

**Wokingham Borough Council
RISK ASSESSMENT TEMPLATE**



LOCATION/ACTIVITY/ISSUE BEING ASSESSED:	Highwood Primary School Covid-19 Secure Risk Assessment		
SCHOOL:	Highwood Primary		
NAME OF ASSESSOR(s):	Matt Hickey		
DATE OF ASSESSMENT:	13/05/20		
DATE FOR REVIEW:	Working Document and to be reviewed daily		
APPROVED BY:	Signature:	Date:	
	Name: See Governor Poll for approval ratification.		

Likelihood of Occurrence	High (probable)	MEDIUM	HIGH	HIGH
	Medium (possible)	LOW	MEDIUM	HIGH
	Low (remote)	LOW	LOW	MEDIUM
Risk Assessment Matrix		Minor (causes physical or emotional discomfort)	Severe (causes physical injury, or illness requiring first aid)	Major (causes major physical injury, harm or ill-health)
		Likely Impact		

The Risk Assessment Matrix is used to assess risks before and after control measures are applied. The objective is to remove all HIGH risks and to reduce all other risks to an acceptable level.

Government Guidance Documentation:	
https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020?utm_source=3daf3f8c-87d9-4a78-90ec-6196e4a070e5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19 https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19 https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools	

What are the significant hazards?	What could go wrong? Who could be harmed and how?	What's already being done to control risks?	What additional controls are needed?	By who?	By when?	Date completed	Risk rating following action H/M/L
1. Establishing a systematic process of partial opening for priority year groups, including social distancing measures.							
<p>1.1 Net Capacity</p> <p>Available capacity of the school is reduced when social distancing is applied</p>	<p>Demand outweighs capacity and the school is not safe for pupils and adults to attend.</p>	<ul style="list-style-type: none"> • Agreed number of pupils who can attend the premises during the trial week. • Survey sent to parents to ascertain projected numbers of children to return. • Survey sent to staff to ascertain workforce capacity 	<ul style="list-style-type: none"> • Agreed staffing arrangements based on projected bubbles that need creating. • Finalise arrangements for supporting pupils not at school / not in priority year groups. • Allocate pupils to bubbles – this to be done alphabetically to aid families with multiple siblings as well as simplifying the process for teachers. By allocating pupils en masse, it limits the need for individual phone calls • Communication with parents to be clear that attendance at school needs to be agreed before children can attend so that staffing levels can be managed and risk assessments updated. 	SLT	22/05/2020		M
<p>1.2 Organisation of Teaching Spaces</p> <p>Class sizes will not allow adequate social distancing for pupils or staff.</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p>	<p>Staff</p> <ul style="list-style-type: none"> • 2 metre social distancing in effect while providing emergency care for Key Worker / Vulnerable children. • Staffroom reorganised to allow staff to eat in a shared space with 2 metre spacing. • PPE equipment being used for any First Aid incidents. <p>Children</p> <ul style="list-style-type: none"> • Social distancing rules in place. No more than 2 children on each piece of equipment. • Toys being cleaned after use. • Lunch tables are set up to include social distancing measures 	<p>Staff</p> <ul style="list-style-type: none"> • Reopening strategy to include the creation of group 'bubbles' which will ensure that children do not mix and therefore minimise the risk of contamination. • Additional staff room created. • Signs created to limit the number of adults in the same space at any one time. • Barriers used in the main reception to allow safe working for office staff. <p>Children</p> <ul style="list-style-type: none"> • Separate playtime spaces to be created for each 'bubble' that is in attendance. • Break times in similar locations to be staggered to avoid the risk 'bubbles' mixing. • Reduction in the amount of physical equipment available. • Teachers to create resource packs so that each child has a self-contained wallet for all of their equipment to be kept safe. 	SLT	22/05/2020		M

<p>1.3 Availability of staff and class sizes</p> <p>The number of staff who are available is lower than that required to teach classes in school and operate effective home learning.</p>	<p>Demand outweighs capacity and the school is not safe for pupils and adults to attend.</p>	<ul style="list-style-type: none"> • Staff survey sent out – questions relating to workforce capacity included. • Data analysed • FAQs for staff being created based on actual questions being asked by Highwood staff • Parent survey sent out – questions relating to workforce capacity included. • Data analysed • FAQs for parents being created based on actual questions being asked by Highwood parents 	<ul style="list-style-type: none"> • Send out FAQs for parent and staff once completed • Check if FAQs increase or decrease potential pupil numbers. • Deployment of staff based on priority Year Groups • Flexibility of deployment and use of adults communicated to staff • Staff that are shielding given remote learning expectations. 				<p>M</p>
<p>1.4 Prioritising provision</p> <p>The continued prioritisation of vulnerable pupils and keyworkers will cross contaminate bubbles that are created.</p>	<p>Increasing pupil numbers will have a negative impact on the safety measure already place.</p>	<ul style="list-style-type: none"> • Currently open for Keyworker and Vulnerable pupils • Staff working on a rota 	<ul style="list-style-type: none"> • Creation of a separate EYFS/ KS1 and KS2 Keyworker bubbles – staffed by non-priority year group staff members • Organise logistics for a 4-day opening plan to factor in keyworker children accessing their year group bubbles – if key worker provision is required on Fridays, children will remain in their Keyworker bubble. 				<p>L</p>
<p>1.5 The School Day</p> <p>The start and end of the school day create risks of breaching social distancing guidelines.</p>	<p>Classroom sizes will not allow adequate social distancing and therefore put people’s health at risk.</p>	<ul style="list-style-type: none"> • Keyworker / vulnerable children attending. Adults attending school on a 3-week rota basis. • Rooms being used are set up to minimise risk of interactions • Equipment is restricted. • Offer matches shift patterns of key workers. • Areas used are cleaned thoroughly after use. 	<ul style="list-style-type: none"> • Classes split alphabetically to create 2 bubbles of 15 per class. • Bubble A attends Monday and Tuesday • Bubble B attends Thursday and Friday • PPA / Home learning preparation takes place on Wednesdays. • School has deep clean on Wednesday and Friday. • Keyworker children remain in their current bubbles. • Individual packs created for each child • Class packs of outdoor equipment created. • Lunch to be eaten in classrooms • Staff to clean and wipe classrooms at break, beginning of lunch and end of lunch. • Drop off and pick up is conducted in lines with social distancing guidance. • Staggered drop off and pick ups agreed and communicated with parents. 				<p>M</p>

<p>1.6 Planning movement around the school</p> <p>Movement around the school create risks of breaching social distancing guidelines.</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p>	<ul style="list-style-type: none"> • One-way circulation routes around the external buildings communicated appropriately to staff and pupil. • Timetable and use of classrooms reviewed to reduce movement around the building. • Accessing rooms from outside. • Organising classrooms and other rooms used for learning to maintain space between seats and desks. • Unnecessary items and those items hard to clean removed from classrooms and learning environments. • Thorough cleaning of rooms at end of the day. • Ventilation in the building maximised by opening windows, doors or using ventilation units. • Transport arrangements and plans revised. • Visitors on site limited and access to building controlled. 	<ul style="list-style-type: none"> • Review fire safety procedures to ensure that any measures put in place do not compromise evacuation routes. • Ensure pupil groups and social distancing maintained during fire drills. NOTE: in an emergency social distancing may not apply. • Ensure increased ventilation measures do not compromise pupil or staff safety. • Discuss transport arrangements with providers, LA and parents. • Review access points for visitors. • Arrange times that visitors, suppliers, contractors, external partners are on site to minimise numbers on site at any one time. • Inform parents of arrangements for drop off and collection procedures to reduce adult to adult contact. 				L
<p>1.7 Curriculum Organisation</p> <p>Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened.</p>		<ul style="list-style-type: none"> • Work being set weekly for children • Daily challenges being set by teachers on Social media • Pupil packs being posted out on request. • Online access to reading materials established and shared. • Summer Term curriculum maps shared with parents. 	<ul style="list-style-type: none"> • Reopening strategy to focus on wellbeing and mental health needs and include a phased return to curriculum subject areas. • Gaps in learning to be assessed at an appropriate time. • Curriculum support to be replicated for children who have SEND needs on their return 				L
<p>1.8 Staff workspaces</p> <p>Staff rooms and office spaces create risks of breaching social distancing guidelines.</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p>	<ul style="list-style-type: none"> • All social distancing and protective measures to be researched and costed • Additional staff spaces to be allocated and furniture moved, where necessary • Classrooms reorganised to allow for spacing of tables at 2 meters where possible. 	<ul style="list-style-type: none"> • Perspex screen to be installed • Signs to be erected to state numbers of staff allowed in certain areas of the school. • Staff to be briefed on the usage of all available spaces. 				M

<p>1.9 Managing the school calendar</p> <p>School events create risks of breaching social distancing guidelines.</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p>	<ul style="list-style-type: none"> All summer term events have been cancelled Calendar updated Information shared with parents Staff recruitment completed through web conference interviews Curriculum plans for September are in the process of being updated. 	<ul style="list-style-type: none"> Make sure that all event cancellations have been communicated with parents. Keep up to date with guidance for when protocols can be relaxed. Make any modification required to the curriculum that will be impacted by event cancellation. 				L
<p>1.10 Governance and policy</p> <p>Governors are not fully informed or involved in making key decisions</p>	<p>Governors unable to fulfil their statutory duties and risk HSE / LA comeback on decision making process.</p>	<ul style="list-style-type: none"> Online meetings being held to complete statutory functions Governing body kept up to date with key decisions around reopening Governors are briefed on latest government guidance and its implications for the school 	<ul style="list-style-type: none"> Any governors unable to perform duties to contact the chair as soon as possible. Governors able to attend meetings virtually or to post questions to be addressed during the meeting 				L
<p>1.11 Policy Review</p> <p>Existing policies on safeguarding; fire evacuation; medical; behaviour; attendance and other policies may not be fit for purpose in the current circumstances</p>	<p>Governors unable to fulfil their statutory duties and risk HSE / LA comeback on decision making process.</p>	<ul style="list-style-type: none"> SLT have had discussions about the changes to any policies that may need to occur (attendance, behaviour, registration etc.) and communicated any changes with staff Non-attendance with not have repercussions and this has been communicated with parents 	<ul style="list-style-type: none"> Review policies and amend front page with suggested updates during reopening phase. Emergency governor meetings convened at short notice, if required, to ratify any decisions the school needs to make All documentation uploaded to governor hub to allow governor scrutiny to take place online. 				L
<p>1.12 Communication Strategy</p> <p>Key stake holders are not fully informed about changes to policies and procedures due to Covid-19 resulting in risk to health</p>	<p>Lack of information could cause stress and anxiety to the school community.</p>	<ul style="list-style-type: none"> Staff survey sent out – opportunity to ask questions given Data analysed FAQs for staff being created based on actual questions being asked by Highwood staff Parent survey sent out – opportunity to ask questions given Data analysed FAQs for parents being created based on actual questions being asked by Highwood parents Weekly parental updates (more frequently if needed based on government announcements) Website regularly updated with remote learning. Remote access from for teachers increased. VCM every 2 weeks. PSA making regular contact with vulnerable families. 	<ul style="list-style-type: none"> Continue to communicate with Highwood community using text, email, social media, surveys, phone calls and web conferencing. Strategies updated based on any constructive feedback. Office 365 upgrade required to limit issues with emails. Also allows hosting of meetings with WBC professionals. Continue with communication strategy. 				L

		<ul style="list-style-type: none"> Zoom / Teams used for safeguarding meetings. Year group emails set up for parents to contact teaching staff. Governor meetings still taking place. 					
1.13 Staff Induction Staff are not informed of new procedures which may lead to risk of health.	Isolation could cause stress and anxiety during lockdown and new teachers feeling unprepared for new academic year.	<ul style="list-style-type: none"> Plans / strategies communicated to all stakeholders Regular online meetings take place to keep teaching staff up to date Regular emails to inform wider school staff Induction taking place over Zoom. Included in staff communication. 	New staff: <ul style="list-style-type: none"> Email addresses to be set up so that staff can access relevant communication and resources. Online training to take place so that safeguarding and other vital CPD is complete prior to starting. Creation of Zoom meetings to engage with team partners. Regular contact to offer a forum for questions. 				L
1.14 Free School Meals Disadvantaged children are not put at additional risk due to FSM not being provided during Covid-19 crisis		<ul style="list-style-type: none"> School registered for Edenred Vouchers purchased on weekly basis Gift card back up for families unable to redeem vouchers. PSA checking in with all families to make sure they are aware that vouchers are available. PSA to liaise with local food banks for any parents who continue to struggle. 	<ul style="list-style-type: none"> Keep up to date with government guidance, specifically linked to holiday entitlement. 				L
1.15 Risk Assessments Risks are not comprehensively assessed in every area of the school in light of Covid-19, leading to breaches of social distancing and hygiene guidance.	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> Reopening strategy has identified all areas that require risk assessment Site team, with H and S governor conducted site walk to identify risks and strategies to minimise risk on the school site. 	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school reopens and mitigation strategies are put in place and communicated to staff including: <ul style="list-style-type: none"> Areas of the school Drop off and pick up Movement in school Break / lunch time Curriculum delivery – practical subjects 				M
1.16 School transport Changes to bus / taxi arrangements affect pupil attendance and don't align with staggered start times		<ul style="list-style-type: none"> Decide and share details of staggered starts to parents and which bubbles children will be allocated (Alphabetically for F2 to Yr 6) Nursery to be done based on sessions attended. 	<ul style="list-style-type: none"> PSA / HoI to contact families who use public or school transport to check the arrangements that might need to be put in place. 	MB and MB			L

2. Investing in safety equipment and health and safety arrangements to limit the spread of Covid-19

<p>2.1 Hygiene and Handwashing</p> <p>School Hygiene is not adequate enough to prevent the possible spread of Covid-19</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p>	<ul style="list-style-type: none"> PPE equipment in the form of face shields have been procured. Instructions for the children on how to wash their hands has been given and posters are on display in the cloakrooms to remind children of the correct handwashing procedures. Anti-bacterial hand gel is being used in the main entrance and in classrooms. All children have been taught about how germs spread and the most effective way to catch sneezes and coughs. Anyone feeling unwell or has someone in their household who is unwell informed not to attend school. Social distancing maintained wherever possible between all adults on site and between pupil groups. Frequent handwashing promoted. Hand sanitiser available in classrooms, shared spaces, entrance and exit points. Frequent cleaning of surfaces that pupils touch. Disposable tissues available in classrooms. Bins for tissues emptied during the day. Staff, parents and visitors informed of the measures in place to reduce transmission. 	<ul style="list-style-type: none"> Contact the cleaning contractors, Heart, to discuss deep cleaning options. Site Walk to take place to look at areas in the school that need to be 'closed' and how a 'one-way' system can be created to limit the chances of adults coming in contact with each other. Children and staff to be encouraged to wear clean clothes each day. This will result in a change to school dress code and uniform policy. Conversion of keypad coding to card swipe system 	<p>CE</p> <p>MH</p> <p>MH</p>	<p>15/05/2020</p> <p>15/05/2020</p> <p>Communicated to staff and parents prior to reopening.</p>		<p>H</p>
<p>Providing intimate care will put staff at risk.</p>	<p>Transmission of the virus from person to person could occur and put our EYPs in particular at risk by not being able to socially distance.</p>	<ul style="list-style-type: none"> PPE equipment is being used for hands 	<ul style="list-style-type: none"> Aprons / face shields to be sourced to provide additional protection for staff. 	<p>CE</p>	<p>31/05/20</p>		<p>H</p>
<p>2.3 Clothing / Fabric</p> <p>Not wearing clean clothes each day may increase the risk of the virus spreading</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p>	<ul style="list-style-type: none"> Children will not be required to wear school uniform. Staff dress code will be relaxed 	<ul style="list-style-type: none"> Communicate with parents and makes sure that clothing children are attending school is still fit for purpose and negates the need to change for PE, for example. 	<p>MH</p>			<p>L</p>
<p>Having soft furnishing available in the setting increase the risk of the virus spreading</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p>	<ul style="list-style-type: none"> Fabric chairs and soft furnishings will be removed from rooms where appropriate. Chairs are limited to single users. 	<ul style="list-style-type: none"> Communicate with staff around any additional materials in use that require risk assessing. 	<p>SLT</p>			<p>L</p>

<p>2.4 Testing and managing symptoms</p> <p>Testing is not used effectively to help manage staffing levels and support staff wellbeing</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p>	<ul style="list-style-type: none"> Guidance on getting tested has been published Guidance explained to staff in Staff FAQs Guidance links shared in Risk assessment and FAQ documents. 	<ul style="list-style-type: none"> Keep up to date with government and PHE advice / guidance Staff to be supported by the school in the outcome of any positive tests. 				L
<p>Infection transmission with in school due to staff / pupils displaying symptoms</p>	<p>Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.</p>	<ul style="list-style-type: none"> Robust collection of absence data, including return dates for staff, is in place Procedures and in place to deal with staff / pupils displaying symptoms in school Pupils, Parents and staff are aware of what steps to take if they display symptoms Definitions around clinically vulnerable and clinically extremely vulnerable have been shared with staff through Staff FAQs A record of staff / pupils displaying symptoms is kept and reported if required Documents shared with staff about procedures for any positive cases. 	<ul style="list-style-type: none"> Keep up to date with government and PHE advice / guidance 				L
<p>2.5 First Aid / Designated Safeguarding Leads</p> <p>The lack of availability of DSL and First Aiders puts children's safety at risk</p>		<ul style="list-style-type: none"> First Aider and DSL on site at all times First Aid packs distributed to increase number of areas in the school PPE provided for first aid incidents 	<ul style="list-style-type: none"> Keep regular stock checks and order supplies when necessary Continue with DSL arrangements already in place in the school 				L
<p>2.6 Communication with parents</p> <p>Parents and carers are not fully informed of the Health and Safety</p>	<p>Lack of information could cause stress and anxiety to the school community.</p>	<ul style="list-style-type: none"> Overall communication strategy to make sure that parents and the wider stake holders are kept fully up to date with government guidance. Survey and subsequent FAQs provide Highwood specific details about planned actions. Weekly parental updates (more frequently if needed based on government announcements) 	<ul style="list-style-type: none"> Continue with communication strategy Key messages and updates included in weekly emails Office 365 upgrade required to limit issues with emails. Also allows hosting of meetings with WBC professionals. 				L

		<ul style="list-style-type: none"> Website regularly updated with remote learning. Remote access from for teachers increased. VCM every 2 weeks. PSA making regular contact with vulnerable families. Zoom / Teams used for safeguarding meetings. Year group emails set up for parents to contact teaching staff. Governor meetings still taking place. 					
3. Maximising Social Distancing							
3.1 Pupil Behaviour Pupil Behaviour on return to school does not comply with social distancing	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> Clear messages to pupils about expectations shared on return Staff model and reinforce social distancing, where possible Movement around the inside of the building is minimised Large gatherings avoided External lettings cancelled 	<ul style="list-style-type: none"> Communication with parents if required in relation to behaviour that increase risk of transmission to pupils or staff. 				L
3.2 Social Distancing – Community (including parents)	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> Numbers of children (and therefore parents) reduced to keyworkers and vulnerable children. Additional surfaces being used for signing in / out purposes 	<ul style="list-style-type: none"> Signage to be purchased to inform parents / visitors about social distancing expectation in the school grounds. Floor markers procured to maintain 2 metre distance separation around the school site. Perspex divider installed in the reception area to protect reception staff. 				M
3.3 Classroom and Teaching Spaces	Classroom sizes will not allow adequate social distancing.	<ul style="list-style-type: none"> Classes split alphabetically to create 2 bubbles of 15 per class. Bubble A attends Monday and Tuesday Bubble B attends Thursday and Friday PPA / Home learning preparation takes place on Wednesdays. School has deep clean on Wednesday and Friday. Keyworker children remain in their current bubbles. Individual packs created for each child Class packs of outdoor equipment created. All to be cleaned after use. Children will play in their allocated coned off areas with the same pupils in their bubbles. Staff will monitor appropriate social distancing, where possible. Lunch to be eaten in classrooms Staff to clean and wipe classrooms at break, beginning of lunch and end of lunch. 	<ul style="list-style-type: none"> Update based on information received during trial week. Modify lunch protocols as and when hot dinners are reintroduced. Liaise with staff in bubbles about the collection of packed lunches for FSM children. 				L

		<ul style="list-style-type: none"> • Break times staggered to minimise risk of bubbles mixing • Reinforced messages form staff prior to playing • Drop off and pick up is conducted in lines with social distancing guidance. 					
3.4 Communal Spaces Access to the school creates 'Pinch Points' and the increased likelihood of social interaction.	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> • Touch points on gates to be cleaned at regular intervals. • Signage to create, where possible, a one-way system around the school site. • Different access points designated for entrance and exit routes. • Car parking spaces to be available at 2 metre spacing. Some spaces to be 'closed' if necessary. 	<ul style="list-style-type: none"> • Update based on information received during trial week. 				M
3.5 Toilets Queues for toilets may increase the risk of the virus spreading	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> • Hand washing message reinforced at regular intervals. • Teachers to monitor numbers of children using the toilets and make sure that routines are established to minimise mass groupings • Toilets – touch points - cleaned regularly by staff • Bubbles are clear about which toilets they use • Staff are allocated toilets based on the 'home' location 	<ul style="list-style-type: none"> • Stock is monitored to make sure we have a constant supply 				L
3.8 Reception Area Groups of people gathering may increase the risk of the virus spreading	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> • Social distancing signs are displayed • Social distancing points are marked on the ground • Perspex screen installed to protect office staff • Arrangements in place for segregation of visitors – potential to use alternative entrance near HT office. 	<ul style="list-style-type: none"> • Monitor foot traffic to check procedures are working • Continue with web conferencing software to limit the need for visitors to attend the building. 				M
3.9 Wrap Around Care – Breakfast and After School Club Mixing bubbles may increase the risk of the virus spreading	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk. Inability to keep children in their assigned bubbles	<ul style="list-style-type: none"> • Wrap around care is not available. 	<ul style="list-style-type: none"> • Wrap around care will continue to be unavailable during the phased re-opening. 				L

3.9 Arrival and Departure from school Pupils and parents congregate at exits and entrances making social distancing measures difficult to apply	Transmission of the virus from person to person could occur and put the health of the Highwood community at risk.	<ul style="list-style-type: none"> Start and end of school are staggered One parent per family to participate in dropping children off One-way systems on each side of the school are sign posted and enforced Map of the one-way system is shared with parents Social distancing markers are in place outside each classroom area. Staff are ready to welcome children on arrival so that no parent is on site longer than required. 	<ul style="list-style-type: none"> Communicate staggered timings to parents Review with relevant feedback 				L
4. Community wellbeing							
4.1 Wellbeing – Staff	Isolation could cause stress and anxiety during lockdown.	<ul style="list-style-type: none"> Weekly staff meetings on Zoom Coffee Break meetings organised for ‘non- school related’ chats. Postcards sent to support staff. 	<ul style="list-style-type: none"> Postcards to teachers Highwood online quiz evening to be organised. 				L
4.2 Wellbeing - Families	Isolation could cause stress and anxiety during lockdown.	<ul style="list-style-type: none"> All children sent a postcard by their teachers. Regular interaction through Twitter. Personalise phone calls on request. 	<ul style="list-style-type: none"> Highwood ‘Reach’ video to be shared. Teachers to do a small video message. Transition video to be created for ‘moving on day’ Plan transition visits ((2 half days (TBC), where each class for September can spend time with their new class teacher prior to the end of term) to limit anxiety of the summer holidays. 				L

REVIEWS AND REVISIONS					
Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Approved by Headteacher	Date of next review