

## Risk Assessment & Recovery Strategy (Updated on 13<sup>th</sup> September 2020)

**Face covering: Staff may wear face covering where a 2m distance is not possible, this includes lessons, corridors and communal space.**

**Students will be permitted to wear appropriate face coverings (see updated Dress Code Policy) in the building (including lessons) Where they are not wearing them they will be asked to remove them.**

**We reserve the right to change this advice should further government advice become available.**

**There will be no Monday morning staff briefing sessions until further notice. However, a weekly SLT bulletin will be sent round instead.**

Key activity	Actions	Details
Students arriving/leaving the NCS	<ol style="list-style-type: none"> <li>1. Use entrances nearest their P1 lessons to access the East Ham campus.</li> <li>2. Zone the campus to reduce students congregating within and across year groups ('bubbles').</li> <li>3. Timetable subject blocks to be ABCD (A and D will not be switched this year).</li> <li>4. Tutor time to assist with staggering exit and will take place at the end of P4 (duration 25mins).</li> <li>5. Mo &amp; Wed – Y12 Tutor Time and Tue and Thu – Y13 Tutor Time. No tutor time on Fridays (Y13s dismissed 5mins after Y12s).</li> </ol>	<ol style="list-style-type: none"> <li>1. Students enter via main entrance to their lessons.</li> <li>2. Separate year groups where practicable.</li> <li>3. Y12s will use Zone A with e.g. 205 and Zone B with 3 e.g. 305 and Y13s will use Zone C with e.g. 106 and Zone D with e.g. 106 use the LGF system after lessons.</li> <li>4. Canteen will be used for Y12s and Y13s in the Hums block.</li> <li>5. Y12s/Y13s will use Zone A for P5 lessons/lessons.</li> <li>6. PS will only be used for PS subjects at lessons. PS subjects need a quiet area for PS during periods.</li> <li>7. Retractable doors will be used for exit from lessons and exit from lessons via stairs and side entrances.</li> <li>8. No one to come into the main building for lessons and Y13 to access Zone C.</li> <li>9. Y12s permitted to use Zone A (main entrance) and Zone B.</li> <li>10. Y13 permitted to use Zone C (opposite main entrance).</li> </ol>

		<ul style="list-style-type: none"> <li>11. Signs outside Zones.</li> <li>12. Y13s to enter 8:25am. Less Y12 lessons (Y12s 10:30 at 10:45am v</li> <li>13. No student is 8:20am.</li> <li>14. On Friday, Y</li> </ul>
<p>Movement around the NCS to get to their next lesson.</p>	<ul style="list-style-type: none"> <li>1. One-way system around the building.</li> <li>2. Clear signage inside and outside of the classroom.</li> <li>3. Social distancing signs on the floor, stairs and around the building.</li> <li>4. Hand sanitiser stations positioned at other different points around the Sixth Form.</li> </ul>	<ul style="list-style-type: none"> <li>1. Students enter Zones/doors Y12s at start congestion. groups are s</li> <li>2. Students wa floor and on</li> <li>3. One-way sys</li> <li>4. Barriers on r turning right.</li> <li>5. Retractable p prevent stud</li> <li>6. Clockwise ru</li> <li>7. All staff at th and to stop s</li> <li>8. Go straight in staff need to prevent mas couple of min earlier).</li> <li>9. LGF science enter/leave a 106/101/SLT exit.</li> <li>10. Students to v labs on the L</li> <li>11. Signage and</li> <li>12. Hums buildin</li> <li>13. Install fire do open (door s teacher deci</li> </ul>

		<p>14. Students leave 101 during p break and lu</p> <p>15. Y12s will be we will opera will have acc</p>
<p>Students and teachers in lessons</p>	<ol style="list-style-type: none"> <li>1. Teachers to move between classrooms to teach their classes (nomadic teaching).</li> <li>2. Teacher areas, desks are 2m from the teacher's board.</li> <li>3. Traditional classroom set up, rows facing the front (furniture not to be moved).</li> <li>4. Tape around the teaching area – students are not permitted to enter.</li> <li>5. Sanitisers and cleaning products on each desk. Instruction by teacher to wipe the desk at the start of each lesson.</li> <li>6. Students to bring their own stationary or if department give students stationary then it will not be shared.</li> <li>5. Windows to stay open where practical (where windows are open, outdoor coats may be worn at the discretion of the teacher).</li> </ol>	<ol style="list-style-type: none"> <li>1. Have wipes and leave.</li> <li>2. Students to b sharing of re</li> <li>3. Where stude front i.e. scie must wear a who choose of a visor.</li> <li>4. Staff are not create group visors. Scie is a 'visor we rows due to</li> <li>5. Where a stu ensure they possible) so with other st</li> <li>6. A number of classroom/s</li> <li>7. White board, their own.</li> <li>8. Remote cont</li> <li>9. Each teache help carry th</li> <li>10. Teacher/s w classroom.</li> <li>11. Classroom p lessons. All resources to</li> <li>16. Teachers ca and in a clas group. Socia</li> </ol>

Remote teaching – Staff/Students Self Isolating	<ol style="list-style-type: none"> <li>1. All teachers will provide remote access to their lessons for students who may be self-isolating.</li> <li>2. Teachers must set up Microsoft teams on their iPad and ensure that students self-isolating are able to follow the lesson and teacher instruction from home.</li> <li>3. Where a member of staff is self-isolating and they are able to teach, then there is an expectation that they will deliver their lesson remotely.</li> <li>4. A cover rota will be set up to ensure classes are supervised where teachers are self-isolating (as a matter of course students will not be sent to PS nor will lessons be combined unless over Teams).</li> </ol>	<ol style="list-style-type: none"> <li>1. Colleagues n they have te start of term.</li> <li>2. Colleagues t Microsoft tra</li> <li>3. AL to create all colleague expected to colleagues a supervise cla</li> </ol>
Oxbridge/SC/Ignite	<ol style="list-style-type: none"> <li>1. SC will run as usual; students choose SC session during Tutor Time on Monday 7th September 2020 and SC begins on 14<sup>th</sup> September 2020.</li> <li>2. Ignite sessions commence on 15<sup>th</sup> September 2020.</li> <li>5. We will organise mock Oxbridge interviews via our new scheduling system and over Teams/Zoom. Safeguarding/Child Protection Policy needs to be reviewed and updated.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use the Oxb interviews w</li> <li>2. Check for up remote) (JB/</li> <li>4. All HE docur for checking</li> </ol>
Catch-up Provision	<ol style="list-style-type: none"> <li>1. Y12 assessments will be carried out at the start of term in every subject to ascertain gaps in knowledge and understanding.</li> <li>2. Catch-up classes will be set up and will take place after school or on weekends (to be determined in consultation with Learning Leaders).</li> <li>3. End of Year Y13 Assessment data will be used to create intervention lists. These will begin as soon as practicable.</li> <li>4. All Learning Leaders to be aware of any curriculum changes made by the exam board for 2021 Summer Exams (<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906173/Consultation_decisions_-_proposed_changes_to_the_assessment_of_GCSEs_AS_and_A_Levels_in_2021.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/906173/Consultation_decisions_-_proposed_changes_to_the_assessment_of_GCSEs_AS_and_A_Levels_in_2021.pdf</a>)</li> <li>3.</li> </ol>	<ol style="list-style-type: none"> <li>1. Assessment timetable for</li> <li>2. SLT to ensure implemented</li> <li>3. Recruit alum increase cap</li> <li>3. All LLs to ha their learning knowledge a</li> </ol>
A level Results, Appeals and Resits	<ol style="list-style-type: none"> <li>1. Exam's officer to ascertain which students will be sitting autumn exam during the window (5<sup>th</sup>-23<sup>rd</sup> October 2020). Half term break is 19<sup>th</sup>-30<sup>th</sup> October 2020.</li> <li>2. Deadline date for all autumn exams is 21<sup>st</sup> August (exam board deadline date is 4<sup>th</sup> September 2020). We will pay for all Autumn exams but not any resit in the summer (unless it's a student's first exam).</li> <li>3. Exam's officer to create an A Level Autumn exam timetable and share with all students.</li> </ol>	<ol style="list-style-type: none"> <li>5. MI/ME/RB</li> </ol>

	<ol style="list-style-type: none"> <li>4. Use private study for re-sit exams and move Y13 PS to the lecture theatre with entrance and exit via staff glass doors (cordon off so no mixing with Y12s). JM to manage the doors with SLT support</li> <li>6. Recruit external invigilators.</li> </ol>	
Reception & Seating area	<ol style="list-style-type: none"> <li>1. Protective shield at reception.</li> <li>2. Visitors by appointment only and they will use room 400 for all meetings. visitors will be asked to sign in and then wait outside where a member of staff will escort them to 400.</li> <li>3. Seating area/TV all to be removed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Shield for reception</li> <li>2. Hand sanitiser in waiting area.</li> <li>3. Remove table from waiting area</li> <li>4. Piano to be removed</li> <li>5. Invited visitors to be asked to collect.</li> <li>6. Site staff support</li> <li>7. Ayesha to manage room 400.</li> <li>8. Protocol if chairperson collects them from room to hold (COVID19): <ul style="list-style-type: none"> <li>- Teacher with their student</li> <li>Room (SWR)</li> <li>-Student asked to leave room.</li> <li>-CN to contact Barking road</li> <li>-Parent phone number dismissed by</li> <li>-Student given</li> <li>-Parent does</li> </ul> </li> <li>6. -CN informs home and ex</li> </ol>
Staff Room/Social Space/Staff Lockers	<ol style="list-style-type: none"> <li>1. Increase the number of social spaces for staff to promote social distancing.</li> <li>2. Convert the Hums office to another staff room to increase capacity.</li> <li>3. Free up the two rooms on the 2<sup>nd</sup> floor of the main building and convert to temporary staff rooms.</li> <li>4. Designated science labs will also be used by staff to congregate at break and lunch time (no students are permitted in science labs unless supervised by a member of staff)</li> </ol>	<p><b>Main NCS Building for 121 meetings</b></p> <ol style="list-style-type: none"> <li>a) Staff room (3 members of staff)</li> <li>b) 2<sup>nd</sup> Floor, two rooms each, 4 members of staff</li> </ol> <p><b>Humanities Building</b></p>

		<p>a) Staff room of members of</p> <p>b) SLT office, members of</p> <p><b>Science Labs</b></p> <ul style="list-style-type: none"> <li>• Science labs during break social spaces 105/106 is 1.</li> <li>• The LGF Sci number of 4</li> <li>• The UGF Pr members of</li> </ul> <p><b>Storage</b></p> <ul style="list-style-type: none"> <li>• Lockers have belonging sh during the da and main sta</li> </ul>
Counselling & Coaching Sessions	<ol style="list-style-type: none"> <li>1. Counselling sessions will take place in the room behind JM's desk in PS.</li> <li>2. AP to hold coaching sessions in available rooms.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use room be Y13s in RB's</li> </ol>
Toilets	<ol style="list-style-type: none"> <li>1. Students to use toilets on their respective floors.</li> <li>2. Y12s use toilets on GF and UGF, Y13s use toilets in LGF, Hums and PS.</li> <li>3. Toilets near admin office (Y12s), occupancy levels dependent on number of cubicles, this to be displayed outside each toilet.</li> <li>4. Hand sanitisers stations positioned outside.</li> <li>5. Disabled toilets for staff use only (GF, LGF &amp; UGF). Clear signage</li> <li>6. PS toilets to be used by Y13s only</li> </ol>	<ol style="list-style-type: none"> <li>1. Signs inside about occup cubicles).</li> <li>2. Paper towel or signage to</li> </ol>
iPad deployment for Y12s	<ol style="list-style-type: none"> <li>1. 2<sup>nd</sup> week of school - students provide a refundable deposit (given back at the end of the first half-term).</li> <li>2. iPads distributed in tutor time on a Friday P1/ P2, with training on how to use Teams &amp; student expectations about online lessons</li> </ol>	<ol style="list-style-type: none"> <li>1. Deploy iPads P1/P2 and tr access iPad</li> </ol>
Congregational Prayers	<ol style="list-style-type: none"> <li>1. Up until October half term no congregational prayers onsite.</li> <li>2. No ablution facilities available on site for H&amp;S reasons.</li> <li>3. Individual prayers will take place in the following rooms: Y12 students = Main Hall, Y12 students who wish to use a separate space may use room 201A. Y13 students = room 107, Y13 students who wish to use a separate space may use the room behind JM's desk</li> </ol>	N/A

	4. Students need to bring their own prayer mat if they wish to pray on their own.	
Appraisal meetings	Face to face meetings, normal schedule applies.	Advice on appraisal staff CPD in the
SLT pop-ins	This will still go ahead as we need to ensure we are setting the standards for new Y12s.	All doors to be o
Parent letters/Parents' Information Session/Parents' Evenings	<ol style="list-style-type: none"> <li>1. Update Y12 and Y13 parents on how the NCS is COVID19 secure and ensure all letters, risk assessments and recovery plans are on the NCS website.</li> <li>2. Parents' evening/Information Session may be conducted over Teams (further information to follow)</li> </ol>	<ul style="list-style-type: none"> <li>• Letters to be pack.</li> <li>• Y13s will be</li> </ul>
Subject/Late detentions	<ol style="list-style-type: none"> <li>1. We will suspend late detentions for the first two weeks of term to ascertain travel patterns and give students time to get used to the journey times (likely to take longer).</li> <li>2. SLT detentions will commence after two weeks: Y13s will have detention in PS during Y12 Tutor Time (Mon &amp; Wed), Y12s will have SLT detention in the lecture theatre during Y13 Form time (Tue &amp; Thu).</li> <li>3. Departments to decide which members of staff will supervise detentions. Detention must be held on the relevant floor: Y12 GF &amp; UGF; Y13s LGF &amp; Hums.</li> </ol>	<ol style="list-style-type: none"> <li>1. Y13 detentions</li> <li>2. MI to create</li> <li>3. MBa to email late detentions</li> <li>4. Until Y12s re about late de RPG and SL</li> <li>5. Department Tuesday (Hi</li> </ol>