

Rigby Hall School – Operations Booklet and Recovery Plan

Spring Term 2022 – updated 04.01.22

Autumn Term 2021 – reviewed 04.10.21

As per Autumn Term; There is a need to get school back to somewhere near where it was before the pandemic, however, as COVID-19 is still very much a part of our community, we will proceed and return with some caution.

This plan focuses on the recovery of the environment and routines, rather than the curriculum, and offers some forethought as to what we are hoping to have achieved by Christmas.

Every consideration we have made and shared will be open to review throughout this Autumn term, with changes being made as and where necessary and in line with local and government guidance. This plan will be reviewed and emailed out to Staff, Families and Governors as soon as there are changes.

New guidance was issued by the Government over Christmas 2021 and by the DfE on January 2nd 2022. This document states what we will keep as measures and how the guidance has changed in light of the vaccination programme and the Omicron strain.

	Phase 1: September to December 2021	Phase 2: January to April 2022
Drop-off and collection	<ul style="list-style-type: none">• AM: Gates open from 8.50am• Only pupils to enter the school site.• Senior Management team to continue to greet pupils with hand sanitiser.• Masks are a personal choice but please adhere to social distancing.• Pupils to continue to have different gates for entry and waiting areas; Chestnut Centre through the gates on the right of the lower car park Primary (Sapling, Sycamore, Willow, Beech, Oak, Rowan, Hazel and Cherry) through main playground gate and onto playground. Rowan, Hazel and Cherry to go in through the doors at the top of the steps for their corridor. The rest of Primary to go up the ramp and through these doors. Key Stage 3 (3.1, 3.2, 3.3 and Maple) wait behind main gate on the drive, then through reception door and through hall to corridor. Key Stage 4 (4.1 and 4.2) wait behind main gate on drive and walk down the side of school and through the back gate to the mobile.	<ul style="list-style-type: none">• Same as Phase 1 except:<ul style="list-style-type: none">• Hand sanitiser is administered as the children enter the classroom• Masks are a personal choice for children in Year 7 and above in communal areas.

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	<p>Post 16 to be dropped at the Post 16 gates and enter here. Bell for registration will go at 9.10am</p> <ul style="list-style-type: none"> • PM: Gates open from 2.50pm for those collected by families • Senior Management team to continue to co-ordinate this and sanitise hands on way out. • ‘All staff’ emails will be used to call pupils to the gate. Calls will be made to Chestnut classes and to Sapling. • Pupils will continue to wait for calls in classes. We will not be reinstating bus queues in other classes. • The transport will start to be loaded from 3.00pm. 	<p>Bell for registration will go at 9.05am (as per pre COVID) PM: Gates open from 3.00pm for all pupils</p>
<p>Absences due to COVID-19 related symptoms/cases</p>	<ul style="list-style-type: none"> • Parents and carers to continue to notify the office 01527 875475 if their child is absent – for whatever reason • Calls will be made home as per policy if we have had no notification of absence. • Staff to call staff absence line before 7.00am so SMT can pick up call and sort staffing accordingly. • We will not be using day to day supply still. • If staff are worried they have symptoms or someone in their house tests positive, they need to call the Headteacher instead on her work mobile 07935 223378 after 6.30am and before 7.00am to discuss. 	<ul style="list-style-type: none"> • Same as Phase 1 except: • In order to keep school open where we have staff absences, classes will be joined where this is not distressing for the pupils.
<p>Break times</p>	<ul style="list-style-type: none"> • Break times will continue to be staggered to ensure children have more space to utilise during their breaks; • Lower Primary (Sycamore, Willow, Beech) = 10.00-10.15 Chestnut Centre = 10.00-10.15 Post 16 = 10.00-10.15 Key Stages 3 & 4 (Maple, 3.1, 3.2, 3.3, 4.1 & 4.2) = 10.15-10.30 Upper Primary (Oak, Rowan, Hazel & Cherry) = 10.30-10.45 • There are no break times in the afternoon in order to prevent mixing of different areas in school 	<ul style="list-style-type: none"> • Same as Phase 1
<p>Lunch</p>	<ul style="list-style-type: none"> • Children will continue to eat lunch in their classrooms. 	<ul style="list-style-type: none"> • Same as Phase 1

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	<ul style="list-style-type: none"> Hot dinners will be available every day, alongside a selection of cold lunches. Lunches will remain staggered across the school to reduce the number of children using the outside areas at any one time; Primary & Chestnut Centre = eat 11.50 – 12.30 Outside 12.30 – 1.00 Key Stages 3, 4 & 5 = eat 12.30 – 1.10 Outside 12.00 – 12.30 	<p>Secondary lunches to go back to pre COVID timings due to teaching time requirements 12.10 – 12.50</p>
<p>Use of School Hall</p>	<ul style="list-style-type: none"> To remain as the staff room with each department having their own tables Staff to continue to anti bac the tables using blue roll and anti-bac spray, and using the wipes provided, wipe the photocopier and hot water urns before and after use, continuing with cleaning and hygiene requirements There will continue to be no shared use of microwaves/fridges/kettles/mugs – please bring in insulated mugs with lids so you do not share. 	<ul style="list-style-type: none"> Remain as staff room for Primary and Chestnut Centre staff only. KS3 upwards to use the main staff room for breaks and PPA Photocopier to be wiped before and after use with wipes provided Shared equipment allowed but needs to be wiped before and after use with wipes provided
<p>Bubbles/mixing classes</p>	<ul style="list-style-type: none"> There won't be any Bubbles and we will return to allowing children in different classes to mix, but initially this contact should be planned and recorded e.g. break times between classes in different phases, intervention groups with registers. The natural 'set-up' of the school and school day, minimises unnecessary contact amongst numbers of children from different areas in the school. Ad-hoc and informal mixing should not take place. Class seating plans will be completed daily and to be used where track and trace is needed Pupils will continue to sit facing the front to minimise number of contacts where cases are identified (although there is no need to self-isolate where the close contacts do not show symptoms after 	<ul style="list-style-type: none"> As per Phase 1 except: Pupils should not be encouraged to wander around the school and must be supervised when out of the class at all times. Staff should wear a mask when walking around the school. Seating plans to be kept in order to notify close contacts Pupils can now be sat in groups.

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	being near a positive case, NHS advise that they take a PCR to ensure they are not asymptomatic – see Symptoms/Isolations).	
Good hygiene	<ul style="list-style-type: none"> • Good hygiene, including hand washing, “catch it, bin it, kill it”, coughing into an elbow, will continue to be encouraged. • Sanitisers outside classrooms to be maintained and refilled by site manager. • Classroom staff responsible for ensuring other hygiene materials are available in classrooms e.g. tissues, soap, blue roll, anti-bac spray, specific tissue bins. These can be requested from the Deputy Head. • Class staff will continue to adhere to the cleaning timetables we have used throughout and pay specific attention to tables, chairs and touch points, particularly when a child has suspected symptoms and leaves the room. • Children should wash/sanitise their hands: <ul style="list-style-type: none"> ○ Coming into school ○ Before eating at break ○ Returning to the classroom after break ○ Before eating at lunch ○ Returning to the classroom after lunch ○ As they leave school ○ At any other time when hands are unclean e.g. after sneezing. 	<ul style="list-style-type: none"> • Keep under review based on latest guidance. • To request equipment from the site@rigbyhall.worcs.sch.uk email. • Cleaning and hygiene regime as per Phase 1
Ventilation	<ul style="list-style-type: none"> • All rooms are to continue to be well ventilated • CO2 monitors will inform of any issues with ventilation. 	<ul style="list-style-type: none"> • Follow latest guidance • Continued use of CO2 monitors and opening windows for better ventilation
Initial Testing & Regular LFD testing	<ul style="list-style-type: none"> • Pupils in Year 7 and above will be tested in line with guidance on Monday 6th September and Thursday 9th September • The gym will be out of action for week beginning 6th September as this will be the testing centre 	<ul style="list-style-type: none"> • Same as Phase 1: Follow latest government guidance on home testing. • Testing for Years 7 and above taking place on Thursday 6th January 2022.

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	<ul style="list-style-type: none"> • Timetable for testing will be shared with staff prior to Monday 6th September • Consent from Parents and Carers will be sought nearer the time. • Staff and families at home will continue to be encouraged to take part in twice-weekly LFT testing using home testing kits (for Years 7 and above). Tests will continue to take place on Monday and Thursday mornings before school. Not the evening before. • This is to pick up any asymptomatic cases and shouldn't be used where people are symptomatic (PCR tests should still be used). • LFT testing remains voluntary although recommended. 	<ul style="list-style-type: none"> • Continued LFD testing on Thursday and Monday mornings before school. Update forms and notify NHS app.
PE Kits	<ul style="list-style-type: none"> • Children will come into school in their school uniform and get changed into their PE kits in school. • Depending on age, pupils will either change in their classrooms so they are with the same people they are with all day or in the main changing rooms. • Changing rooms will be sprayed and wiped down after use, paying attention to touch points. This is the responsibility of the staff. 	<ul style="list-style-type: none"> • Children to bring in kits and change in school to aid their self-care and life skills. • Continue to clean down equipment with blue wipes and spray after use.
Interventions	<ul style="list-style-type: none"> • This will be done by the Pastoral Support Team • Registers will be kept and mixing of phases will be avoided where possible 	<ul style="list-style-type: none"> • Keep under review in line with latest guidance with the hope of; • Introduction of academic interventions • Mixing of phases for key groups
School trips	<ul style="list-style-type: none"> • School trips to return. • Each trip will be risk assessed and should additional COVID risks be identified, e.g. cases within group on trip, high risk at trip location, these risks should be mitigated if possible, or the trip should be postponed. • Decision for a trip to be postponed will be made jointly by the Educational Visits Co-ordinator and the Head Teacher. 	<ul style="list-style-type: none"> • Same as Phase 1
Visitors to school	<ul style="list-style-type: none"> • We will only have essential visitors in the school, as agreed by the Head Teacher; Speech & Language Therapists, Occupational 	<ul style="list-style-type: none"> • Same as Phase 1

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	Therapist, School Nurse, Social Workers, Educational Psychologist, Therapy Dog, IT team, Maintenance team and contractors completing works, Local Authority Staff and Governors. This list will be reviewed throughout the half term.	
Meetings – EHCP reviews, Parents & Carers meetings	<ul style="list-style-type: none"> Meetings will continue to take place over Teams Attendance at meetings has risen due to this method 	<ul style="list-style-type: none"> Same as Phase 1
Assemblies	<ul style="list-style-type: none"> There will be no whole school, face-to-face assemblies for the first half term Each Phase will have fortnightly online Monday assemblies led by the Headteacher; Primary & Chestnut Centre, week a (starting 13th September) and Secondary & Post 16, week b (starting 20th September) Department Assemblies will happen weekly and co-ordinated by Phase leads 	<ul style="list-style-type: none"> Same as Phase 1: Assemblies to be carried out virtually
Remote learning	<ul style="list-style-type: none"> Remote learning will be available for children who are not able to attend due to coronavirus restrictions. Children will have access to a range of online resources on day 2 of isolation, and, will have access to learning from the class teacher. Parents can request technology support from school if required. Further information available in the Remote Learning Policy. 	<ul style="list-style-type: none"> Same as Phase 1 however Remote Learning will be a last resort with other options in place in order to keep school open.
Face coverings	<ul style="list-style-type: none"> Face coverings are a personal choice at drop-off/collection. Face coverings are a personal choice for use in the reception area and other communal areas, and if visiting school Contractors will require face coverings when working alongside others, or if working in communal areas. Where visitors are working with a smaller, consistent group of children or individuals face coverings will not be required but will 	<ul style="list-style-type: none"> Face masks to be worn by Year 7 and above in communal areas, however, due to pupils needs, this is not compulsory.

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	<p>be a personal choice or in line with guidance provided by their profession</p> <ul style="list-style-type: none"> For staff, face coverings around school will be a personal choice, but are no longer required in communal areas. Staff should wear face coverings amongst large groups of visitors where distancing cannot be maintained. 	
Staffroom	<ul style="list-style-type: none"> The School Hall will continue to be the staffroom as it provides more space and more ventilation for the staff Each department will have their own tables. These need to be wiped down by staff after use. Blue roll and spray continue to be provided on tables. Microwaves and fridges are continuing to be out of use for staff as these communal facilities are an area for spreading infection. Urns for hot water provided. These need to be wiped with wipes provided before and after use, as per previous guidance. Photocopiers to be wiped before and after use, with wipes provided, as per previous guidance. Original staffroom to continue to be used as the quarantine room 	<ul style="list-style-type: none"> Staffroom for Secondary and Post 16 breaks and PPA School hall for Primary and Chestnut breaks and PPA and photocopier Children should NOT be in either staffroom unless for meds. The staffroom is no longer the isolation room and therefore if you are concerned about a child, they should sit outside in the sensory garden and you should notify the rest of school so we keep this area free.
Cleaning	<ul style="list-style-type: none"> Additional cleaning of touch points around communal areas of school, including toilets, by class staff, ensuring these areas are cleaned after use and wipes and bins provided are used. Teaching staff in classrooms continue to have access to cleaning materials to clean in conjunction with the class cleaning timetable. Additional cleaning contractors to allow for deeper cleaning to take place. 	<ul style="list-style-type: none"> Same as Phase 1
Symptoms/ Isolation	<ul style="list-style-type: none"> There has been a change to the rules on self-isolation since August 16th 2021. We ask families to be mindful of all the symptoms of COVID-19 below. If your child is displaying ANY of these, you need to keep them off school and take them for a PCR test. If they come in to 	<ul style="list-style-type: none"> Change to guidance – December 2021 If staff or children are displaying any symptoms – persistent and consistent cough, runny nose, sore throat, temperature, tiredness - we ask that in the first instance you do not come in to school.

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	<p>school with any of these symptoms, your child will have to go into the quarantine room and you will be expected to collect them immediately and take them for a PCR test. They will be able to return to school once you have received a negative test result for them. An LFT won't be acceptable once the symptoms are showing.</p> <ul style="list-style-type: none">• Staff, children and parents/carers should self-isolate straight away and get a PCR test (a test that is sent to the lab) as soon as possible if they have any of these symptoms of COVID-19, even if they are mild:<ul style="list-style-type: none">○ a high temperature○ a new, continuous cough○ a loss or change to your sense of smell or taste○ runny nose○ cold○ sore throat○ headache• They should also self-isolate straight away if:<ul style="list-style-type: none">○ they've tested positive for COVID-19 – this means they have the virus○ 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• If someone they live with has symptoms of COVID-19, or has tested positive for COVID-19, they WILL NOT NEED to self-isolate if any of the following apply:<ul style="list-style-type: none">○ they're fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS	<p>LFD test where you have kits but please do not rely on this test as the virus load may not be high enough to show up. If you are concerned, it is always advisable to get a PCR test. If staff or children are in school when any symptoms are picked up, we will call families to see if we can LFD test in this initial instance, and they will also be sent home and asked to take a PCR as they have symptoms.</p> <ul style="list-style-type: none">• Same as Phase 1 – any displayed symptoms still require isolation whilst PCR result is sought.• Same as Phase 1 in the positive instance. There is no requirement to self-isolate as a close contact anymore. If you are a close contact, you can take a PCR to assess your viral load, and you are asked to LFD test every day for 7 days.• Same as Phase 1
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	<ul style="list-style-type: none">○ they're under 18 years and 6 months old○ they're taking part or have taken part in a COVID-19 vaccine trial○ they're not able to get vaccinated for medical reasons.● If you are called as a close contact by NHS Test and Trace, they will advise you take a PCR test. You DO NOT need to self-isolate until you get results IF you are NOT showing any symptoms of COVID-19.● If you are showing ANY of the symptoms above, you must then isolate until you have your test results back.● *There may be occasion when the Headteacher asks you to keep your child at home as a close contact if there are any significant medical conditions in the class, putting another child's health at risk by them coming in and potentially testing positive for COVID-19 later on within the 10 days of last contact. On this rare occasion, the child will receive remote learning.	<ul style="list-style-type: none">● Same as Phase 1 ● Same as Phase 1 ● New Isolation guidance: If a member of staff or child tests positive, they can LFT on day 6 and day 7 of isolation and if they receive negative LFDs on both of these days, 24 hours apart, they are allowed to return to the classroom on day 8. TS will need to see the negative LFD results for both of these tests for our updates to the LORT (Local Outbreak Response Team) and also PHE (Public Health England). <i>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</i>
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		<p><i>negative test result and return to your education setting from day 8. (DfE 2nd January 2022)</i></p> <p>If results are still showing as positive on LFD on day 6, then they will have to keep isolating until they have had their 2 negative results 24 hours apart, or they reach their 10th day before coming out on the 11th day, whichever comes first.</p> <p>As a close contact, those aged 12 and above who are fully vaccinated can LFD for 7 days after their contact. Staff will also be required to do this.</p> <p>Those not fully vaccinated, 2 or more vaccinations, will have to isolate for the 10 days.</p>
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