

COVID19: Re-opening Risk Assessment and Action Plan

SCHOOL NAME: LVS Hassocks

OWNER: Jen Weeks

DATE: 7 January 2021



LVS Hassocks

A Learning, Business and Enterprise Centre
for students aged 8-19

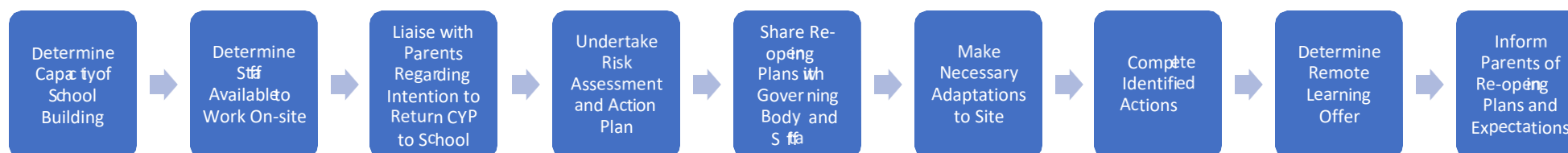
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to risk assess for COVID 19 from January 2021 to ensure the school continues to operate in a safe way. This includes taking into account the national lockdown and national school closures planned until February half term 2021

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- LVS Hassocks Safeguarding and Child Protection Policy and the Government Guidance of keeping children safe during COVID 19 (<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>)
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'
- Mass testing on LVS Hassocks site from January 2021 Risk Assessment.

Steps of Re-opening Preparation:



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**The below table includes examples in grey, these are not exhaustive.*

Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action	
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	Site Manager is unavailable	M	Deputy Estates Manager in place to cover any absences	2.11.20	L	
				M	Carry out a formal / recorded full pre-opening premises inspection with the School.	2.11.20	L
		Site has been closed for prolonged period. School will remain open during national lockdown. Services though may be disrupted due to deliveries cancelled etc	L	The onsite Estates Manager has kept all the systems in operation during the lockdown period. Water testing has been regularly carried out. All other statutory inspections and maintenance regimes have been continued as normal.	2.11.20	L	
		Food remains in the freezer	L	Food stock maintained – deliveries every other day. Plan to use TESCO / BOOKERS if deliveries get cancelled on day. Food stockpiled in freezer for emergency up to 18 December 2020	2.11.20	L	
	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	M	Therapy Team to sit back to back and only 3 in room at a time	2.11.20	L	
			M	Any support staff, receptionist and SLT will operate from separate offices.	2.11.20	L	
			M	The school will operate as one bubble. We will follow public health advice. If a person gets a positive results from the lateral flow testing, we will send them home with a PCR test and await their response. We will mass test all (with consent for 7 days) following at all times Public Health guidance.	From January 2021	M	

	<p>Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.</p>	<p>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained. Risk of infection.</p>	<p>M</p>	<p>A new student drop off and pick up area has been created with marked bays adjacent to the Sussex centre outside of the enclosed site. For September 2020 – this will continue for the remainder of the academic year.</p> <p>Estates staff to manage the flow of cars along the drive to prevent overcrowding. Arrivals will happen between 09:10am and 0930am. Supported by school staff.</p> <p>Staff will arrive from 08:00am. Their fobs won't be active before this time. Staff will park in the main car park as usual. Staff will leave site by 5pm</p> <p>Both staff and students will have temperatures checked before being permitted onto site.</p> <p>One-way system in place to enter and exit the school. Signage in place. Very limited student/staff crossover in corridors. The Kingslands entrance will be used for all students and then the students will exit via their respective classrooms and then walk outside to return to the collection point next to the Sussex centre.</p> <p>2-meter markers are present on floors. Arrow markings on floor in certain areas to indicate internal on-way route.</p> <p>Internal and external doors will be propped open with Door guards to reduce touch points.</p> <p>Appropriate signage/ barriers will be used where necessary</p> <p>Facemasks to be worn in all communal areas by staff and students unless exempt.</p>	<p>25/08/20 Reviewed 2.11.20 Reviewed 7.1.21</p> <p>25/08/20 Reviewed 2.11.20 Reviewed 7.1.21</p> <p>25/08/20 Reviewed 2.11.20 Reviewed 7.1.21</p> <p>25/08/20 Reviewed 2.11.20 Reviewed 7.1.21</p> <p>25/08/20 Reviewed 2.11.20 Reviewed 7.1.21</p> <p>25/08/20 Reviewed 2.11.20</p>	<p>L</p> <p>L</p>
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Consideration given to the arrangements for any deliveries.			This to occur prior and after school starts and drop offs to be notified to the Estates Manager for effective oversight.	25/08/20 Reviewed 2.11.20	
Test and Trace facilities	Lack of adequate facilities to conduct regular test and trace on all students and staff. Inadequate social distancing resulting in transmission of virus.	M	<p>School to fully comply with Government guidance regarding rapid testing in schools and colleges. Certain measures will be in place for setting up the test site:</p> <ul style="list-style-type: none"> • Adequate room layout with dedicated desks for registration, swabbing, processing, and recording. A one-way direction of travel system will be implemented. Minimum of 2m separation between swabbing bays. Processing desk no more than 1m away from swabbing desks, with clear division indicated. • Adequate resources to effectively conduct the test and trace, including: PPE, sanitisers, wipes, tissues, signage, computers, waste bins, clocks/timer, mirrors, trays, tube racks, stationery, first aid supplies, disposal bags, test kits. • The ambient conditions in the room will be suitable. Flooring non-porous, well lit, good airflow. • Testing kits and PPE stored between 2C and 30C. • Adequate segregation of waste depending on whether it is PPE, swabs & tissues, cartridges or general packaging. <p>More detailed information regarding control measures, training and resources relating to Test and Trace will be detailed in the school Risk Assessments.</p>	07/01/2021	L

<p>Emergency Evacuations</p>	<p>Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>	<p>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</p>	<p>M</p>	<p>Staff and students to register on the Hard Court – adequate space is available.</p> <p>Update PEEPS by class tutors</p>	<p>25/08/20 Reviewed 2.11.20 Still in place for</p> <p>Completed 6.9.20 Reviewed 2.11.20 plan still same.</p>	
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Cleaning and waste disposal	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance .	Risk of infection due to inadequate cleaning regime, particularly toilets where there will be many contact points. Risk of infection of new strain	M H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Hand towels and handwash are to be checked and replaced as needed by (Housekeeping Team) Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush. Lateral flow testing every three days for first 2 weeks of January then once a week from there unless positive result in school whereby follow PHE guidance – test everyone who has consented daily for 7 days. Key staff members have undertaken the NHS 6 modules for testing.	25/08/20 Reviewed 2.11.20 25/08/20 Reviewed 7.1.21 and ongoing	
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.			Cleaning staff all in place and cleaning prior to start of school undertaken	25/08/20 Reviewed 2.11.20	
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	No hand sanitiser for visitors to reception. Classrooms do not have tissues. Low supply of soap.	M	Hand sanitiser available at the school entrance and in all classrooms Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made. Government delivery of goods received on 4 January, follow up delivery by Brakes on 5 January – more following on from this.	25/08/20 Reviewed 2.11.20 25/08/20 Reviewed 2.11.20 25/08/20 Reviewed 2.11.20 7.1.21	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	All staff advised to leave the site by 5pm pm time in order for cleaning to be undertaken.	25/08/20 Reviewed 2.11.20	L

	Waste disposal process in place for potentially contaminated waste.			<p>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Tiger bins used, weekly collections from Astral for clinical waste linked to testing</p>	<p>25/08/20 Reviewed 2.11.20</p> <p>25/08/20 Reviewed</p> <p>From 7.1.21</p>	
Rooms / Classrooms	The number of staff and CYP that can use each room at any one time has been determined according to the physical capacity of the school site. NB: up to 15 per group.	Social distancing unlikely to be maintained.	M	<p>Classrooms have been identified as suitable, each accommodating between 5-7 students, plus two teaching staff per the one bubble.</p> <p>Lunchtime dining rooms can hold a capacity of 54 people. Layout has been done in conjunction with guidance from DFE and therefore is in rows.</p> <p>Staff room is limited to 4 persons only and has had all soft furnishings removed.</p> <p>Class rooms have been laid out with desks spaced.</p> <p>Testing site – people to be radioed to go to it therefore no queues awaiting in space. Only 2 staff members in the testing site to reduce potential cross contamination and infection</p>	<p>25/08/20 Reviewed 2.11.20</p> <p>25/08/20 Reviewed 2.11.20</p> <p>25/8/20 Reviewed 2.11.20</p> <p>From 7.1.21</p>	

Classrooms have been re/arranged to allow as much space between individuals as practical.	Social distancing unlikely to be maintained.	M	The existing small tables will be reconfigured to provide adequate social distancing. Any excess furniture will be removed to enhance circulation and reduce cleaning.	Completed 25/08/20 Reviewed 2.11.20	
Classroom entry and exit routes have been determined and appropriate signage in place.	Social distancing unlikely to be maintained.	M	New entry points in place for the secondary classrooms, Lancaster House and Buchanan Building.	25/08/20 Reviewed 2.11.20	
Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance]. Resources which are not easily washable or wipeable have been removed. Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.	Inappropriate sized equipment Soft toys, cushions and beanbags in classroom not easily washable. No COVID19 information posters currently in place. Limited reminders/ awareness for children.	L M L	Remove soft furnishings from site and store in Oast Classrooms to be cleared before use. Any unnecessary or excess resources with the designated classrooms will be stored elsewhere. Posters and signage up around the school.	25/08/20 Reviewed 2.11.20 Reviewed 2.11.20	L L L
Adequate ventilation	Lack of adequate ventilation resulting in airborne transmission of the virus.	M	Where reasonably possible, windows left partially open to help with flow of fresh air, reducing the risk of airborne transmission. This should only be considered where it does not adversely affect site security and fire safety. Other factors should be considered including: size of room, occupancy, and ventilation from	04/01/2021	L

			adjoining areas such as corridors.		
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Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Paediatric First aider (where children under 3yrs) • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	Paediatric First Aider unable to work on site	H	All staff returning to site from 1 September 2020	25/08/20 Reviewed 2.11.20	M
			H	<p>If school has to shut then we will move to TEAMS</p> <p>First Aid cover in place with VV, LK, SP, DSL:, KW, LK, RM, JW</p> <p>Estates: TM and JM</p> <p>Emergency back up for the testing – JW and TM</p> <p>Emergency back up for lack of staffing due to positive testing – combine classes and use all available staff, reallocating the students / staff to rooms.</p>	25/08/20 Reviewed 2.11.20	L
	Approach to staff absence reporting and recording in place. All staff aware.			<p>To be alerted to the Head teacher.</p> <p>Depending upon the absence reason act accordingly.</p>	25/08/20 Reviewed 2.11.20	
<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups).</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>			<p>HR in contact with staff.</p> <p>Following the latest Government guidance from January 21 and who falls into what category.</p> <p>Update any risk assessment for those who are pregnant following on from the 2021 guidance.</p>	On going		

Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.			Staffing to be reviewed daily and the timetable adapted accordingly TEAMS in place Classes would be merged if required and timetable alterations made.	25/08/20 Reviewed 2.11.20 Plans in place from 7.1.21	
Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable (e.g. no ties).			Staff to wear school business attire. Those with uniforms to continue to wear this. Reception staff to wear own clothes whilst doing the testing so that can be washed daily	25/08/20 Reviewed 2.11.20 7.1.21	
Approaches for meetings and staff training in place.			To be conducted via TEAMS where possible.	On going via Teams	
Consideration given to staffing roles and responsibilities with regards to the continued remote provision alongside in-school provision.			TEAMS online learning to be provided to those unable to return to school straight away. Daily check-ins for those 1-1 and weekly face to face check-ins for those via tutors / LSAs	On going	
Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.			Timetables in place to cover all lessons.	On going	
Approach to support wellbeing, mental health and resilience in place, including bereavement support How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.			Staff are aware of available support and advice for schools and pupils available from WSCC, including the Educational Psychology service and H SF	On going	

Arrangements for accessing testing, if and when necessary, are in place.			This will be reviewed continually following the Track and Trace system and new guidance.		
The approach for inducting new starters has been reviewed and updated in line with current situation.			To commence from 1 September and start of each term. Next round is 2 November 6.1.21	8.9.2020 Reviewed 2.11.20	
Return to school procedures are clear for all staff.			Email sent to staff. Letter sent to parents 28 August Email and shout out sent to students and parents on 6.1.21 Teams meeting held via Head with all staff on 4.1.21 and 5,1.21		
Arrangements to return any furloughed staff in place.			NA for 7.1.21	Completed	
Any staff contracts that need to be issued, extended or amended considering the current situation have been.			NA from 7.1.21	Completed	
Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.					
Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.			Check with the contractor any requirements their employer has specified before visit. Share school protocols. Lateral flow testing weekly for those coming in such as Brighton Hove and Albion Physiotherapist LTC CTS		

Group Sizes	Class groups have been determined on the basis of small, consistent groups of CYP,			Class groups have been determined and 2 staff members attached to each group.	In place	
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	that can remain separate from other people and groups. NB: Up to 15 pupils in any one group.					
	Vulnerable and critical worker group sizes determined. NB: with peers where possible.			School operating as one bubble.	25/08/20 Reviewed 2.11.20	
	Staffing allocations to groups determined, including consistency and any solutions to insufficient staffing numbers.			2 staff members per group – allowing 1 – 4 ratio	25/08/20 Reviewed 2.11.20	
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> • Staggered school drop off/pick up times and locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design • Break and lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 			Lunch will be provided over 2 rooms. Served by Sodexo staff. Food at break time will be handed out to the students. Breakfast club will be sealed packets of food. .	In place Reviewed 2.11.20 On going from 7.1.21	
	Information shared with parents regarding pupils travelling to school, encouraging walking and			Communication with the Taxi services and parents is on going.	On going.	

avoiding public transport as much as possible.			As of 7.1.21 – still awaiting up dated guidance from the Government on taxi arrangements for our students.		
Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.			Temperature checked in car. On arrival, students move straight to class room and sit at named table and wait for rest of class to arrive/class to begin. Lateral Flow testing weekly from 5.1.21	From 7.9.20 ongoing and reviewed 2.11.20	
Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.			Handwashing and cleaning (if needed) Conversations with parents Risks assessments and individualised approach in place for students who might struggle to follow expectations Students who deliberately break social distancing rules will return in September, and online learning will happen instead.	In place form 1.9.20 Reviewed 2.11.20	
Arrangements in place for the use of the playground, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.			Wipes to be available for the outdoor gym No football available		

Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	School kitchen has been closed.	M	Sodexo staff in place to provide food. RA in place for this.	25/08/20 Reviewed 2.11.20	L
	Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.			In Dining room – room has been set up for this.	25/08/20 Reviewed 2.11.20	
	Arrangements for food deliveries in place			To occur prior to school starting	Reviewed 2.11.20	
PPE	PPE requirements understood and appropriate supplies in place.			PPE is in place for identified staff members such as cleaners / nurse	25/08/20 Reviewed 2.11.20	
	Long term approach to obtaining adequate PPE supplies in place.			NHS Testing modules completed and logged from January 2021		
Response to suspected/ confirmed case of COVID19 in school	Approach to confirmed COVID19 cases in place: during school day <ul style="list-style-type: none"> • Which staff member/s should be informed/ take action 			We will follow WSCC PHE advice. The Head will take a lead on this.		

	<ul style="list-style-type: none"> • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 					
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 			<p>Quarantine room in place if a member of the school gets ill.</p>		
	<p>Approach and expectations around school uniform determined and communicated with parents.</p>			<p>School uniform to be worn.</p>		

<p>All students instructed to bring a water bottle each day. Water fountains not in use or strict social distancing and cleaning arrangements in place.</p>			<p>Water bottle and pencil case to be brought in from home communicated via Q and A on 28 August.</p>		
<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.</p> <p>This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.</p>			<p>Use of the Shout out</p>	<p>Weekly updates in shout out</p>	
<p>Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.</p>				<p>Information provided in shout out.</p>	
<p>Consideration of the impact of COVID19 on families and whether any additional support may be required:</p> <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and other support • PPG/ vulnerable groups 			<p>Support with data increases applied for through the DfE (7.1.21)</p>		

Transition into new year group What will need to be different this year because of COVID19?	Online/ website support for families and young people around transition.			Visits in the summer completed.		
	Plan for transitions between school years taking into account what needs to be different due to partial opening, remote and face to face: <ul style="list-style-type: none"> • Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, 			Assessments to take place.		

	<p>equipment etc (lead in times)</p> <ul style="list-style-type: none"> • Post 16 • School Leavers 					
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken.	Re-opening arrangements not reflected in risk assessment.	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups	4.9 .20	
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.			Staff refresher training session on processes and procedures and the revised wellbeing material. Support given by Rebecca Manley	4.9.20	
	Updated Child Protection Policy in place.			Adopted Temporary COVID19 Child Protection Policy (Link to the Gov website)		
	Work with other agencies has been undertaken to support vulnerable CYP and families.				On going	
	Consideration given to the safe use of physical contact in context of managing behaviour.			Review individual consistent management plans to ensure they include protective measures. No Physical restraint possible.	On going	
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.			Timetable in place.	Reviewed 2.11.20	
	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?			Visits off site will not occur until October half term when the situation will be reviewed . Review on 2 11 2020 that no offsite trips for academic year. Christmas Sharing likely to be cancelled. UPDATE – 7.1.21 – no off site trips at all except for walking.	Reviewed 2.11.20	

	<p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> • PE • Practical science lessons 					
	<p>Whole school approach to adapting curriculum (S/M/L term), including:</p> <ul style="list-style-type: none"> • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes 			<p>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</p> <p>Timetable in school will be more practical – including walking to get fitness and stamina up.</p>	<p>25/08/20 Reviewed 2.11.20</p>	
	<p>Student behaviour policy reviewed and amended where necessary in line with the current circumstances.</p>			<p>Updated. Now known as wellbeing policy.</p>		
CYP with SEND	<p>Approach to provision of the elements of the EHCP including health/therapies.</p>			<p>Therapy happening via Zoom / face to face</p>	<p>On going</p>	
	<p>Annual reviews.</p>			<p>Continuing virtually where possible.</p>	<p>On going</p>	
	<p>Requests for assessment.</p>				<p>On going</p>	

Attendance	Approach to supporting attendance for prioritised year groups determined.			All students have been invited back to school		
	Approach to support for parents where rates of persistent absence were high before closure.					
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.			Q and A shared Letter to parents shared	Completed	
	Re-opening plans shared with governors.			To be done by 7 September. Chair of Governors has been kept informed.	Completed	
	Communications with parents: <ul style="list-style-type: none"> Plan for partial re-opening Social distancing plan Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning 			School Post and Heads Letters to communicate to all. Email sent to parents 2.11.20 Email sent to parents 6.1.21		
	Pupil communications around: <ul style="list-style-type: none"> Changes to timetable 			Shout out Powerpoint		

	<ul style="list-style-type: none"> • Social distancing arrangements • Staggered start times • Expectations when in school and at home • Travelling to and from school safely 			<p>Use of Orientation</p> <p>Letters home.</p>		
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media		
Governors/ Governance	Meetings and decisions that need to be taken prioritised.			Virtual governing body meetings		
	<p>Governors are clear on their role in the planning and re-opening of the school, including support to leaders.</p> <p>Approach to communication between Leaders and governors is clear and understood.</p>			Discussions in place with Mike Hill via the Education Review Meetings /Trustee Meetings		
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.			<p>Governors meeting held via TEAMS in May 2020</p> <p>Contact with Governors to be via email / phone.</p> <p>Governors meeting / Health and Safety Meeting held in December 2020.</p>		

School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			Christmas Sharing cancelled. Open Mornings to be virtual		

Following on from Government Guidance on 4 November 2020 – LVS Hassocks will ask all visitors, staff and students to wear face masks around the school.

Following from National Lockdown from 4 January 2021 we remain fully operational as a school with staff and students attending the site.