

NORTHFIELD ACADEMY

School Return Plan



At the core of our Vision is a commitment to deliver:

- The highest possible levels of attainment and achievement for every learner
- Positive aspirational destinations for all our learners

Our values are:

Creative Determined Encouraging Responsible Successful

The aim of the school is to deliver a curriculum for excellence and is clearly stated in the Northfield Academy Vision where:

- Young people have opportunities to become successful learners, confident individuals, responsible citizens and effective contributors
- We offer a curriculum, with appropriate support that meets the needs of all learners
- We ensure that all young people have a positive destination

Strategic Scenario Planning

Pupils will begin to resume at Northfield Academy from August 12th.

The school return plan incorporates the principles and expectations set out in national guidance and details a direction of travel for schools to realise equity and consistency wherever possible. The approaches agreed in the development of this individual School Return Plan, which will act as the School Improvement Plan for the coming session.

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The School Return Plan reflects the key principles as set out in the local authority guidance and in national guidance:

- Implementation will take full account of scientific and medical advice that it is safe to proceed
- The wellbeing of all pupils and staff will be carefully considered when determining the approach to reopening school buildings
- Risk assessments will be used to support planning and ensure that health and safety legislation and guidance is fully adhered to
- Public health measures will be taken fully into account
- Careful consideration will be given to the balance of in-school and at home remote learning to provide maximum benefit to children and young people
- Planning will build on the experience of delivering Hub and Emergency Childcare provision
- Planning will enable movement up and down the phases of the Route map
- Clear and effective communication with all stakeholders will be paramount

In determining the capacity of the school at any one time, we must take account of:

- Numbers of pupils we can safely accommodate at any one time, based on appropriate risk assessments
- Numbers of staff available to work in school
- Classroom space and capacity
- Protecting teacher time to plan, deliver and correct home learning.

Clear communication will be made in advance with parents/carers and young people around expectations in terms of physical distancing, hand washing and travelling to and from school. As the new environment will be different for all young people as they return to school there will be an induction for all young people to support them in understanding the new procedures, including one-way systems, break and when appropriate lunchtime protocols and fire evacuations, for example. Muster points will require to be effectively spaced to keep class groupings apart. Children in the early years and primary will not require to physically distance as they line up at their muster points, but physical distancing should be promoted for those in secondary.

Classroom design will be adapted to ensure that where possible, all desks will face the front of the class to minimise face to face contact between pupils.

All children travelling on school transport will be required to sanitise their hands prior to boarding and after alighting the vehicle. The onus will be on the parent/carer/child to sanitise prior to boarding from home and the children will sanitise at school after alighting transport and before boarding to go home.

School Transport providers are confident in their ability to deliver school transport and Aberdeenshire have confirmed the same position. All mitigations advised have been put in place.

Walking and cycling will be encouraged where safe to do so. We are working with colleagues to make additional cycle racks available to those who choose to cycle.

Phased Re-opening

Induction Stage – August 12th

In the Broad General Education (S1-3) we plan to introduce all pupils in year groups to determine operational procedures i.e. how we will operate with new limitations on social distancing by increasing separation and decreasing interaction.

We will conduct an induction for all pupils on their first day in the school. This will include information on fire evacuation, using the one-way system in the school and expectations regarding behaviour and adherence to the social distancing guidelines.

On the first week we would invite S5 and S6 pupils in so there is time to look at course options following SQA results on August 4th.

Vulnerable pupils will also be identified and invited into school over and above that set out below. This will increase the number of pupils in school at any time by 25.

Week 1 – August 10-14

Day	Year Group
Monday	Staff in-service
Tuesday	Teacher Planning Day
Wednesday	S1
Thursday	S2 & S3
Friday	S4 -S6

The FM has determined that all children must return full time by Tuesday 18th August. It is proposed that schools in Aberdeen City continue to plan for a Monday 17th return in keeping with the information shared before the summer holiday period.

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Attendance & Registration

As part of the Scottish Government recommendations to facilitate the Track and Trace system we are obliged to maintain detailed attendance and visitor records to facilitate identification of dates/times for all individuals who have been on site.

Pupils

Google and Seemis registers will be completed by class teachers before 9.10am and the last teacher of the day should record PM registration before 13.15pm. This will facilitate the Scottish Government requirements for AM & PM registration. The office staff will enter all information into Seemis, if required ensuring Covid-19 codes are used where appropriate.

Staff

Staff to follow already established absence process for i.e. phone call to the school office before 07.30.

Out of class record

Young people's movement around our school building will always be calm and measured. Pupils should always stick to the left of corridors and follow the signage around the school displaying one-way systems, up and down staircases. Pupils should also use "outdoor corridors" wherever appropriate. This will minimise social groups and cross contamination. For almost all learners the only time a young person should be out of your class during teaching time is to use the toilet facilities. Should a child be out of your class to use the facilities we would ask that you record when the child left and when they returned to class. This will all aid the effective Test, Trace, Isolate and Support (TTIS) strategy, if necessary.

Support

Professional learning will provide the tools required to strengthen universal approaches in the early phase of the blended learning offer by ensuring that all staff have access to high-quality professional learning. We will continue to provide staff with opportunities to improve the universal provision in place for all learners particularly with regards Digital Learning and Read Write Technologies, Autistic Spectrum Condition, ADHD, Dyslexia, Downs Syndrome, Inclusive Practices, Mental Health and Wellbeing, and Trauma/ Attachment. We will also offer CLPL to address emerging data trend from our communities and families. <https://www.aberdeencity.gov.uk/services/education-and-childcare/support-young-people>

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As part of our school improvement agenda we will continue to review our Support for Learners to ensure that it is in line with legislation and the most recent educational policy.

Safeguarding

As we move from learning at home to an in-school model, we will require slightly different approaches to our safeguarding arrangements. We will review our PSE curriculum and delivery to target young people at key stages including P7 to S1 Transition, PSE virtual classrooms will also address emerging patterns as they become evident. All year groups require an increased focus on Health & Wellbeing as part of the curriculum delivery. This will be developed to ensure learners are given the opportunity to build resilience, develop mental and emotional strength and make use of physical activity to support this where possible. We will be using our PE and PSE teachers to lead in these areas.

As part of our safeguarding agenda we will develop a whole school Mental Health Strategy and a School Nurture Strategy to support our learners and staff to manage their health & wellbeing.

Almost all staff and children and young people who were previously shielding will have been advised by a Clinician that it is safe to return to school buildings. Senior Leaders will consider how best to plan for the safe return of those who have been shielding through individual risk assessments where requested. It may be appropriate to revisit individual Risk Assessments for individual members of BAME staff.

There is an expectation that we provide a curriculum for those not medically able to attend school buildings. Our QIM will be advised of any staff who are medically unable to attend and of any children who will require digital delivery due to the advice of a Clinician and we will take a common-sense approach.

Promoting Positive Relationships Policy

Whilst in school our Promoting Positive Behaviour Policy will continue and classroom expectations regarding behaviour will remain high – please see our policy on the website.

Expectations around following social distancing rules in relation to all staff will be strictly enforced on public health grounds and we would ask that all parents make sure that young people understand these rules before coming to school. If pupils are unable to adhere to social distancing, we may not be able to allow them in the building and learning would take place at home.

Individual support

Individual support will be available for those young people who require targeted provision, we will review our referral process to ensure that we are meeting the legal requirements regarding IEPs and CPs for young people as we facilitate the support for young people to be safe, well, healthy and achieving. All targeted support provision must be in line with the planned learning and be differentiated to the needs of the individual. Robust evaluation processes must be in place to measure the impact of the targeted support. PSAs will be the main used to provide one to one and small group support.

Our school counsellor Jacqui Heap will be on site to support young people who are experiencing difficulty managing their emotional wellbeing and/or their blended learning.

PE Curriculum

Pupils who have PE will be expected to wear PE Kit on days they have PE. On these days, pupils should come to school in clothing suitable to undertake PE as changing facilities will not be available. This will be communicated to parents/carers.

Resources for learning and teaching

The normal distribution of faculty per capita will be suspended this year, the DSM consultation has delayed the distribution of per-capita allocation. We propose to use a bid system to specifically target our resources to the needs of our learners. For examples textbooks and worksheets will be for single use, therefore no longer feasible. All young people are required to bring a school bag with their own equipment to continue their learning each day, this will include pens, pencils etc. We will also be providing young people with items at their induction day to assist with digital learning and in school learning, for example jotters and other school-based resources. These will be retained by the young person. All work to be gathered as evidence in attainment and achievement must be submitted online. Individualised feedback will be provided online.

Bids will be submitted through a bespoke form and specific timescales and deadlines will be allocated.

Transitions

P7 – S1

We are acutely aware that for this group of students the transition to Northfield Academy will be unique and plans will reflect the need to support this group to settle in and thrive. Following lockdown, planned transition activities moved online. These included video introductions for pupils to Northfield staff; the building of a bespoke transition website with information and links; virtual tour of the school available on-line; and Google meets with Mr Priest (Deputy Head) for all P7-S1 transition classes.

As per our plans for the safe return to school, pupils will initially only be in school for one day in the first week of term. This blended learning offer plan will be clearly communicated in advance. Pupils will also take part in an orientation exercise to ensure all processes and expectations are clearly understood. This is a necessary part of our plans to ensure levels of risk are managed safely.

All pupils

On their first day back at Northfield, August 13th, all pupils will attend an induction where it will be explained to them how the new Covid secure school environment will operate and the procedures and expectations we have of them to keep everyone safe.

One of our main priorities on returning to school will be to emphasise to pupils the importance of engaging with and trying their best with all the work set, both whilst in school and on-line.

Senior Phase

Following the publication of SQA examination results there is always a degree of re-coursing. We have planned this into our phased induction process in August. As always young people will be offered course choice advice based on their prior attainment, SQA course entry qualifications and career pathway.

Hygiene, Health & Safety

Hygiene

All staff require to familiarise themselves with Test and Protect arrangements on either the 10th or 11th August. Staff will be given priority access to testing when requested.

If pupils have symptoms for COVID-19 they should not come into school and should organise a test. Parents should inform the school of this by phoning 01224 699715.

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If a member of the household has symptoms or has tested positive, pupils should self-isolate for 14 days. Again, parents should inform the school of this by phoning 01224 699715.

Pupils will be encouraged to use hand sanitiser regularly during the school day. This will be available in all classrooms and at the entrances to the building.

If a pupil becomes unwell and has symptoms of COVID-19 the pupil will be isolated in the building and we will ask a parent to come and collect them from school. For this reason, we ask that all parents/carers are always available to be contacted when pupils are in school.

As all water fountains will be closed, we recommend that all pupils bring water with them to school.

Posters will be displayed prominently to remind staff and pupils of the safety precautions necessary that keep everyone safe.

If a child or young person attends the setting with symptoms of cough and/ or high temperature, they should go home immediately. If a child/ young person is waiting to be collected by their parent or carer, they should be isolated in a private, well ventilated room and avoid touching surfaces and a face mask will be provided for the journey home. Such rooms have been identified on our school map. Isolation rooms will be cleaned after use in keeping with national guidance.

School staff will be asked to be vigilant to any potential signs of Covid-19 and will always err on the side of caution.

Uniform

In accordance with government guidance, it is recommended that all staff and pupils wear clean clothes every day and long hair should be tied back. The safety and security of our young people is of paramount importance therefore we request that every child attends school wearing a clean uniform, this will consist of black trousers with a white shirt/blouse & school tie.

All teachers and wider staff are required to wear clean clothes every day and tie long hair back.

We recognise that these can be challenging times financially and we are looking to support ALL families that may not be able to provide full school uniform at this time. We would recommend parents/carers buy either a plain white school shirt or blouse from local supermarkets until we are more certain about the future. If ANY family thinks purchasing the required uniform would be difficult please contact the school. This will be dealt with confidentially and we will be able to support you.

Pupil Groups

Pupils will be expected to wipe down the areas they have used before leaving each area. Some larger groups will use larger spaces as detailed above.

The school day

We have been advised to stagger the start and end of the school day to ensure there is increased separation of groups. This will mean we will start at 8.40am but not all pupils will be asked to attend at this time. It will be very important that pupils arrive at the correct time, and in the correct location. This will be communicated to parents in advance and may change as we develop our systems. Lessons will begin at 9.00am

If a pupil is early to school, they will be required to wait outside at their designated muster point at the bottom of the car park.

If a pupil is late to school, they will need to go to the main reception and follow the instructions of staff there.

At the end of the school day pupils will be dismissed in a staggered way and instructed to leave the school grounds immediately.

Access to Toilets

Pupils' access to toilets will require to be carefully managed to maintain social distancing within the toilet areas. There should be a strong emphasis on hand washing after visiting the toilet and again upon returning to teaching areas. Physical distancing will continue to be promoted in secondary schools and staff resources where a reduction in toilet capacity does not compromise 100% attendance.

First Aid

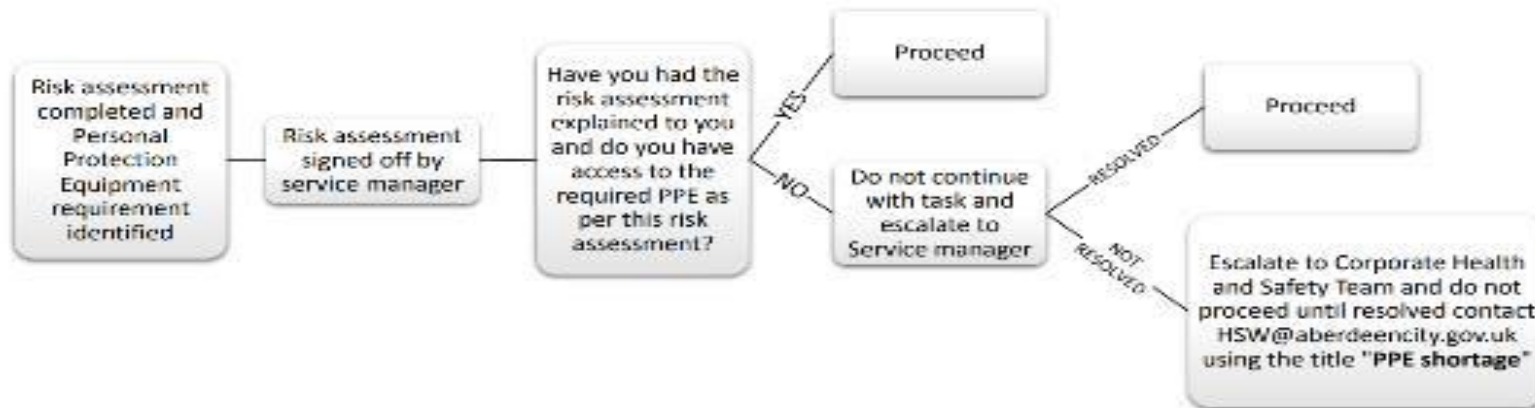
Activity	Circumstances in which PPE is required	What to use?
Staff directly supporting a child	<p><u>When staff are doing the following high-risk activities:</u></p> <ul style="list-style-type: none"> • Medical care, e.g. feeding or nappy changing is required and the staff member is within 2 metres for a period of 10 minutes or more • Physical direct care (within 2 metres) with individuals for a period of 10 minutes or more which might include movement of a client • Direct care to a child / young person within a childcare setting if they have a temperature or new continuous cough and is waiting for an adult to collect them where it is not possible to maintain the 2 metre distance 	<p><u>Aprons</u> (change after every nappy)</p> <p><u>Gloves</u> (change after every nappy)</p> <p><u>Fluid repellent surgical masks</u> (change after each session of care)</p>

It is essential that supplies are used appropriately to ensure they remain available for essential situations, which will be identified in risk assessments for individual pupils and staff. An identified member of the PSA staff will carry out weekly stock checks regarding PPE equipment and submit order requests to their line manager for approval to try to ensure that the correct equipment is always available.

There are specific techniques to put on and take off protective gloves. If staff are not trained in using gloves, they can spread any contamination to their clothes and wrists. Appropriate training will be provided.

All staff should follow the PPE Guidance for Education. In circumstances where the appropriate PPE is not available, or staff have not been trained in its use, the ‘at risk’ activity should be delayed, where possible, until such times as the issue has been resolved by following the flow chart below.

Personal Protective Equipment Decision Tree



Hand washing

The promotion of handwashing continues to be critical. All children, young people and staff will wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser, when:

- entering the building (or returning after lunchtime)
- before eating or handling food
- after blowing the nose
- after sneezing or coughing
- after going to the toilet
- when changing classroom
- prior to entering school transport

Stocks of sanitiser have been delivered to schools. The use of posters and reminders about hand hygiene are of critical importance.

Stocks of soap will be checked, and replenished, before the start of every day by facilities staff. All schools have access to warm water.

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Hand sanitiser will be available at each usable entrance point to the building unless there is immediate access to soap and water in these areas. Stocks will be checked every day.

David Cadenhead, School Technician, has been identified as the School PPE co-ordinator

Cleaning

Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings) cleaners will only work in one location. Recruitment is currently underway for a full time cleaner to be available in all secondary schools. Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day.

All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day. As per national guidance staff have a responsibility to report concerns regarding cleaning.

We will provide appropriate cleaning products in every learning area. As staff finish in the learning area, they should wipe down the surfaces to leave it clean for their colleagues.

We should also develop good habits in our young people and encourage them to clean their areas after use.

Changing facilities will not be in use.

Similar to the risk assessment process for experiments and practical classes all practical subjects should complete a risk assessment to mitigate risk.

The risk assessment process

No member of staff will be able to enter a school building without being briefed on the mitigations identified as necessary through the risk assessment for the return of staff to school buildings process. Risk assessments will be developed at school level in June to enable the school to welcome children and young people in small groups from August 11th. School risk assessment must be agreed by all staff and discussed with the school Quality Improvement Manager. Completed risk assessments must be circulated to all staff. Risk assessments are likely to be 'live' documents. Any changes to the mitigations put in place will be raised with staff as soon as reasonably possible with an updated copy of the risk assessment circulated soon after. Discussions around health and safety should feature as part of the daily school routine. As the identified PPE co-ordinator

David Cadenhead, School Technician will oversee the implementation of the Risk assessment and update accordingly. The Health and Safety team are e-mailing individual schools to advise of updates required.

Public Health Scotland have established surveillance arrangements to monitor rates of infection. These rely on timely recording on SEEMiS and will be enhanced through a secondary system. Further details will be shared when known.

As with risk assessments that are completed for pregnant staff or staff with specific needs, we will also complete individual risk assessments to mitigate the risks present to those staff with elevated risk and with identified vulnerable characteristics. This may include, but is not exclusive to, high risk health factors not covered by shielding and identified vulnerable characteristics such as those related to Black, and Ethnic minorities (BEM). It is the member of staff's responsibility to request that this takes place and work with the school to mitigate risks to themselves and others.

Changes to status

It is advised that Secondary classrooms be set up with desks facing the front where possible, so that young people do not face each other. 2m physical distancing is required between staff and pupils, with PPE mitigations required where this cannot be realised. Final decisions would be influenced by Public Health measures in place at the time.

There could be scenarios where Public Health advise of a need to locally 'lockdown' schools or communities. Decisions to impose restrictions beyond those in force nationally would always be taken by Public Health.

The information around COVID-19 changes on a frequent basis. The Corporate Health and Safety Team reviews H&S guidance daily and updates the Stay Safe Whilst Working pages on the Zone. You will need to monitor this plus consider the latest advice and guidance which could impact your business area. The Scottish Government pages will provide you with the latest links as well as Health Protection Scotland and NHS.

If settings have two or more confirmed cases of COVID-19 within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, they may have an outbreak. In this situation settings should make prompt contact with their local HPT (telephone 01224 558520) and local authority.

Health & Wellbeing of Staff

This is a difficult time for staff with many juggling difficult personal circumstances as well as adapting to new ways of working. Normal life has changed very suddenly, and nobody is sure how long this will last. This is bound to cause emotional difficulties for many people. Northfield Academy & Aberdeen City

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Council recognises and acknowledges this and urges staff to speak to their line manager if things are difficult for them. We will do whatever we can to support, including referrals to time to talk and occupational health.

The Educational Psychology Service have established a helpline for staff on 01224 522302 to ensure there is support for any member of the workforce requiring support at this time.

The Council offer a free, confidential, 24-hour counselling service, **Time for Talking**, 365 days a year. Time for Talking can be contacted on 0800 970 3980 or via the website: www.timefortalking.co.uk.

Staff in Emergency Childcare and Hub provisions have accessed the '**Going Home Checklist**' and found this helpful. The checklist is a simple but effective tool, which encourages reflection and mindfulness. The checklist is a simple but effective tool, which encourages reflection and mindfulness. NHS Education for Scotland has produced guidance to support those helping others in distress during and after the COVID-19 Pandemic based on Psychological First Aid. Mental health first aid training is also available through the People and Organisation pages

As a school we will continue to share a range of professional learning offers for staff and in partnership with the wider organisation and our Educational Psychology Service. People and Organisation offer an extensive range of wellbeing supports for staff. Consultation and collaboration will continue to be undertaken with the wider workforce to ensure this offer is responsive and meets the needs of individuals.