

Secondary School Reopening Plan Birkdale High School

“The Prime Minister announced on 12 July that Step 4 of the [roadmap for leaving lockdown](#) would go ahead on 19 July. Although a link to the full guidance documents is provided at the end of this section, the main points have been also included here:

- All schools return to face-to-face education in September.
- Children no longer need to be kept in consistent groups ('bubbles').
- Assemblies can resume, and pupils can mix at lunch.
- In some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.
- Close contacts will be identified via NHS Test and Trace and not through schools.
- Children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case, but will be advised to take a PCR test.
- Face coverings are now required for pupils, staff and visitors in communal areas, and for pupils in classrooms as well although staff may choose to wear one.
- As pupils will potentially mix with lots of other people over the Festive break, all secondary school pupils should receive 1 on-site lateral flow device tests on their return in January.
- Staff and pupils should undertake twice weekly home tests whenever they are on site for the foreseeable future.
- Since Wednesday 22 December, the 10 day self-isolation period for people who record a positive PCR test result for COVID-19 has been reduced to 7 days in most circumstances, unless you cannot test for any reason. Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 6 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education setting from day 8. Health and social care workers, including those working in education settings, should follow guidance for their sector on taking LFD tests on day 8, 9 and 10. For more information, visit [COVID-19: management of staff and exposed patients or residents in health and social care settings](#). Anyone who is unable to take LFD tests will need to complete the full 10 day period of self-isolation.
- People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.
- In most cases, a pupil with symptoms should not attend the school, given the potential risk to others.
- School attendance is mandatory for all pupils of compulsory school age.
- Where appropriate, schools should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.
- Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else.

- Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.

All other infection control measures are to continue with regular cleaning, washing or sanitizing of hands and ventilation.

[Official guidance for parents](#)

[Official guidance for the full reopening of schools](#)

[All education and childcare guidance](#)

[Stay at home guidance](#)

Changes from 01/11/21 are in red - V2

Changes from 01/12/21 are in purple - V3

Changes from 05/01/2022 are in green - V4

The purpose of this document

This document is designed to outline how Birkdale High School is planning to manage and implement the return of all pupils to face to face teaching from 01/09/21.

pupil, Staff, eligibility

The Return to Work pre-questionnaire was completed by all staff in September 2020 and reviewed (with P Marshall) for all Clinically Extremely Vulnerable staff and Clinically Vulnerable staff at each change in restrictions. Any staff who did not need to complete a questionnaire previously but whose circumstances have changed has been asked to contact P Marshall.

Upon completion of the review, the Headteacher and SLT will ascertain which staff are able to continue with work and in what capacity.

Pregnant Staff may come back to work and the Expectant Mothers Risk Assessment takes place prior to returning. **Pregnant staff beyond the 24th week will not be asked to do face to face teaching, but will be reallocated duties that do not involve direct contact with other staff and pupils or work from home if appropriate.**

Attendance is mandatory for all pupils unless written instructions to the contrary are provided by their medical practitioner.

Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.

Arrangements are in place for remote education where a child needs to self isolate.

General school/classroom rules that will continue to be implemented from September 2021

All pupils will be reminded to bring all their own equipment.

All pupils will be issued with an individual mini whiteboard, rubber and marker supplied by the school to be taken to all lessons.

Breaks and lunches will be staggered: Foundation Stage (7-8-9) and Examination Stage (10-11)

Wherever and whenever possible, windows and doors should be open to increase ventilation.

Where possible, furniture has been removed to create more space.

Where appropriate, pupils' desks will remain facing forward.

Screens will remain where they have been installed.

In computer suites, where teachers want to give feedback to pupils on their work, Impero may be used to access the pupil screens to give feedback.

Teachers will produce a seating plan for every class and pupils will sit at the same desk every lesson wherever possible.

Hand sanitizers will be available in every classroom and throughout the school. Their regular use will be encouraged throughout the day.

The external handwashing facilities will also remain in place in the yards.

All year groups will retain specifically allocated separate toilet facilities.

All staff and pupils should maintain an element of social distancing where possible and appropriate and respect each other's varying levels of comfort and anxieties regarding possible transmission of the infection.

All schemes of learning and assessments have been reviewed to address any possible lost learning.

Ventilation

The school has received a supply of 28 CO2 monitors. These are being placed in rooms across the schools on a rotation to monitor the impact of ventilation and identify possible issues. Reading of 1500ppm should be reported to the Headteacher so that possible solutions can be discussed and implemented where appropriate and feasible.

Wherever and whenever possible, windows and doors should be open to increase ventilation.

Where possible, furniture has been removed to create more space.

Additional rules for Creatives

The Subject Leader will keep abreast of all current guidelines in relation to their specialist subjects.

All existing lesson risk assessments will be reviewed and adjusted with any updated guidance in mind in order to ensure all practical sessions are delivered safely.

Additional rules for PE

The Subject Leader will keep abreast of all current guidelines in relation to their specialist subjects.

All existing lesson risk assessments will be reviewed and adjusted with any updated guidance in mind in order to ensure all practical sessions are delivered safely.

Wherever possible, PE lessons will be conducted outside.

Additional rules for DT and Food

The Subject Leader will keep abreast of all current guidelines in relation to their specialist subjects.

All existing lesson risk assessments will be reviewed and adjusted with any updated guidance in mind in order to ensure all practical sessions are delivered safely.

Additional rules for Science

The Subject Leader will keep abreast of all current guidelines in relation to their specialist subjects.

All existing lesson risk assessments will be reviewed and adjusted with any updated guidance in mind in order to ensure all practical sessions are delivered safely.

Additional rules for Computer Science and computer rooms

The Subject Leader will keep abreast of all current guidelines in relation to their specialist subjects.

All existing lesson risk assessments will be reviewed and adjusted with any updated guidance in mind in order to ensure all practical sessions are delivered safely.

Air conditioning units will be switched off and windows and doors kept open as a default to encourage ventilation. When temperatures rise to unacceptable levels, AC units may be turned on by the teacher and two windows at opposite sides of the room should be left open.

Impero may be used to access the pupil screens to give feedback, this can be through the software or orally in a socially distant way. Google classroom is also used to privately comment on pupils' work.

Additional rules for SEND

https://docs.google.com/document/d/1lzyKcl7pm5XyoaQHyLnMpAbotze1KaKegFxb_ttg16k/edit?usp=sharing

Additional rules for First Aid

The requirements for at least one person who has a full first aid certificate to be on the premises at all times when pupils are present remains in place.

The school will ensure all First Aiders receive refresher training to ensure they are: Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.

Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc.

Aware of the importance to keep up to date with relevant First Aid Advice

Aware of their own capabilities.

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

When dealing with cuts and grazes it will be good practice to have the pupil side on.

PPE will be provided where required.

All of these arrangements will be discussed with our Health and Safety advisers (COMPLIANCE) and with Trustees as well as staff and unions.

Organising the school

Duties

Staff will be reminded to maintain social distancing where possible during duties but to remain proactive in their monitoring and challenging of pupils' behaviour during unstructured time

All staff will be expected to adhere to the school's "corridor commitment" and ongoing supervision but maintain social distancing where possible and face down pupils' direction of travel (one way system)

Parents' and Carers' evenings

Year 7,9 and 10 evenings will take place remotely using School Cloud. A risk assessment will take place nearer the time before Year 8 with a view to the event possibly being held on site due to option choices), additional measures will be implemented such as teachers using rooms across the building rather than central spaces, screens, ventilation, sanitisers, masks, inviting only 1 parent/carers, etc...

Assemblies

The risks associated with assemblies will continue to be monitored, however:

House assemblies involving more than 1 year group will take place remotely.

Where possible, SLT assemblies will also be delivered remotely but following a risk assessment, single year group assemblies may take place face to face provided face coverings are worn, adequate ventilation and distancing can be maintained.

HOY's single year group assemblies may take place face to face provided face coverings are worn, adequate ventilation and distancing can be maintained.

Communicating

Communicating our plans to staff

These arrangements will be discussed with staff at general briefings and Health and Safety meetings as well as being presented to governors. There have been on-going discussions with the chair of governors, governors and staff.

They have also been shared with Compliance Education, unions and made available to parents on the school website.

Plans for Visitors and Parents/Carers

A poster stating that all visitors, pupils, parents, contractors displaying any symptoms of coronavirus are not allowed on school grounds is in place.

This plan will be made available to all staff, parents, carers and governors and will be available on the school's website.

All visitors will be encouraged to sanitize their hands upon arrival.

All visitors will be asked to wear a face covering in communal areas. This can be removed when in individual rooms by common consent, with adequate ventilation and sensible social distancing in place.

All rooms will have a hand sanitizer available.

Windows and doors will be kept open if appropriate. A suitably large room will be secured for any meeting depending on the size of the group. Visitors will be allowed to wear a mask if they wish to do so.

Large events in schools have been cancelled or moved online. Sports tournaments indoors except primary events have been cancelled. Outdoor events and single fixtures can still go ahead with no spectators. Any staff or helpers (Years 7 or above are required to wear a mask).

Mandatory certification

Schools are not required to use the NHS COVID Pass, unless they are holding a specific event (such as a reception, concert or party) that meets the attendance thresholds. Where applicable, schools should follow guidance on mandatory certification for events. Under 18s are exempt from showing their COVID Status but should be counted towards attendance thresholds.

Cleaning, Hygiene and Protection

Cleaning regime

All rooms will be cleaned and disinfected each day by our cleaning contractor.
 All toilets will be cleaned 3 times daily by our cleaning contractor, site staff and extra cleaning contracted by the school.
 All frequently touched surfaces (banisters, handles) will be cleaned throughout the day by site staff and extra cleaning contracted by the school.
 Cleaning products will be available for staff, should they wish to clean surfaces before they use them.

Toilets

Each year group has been allocated a toilet that must be used at all times.
 The number of pupils going to the toilet at any one time will be monitored and managed.

Adjustments to the ways we deal with young people to prevent face-to-face contact

Staff should avoid close face to face contact with pupils where it is not strictly necessary and minimise time spent within 1 metre of anyone to less than 1 minute if possible and appropriate.

Face coverings

Face coverings are required to be worn by all pupils, staff and visitors when moving around the buildings and in communal areas. Pupils also must wear them in classrooms. This is not a requirement for staff when teaching at the front of the class, but they may decide to do so.

Use of the building

Staff areas

Staff meetings and training can still take place face to face although most will remain via Google Meet where possible and appropriate. When physically in the same room, face coverings should be worn unless appropriate social distancing and ventilation can be maintained.
 Disinfectant spray and wipes are available in all offices and common areas and should be used in supplement to the cleaning regime.

Initial Teacher Training / Trainees

All ITTs will receive a copy of the school reopening plan and be instructed to read through in depth and raise any queries.
 All ITTS instructed to follow all instructions applicable to staff and respect restrictions outside of school.

Well being and mental health

Mental health resources and support made available is shared with staff and pupils on an ongoing basis and any concerns will be reported to the pastoral staff and individual support allocated.
 All staff and pupils will be expected to report concerns about their well being and to engage with support available.
 Pastoral staff will be available to do home visits and support individual pupils and families.
 We have planned regular opportunities for pupils to talk about how they are feeling to enable staff to intervene where necessary as part of pupils' form time.
 We have secured 2 days per week for 2 separate counsellors to work with pupils (and staff) alongside the school mentor and pastoral staff.

All staff also have access to the online resource [QWELL](#) as well as the [School Advisory Service App](#) for further support with their mental health and wellbeing.

The staff's wellbeing group also meets once a term to discuss issues and possible improvements.



Adjustments to Transport where necessary

Staff and pupils are encouraged to walk, cycle or use private transport to school where possible. Staff, parents and pupils will be reminded to follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required

Suspected / Confirmed cases

Staff, pupils are eligible for testing

Self-isolating and taking a test

1. If a child has symptoms, they should self-isolate – and parents/carers should inform the school. Parents/carers should immediately order a PCR test. If the PCR result is negative, they can stop self-isolating (unless instructed to self-isolate for other reasons). If the PCR result is positive, they must continue to self-isolate (see below).
2. If a child has a positive result from a lateral flow device (LFD) test, they should self-isolate – and parents/carers should inform their education or childcare setting. Parents/carers should immediately order a confirmatory PCR test. If the confirmatory test is taken within two days and the result is negative, they can stop self-isolating (unless instructed to self-isolate for other reasons). If the confirmatory PCR test is positive (or is taken more than two days after the LFD), they must continue to self-isolate (see below).

When to self-isolate

Self-isolate straight away and get a [PCR test \(a test that is sent to the lab\) on GOV.UK](#) as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

You should also self-isolate straight away if:

- you've tested positive for COVID-19 – this means you have the virus
- someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you)
- you've been told to self-isolate following contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)

You may need to quarantine when you arrive in England from abroad. [Check the quarantine rules when entering England on GOV.UK](#)

When you do not need to self-isolate

If you live with or have been in contact with someone with COVID-19, you will not need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of an approved COVID-19 vaccine
- you're under 18 years and 6 months old
- you're taking part or have taken part in an approved COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

Even if you do not have symptoms, you're strongly advised to:

- do daily rapid lateral flow tests (1 a day for 7 days), if you're fully vaccinated, to protect yourself and others from COVID-19 - [find out more about daily testing on GOV.UK](#)
- follow advice on [how to avoid catching and spreading COVID-19](#)
- consider limiting contact with [people who are at higher risk from COVID-19](#)

Contact tracing



3. If a child gets a positive PCR test result, NHS Test and Trace will contact parents/carers, using the details parents/carers registered when ordering the PCR test. parents/carers and/or the child will be asked a series of specific questions designed to identify who the child has been in close contact with. Being in school with someone who has tested positive for COVID-19 will not necessarily mean a person is identified as a close contact.
4. parents/carers will be asked to provide the contact details, if they know them, of any of the individuals – or their parents or guardians – who have been identified as close contacts. NHS Test and Trace will then get in touch with these close contacts and provide appropriate instructions or advice (see below).

Systems for isolating pupils that display symptoms

An Isolation room and adjacent toilets have been identified to all staff (medical room and disabled toilets). PPE equipment is available and will be used if staff have to support the pupil and cannot maintain social distancing.

Staff will wash their hands thoroughly for 20 seconds after being in contact with the pupil/member of staff displaying symptoms.

The door will be closed and ventilation available through opening all windows.

Parents will be contacted immediately and told to come and collect their child.

A central record had been created and shared with all SLT and office staff to keep track of suspected cases.

An updated copy of confirmed cases is emailed every Friday to EScasenotifications@sefton.gov.uk to ensure PHE can continue to monitor cases in schools.

First Aid

PPE will be worn for all first aid involving a suspected Covid 19 infection. 1st aiders will receive information for the correct use of PPE on the 1st day back and refresher training to ensure they are:

- Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.
- Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc.
- Aware of the importance to keep up to date with relevant First Aid Advice
- Aware of their own capabilities

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

Training for staff before opening

Training has been provided for all staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them as well as getting familiar with one way systems and other arrangements.

Staff wellbeing/Staff workload

Workload and wellbeing of staff will be central to the decision-making process of any changes to arrangements. SLT wellbeing and workload will also be considered.

Fire arrangements (HT)

Fire evacuation procedures have been reviewed and are in place. Drills will be undertaken to ensure pupils are clear about the arrangements,

Muster points signs will be spread out to ensure “bubbles” remain apart during a fire drill.

In the case of a fire alarm, doors should be closed en route out of the school. Staff should not enter further into the school to close doors.

Behaviour

The behaviour policy has been updated.

Attendance

The attendance policy and procedures has been updated and is in in line with government guidance



Teaching

Teachers will continue to teach the full range of classes as allowed by the guidance

Communication

Communications will be maintained through the usual channels (radio, email to the office). Staff should only use their mobile phones for emergencies unless at lunch/break in a staff only area.

NHS COVID app

Pupils and parents will be informed that the app is not recommended for pupils under 16 and should not be used in school as seating plans are in place and phones should be switched off. If the app has been downloaded by staff, it is recommended that the trace function is paused during the day unless it is kept on the member of staff's person at all times (not in a bag or in a jacket left on a chair etc) and the person is not working behind protective screening.

Asymptomatic Lateral Flow Testing on site and at home

Pupils will be issued home testing kits to be used twice a week (Sunday night/Monday morning and Wednesday night/Thursday morning). A Google Form will be sent to all staff, parents and carers on Mondays and Thursdays to report a negative, positive or void result. Results should also be reported to Public Health through the government website: <https://www.gov.uk/report-covid19-result>

Following a positive result, the pupil will need to self isolate and follow the guidance outlined in the previous section.

All staff will be issued home testing kits to be used twice a week (Sunday night/Monday morning and Wednesday night/Thursday morning) from Monday 8th March. A Google Form will be sent on Mondays and Thursdays for them to report a negative, positive or void result. Following a positive result, staff will need to self isolate and follow the guidance outlined in the previous section.

Testing (on site or at home) is voluntary and no individual can be prevented from coming to school for not taking the LF test.

Any staff or pupil who was a confirmed COVID case within the last 90 days will not be asked to take the LF test.

The school will retain a small testing facility (1 bay) for any staff or pupil unable to take the test at home.