to continue to be sent home to all year groups and submitted via StudentHub. Online teaching to commence when platform and protocols are finalised.
St. Christopher's Academy	Regular communication with pupil to ensure continuity, feedback from lessons logged on SchoolPod. Strand B visits to be carried out if a pupil has a period of home based learning.
Westbridge Academy	Curriculum plans for remote learning for term 6/6 to be in place by June 5 th . Strand B and C will continue to be offered to students who are unable to attend. Guided Study tab on School Pod currently being used to record student progress through remote learning

Step 12 – Remote Education During Wider Opening

What arrangements will be in place for year groups not eligible to attend?

June 2020

Site	Comments
Alderwood Academy	Continuation of established Strand B provision. Weekly Learning packs / student platform access (older pupils) / twice weekly teacher progress calls / welfare calls / twice weekly Strand B 'eyes on'. Alderwood curriculum offer during COVID-19 in place / monitoring spreadsheet re EHCP targets. All logged on RT contact log
First Base Bury St Edmunds Academy	Strand B safe haven offer will continue. Learning packs will be sent home.
First Base Ipswich Academy	All pupils who are safe to do so are returning. Strand B offer continuing for those who are not.
Lindbergh Campus	Strand B will continue. Welfare calls will still take place 3 times per week. Learning packs will continue to be sent home for any students not accessing the onsite offer.
Montgomery Road Campus	Strand B safe haven offer will continue. Learning packs will be sent home.
Outreach Service	Strand B offer. Work packs sent home.
Parkside Academy	Learning at a distance programmes in place and continuing
St. Christopher's Academy	Strand B visits will continue to be completed on a weekly basis; work packs will be delivered. FSM vouchers and food parcels will also continue to be issued to eligible families. Pupil who are home based offered opportunity to weekly phone call with staff to maintain contact
Westbridge Academy	Year 10 and 11 will be invited to attend but for students who cannot attend Strand B and C will continue with a remote learning package

Step 12 – Remote Education During Wider Opening

What arrangements will be in place for pupils with underlying health conditions who cannot attend when the rest of their year group may be in site?

Site	Comments
Alderwood Academy	No pupils identified at present
First Base Bury St Edmunds Academy	There are no current pupils with underlying health issues at FBB.
First Base Ipswich Academy	Strand B offer continuing – liaison with parents regarding work/activities being provided.

Lindbergh Campus	Learning packs will be sent home, however, there are no students identified at present. Strand B will continue.
Montgomery Road Campus	Strand B safe haven offer will continue. Learning packs will be sent home.
Outreach Service	Strand B and C offer. Regular welfare calls. Tutorials available by phone. Work packs sent home.
Parkside Academy	N/A currently. Contact from subject teachers would be increased with Strand B continuing
St. Christopher's Academy	Currently n/a. However usual strand B offer will be put in place.
Westbridge Academy	Strand B and C will continue to be offered with a remote learning package. Teaching staff will be rotated in Strand B to ensure adequate coverage of the curriculum on Strand B