




St Mary's
Catholic Primary School and Nursery



RISK ASSESSMENT FOR SCHOOL SPRING TERM 2021

Name of School		Reviewed	Next Review date
St Mary's Catholic Primary School & Nursery		9 th January 2021	Reviewed 21.9.20 Reviewed 16.11.20 Reviewed 9.1.21 22 nd February 2021
Head Teacher	Mrs S M Fau-Goodwin		
Chair of Governors:	Mr J Duncan	<i>James Duncan</i>	

RISK PRIORITY

HIGH: Accident likely - with possibility of causing serious injury or loss /this measure cannot be put in place in our school

MEDIUM: Possibility of accident - causing minor injury or loss /this measure isn't in place yet, but can be in place for the autumn term

LOW: Accident unlikely - with control measures in place /this measure is already in place

5 steps to Risk Assessment

1. Identify the hazards
2. Decide who may be harmed
3. Identify the control measure already in place
4. Evaluate the remaining risk (High, Medium, Low)
5. Identify any further action needed to reduce the risk to the lowest *reasonably practicable* level

OFFICIAL

Overarching Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced.

These include:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- 4) cleaning frequently touched surfaces often using standard products, such as detergents and soap
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout, removal of furniture) and timetables (such as staggered break times)

Staff Principles

1. Priority is the health and safety of everyone
2. We will follow government guidelines
3. Health & Safety Act 1974 – what is reasonably practicable to do
4. Make a suitable and sufficient assessment of risk – Management of Health & Safety at Work Regulations 1999
5. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your Team Leader) and access a test as soon as possible. Follow all advice given around self-isolation and family members being unwell
6. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
7. Use the 'catch it, bin it, kill it' approach.
8. Avoid touching your mouth, nose and eyes.
9. Clean frequently touched surfaces often using standard products, such as detergents and soapy water
10. Think about ways to modify your teaching approach to keep a distance from children in your class 'bubble' as much as possible, particularly close face to face support (noting that it is understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
11. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
12. Help your class 'bubble' to follow the rules on hand hygiene, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays and toilets with posters.
13. Prevent your class 'bubble' from sharing equipment and resources including stationery.
14. Keep your classroom door and windows open if possible, for air flow.

15. Limit the number of children from your class 'bubble' using the toilet at any one time.
16. Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms
17. Be familiar with the appendix to the behaviour policy and share the 'child-friendly' version with pupils
18. Isolate infected people and clean potentially infected surfaces
19. Understand that Coronavirus is transmitted through mucus membranes and air-borne droplets – risk to the mouth and the eyes and respiratory tract. You need to have the virus particles on your eyes, inhale them or have them on your hands and then touch your mouth. The disease has a protracted incubation period: infected day 0, mid -range before presentation of symptoms 5-7 days (infectious before that) in the asymptomatic phase probably spreading less of the virus than day 2 or 3 of your symptoms when you are shedding most. By day 7 most people stop shedding the virus – hence advice to self-isolate for 7 days and family for 14 days.
Presentation of the disease can vary. If in doubt – test.

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
A. Responding to COVID 19				

Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be issued.</p> <p>CE Document (COVID 19 absence) A quick guide for parents/ carers circulated to parents – see newsletter 5.10.20 and website</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Rooms have been identified to isolate pupils/ adults in this case. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection 	MEDIUM/LOW	<p>Regular reminders issued to Parents and Staff</p> <p>Pupils encouraged to disclose if they feel unwell</p>
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		<p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>There are home testing kits available for vulnerable families only in school. These will be given to parents/carers collecting symptomatic children.</p> <p>Staff / members of their household showing symptoms to access test and isolate until negative result.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the</p>		
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		<p>local health protection team and now the LA have a designated COVID helpline 0800 0468687.</p> <p>Diocese to be informed if bubble closing.</p> <p>Local cluster of schools to be updated by email if bubble closing.</p> <p>The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person 		
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		<ul style="list-style-type: none"> • Travelling in a small car with an infected person <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team and LA to decide if additional action is needed. Any advice given by the team will be followed.</p>		
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Contact with coronavirus when getting to and from school	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. There is a bike shelter on site. Few families use public transport – they will be referred to government guidance.</p> <p>For dedicated school transport (i.e. buses, minivans) for trips/visits discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> • Follow hygiene rules • Try to keep their distance from passengers where possible • Do not work if they or a member of their household are displaying coronavirus symptoms <p>In addition, the school will work with providers, pupils and parents/carers as appropriate when arranging trips/ visits to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school • Face coverings are to be worn by all • Hand sanitiser is available upon boarding and/or disembarking • There is additional cleaning of vehicles • Queuing and boarding is well organised • Pupils practise distancing within vehicles 	LOW	
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		<p>The above will need to be considered as part of the Y3 swimming Risk Assessment together with the poolside Risk Assessment.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • The extended times for drop off and collection are as follows: The gates will be opened from 8.40am and will close at 9.10am and from 2.50pm - 3.15pm in for collection. • From 5.1.21 School closed – Core day 8.50am until 3.15pm for critical workers and vulnerable pupils as a last resort. Message remains the same for all: Stay at Home. • Parents requiring additional childcare offered 8.30am – 4.30pm as SMART not in operation. This facility only to be used by registered SMART Club or by arrangement in <u>exceptional</u> circumstances • The designated areas for drop off and collection are clearly identified • The protocols for minimising adult to adult contact include using designated entrances and exits, marking out waiting areas and zones which are not to be crossed. 		
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		<ul style="list-style-type: none"> • That only one parent/carer should be on site for drop off/ pick-up • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment • To use the one-way system in conjunction with the drop and go system <p>Minimise contact for admin staff with general public including on line payments.</p> <p>Admin area to remain closed to the public.</p> <ul style="list-style-type: none"> • To install clear protective screening in admin entrance area where social distancing is impossible • Increase email and telephone use: decrease use of paper communication • Any visitors on site are required to wear a face covering • Parents exempt from wearing a face covering will be issued with a lanyard <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they are using disposable face coverings, these will be placed in a covered bin.</p>		
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		<p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they must not touch the front of the covering during use or removal.</p> <p>Given the congestion on Dane Bank Avenue w/b 7.9.2020 and the volume of parents on site, face coverings for adults involved in drop off and collection introduced 14.9.20</p> <p>Given the face to face contact required between staff and adults on site during drop off and collection times, staff requested to wear face coverings on site 14.9.20</p> <p>Parents regularly reminded to use Class do-jo system for non-urgent and urgent communication with staff.</p> <p>Paper communication decreased significantly</p> <p>Website redesigned – re build content over next academic year including introduction of e-forms</p> <p>Class do-jo also supports translation</p> <p>Exemption lanyards introduced to support visitors on site 21.9.20 after short informal consultation with parent's w/b 14.9.2020</p>		
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		Staff continue to be vigilant in reminding parents about face covering on site.		
		Clear site signage in place 7.9.2020		

<p>Spreading infection due to touch, sneezes and coughs</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>Handwashing facilities will be provided. Where there are no sinks nearby, hand sanitiser will be available including entrances and exits to the school and in rooms in use.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing • Be encouraged not to touch their mouth, eyes and nose • Wear masks in communal areas and away from their usual work areas • Take breaks and eat lunch alone where ever possible. Clean area thoroughly after use. • Limit all social interactions with colleagues whilst on site wherever possible • Staff to work from home wherever possible (rota issued) • Staff to use, manage and retain own cup/ cutlery when on site • Make own drink and manage own cup. Staff to not 'brew up' for others 	<p>MEDIUM/LOW</p>	<p>Stock levels monitored regularly</p> <p>Secure supply chain of hygiene equipment</p> <p>Site staff to ensure twice daily checks completed as requested and replenish where and when required</p>
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		<ul style="list-style-type: none"> • Staff to wipe down all kitchen equipment before and after use – e.g. kettle handle and on/off switch and microwave touch pad and door mechanism • Wash hands/ sanitise after using kitchen equipment • Staff to wash hand before and after using school computer equipment/ photocopier and resist touching facial areas • Use a tissue or elbow to cough or sneeze, and use bins for tissue waste • Y3 –Y6 Pupils to bring own hand sanitiser • KS1 and EYFS using teacher sanitising spritz <p>Pupils will be encouraged to learn and practise / embed these habits in lessons and by posters displayed around the school including toilets.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes (provided by parents) can be used as an alternative. Young children will be supervised during hand washing.</p> <p>If there are pupils who are unable maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably</p>		
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		<p>or use saliva as a sensory stimulant, there are different/additional measures which will be put in place and the staff who work with them as part of their individual risk assessment.</p> <p>Supplies of soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to ensure sufficient supplies are in place.</p> <p>KS2 Pupils have been asked to bring their own hand sanitiser and replace when empty. EYFS and KS1 are grateful for pump dispenser donations for general class use.</p> <p>Lidded bins operated by a foot pedal are located in all classrooms for the safe disposal of tissues.</p>		
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<p>Spreading infection through contact with coronavirus on surfaces</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. soap/ detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons/ handles) • Door and window handles • Furniture • Light switches • Reception desk • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint operated equipment (photocopier/ signing in) • Outdoor play equipment will be limited <p>Items that need laundering (e.g. towels) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p>	<p>MEDIUM/LOW</p>	<p>Infection Control practices embedded in school routines for both pupils and staff.</p> <p>Additional supplies to classrooms</p>
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		<p>Parents/carers will be asked to limit the amount of equipment pupils bring into school each day to essentials such as small bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the start of the day.</p> <p>Areas of the school not in use will be closed off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home.</p> <p>Books used during the day in school can be taken home for marking. Staff to wash hands prior to and after marking.</p> <p>Homework books will be quarantined for 48 hours before marking. Homework timetables to be adjusted.</p>		
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		<p>Unnecessary sharing will be avoided, especially where it does not contribute to pupil education and development.</p> <p>16.11.20 Christmas Cards and staff gifts will not be circulated across the school. Parents asked to make a charitable donation as an alternative.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as meeting rooms, KS2 hall, are currently unable to be used with pupils. Small break out areas have been set up to support staff social distancing at break/lunch periods. Staff using these areas are aware that it is their responsibility to clean area after use.</p> <p>Staff to refrain from social interaction (see above 9.1.21)</p> <p>Face coverings must be worn in communal areas including corridors. (9.1.21)</p>		
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		<p>KS1 Hall cleared to allow KS1 pupils to access for physical exercise.</p> <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out. Staff to inform site team in good time. Emails outlining procedures have been circulated.</p> <p>Teachers will continue to wash their hands and surfaces before and after handling pupils' books and any shared school equipment.</p>		
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<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>We continue to balance keeping groups separate in ‘bubbles’ and maintaining distance between individuals. We have considered:</p> <ul style="list-style-type: none"> • Our pupils’ ability to distance • The layout of the school • The feasibility of keeping distinct groups separate while offering a broad curriculum <p>For our children, the emphasis will continue to be on separating groups (bubbles) and distancing.</p> <p>Pupils will be kept to their class groups.</p> <p>9.1.21 Where this is not possible during lockdown 3, pupils of critical workers/ vulnerable will be taught in year group bubbles.</p> <p>Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios. Nursery and Reception may have to be combined into an EYFS bubble to manage staffing.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be, as far as possible, seated side-by-side and facing forwards.</p>	<p>MEDIUM/LOW</p>	<p>Pupils and staff to continue to adhere to guidance</p>
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		<p>Unnecessary furniture has been removed from classrooms to allow for this.</p> <p>9.1.21 Lessons that involve singing, chanting, shouting or playing instruments will not take place until further notice.</p> <p>Guitars will be sanitised between use.</p> <p>Pupils to use own classroom chair. System to be established by subject lead and Y3 Y4 Team Leader taking into account MFL RA.</p> <p>Singing will not take place in any large groups such as choirs or assemblies.</p> <p>Collective Worship will take place in Classroom bubbles.</p> <p>Performances / Assemblies/ groups larger than class bubbles will not be possible until further guidance is issued.</p> <p>KS2 Hall to be cleared of stored furniture to support additional 'distanced out' physical activity if weather inclement.</p> <p>Pupils will stay in the same seating plan arrangement that they are in class, when using the hall. They will be more socially distanced than in class. The hall doors will be kept open for good ventilation. The timetable for using the hall will have times when it is not in use in order to allow air to re circulate through. Doors and windows must be left open during these times.</p> <p>The hall will be put back on the 'in use ' rota for cleaning.</p>		
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For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible. KS1 & EYFS have access to a large indoor spaces as an alternative to outdoors from 5.10.20.

Appropriate sanitising to take place.

Distance between pupils will be maximised as much as possible.

Navy jogging bottoms have been added to uniform list and made available to parents through www.myschool style. (see newsletter)

Some older year groups where changing is not possible, will attend school in sportswear for the day.

For other year groups, local arrangements have been established through Team Leaders regarding the management of PE kit.(see class do-jo)

Swimming will commence for Y3 pupils October 2020. A risk assessment has been undertaken for both the transport and pool based aspects.

Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres + apart). This will not always be possible, particularly when working with younger children, but close face-to-face

		<p>contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Staff have access to clear face visors.</p> <p>From 16.11.2020 All staff have been asked to wear a face covering where their work brings them within 2m of a child.</p> <p>9.1.21 Staff to wear face coverings at all times when out of own classroom/ in shared areas/ communal areas/ corridors/ away from own workspace (Lockdown 3 + new strain of virus)</p> <p>Individual staff have Risk Assessments in place if they are exempt from wearing a face covering. Reviewed January 2021. Wherever possible, staff to seek GP advice to guide Risk Assessment.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as previously established on their EHCP as distancing is not possible in this situation. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be expected to minimise contact and maintain as much distance as possible from other staff. They will be directed to wear a face covering in line with school staff (see above). The number of temporary staff entering the school premises will be kept as much as possible to a minimum.</p>		
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		<p>9.1.21 Any visitors to school will be kept to an absolute minimum. All visitors to complete a form on entry to support any track and trace requirements as introduced in Autumn 20 to continue.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>		
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<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other bubble groups.</p> <p>For pupils who may routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, break and lunch times, to avoid too many pupils being in one place at the same time. We have widened the time for drop off and collection to avoid crowding on site. Core day from 8.50am – 3.15pm In Lockdown 3.</p> <p>Movement around the school site will be kept to a minimum.</p> <p>Pupils will be supervised at all times to ensure mixing between groups does not occur, and pupils will be reminded about the rules and expectations throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation system or a divider down the middle to keep groups apart.</p> <p>All Children will eat their lunch in their classrooms. Updated 16.11.20.</p> <p>All children will eat their lunch in their class base until further notice 9.1.21</p>	<p>MEDIUM/LOW</p>	<p>Pupils and staff to continue to adhere to guidance both in and out of school to protect colleagues and the school community as a whole.</p> <p>No excessive contact / mixing in/ out of school.</p> <p>SMART Club to operate in small, consistent groups.</p>
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		<p>Toilet use will be managed in year group teams to avoid crowding.</p> <p>Staff rooms and offices will have limited occupancy. Social distancing is to be observed in all shared areas including the KS2 Resource Room, Staff room and reprographics area in KS1.</p> <p>Face coverings must be worn by all staff in these shared/ communal areas and corridors 9.1.21</p> <p>Staff to avoid any social interaction whilst on site 9.1.21</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors and their contact details.</p> <p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p> <p>Parents informed of changes to 2 planned residential visits w/b 7.9.20</p> <p>No residential visits to take place until further notice 9.1.21</p> <p>Future residential plans for academic year 2021/22 will be kept under review.</p>		
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		<p>As far as possible, SMART aim to keep pupils in their same groups where possible, but if that is not possible they will establish small, consistent groups of their own. SMART staff have referred to guidance for out-of-school settings</p> <p>SMART Club will not be in operation from 4.1.21 until full return to school (Lockdown 3)</p>		
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Spreading infection due to the school environment	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p><u>Checks to the premises</u> will be undertaken to ensure the school continues to be up to health and safety standards throughout the Spring term.</p> <p>Fire, first aid and emergency procedures will be reviewed during the Spring term 2021 to ensure familiarity with classrooms and H&S systems.</p> <p>Areas in use will continue to be well ventilated by opening windows or doors. Doors will be propped open, where fire safety and safeguarding would not be compromised. As the temperature drops during the Autumn/ Winter, staff are asked to manage ventilation and workplace/ classroom temperature by using the windows and doors. Rooms, including classrooms, must be at a temperature conducive to learning (16 degrees)</p> <p>Strategies for staff managing adequate ventilation may include:</p> <ul style="list-style-type: none"> • Windows to be open throughout the day just enough to provide constant background ventilation • Classroom/ workplace Doors open at break and lunchtimes to clear stale air from rooms • Consider regular 15 min rota on the hour to clear stale air time– purge the air in the space 	MEDIUM/LOW	Pupils and staff to continue to adhere to guidance and report any H&S issues on site log or to member of SLT
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		<ul style="list-style-type: none"> • Opening internal doors can also assist with creating a throughput of air • Open high level windows to reduce draughts • Increase ventilation while spaces unoccupied – e.g. break and lunch • Heating to be used as necessary to ensure comfort levels are maintained in occupied spaces • Doors leading directly onto playground or KS2 Car Park (staffroom) to be kept closed • Corridor doors to remain closed <p>Lidded bins are sited in classrooms to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>The indoor space used for children in the EYFS meets the requirements: 2.3m² per child for children aged 3 to 5 years old</p>		
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Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>Where possible, all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors.</p> <p>Where this is not possible or not appropriate, social distancing and good hygiene practices will be observed.</p> <p>Face coverings will also be required from 9.1.21 for all staff in any in-person meeting situation</p> <p>Parent consultations will be replaced in the Autumn term by a short written report with the option for parents to contact staff individually if required.</p> <p>As a result of Lockdown 3 arrangements for Spring parent consultations will be reviewed and communicated to parents.</p> <p>Advent/ Christmas celebrations will not take place in their usual format. Individual Teams will be exploring possibilities. Live streaming will not be an option given safeguarding issues and media consent complications.</p> <p>School photographs will be limited to individual shots as taking family groups will involve significant mixing of class based bubbles. Siblings not attending school may also compromise COVID safety measures as well as queuing parents/ families.</p> <p>RA received from photographers.</p>	MEDIUM/LOW	All continue to adhere to guidance and make reasonable adjustments to working practices
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		<p>Essential meetings such as SIP monitoring, appraisal meetings etc. will be conducted in a room large enough to allow for social distancing with additional hygiene practices and protocols in place. Face coverings will be required from 9.1.21</p> <p>Volunteers will be risk assessed individually. Any visitors will be guided by this RA.</p>		
Individuals vulnerable to serious infection coming into school	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>The school will continue to follow any additional shielding guidance in place to decide who should come into school.</p> <p>From September all staff and pupils are expected to come into school. Non Attendance has been followed up. Some families have been referred to FSW or Education Welfare Team.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it is possible to maintain social distancing. Individual risk assessments have been completed to support this. Individual Risk Assessments to be reviewed and updated January 2021</p> <p>Large gatherings involving the general public/ parents will not take place until further notice. Alternatives will be considered.</p>	LOW	Continue to adhere to guidance and advice issued

B. Hygiene and Handwashing

	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>All adults and pupils are aware of the required handwashing and cleaning regime:</p> <p>Frequent handwashing in warm soapy water for at least 20 seconds – dry thoroughly</p> <p>Cleaning hands on arrival into school/ on site/ before and after eating and after sneezing/ coughing</p> <p>Encourage less touching of mouth, eyes and nose</p> <p>Use a tissue or elbow to cough or sneeze into</p> <p>Use bin for used tissues – ‘catch it, bin it kill it’</p> <p>Staff to continue to explicitly teach and supervise health and hygiene routines with the children including toilet flushing</p> <p>Staff to wash hands and surfaces before and after handling pupil books/ equipment</p> <p>Posters encourage consistency in handwashing and hygiene expectations around the site</p> <p>Communication to parents – reminding them of the handwashing and hygiene routines required to continue at home</p>	<p>MEDIUM/LOW</p>	<p>Pupils and staff to continue to adhere to guidance</p> <p>Principles and expectations regularly re-enforced</p> <p>Monitor stock levels and supply chains</p>
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C. Cleaning

	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. soap/ detergent), including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • Bathroom facilities (including taps and flush buttons/ handles) • Door and window handles • Furniture • Light switches • Reception desk • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Fingerprint operated equipment (photocopier/ signing in) • Outdoor play equipment will be limited <p>Additional toilet cleaning following lunch break.</p> <p>Surfaces cleaned before and after lunch in classrooms</p> <p>Items that need laundering (e.g. towels) will be washed regularly in accordance with the</p>	<p>MEDIUM/LOW</p>	<p>Cleaning regime followed. Reviewed regularly.</p>
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		<p>manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.</p> <p>Parents/carers will be asked to limit the amount of equipment pupils bring into school each day to essentials such as small bags, lunch boxes, hats, coats, books, stationery and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the start of the day.</p> <p>Pupils will be involved in cleaning/managing their own workspaces.</p> <p>Areas of the school not in use will be closed off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. Books can be taken home for marking. However, unnecessary sharing</p>		
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		<p>will be avoided, especially where it does not contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> • Restricted to one user; or • Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Staff rooms and offices will have limited occupancy. Social distancing is to be observed in all shared areas including the KS2 Resource Room, Staff room, Y3 Y4 area and reprographics area in KS1.</p> <p>Face coverings are to be worn in all communal areas and when staff leave their designated work area from 9.1.21</p> <ul style="list-style-type: none"> • Take breaks and eat lunch alone where ever possible. Clean area after use. • Limit all social interactions with colleagues whilst on site wherever possible • Staff to use, manage and retain own cup/ cutlery when on site 		
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		<ul style="list-style-type: none"> • Make own drink and manage own cup. Staff to not 'brew up' for others • Staff to wipe down all kitchen equipment before and after use – e.g. kettle handle and on/off switch and microwave touch pad and door mechanism • Wash hands/ sanitise after using kitchen equipment • Staff to wash hand before and after using school computer equipment/ photocopier and resist touching facial areas <p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Supplies of soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored twice daily by site team to ensure sufficient supplies are in place.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>		
D. Social Distancing				

	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>We are endeavouring to balance keeping groups separate in 'bubbles' and maintaining distance between individuals. We have considered:</p> <ul style="list-style-type: none"> • Our pupils' ability to distance • The layout of the school • The feasibility of keeping distinct groups separate while offering a broad curriculum • Timetable changes • Temporary changes to staff deployment <p>For our children, the emphasis will be on separating groups (bubbles) and distancing measures.</p> <p>Pupils will be kept to their class groups.</p> <p>Children in the EYFS will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios. Nursery and Reception pupils may need to be combined.</p> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be as far as possible, seated side-by-side and facing forwards, and unnecessary furniture has been removed from classrooms to allow for this.</p> <p>Lessons that involve singing, chanting, shouting or playing instruments will not</p>	<p>MEDIUM/LOW</p>	<p>Pupils and staff to continue to adhere to guidance both on and off site</p>
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		<p>take place until further notice. 9.1.21</p> <p>Guitars will be sanitised between use. Child to use own chair. System to be established by subject lead and Y3 Y4 Team leader taking into account MFLife RA.</p> <p>Singing or instrument playing will not take place in any large groups such as choirs or assemblies.</p> <p>For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible. From 5.10.20 EYFS & KS1 have access to a large indoor spaces as an alternative.</p> <p>KS2 Hall has been cleared slightly to allow for distanced activities where weather is inclement.</p> <p>KS2 Pupils will stay in the same seating plan arrangement that they are in class, when using the hall. They will be more socially distanced than in class. The hall doors will be kept open for good ventilation. The timetable for using the hall will have times when it is not in use in order to air through. Doors and windows must be left open during these times.</p> <p>The hall will be put back on the 'in use ' rota for cleaning.</p> <p>Distance between pupils will be maximised as much as possible. Navy jogging bottoms</p>		
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		<p>have been added to uniform list and made available to parents through www.myschool style. (see newsletter) to support outdoor PE during colder months.</p> <p>Some older year groups where changing is not possible, will attend school in sportswear for the day.</p> <p>For other year groups, local arrangements have been established through Team Leaders regarding PE kit arrangements.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This will not always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Staff will now wear face coverings if contact with pupils is less than 2m (16.11.2020)</p> <p>Staff also have access to clear face visors. Staff who are exempt from wearing a face covering will have an individual RA in place.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as previously established on their EHCP as distancing is not possible in this situation. Staff will be rigorous about hand washing and respiratory hygiene.</p>		
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		<p>Supply teachers, peripatetic teachers and other temporary staff will be expected to minimise contact and maintain as much distance as possible from other staff. They will wear face coverings as expected by staff (see above) and follow this Risk Assessment.</p> <p>The number of temporary staff entering the school premises will be kept as much as possible to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>Social Distancing Policy approved by governors Summer 2020</p>		
E. Personal Protective Equipment (PPE)				

	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>Staff are required to wear face coverings during teaching and learning sessions if they are less than 2m from pupils. Teacher to provide own face covering.</p> <p>9.1.21 Staff to wear face coverings if away from their dedicated workspace and if using shared/ communal areas</p> <p>Visitors to site to wear face covering at all times.</p> <p>Staff have access to clear visors to ensure pupils have a clear unimpeded view of their faces to support teaching and learning.</p> <p>Staff should not wear gloves unless directed to do so in medical emergencies.</p> <p>Face coverings will reduce transmission. School to support the community and reassure our pupils.</p> <p>Teachers teach children about face coverings being good for society. Coverings becoming a feature of national lives: mandatory on public transport, in shops, cinemas etc.</p> <p>Excessive continence issues and soiling should not be dealt with by staff. Parents to be contacted. Parent should be rung immediately, and children sent home.</p>	<p>MEDIUM/LOW</p>	<p>Securing equipment if needed</p>
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		<p>Restraint will be used if required– if likely will form part of individual risk assessment/ EHCP. Parents to be informed.</p> <p>Behaviour expectations updated. Home school contract to be issued if appropriate.</p> <p>Exclusion Policy in place.</p> <p>When changing nappies, stool transmission is quite high. Staff position side on to the child, not facing. Wipe from the head end going down. Younger children are less likely to acquire the disease and so simple measures are sufficient. Ensure good ventilation – a good air flow. Staff to practise good handwashing and decontamination in between. Nappy changing will form part of individual risk assessment if appropriate.</p> <p>For children who spit: individual risk assessment to establish safety/ risk – may need further advice from SEN Team</p> <p>The virus spends less time on skin than on gloves. No to gloves, but yes to good hand hygiene. The virus does not go through skin.</p> <p>Staff encouraged to clasp hands to avoid touching faces and surfaces.</p>		
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		<p>PPE should be worn (gloves (and mask if deemed appropriate) when dealing with a first aid incident.</p> <p>Individual staff / middays (with first aid training) should administer basic first aid in the first instance.</p> <p>Serious injuries should be seen by a fully trained first aider. PPE Equipment has been issued for this purpose.</p> <p>Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Child to wait in isolation area as specified whilst waiting for parent</p> <p>Unqualified Middays to phone (mobile) a first aider to attend an outside incident after moving child to a designated space outside, do not send the child inside.</p> <p>Monitor supplies of PPE equipment – order additional stock if required</p> <p>Staff information on PPE – national guidance on display including removal and application of PPE masks in line with DFE guidance (KS1 Corridor)</p> <p>PPE will be stored safely</p> <p>First Aid Policy reviewed Summer 2020</p>		
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F. Managing Symptoms, Testing and Responding to a Local Outbreak

	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be issued.</p> <p>Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process.</p> <p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up.</p> <p>Rooms have been identified to isolate pupils/ adults in this case. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> • If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask • If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron • If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection/ visor <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p>	<p>MEDIUM/LOW</p>	<p>Home Tests kits have been issued to school for exceptional situations Additional test kits issued 4.1.21</p> <p>Information communicated to parents regarding self-isolation expectations if case confirmed in child's bubble.</p> <p>Staff to follow guidance if test positive</p>
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		<p>The home testing kits available are now in school, these will be given to vulnerable parents/carers collecting symptomatic children.</p> <p>Local testing sites are available.</p> <p>Tests can be booked on line.</p> <p>Staff / members of their household showing symptoms to access test and isolate until negative result. Inform school.</p> <p>School to be informed if test is positive.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or • The driver and passenger will maintain a distance of 2m from each other; or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.</p> <p>If the school becomes aware that a pupil or a staff member has tested positive for</p>		
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coronavirus, the school will contact the Local Authority who I turn will contact the [local health protection team](#). The team will carry out a rapid risk assessment to confirm who has been in close contact with the person, and these people will be asked to self-isolate.

To help with this, records will be kept of:

- The pupils and staff in each group
- Any close contact that takes place between children and staff in different groups

Close contact means:

- Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:
 - Being coughed on,
 - A face-to-face conversation, or
 - Unprotected physical contact (skin-to-skin)
- Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
- Travelling in a small car with an infected person

If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the

		<p>Local Authority and local health protection team</p> <p>The LA have a designated COVID helpline 0800 0468687 and an out of hours/ weekend service.</p> <p>Diocese to be informed if bubble closing.</p> <p>Local cluster of schools to be updated by email if bubble closing.</p> <p>To help with contact tracing we are following the advice to:</p> <ul style="list-style-type: none"> • Keep bubbles to class size and not year groups or key stages. • Avoid pupils mixing across bubbles for catch up or interventions. • Class bubbles not mixing at playtimes/ lunchtimes • Peripatetic teachers, teaching assistants, midday assistants etc. should keep more than 2 metres from pupils. Close contact should only be with those pupils they are directly supporting. <p>Face coverings will now be worn by all staff</p> <ul style="list-style-type: none"> • Require parent/carers to wear face coverings when dropping off or collecting their child from school. • Make it compulsory that any visitors to the school to wear face coverings at all times, unless they are exempt 		
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		<p>Any advice given by the team will be followed.</p> <p>SCIES Team sciesteameast@cheshireeast.gov.uk</p> <p>Public Health phbusinesssteam@cheshireeast.gov.uk</p> <p>Public Health England health protection team</p> <p>Cheshire East is part of the North West Public Health England area. Their number is 0344 225 0562</p> <p>Cheshire East designated COVID helpline 0800 0468687</p>		
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		<p>SMART Club is able to open for both outdoor and indoor provision, and are exempt from the gatherings limit of 6 people, provided that they follow the protective measures set out in the government's guidance.</p> <p>SMART are classed as child-care</p> <p>The most up to date guidance should be followed regarding restrictions/ Tier level etc. including National or Local lockdown.</p> <p>The school can refuse a child to be on site to protect pupils and staff from possible infection with coronavirus if the child in their reasonable judgement is a risk to others despite a parent insisting that the child attends. A safer than sorry approach will be adopted in this circumstance.</p> <p>Parents should plan their holidays within school holidays and avoid seeking permission to take children out of school during term time. Parents should keep in mind that they and their children may need to self-isolate when returning from a trip overseas.</p> <p>HR have confirmed that unpaid leave should be taken if staff members are required for childcare purposes e.g. a dependent child's school bubble has been closed.</p>		
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		<p>With reference to SMART: From 9.11.2020 The emergency gates will be closed at 4.15pm and parents/ staff will use the KS2 gate to exit from that point until 6.00pm.</p> <p>SMART will not operate during Lockdown 3.</p>		
G. Risk Assessment				
	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors • Parents 	<p>The risk assessment has been drawn up considering the measures in the government's guidance to inform decisions and control measures for Autumn Term 2020 and updated regularly including 4.1.21 (Tier 4) and subsequently Lockdown 3 5.1.21</p>		

		<p>The risk assessment identifies hazards, risks, actions and measures to control the risks associated with COVID 19</p> <p>Staff have been involved in assessing workplace risks and the development and review of workplace health and safety policies through Teams.</p> <p>Employees were consulted on health and safety issues prior to closure in July.</p> <p>All staff will be issued with updated versions of this Risk Assessment by email each time it has been reviewed and updated.</p> <p>The school's health and safety governor (Chair) has been consulted. The Chair is a competent person to ensure health and safety duties are met.</p> <p>The Chair to sign off the Risk Assessment on behalf of the FGB.</p> <p>The risk assessment and updates will be published on the school website to provide transparency of approach to parents/carers.</p> <p>The school will monitor and review the risk controls to ensure the measures are</p>	<p>LOW</p>	
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		working and take action to address any shortfalls		
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References:

- **December 2020:** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- **January 2021** [Restricting attendance during the national lockdown: schools](#)
- [Guidance for full opening: special schools](#) (this includes guidance on pupils with EHC plans for mainstream)
- [Actions for early years and childcare providers during the coronavirus outbreak](#)
- [Actions for education settings to prepare for wider opening](#)
- [Implementing preventative measures in education settings](#)
- [Planning guide for early years and childcare settings](#)
- [Planning guide for primary schools](#)
- [Safe working in education settings](#)
- HSE guidance on working safely
- Health and safety: responsibilities and duties for schools
- [Testing and tracing for coronavirus \(COVID-19\).](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [Quick guide for putting PPE on and off](#)
- [Safe working in education, childcare and children's social care](#)
- [COVID-19: review of disparities in risks and outcomes report](#)
- [Coronavirus: travel guidance for educational settings](#)
- [Health and safety guidance on educational visits](#)
- [COVID-19: cleaning of non-healthcare settings guidance.](#)
- [Safe working in education, childcare and children's social care, including the use of PPE](#)

OFFICIAL

■ [E-Bug resources](#) include Horrid hands, Super sneezes, Hand hygiene, Respiratory hygiene, Microbe mania, Handwashing posters

■ [NHS Print friendly A4 poster](#)

[6 steps of handwashing' poster](#)

NHS washing hands video:

■ <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

■ [Coronavirus \(COVID-19\) symptoms](#)

■ [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

■ [Arrange to have a test](#)

Out of hours' arrangement for Cheshire East COVID school support helpline

CE have arranged for the Council's Emergency Out of Hours Team to pick up urgent calls from schools in relation to positive COVID cases after office hours (5.30pm until 8pm Monday to Friday) and at weekends (9.00am until 5.00pm, although the on call officer will not necessarily call back schools immediately at the weekend). CE expect these will be in relation to positive cases where decisions need to be made ahead of Monday morning.

The current Covid helpline number and email address below can be used and schools can continue to call the DfE helpline (although the LA will need to be informed too in these cases).

Cheshire East COVID19 Helpline	01270 371323 Available 8am – 8pm Monday to Friday 10am – 5pm at Weekends <i>Out of hours calls (5.30-8pm on weekdays and weekend calls will answered by the Council's Emergency Out of Hours Team and referred to a duty officer. We cannot guarantee an immediate response.</i>
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OFFICIAL

Cheshire East COVID19 Email Address	Covid19@cheshireeast.gov.uk As above, plus the email address will be monitored at weekends and calls will be responded to on the day if received by 5pm)
DfE Helpline	0800 046 8687 The line will be open Monday to Friday from 8.00am to 6.00pm, and 10.00am to 4.00pm on Saturdays and Sundays.

Updated 16.11.2020

COVID Helpline for Schools and Colleges

Cheshire East COVID19 Helpline	01270 371323 Available 8am – 8pm Monday to Friday
Cheshire East COVID19 Email	Covid19@cheshireeast.gov.uk Monitored 8am – 5pm Monday to Friday
DfE Helpline	0800 046 8687 The line will be open Monday to Friday from 8.00am to 6.00pm, and 10.00am to 6.00pm on Saturdays and Sundays.