

Risk Assessment & Recovery Strategy (Updated on 5th November 2020)

Face coverings should be worn by students when moving around the premises, outside of classrooms, in corridors and communal areas where social distancing cannot easily be maintained. There is no requirement for students or staff to wear face coverings when in lessons, however students may choose to do so. Some individuals are exempt from wearing face coverings and we expect staff and students to be sensitive to those needs.

Students who were originally identified as clinically extremely vulnerable should speak to their GP or specialist clinician if they have not already done so, to understand whether they should still be classed as clinically extremely vulnerable. Those young people whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Students who fall into this category must email me to let me know providing evidence from a clinician upon which they will be able to access their lessons remotely. Young people who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education.

Students who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend education in line with current guidance.

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

Key activity	Actions	Detail/Notes/Responsible Person
Students arriving/leaving the NCS	<ol style="list-style-type: none"> 1. Use entrances nearest their P1 lessons to access the East Ham campus. 2. Zone the campus to reduce students congregating within and across year groups ('bubbles'). 3. Timetable subject blocks to be ABCD (A and D will not be switched this year). 4. Tutor time to assist with staggering exit and will take place at the end of P4 (duration 25mins). 5. Mo & Wed – Y12 Tutor Time and Tue and Thu – Y13 Tutor Time. No tutor time on Fridays (Y13s dismissed 5mins after Y12s). 	<ol style="list-style-type: none"> 1. Students enter through the campus gate that makes entry to their first lesson the easiest/quickest. 2. Separate year groups to prevent mixing as far as is practicable. 3. Y12s will use classroom on the GF (Rooms beginning with e.g. 205) and UGF for lessons (Rooms beginning with 3 e.g. 304). Y13s will use LGF (Rooms beginning with e.g. 106) and Hums building. Y13 students will use the LGF science entrance and exit (one-way system after entrance). 4. Canteen will be open to Y12s only, Y13s will use the Hums block during break and lunchtime. 5. Y12s/Y13s will leave at lunchtime if they don't have a P5 lessons/Ignite or SC/intervention. 6. PS will only house Y13 students, all Y12s will study 4 subjects at least until October half term. Y12s who need a quiet place to study will use the lecture theatre during period 5 and this will be supervised by YK. 7. Retractable belt in PS separating Y12 and Y13s entry and exit from PS. Signs of no entry for Y12s up the stairs and similar for Y13s to the Canteen. 8. No one to congregate outside the main doors of the main building as that space will be used by both Y12 and Y13 to access their classrooms.

		<ol style="list-style-type: none"> 9. Y12s permitted in Zone A (outside Barking Road entrance) and Canteen. 10. Y13 permitted in Zone B (outside East Ham Library). Zone C (opposite Humanities). 11. Signs outside the building indicating the different Zones. 12. Y13s to enter the building at 8:20am and Y12s at 8:25am. Lessons for Y13s will start at 8:25am and Y12 lessons at 8:30am. Y13s dismissed at 10:25am (Y12s 10:30am) for break time. Y13s begin entering at 10:45am with lessons starting at 10:50am (P4) 13. No student is permitted inside the building until 8:20am. Where it is raining the doors will open at 8:10am and students will be permitted to go straight to their lessons. 14. On Friday, Y13s leave P4 lesson 12:55pm. 15. Y12s will exit the building from the Admin double doors and leave by the gates near East Ham library. 16. Y13s will exit the building from 101 and 106/Hums block and leave the campus by the gates on the Barking Road junction.
<p>Movement around the NCS to get to their next lesson.</p>	<ol style="list-style-type: none"> 1. One-way system around the building. 2. Clear signage inside and outside of the classroom. 3. Social distancing signs on the floor, stairs and around the building. 4. Hand sanitiser stations positioned at other different points around the Sixth Form. 	<ol style="list-style-type: none"> 1. Students enter the building from their respective Zones/doors. Y13s enter and leave 5mins before Y12s at start of day and break times to reduce congestion. P1-2 & P3-4 transition usual time as year groups are separated. 2. Students walk on the left (directional signage on the floor and on the walls) 3. Face coverings should be worn when moving around the premises, outside of classrooms, in corridors and communal areas where social distancing cannot be easily maintained. 4. One-way system around the main building. 5. Barriers on main stairs (landing) to prevent students turning right. 6. Retractable belt also used for AM on admin stairs to prevent students going upstairs. 7. Clockwise rule to walk round. 8. All staff at their doors guiding students where to go and to stop students from going in the wrong direction.

		<ol style="list-style-type: none"> 9. Go straight into the classroom no queuing. Reiterate staff need to let their students leave on time, to prevent mass queueing (Y13s leave for break a couple of mins earlier and start P3 a couple of minutes earlier). 10. LGF science lab use emergency exit near room 106 to enter/leave and access Hums. Teacher in 106/101/SLT to supervise transitions and break time exit. 11. Students to walk through 107 to get around to other labs on the LGF. 12. Signage and direction of travel to be well displayed. 13. Hums building – only Y13 students. 14. Install fire door guards, all classroom doors to be kept open (door stoppers to be provided by JA), unless a teacher decides to close. 15. Students leaving LGF must do so by 106 and enter by 101 during periods 1-2 and 3-4, but both doors for am, break and lunch. 16. Y12s will be able to use the photocopier in admin, but we will operate a one in one out system. Y13 students will have access to the Private Study photocopier.
<p>Students and teachers in lessons</p>	<ol style="list-style-type: none"> 1. Teachers to move between classrooms to teach their classes (nomadic teaching). 2. Teacher areas, desks are 2m from the teacher's board. 3. Traditional classroom set up, rows facing the front (furniture not to be moved). 4. Tape around the teaching area – students are not permitted to enter. 5. Sanitisers and cleaning products on each desk. Instruction by teacher to wipe the desk at the start of each lesson. 6. Students to bring their own stationary or if department give students stationary then it will not be shared. 5. As winter approaches and we see temperatures drop to between 2-8 degrees Celsius it is not practical to leave windows open in classrooms. From 2nd November 2020 there will no longer be a requirement for windows to stay open and therefore students will not be required to wear outdoor coats/attire in lessons. 	<ol style="list-style-type: none"> 1. Have wipes on table, students wipe when they arrive and leave. 2. Students to be given their own MWB and pen, no sharing of resources (where possible). 3. Where students are unable to be seated facing the front i.e. science labs with benches then students must wear a visor (<i>face</i> covering optional). Students who choose to wear a face covering can do so instead of a visor. 4. Staff are not permitted to move furniture around to create groups which then require students to wear visors. Science labs to have a sign outside saying this is a 'visor wearing room' where students are not in rows due to benches. 5. Where a student forgets their visor, teacher must ensure they are repositioned (as far as practicably possible) so as not to be in direct face to face contact with other students).

		<ol style="list-style-type: none"> 6. A number of exam desks have been placed in each classroom/science lab to create additional capacity. 7. White board, rubbers, pens etc – staff need to have their own. 8. Remote controls will be attached to the white board. 9. Each teacher to be given a basket (with wheels) to help carry their resources between rooms. 10. Teacher/s with mobility concerns to be given a static classroom. 11. Classroom protocols to save time at the start of lessons. All whiteboards to be left clean and all resources to be packed away. 17. Teachers can only see students by appointment only and in a classroom that is designated to their year group. Social distancing must be observed.
Remote teaching – Staff/Students Self Isolating	<ol style="list-style-type: none"> 1. All teachers will provide remote access to their lessons for students who may be self-isolating. 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. 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. 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). 	<ol style="list-style-type: none"> 1. Colleagues must ensure they have a working iPad and they have tested it with Microsoft Teams prior to the start of term. 2. Colleagues to attend the beginners and advanced Microsoft training on INSET day. 3. AL to create cover supervisor timetable and share with all colleagues. No main scale teacher will be expected to take on additional hours, but where colleagues are under hours, they may be used to supervise classes.
Oxbridge/SC/Ignite	<ol style="list-style-type: none"> 1. SC will run as usual; students choose SC session during Tutor Time on Monday 7th September 2020 and SC begins on 14th September 2020. 2. Ignite sessions commence on 15th September 2020. 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. 	<ol style="list-style-type: none"> 1. Use the Oxbridge scheduling system to book mock interviews with external interviewers. 2. Check for updates from Oxbridge (interviews will be remote) (JB/JSi/MaB) 4. All HE documents to be sent to teachers electronically for checking (AL to organise)
Catch-up Provision	<ol style="list-style-type: none"> 1. Y12 assessments will be carried out at the start of term in every subject to ascertain gaps in knowledge and understanding. 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). 3. End of Year Y13 Assessment data will be used to create intervention lists. These will begin as soon as practicable. 	<ol style="list-style-type: none"> 1. Assessment Lead (ME) to set out assessment timetable for the academic year 2020/2021. 2. SLT to ensure all LLs have read, understood and implemented any exam board changes. 3. Recruit alumni to run Y12 catch-up sessions to increase capacity.

	<p>4. All Learning Leaders to be aware of any curriculum changes made by the exam board for 2021 Summer Exams (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_Level_in_2021.pdf)</p> <p>3.</p>	<p>3. All LLs to have a firm grasp on where students are in their learning and the steps necessary to bridge any knowledge and skills gap.</p>
<p>A level Results, Appeals and Resits</p>	<p>1. Exam's officer to ascertain which students will be sitting autumn exam during the window (5th-23rd October 2020). Half term break is 19th-30th October 2020.</p> <p>2. Deadline date for all autumn exams is 21st August (exam board deadline date is 4th September 2020). We will pay for all Autumn exams but not any resit in the summer (unless it's a student's first exam).</p> <p>3. Exam's officer to create an A Level Autumn exam timetable and share with all students.</p> <p>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</p> <p>6. Recruit external invigilators.</p>	<p>5. MI/ME/RB</p>
<p>Reception & Seating area</p>	<p>1. Protective shield at reception.</p> <p>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.</p> <p>3. Seating area/TV all to be removed.</p>	<p>1. Shield for reception.</p> <p>2. Hand sanitiser stations positioned in the reception area.</p> <p>3. Remove table and chairs in the reception area</p> <p>4. Piano to be removed.</p> <p>5. Invited visitors to wait outside and member of staff to collect.</p> <p>6. Site staff supervising doors at reception.</p> <p>7. Ayesha to manage appointment calendar for room 400.</p> <p>8. Protocol if child is symptomatic and how parent collects them (JS' room will be used as a medical room to hold students who have symptoms of COVID19):</p> <ul style="list-style-type: none"> - Teacher will email SLT/JM/CN to inform them that their student has been sent to the Student Welfare Room (SWR) because they are symptomatic. -Student asked to wait in SWR and not leave the room. -CN to contact parent/guardian to pick up student from Barking road entrance/exit.

		<p>-Parent phones child once outside, student is dismissed by a member of SLT.</p> <p>-Student given A5 instruction sheet to take home.</p> <p>-Parent does not enter the NCS building.</p> <p>6. -CN informs JM who keeps a register of students sent home and expected date of return.</p>
Staff Room/Social Space/Staff Lockers	<ol style="list-style-type: none"> 1. Increase the number of social spaces for staff to promote social distancing. 2. Convert the Hums office to another staff room to increase capacity. 3. Free up the two rooms on the 2nd floor of the main building and convert to temporary staff rooms. 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) 	<p><u>Main NCS Building (staff rooms should not be used for 121 meetings with students)</u></p> <ol style="list-style-type: none"> a) Staff room (301) on UGF maximum occupancy of 12 members of staff (socially distance) b) 2nd Floor, two small rooms maximum occupancy in each, 4 members of staff in Room 1(2nd Floor) and 5 members of staff in Room 2 (2nd Floor) <p><u>Humanities Building</u></p> <ol style="list-style-type: none"> a) Staff room on 2nd. Floor maximum occupancy 4 members of staff b) SLT office, now a staff room, maximum occupancy 5 members of staff. <p><u>Science Labs</u></p> <ul style="list-style-type: none"> • Science labs (105 and 106) may be used by staff during break and lunchtimes if there are no other staff social spaces available. Occupancy levels for 105/106 is 12 members of staff. • The LGF Science Prep Room has an occupancy number of 4 members of staff • The UGF Prep Room has an occupancy number of 3 members of staff. <p><u>Storage</u></p> <ul style="list-style-type: none"> • Lockers have been purchased for staff to store their belonging should they not wish carry them around during the day. These will be positioned in the foyer and main staff room on the UGF.
Counselling & Coaching Sessions	<ol style="list-style-type: none"> 1. Counselling sessions will take place in the room behind JM's desk in PS. 2. AP to hold coaching sessions in available rooms. 	<ol style="list-style-type: none"> 1. Use room behind JM's desk and ensure PS for all Y13s in RB's area.
Toilets	<ol style="list-style-type: none"> 1. Students to use toilets on their respective floors. 2. Y12s use toilets on GF and UGF, Y13s use toilets in LGF, Hums and PS. 	<ol style="list-style-type: none"> 1. Signs inside and outside the toilets informing students about occupancy numbers (based on number of cubicles).

	<ol style="list-style-type: none"> 3. Toilets near admin office (Y12s), occupancy levels dependent on number of cubicles, this to be displayed outside each toilet. 4. Hand sanitiser stations positioned outside. 5. Disabled toilets for staff use only (GF, LGF & UGF). Clear signage 6. PS toilets to be used by Y13s only 	<ol style="list-style-type: none"> 2. Paper towel dispensers (turn power of on hand dryers or signage to not use)
iPad deployment for Y12s	<ol style="list-style-type: none"> 1. 2nd week of school - students provide a refundable deposit (given back at the end of the first half-term). 2. iPads distributed in tutor time on a Friday P1/ P2, with training on how to use Teams & student expectations about online lessons 	<ol style="list-style-type: none"> 1. Deploy iPads on Monday 14th September 2020 during P1/P2 and train students on how to use Teams and access iPad resources.
Congregational Prayers	<ol style="list-style-type: none"> 1. Up until October half term no congregational prayers onsite. 2. No ablution facilities available on site for H&S reasons. 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 JMs desk 4. Students need to bring their own prayer mat if they wish to pray on their own. 	N/A
Appraisal meetings	Face to face meetings, normal schedule applies.	Advice on appraisal target setting will be shared during staff CPD in the middle of September.
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 open at all times
Parent letters/Parents' Information Session/Parents' Evenings	<ol style="list-style-type: none"> 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. 2. Parents' evening/Information Session may be conducted over Teams (further information to follow) 	<ul style="list-style-type: none"> • Letters to be included as part of a Y12s enrolment pack. • Y13s will be emailed the information.
Subject/Late detentions	<ol style="list-style-type: none"> 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). 2. SLT detentions will commence after two weeks: Y13s will have detention in PS during Y12 Tutor Time (Mon & Wed), Y12s will have SLT detention in the lecture theatre during Y13 Form time (Tue & Thu). 3. Departments to decide which members of staff will supervise detentions. Detention must be held on the relevant floor: Y12 GF & UGF; Y13s LGF & Hums. 	<ol style="list-style-type: none"> 1. Y13 detentions to be supervised by JM in PS. 2. MI to create SLT late detention rota for Y12s. 3. MBa to email Y12/Y13 students and keep a log of all late detentions. 4. Until Y12s receive their iPads, Y12s to be informed about late detentions via tutor time. MBa to email RPG and SLT names. 5. Department detention TT: Monday (Ma, Fm, Pre, En) Tuesday (Hi, Po, Ch) Wed (Bi, Ec, Ph) Thu (Gg, Py)

