



**PARENT(S), GUARDIAN(S), CARER(S)
REPORT**

UPDATED: 6TH JANUARY 2021

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R.Y.A.N EDUCATION ACADEMY

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R.Y.A.N EDUCATION ACADEMY COVID-19 MEASURES

The purpose of this report is to highlight what the R.Y.A.N Education Academy has put in place to prevent the spread of the COVID-19 Virus in Tier 4. The R.Y.A.N Education Academy has decided to re-open to all pupils on the **6th January 2021** based on government guides whereby, the key measures to support the education of children and young people during the national lockdown include: *"schools open for vulnerable children and the children of critical workers"*. All young people have settled back to their school routine sensibly.

NATIONAL LOCKDOWN – 6TH JANUARY 2021

The Prime minister praised everyone's collective efforts to get this virus under control, emphasising the great national effort to fight COVID-19. Despite this, the pressure on our NHS, rapidly rising infection rates and hospital admissions due to the new variant mean that another national lockdown is sadly necessary.

From **6th January 2021**, people will only be allowed to leave their homes for the following reasons:

- shop for basic necessities, for you or a vulnerable person.
- go to work, or provide voluntary or charitable services, if you cannot reasonably do so from home.
- exercise with your household (or support bubble) or one other person, this should be limited to once per day, and you should not travel outside your local area.
- meet your support bubble or childcare bubble where necessary, but only if you are legally permitted to form one.
- seek medical assistance or avoid injury, illness or risk of harm (including domestic abuse).
- attend education or childcare - for those eligible.

From **6th January 2021**, all primary schools, secondary schools and colleges will move to remote learning, except for the children of key workers and vulnerable children. While children are still very unlikely to be severely affected by COVID-19, the government recognises that schools must be included in the restrictions in order to have the best chance of getting the virus under control as schools can act as vectors of transmission, causing the virus to spread between households when rates are high.

Schools will be required to provide remote education for those learning at home.

Early years settings such as nurseries, alternative provision and special schools will remain open and vulnerable children and children of critical workers can continue to use registered childcare, childminders and other childcare activities.



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SCHOOL CLOSURE TIER 4

To ensure our young people have a balanced and healthy mindset in school and at home, the senior leadership team have made a decision alongside staff to have a staggered school closure and the purpose for this has been communicated to young people, parent(s), guardian(s) and carer(s).

The following R.Y.A.N Education Academy open and closure dates will be in place during the Tier 4 national lockdown:

Closure:

- 18th – 29th January 2021
- 15th – 26th February 2021

Re-open:

- 06th – 15th January 2021 (in-school)
- 01st – 12th February 2021 (in-school)
- 01st March 2021 (in school)

The open and closure dates will be reviewed in March 2021 in line with Government updates and policy changes during the COVID – 19 pandemic.

STUDENT BUBBLES

To prevent the potential spread of the Coronavirus we have introduced bubbles separating our teaching groups, so that minimal mixing takes place between pupils outside of their groups. As well as pupils learning in their bubbles, they are also taking breaks and lunch times in their bubbles. The idea is to ensure pupils are not mixing between bubbles and to alleviate cross contamination.

LUNCH BREAK BUBBLES

At lunch time pupils’ have lunch in their Bubbles and this is alternated between the Sports Hall and the Recreational area e.g., Group A & P on Monday will be in the ‘*Sports hall*’ and Group B & C in the ‘*Recreational Area*’ and on the next day they will alternate. Cleaning and Hygiene is paramount and this is completed every time a room is vacated.

TIMETABLES/LUNCHTIMES

The R.Y.A.N Education Academy has taken measures to implement changes to lunchtimes and rotate lesson times, to ensure pupils are not sharing the same spaces to learn, eat and play. This is crucial to prevent the mixing and spreading of the Coronavirus and to keep pupils’ and members of staff safe.

COVID-19 timetables have been created and these are displayed clearly in key areas around the school and visible so that staff and pupils know where they need to be during the two lunchtime breaks 12.00 p.m. -1.00 p.m. and 1.00 p.m.-2.00 p.m. These times have been jointly agreed by all members of staff during staff briefings and this is the safest way to keep the bubbles safely apart.

ZONE AND CADDIES



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The School has been split into four Zones (1-4) which will be colour coded and clearly signposted so that pupil and staff can identify where they need to be during the school day. The movement within zones has also been carefully planned so that members of staff and pupils are not mixing between zones and bubbles. Where applicable pupils' and staff must follow the one-way system and stay away from no entry areas marked by hazard tape / social distance tape.

There are wall signs and staff members continually remind pupils to stay safe by sanitising and wearing face masks and keep a safe distance apart from their peers. These reminders are enforced especially during lunchtimes where pupils are playing pool and sitting and eating in their zones.

Each zone has a labelled cleaning caddy containing - apron, hand sanitiser, anti-bacterial spray wipes, latex gloves, and cleaning cloth. These are only to be used in allocated Zones and never mixed between Zones. Caddies are cleaned and reviewed at the end of the school day and returned to the school office to ensure safe keeping. They are then placed in a safe location each morning in their Zones out of the reach of pupils'.

LEARNING EQUIPMENT

It is the expectation of the R.Y.A.N Education Academy that all pupils come to school ready to learn and to participate. Pupils will not be allowed to share their equipment with their peers as this can increase the risk of spreading the virus. All young people are expected to bring in their own equipment to use within school. Equipment can be stored away safely at the end of the school day within their individual storage boxes provided by school.

FIRE SAFETY TRAINING

Due to the changes brought by the COVID-19 safety measures, a renewal of the 'Fire Safety Training' and procedure had taken place on the **4th September 2020** – all staff are certificated. The training measures implements a new exit route and safe location outside, which works hand in hand with the COVID-19 measures that have been implemented. Fire Marshall training had been carried out by members of staff on **17th September 2020** to help further support the safe exit from the property.

DEFIBRILLATOR

Defibrillator Training was undertaken on the **17th September 2020** which is QA Level 2 in Basic Life Support and Safe use of an Automated External Defibrillator (QCF). This emergency device can help staff and pupils in life threatening situations.

FIRE RISK ASSESSMENT

A 'Fire Risk Assessment' was carried out by Tony Woolley, ACIVICO Group on the **3rd September, 2020** of which an 'Action Plan' has been derived. There is also a Risk Assessment policy in place and the following:

- **Personal Emergency Evacuation Procedure (PEEP)** is in place for our vulnerable pupil and staff
- **Personal Emergency Evacuation Procedure (PEEP) Student Form**



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COVID – 19 SCHOOL RISK ASSESSMENT

This was completed by Mr Abdul Monaim and was approved by Birmingham City Council – Facilities Cell to support the re-opening of the R.Y.A.N Education Academy.

CLEANING HYGIENE AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

Pupils' are reminded by members of staff, wall signs and Coronavirus lessons, about the importance in staying safe during this pandemic. Thorough cleaning is carried out between each lesson and all zones are cleaned regularly when there has been pupils/staff using the area. Mechanical hand sanitisers have been placed throughout the school building with clear signage reminding staff and pupils to sanitise. Face mask/ face shields are worn by all pupils and staff unless they are medically exempt. Toilet checks are carried out hourly and after each use to prevent the spread of virus. There is also regular hand washing and sanitising by pupils' and staff in school. Hence, boxes of tissues will be placed in every classroom and around the school where appropriate.

All work surfaces, desks, chairs, radiators, door handles, computers, teaching equipment, stationary, stair rails are wiped down thoroughly after every use. Each student has an allocated storage box to hold their workbooks and stationery that cannot be shared. Any equipment that is shared will be wiped down with Sani-safe antibacterial wipes.

All areas are cleaned and bins emptied after school finishes as well as before school starts in the morning.

DESIGNATED COVID-19 COMPLIANCE OFFICERS

The designated compliance officers (*Mr Alexander St. John and Mr Paul Woolcock*) are certified COVID-19 Officers who shall ensure that all the measures in the COVID-19 risk assessment are effectively implemented. They will ensure that sanitisers, face masks, anti - bacterial cleaning materials and safety equipment are up to date and in stock. The officers must assess and sign off areas of the building that have been sanitised and cleaned by members of staff. Other roles and responsibilities will include the monitoring of good practice by members of staff as well as pupil, visitors, contractors and parents(s), guardian(s) and Carer(s).

STAFF TRAINING – COVID-19

On the **27th November 2020** Staff members at the R.Y.A.N Education Academy had received in house training by Russell George All in safety UK (AIS) who are a specialist company that provides specific Covid-19 training and the prevention of the virus within our school setting. All staff are now certified and confident in their daily practice of effective cleanliness, social distancing, awareness of potential risk and hazards and virus preventive measures. The COVID-19 training covered areas such as *'What is Coronavirus, Health effects of Coronavirus, How it is spread, Who is at risk, How to protect yourself and others, Hygiene and cleaning regimes, What your employer must do, Pre-work health checks, Latest Government specific industry guidance, Latest Government General guidance, Prevention, Dealing with cases / out breaks, Track & Trace isolation rules, PPE, face-coverings and other items. The training was shared with all pupils.* The training was also presented to all pupil by Staff.



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A PLAN OF ACTION - TEAM MEETINGS AND BRIEFINGS

Regular briefings and end of day reviews are carried out and will continue to be held to share best practice and keep people safe and keep them apart. The morning briefing really encourages members of staff and allows the team to share new ideas and efficient ways of working. The end of day evaluation allows members of staff to decide what worked well and what could be done better throughout the school day and prevent the spread of Coronavirus.

CONTACT LIST & TRACK AND TRACE

Members of public or those who need to visit the school must sign into the track and trace book. Contact should be avoided from parent(s), guardian(s), carer(s) unless it is absolutely necessary and parent(s), guardian(s), carer(s) must drop pupils away from the school premises.

COVID -19 QUESTIONS AND FACE MASKS

All visitors must report to reception sanitise and be wearing PPE before entering the school building. The visitors will be provided with surgical/medical face masks if they do not have their own and must wear this in the school premises. The members of public must be notified of where they can sit i.e. Zones, office and be guided through the one-way system. They must follow school instructions and successfully answer all Covid-19 symptom questions in reception before being allowed access into the school zones.

ONE-WAY SYSTEM

The R.Y.A.N Education Academy has introduced a one-way system for pupils', staff, visitors to include the Concord Youth Centre.

MOBILE PHONES

All young people will be required to hand their phones in at the start of the school day 9.30 a.m. and this will be returned to them at the end of the school day 3.30 p.m. If pupil need to contact their parent(s), guardian(s), carer(s) the school phone will be available.

INCENTIVES AND SANCTIONS

Incentives and sanctions will still be carried out in the same way as always. During the COVID-19 pandemic we will challenge behaviour that puts people at risk such as not adhering to the social distancing rules, and hygiene rules as well as unacceptable conduct concerning behaviour around the school.

VENTILATION IN CLASSROOMS

Staff to ensure both windows in the ICT Room are open to allow good ventilation when pupil are working on computers. The main classroom can have two windows open either side or a window and a door can be open and this will provide good ventilation. The purpose of good ventilation is to reduce the concentration of airborne Covid-19 therefore preventing the spread of the virus.



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CLEANING TIME FRAMES

Cleaning and maintenance should be thorough and regular if an area of the school is being used often. The cleaning will be monitored by signing a checklist system where a member of staff must sign/date/time the area they have cleaned. This method will manage the number of times an area has been cleaned and if the area is safe to use for the next group of young people and staff.

NB: 72 hours – Metal, 48 Hours – Plastic and 24 Hours – Paper and Cardboard.

SCHOOL UNIFORM

The school uniform will remain the same as outlined in the Parent Information handbook.

STAGGERED TIMETABLES:

To ensure that bubbles do not mix/minimise crossing paths the timetables have been staggered as follows:

Group A and P -	Start time	Break time	Lunch Time	End Time
	9.30a.m	11a.m-11. 30a.m	12pm-1pm	3.20p.m
Group B and C -	9.15a.m	11.15a.m-11. 45a.m	1pm-2pm	3.30p.m

SELF-ISOLATION

If Students or anyone in their household are showing the following signs or symptoms they must not come to school and self-isolate:

- A new and continuous cough
- A high temperature
- Loss in sense of smell or taste (anosmia)
- If they have been contacted by the NHS contact tracer

Self-isolate for at least 10 days from when the symptoms started; or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken.

If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Anyone who displays symptoms should arrange to have a test to check if they have coronavirus. If they test negative, they and their household contacts can end their self-isolation.

If they test positive:

- they and their household contacts will need to continue to self-isolate



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- non-household close contacts in the educational setting should self-isolate for 14 days from when they first developed symptoms.

DEEP CLEAN – GNC CONTRACT SERVICES

Service

We agree to provide all necessary trained personnel to carry out their respective tasks including supervisor/team leader for the duration of works. These works will be directly managed by GNC and we will require all completed areas/sections checked and signed off by an authorised person of RYAN Education Academy. As such; we will require our QAR (Quality Assessment report) to be signed on completion to verify and comment on these works to comply with our accreditation.

We guarantee to provide a high standard of service and quality works in strict accordance with COVID-19 current legislation and compliance practices in respect to the tasks being carried out by our staff.

A certificate will be provided to cover the Fogging process if this is required that can be displayed in your reception (*Fogging will be carried out by the Concord Youth Centre*).

Areas

Ground floor

Reception and rest/break out area 59m² (vinyl floor)
Reception office 23m² (carpets)
Kitchenette 0m² (vinyl floor)
Disabled WC 5m² (vinyl floor)
Ladies Toilets and shower 7m² (vinyl floor with tiled walls)
Men’s Toilets and shower 15m² (vinyl floor with tiled walls)
Games Hall 117m² (wood floor with painted walls)
Lift
Sports Hall
Sensory Room
Gym
X 2 Offices on the ground floor

First floor

Main admin office 35m² (carpets)
IT Suite 34m² (carpets)
Corridor 22m² (vinyl floor)
Main Classroom 57m² (vinyl floor)
Stairs and landing (10 treads metal treads and 5 treads vinyl floor and landing) 20m²

SCHEDULE OF WORKS

To provide appropriate number of operatives (8-10) and supervision to deep clean all areas as follows;



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General dusting, vacuuming, wiping down using eco-friendly products and sanitisation within safe limits

- ceiling tiles and light fittings will be dusted down only
- walls, accessible surfaces, windows and frames, skirting boards
- doors, door frames, glass vision panels and dividers
- works stations, desks, chairs and all other accessible furniture, fixtures and fittings
- special attention to all high-risk touch surfaces
- toilets and washrooms (all items and surfaces)
- entrances, lift, fire exits, stairs and landings
- external accessible window cleaning x 7

Floors- machine scrub and sanitise all safety vinyl and or anti-slip floors carpets – professional clean and sanitise all areas

Upholstery – professional clean of 4 red easy fabric high back chairs in rest area Wood floor (Games Hall) – machine scrub clean with wood floor cleaner

Fogging – disinfect all areas as per COVID-19 guidelines for Infection Control allowing up to 2 hours before usage. The product we use provides protection for 28 days

PRICING

To provide professionally trained operatives to carry out the specified works out of hours on a weekend including all associated costs

General Deep Cleaning

Vinyl flooring machine scrubbing

Carpet Cleaning

Wood flooring

Upholstery cleaning (4 red easy chairs)

Fogging

VAT is applicable to the above costs

On the **12th September 2020** the R.Y.A.N Education Academy underwent a thorough '*Deep Clean*' to a high standard and specification by a team of 7 who worked for 12 hours cleaning every aspect of the Concord Youth Centre where the school is based. I Mrs Ryan-Harris and Mrs Hendrickson were present throughout the '*Deep Clean*' and were witnesses to the depth of cleaning that took place hence, agree it was a job excellently done.

There is peace of mind that school environment is safe and clean for our pupil, staff and visitors.

COVID SCREENS - MT SIGNS & MAINTENANCE LTD

2 @ 6ft x 6ft free standing with Perspex

1 @ 6ft x 4ft free standing with Perspex Desk top screens dividers free standing 5 @ 600mm x 800mm

2 @ 600mm x 600mm 5mm Perspex



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Supplied & fitted

The R.Y.A.N Education Academy continue to maintain a high standard of hygiene regime and to ensure all Safeguarding measures are still complied with.