

# JMAT Risk Assessment Preparation v3 (July 2020)

## Document – Covid 19

## September 2020 onwards



All schools must continue to produce and update a risk assessment identifying the risks to pupils and staff during the Covid-19 pandemic.

Under The Management of Health and Safety at Work Regulations schools have to carry out suitable and sufficient assessment of risks to:

- Identify what could cause injury or illness (hazards)

- Decide how likely it is someone could be harmed and how seriously (Likelihood)

- Take action to eliminate the hazard, or if this is not possible, control or minimise the risk to an acceptable level (risk)

Covid-19 clearly remains a hazard and continues to pose a significant risk of harm to some people – particularly in those people considered to be clinically vulnerable. Schools must continue to do what is reasonably practicable.

As the government guidance is revised, schools may need to apply revisions of this risk assessment(s) in light of potential changes.

As a Trust it is likely that we will need to be flexible in our delivery of education from September. We will seek to open for all children if national and local decision makers allow this to happen. However this position may change if and when local restrictions change.

As such the following risk assessment preparation will enable a full school opening under a class bubble scenario. Consideration at this stage must also be given to a partial lockdown, where schools will operate within a rota basis of half the children in for a block (week?) followed by the other half. The Trust will implement the plans should a full lockdown be instructed.

### **An Understanding of:**

**Transmission** – At time of writing transmission rates for SARS-CoV-2 (Covid-19) are below 1 (UK) with transmission in children aged <18 = 2% of Global positive tests.

**Reduced Mobility** – Closure and Part Closure of schools during the pandemic has helped to reduce mobility in the UK supporting the success of non-pharmaceutical interventions in reducing the transmission levels.

**Test and Trace** – Anyone with symptoms of coronavirus, however mild can now be tested. The tracing of that individual's recent mobility (on a positive test) will identify those who need to isolate for 7 or 14 days. (see infection control policy)

**Bubble Integrity** – Maintaining minimised cross contamination of areas outside of a bubble for staff and pupils and providing individual pupil learning resources and increased hygiene measures.

**Social Distancing Measures** – The relaxing of social distancing measures – where it is not possible to stay two meters apart, guidance will allow people to keep a social distance of one metre + . This means staying 1m apart, plus use of other mitigations which reduce the risk of transmission.

**Other Mitigations** - Covid Secure Measures which were imposed into our setting from at least 1/06/2020 in readiness for wider opening of schools.

**Partial Lockdown – 2nd Spike** – If infection rate rises Partial Lockdown means reverting to a limited number of pupils in each bubble (15), following specific targeted Year Gp attendance as determined by the Government and limiting the mobility of staff and pupils in setting to protect bubble integrity.

**Tried and Tested** – Partial Lockdown has been operated in our setting(s) since 23/03/2020. We now know how this operates and will take lessons learned into any potential 2<sup>nd</sup> wave. This includes remaining in individual settings.

**COVID SECURE MEASURES are:**

The hierarchy of control measures in our Covid-19 defence remain:-

1. Hand Hygiene
2. Increased Hygiene Regime in setting (additional cleaning)
3. Bubble integrity and minimising access to communal areas
4. Adult deployment limited in setting to reduce cross contamination
5. Observing appropriate social distancing etiquette where necessary
6. Minimising additional visitors in setting.
7. Use of PPE.

While ever we are operating with a threat level from SARS-CoV-2 (Covid-19) we must continue to assess levels of risk of transmission in our schools and the impact thereof. This is the new hazard we are mitigating against. Measuring the success of limiting transmission in our settings cannot be achieved against monitoring positive cases. This is difficult due to the unquantifiable values and complexities involved.

PRACTICAL APPLICATION	WHOLE CLASS BUBBLE – November onwards
<p>How will you ensure a safe arrival and exit for children, staff and parents?</p>	<p><i>Schools must consider where possible operating a one way system for access and egress to site.</i></p> <p><i>Schools should consider</i></p> <ul style="list-style-type: none"> <li>• <i>Number of gates in use to open or close</i></li> <li>• <i>Staffing the gates to safeguard children</i></li> <li>• <i>Limiting the time parents/carers are on site</i></li> <li>• <i>Controlling bottle necks by implementing staggered arrival and departure times – reducing in day breaks to minimise need to extend school day</i></li> <li>• <i>flexible approach to Late Mark</i></li> <li>• <i>Siblings in differing Yr Gp arriving at one specific time.</i></li> </ul> <p><b>Arrival and departure of staff:</b> All teaching and support staff should enter school via front foyer. Staff need to ensure that they maintain social distance on entry to the building and on signing in. Once in the entrance, hands must be sanitised, using the dispenser on the wall on your left. Staff should use the electronic signing in system on arrival. Staff should ensure that their name badge is regularly wiped with antibacterial solution or wipe.</p> <p>Once in the main school building, staff must wash their hands for at least 20 seconds. When in shared/communal areas (hall, toilets, photocopier, staffroom) all staff should keep a distance of 2 metres and if anyone is distracted and forgets, remind them. When using shared equipment such as a phone or photocopier, gloves could be worn or hands washed equipment <b>before use</b>. Phones should be wiped regularly.</p> <p><b>Drop off and Collection of children</b> WCP has two points of access, one on Festival Road and the main entrance on Fitzwilliam Street.</p> <p><b>The Festival Road</b> entrance has been re opened and is used by parents of children in Y3, Y4, Y5 and Y6 – all of which have an extended arrival time to avoid overcrowding. On collection, they should wait on the grass to the far side of the path and ensure all walkways are clear, preferably in a queuing system. Cones will help indicate to parents how to space and where to wait. SLT to explore an inclement weather plan.</p> <p>The hard standing area on Festival Road outside the old entrance has marked with lanes so that Y6 children can independently feed into the central lane to access school and Y3 – 5 children can filter right.</p>

	<p><b>The Fitzwilliam Street</b> entrance should be used by FS1, FS2, Y1 and Y2 parents. Y1 and 2 families wait on the grassed area or adjacent hard standing at the front of school. FS2 parents proceed to the wooden gate near the office, and pass through this to the FS1 yard where FS2 staff will receive the children. FS1 use their individual entrance as usual.</p> <p>All families should ensure that they wait at a social distance and there will be a member of staff within this area to direct families if necessary. Visual reminders are posted and a member of SLT is on site each morning to welcome families and discuss any issues to relate to the appropriate body.</p> <p>Parents/carers have been strongly urged to wear face coverings on site.</p> <p>From 05.11.20 – we will support parents who are shielding by facilitating a hand over of children in the car park with a member of school staff collecting from the gate at 9:15 and 2:30pm. This routine will also work for siblings of children in a closed bubble if needed.</p> <p>A strict timetable for drop off and collection is in place and will be reviewed at least monthly. Parents and carers are given an allocated window to arrive on site both for drop off and collection.</p> <p>Only one parent or carer should enter site and any family groups of groups of young people collecting a sibling, will be asked to leave site by a member of SLT.</p> <p>Given the Rule of Six introduced on 21.09.20, and the 2<sup>nd</sup> National Lockdown as of 05.11.20, there should be no congregation of parents/carers at school entrances and such groups will be dispersed by a member of SLT if necessary.</p> <p>If necessary, a parent/carer/childminder with more than one sibling should drop off the siblings at the earliest time at drop off and latest time at collection on arrangement with school.</p> <p><b>How will you ensure there is effective communication about these systems so they are adhered to?</b>  To ensure that this is clearly communicated all stakeholders will be informed in person, by email and have a copy of plans prior to launch.  Dojo remains the main form of communication with families and any crucial documents can also be found on the website (<a href="http://www.wathcentral.oc.uk">www.wathcentral.oc.uk</a>).</p>
<p><b>Classrooms</b></p>	<p><i>Schools will not have to apply social distancing within the classrooms. However, the Covid Secure measures continue to apply.</i>  <i>Schools should consider</i></p> <ul style="list-style-type: none"> <li>• <i>How will you organise the day to ensure minimised movement around school</i></li> <li>• <i>How to staff bubbles with stability</i></li> </ul> <p><b>Ensure a timetable is created for staff deployment – this will aid Health Protection Team to identify cases for isolation.</b></p> <ul style="list-style-type: none"> <li>• <i>How will you facilitate regular cleaning routines for surfaces? - documented</i></li> <li>• <i>How will you facilitate regular hygiene sessions e.g. hand washing</i></li> <li>• <i>Refreshing Emergency Evacuation procedures</i></li> <li>• <i>Review Accessibility Plan (ensure fit for purpose)</i></li> </ul> <p><b>Bubbles</b></p>

Each class will function as a bubble until a time when it becomes more appropriate for a year group bubble to allow the expansion of the bubbles to year groups to further their academic progress or social and emotional development. Should this decision be made by Headteacher and Governors.

From 05.11.20 – Recommendation that staff wear face coverings in communal areas.

#### **How to staff classes with stability**

Each class has a core staff with one teacher, and at least one teaching assistant for some of the day.

SMSAs are allocated to certain bubbles and remain with this bubble throughout lunchtime or will work across a year group at a suitable social distance with separate First Aiders in role within a bubble. SMSAs wear a face covering due to the close contact required in their position.

School has two HLTAs who are not allocated to a class bubble as such in order to cover for illness and ensure that our teachers new to the profession still receive the necessary support and development needed.

In some cases, cover supervisors need to work across bubbles and if necessary with appropriate planning support, will lead a class for the day should the teacher be ill. When covering a class, cover supervisors and HLTAs will be required to wear a face covering from 5.11.20.

Friday afternoon is currently used as PPA time for teachers in order to reduce movement across bubbles and ensure more children are in school given the growing cases of self isolation and positive cases. This is due to end on 27<sup>th</sup> November but is under review, given the National Lockdown starting on 05.11.20.

#### **Furniture Arrangements**

Tables generally face forward. In FS2 and Y1, a compromise will be used to ensure that the arrangement encourages dialogue but avoids children sitting opposite to one another. Clear routes to exits and to the sink will be maintained in order to facilitate hand washing, fire procedures and bubble integrity. This includes a 2m space at entrance of each classroom.

Excess furniture has been removed to allow more space for children and staff to move more freely in the classroom with access to the sink, toilets and outside space particularly important. Staff will have a designated space to deliver input to the class. Movement around the classroom is at the discretion of the teacher.

Unnecessary soft furnishings and cushions have been removed unless they are an integral role in learning, for example in EYFS or Y1. Fabric should be cleaned with Dettol spray daily and washed once a week.

#### **Cleaning routines for surfaces**

The cleaning team wipe all high contact surfaces twice within their scheduled morning and afternoon cleans. A further reactive clean takes place shortly after lunch including an additional toilet clean and a further clean of high contact surfaces. Additional surface and resource wipe will should place at least once through the day, by pupils or bubble staff.

Core resources should still be individual and kept with the child. Shared resources within the bubbles should be wiped and a thorough weekly clean of frequently used bubble resources and high contact surfaces should occur each Friday. This will involve wiping or soaking in a Milton Bath. Soft furnishings should be washed on a Friday afternoon too.

	<p>Resources used across Bubbles must be thoroughly wiped or soaked in a Milton Bath after use and wiped before use unless they can be quarantined for 72 hours prior to use.</p> <p>Other cautionary measures will be taken such as propping open all doors to classrooms and external doors to toilet areas (not toilet doors themselves). Children should be encouraged to open doors with elbows, legs etc to avoid use of hands on high contact surfaces.</p> <p><b>Ensuring regular hand washing</b></p> <p>Each room has its own, well stocked handwashing facilities at a level appropriate for the age of the children. Regular handwashing will be timetabled approximately every hour into the routine of the bubble group, including a range of songs being used to make the process more engaging. Children will also be supervised in further handwashing if they move between activities or from outside to inside.</p> <p>Additional hand sanitising stations are positioned through the school to aid with hand hygiene through the day.</p> <p>Catch it, Bin it, Kill it protocol for sneezing and coughing is rigorously taught via demonstration and YouTube links shared previously. Tissues should be used and collected in plastic bags and disposed of in bins.</p> <p><b>Refreshing emergency evacuation procedures</b></p> <p>Staff will be briefed about emergency evacuation procedures on first day of term but there is no change from current practice. Staff can then walk through the drill with their bubble within the first school day.</p> <p><b>Use of all other rooms</b></p> <p>Rooms without ventilation are not used where possible and in an emergency should only be used with the door open and windows opened in the corridor. Larger intervention groups can work in larger, ventilated spaces such as Hall 1, the areas either side of the wooden structure, outside or within the community room. The Den is also open.</p> <p>Agreed maximum occupancy numbers will continue to be displayed on communal and shared other rooms. First Aid provision in setting can revert to “usual” practice as contact is minimal and any medium or high level incident should involve parent/carer collection.</p>
<p><b><u>Toilet Facilities</u></b></p>	<p>Due to the arrangement of two blocks of toilets on both KS1 and KS2 corridors, toilets are a significant restricting factor for Wath Central.</p> <p>FS1 and FS2 have access to their own blocks of toilets. However, at KS1 and KS2 toileting is keenly managed as toilets are arranged in blocks so have to be shared between class bubbles.</p> <p>Toilet visits are supervised so that only one bubble accesses at any one time – one bubble in, one bubble out. External toilet doors will be propped open to avoid touch. A waiting group of children from a class bubble will wait at a social distance from another bubble outside on spot marker. The supervising adult will ensure that all children have washed hands as necessary.</p> <p>Toilets will be cleaned at lunch time and before and after school.</p> <p>The disabled toilet on KS2 corridor opposite Y5 class will be a further Bubble toilet to avoid crowding and delay when used the blocks of toilets. The disabled toilet opposite the den is allocated to a disabled Y6 pupil.</p>

	<p>The disabled toilet opposite Y2 has reverted back to disabled access for use by specific, named children at Y1 and Y2 who may find the waiting system and social distancing routines difficult to negotiate.</p> <p>First Aid provision in setting can revert to “usual” practice as contact is minimal and any medium or high level incident should involve parent/carer collection.</p>
<p><b><u>Room use and re-allocation</u></b></p>	<p><b>Intervention Rooms:</b> All support rooms which do not have ventilation and enough space to allow for 2m distance between the adult and children will remain closed as learning spaces. Rooms could be used by adults if absolutely necessary with the door open and corridor windows open.</p> <p><b>Offices:</b> In order to maintain social distancing, whilst ensuring the continued function of school, the main office, SBM office and H/DH room will all remain functional. If necessary, the SBM’s office can be used by one person only under the condition that the space is well ventilated by an open window.</p> <p><b>The Community Room:</b> this is used as a meeting room as it allows for social distancing. Music lessons will also be taught in here as it is ventilated and spacious.</p> <p><b>Mrs Crawford’s office</b> is used as an isolation area designated for should any staff or child who are symptomatic and are awaiting collection from school.</p> <p><b>The Assistant Head’s office</b> is now a designated break out space and space for individual or small group work for Year 1.</p> <p><b>The Den and Chillax areas:</b> The Den is open for calming and de-escalation purposes during this stressful time however, for adults, social distancing rules must be adhered to and the integrity of bubbles must be maintained. Any groups will be formed within bubble arrangements. The Chillax area is timetabled for intervention work and ELSA during the afternoons.</p> <p><b>Intervention space behind the shutter on KS1 corridor:</b> This is a Year 1 additional intervention space and break out space.</p> <p><b>The Computer Suite</b> – this room is to be used as an additional staff breakout space.</p> <p>All other spaces are closed to groups due to lack of ventilation.</p>
<p><b><u>Lunchtimes</u></b></p>	<p>Lunchtimes are carefully scheduled and micro managed so that the integrity of every class bubble is maintained and children eat and play within their bubble. All plans are made in order to minimise contact, cross contamination and to facilitate additional cleaning.</p> <p>Lunchtimes are staggered to allow for this and cleaning is scheduled between the sittings involving a wipe of high contact surfaces.</p> <p>SMSAs wear a face covering throughout their work in school.</p> <p>Cooked dinners are eaten in the dining hall and packed lunches from home are eaten in Hall 1 as normal but Bubble integrity is maintained due to care arrangement of furniture and staggered timings.</p> <p>Children will be supervised when collecting their meal and supported to wait at a social distance.</p>

	<p>Hot dinners are already plated by kitchen staff (donned in PPE) and children will sit at allocated tables for their bubble on socially spaced stools or within their classroom (unless the weather allows for an outdoor picnic). Should more than one bubble eat at the same time in the dining hall or Hall 1, a distance of at least 2m is maintained and bubbles will be given specific distanced tables at which to eat. No children will sit facing each other.</p> <p>SMSAs are allocated to a class bubble and stay with their allocated class throughout lunchtime.</p> <p>Children play within their bubble either on their allocated outdoor learning space or the yard or field (timetabled).</p> <p>Staff lunch breaks are staggered and will be taken within the classroom, staffroom or separate area on the KS1 corridor or within the FS unit. These areas are set up in such a way as to enable social distancing.</p>
<p><b>Outside Playtimes</b> There will be a need to minimise the number of children gathered together. How will you organise this?</p> <p><b>Transmission rates are reduced outdoors</b></p>	<p>Transmission rates outdoors and from pupil to pupil are low and severity of condition remains low to non-vulnerable groups. Therefore, outdoor play and learning will continue to be encouraged and promoted.</p> <p><b>Zoning/Supervision/ Organisation</b> Each class bubble has its own designated outdoor learning zone / break out space which is 2m away from the nearest bubble.</p> <p>Larger spaces for sport and play e.g playground and field are timetabled throughout the day.</p> <p>FS1 outdoor provision will operate as normal but with a daily clean of high contact areas. Children within the FS1 provision should remain at a 2m distance from those in FS2 area and this will be marked with a physical barrier.</p> <p>FS2 outdoor provision will operate as normal except that each class will use on a strict timetable and all resources will be cleaned daily or weekly (depending on usage) for specific high contact areas between each bubble use.</p> <p>The garden area and wilderness areas will be timetabled for each bubble through the week and any tools used will be disinfected before use.</p>
<p><b>First Aid</b> There will be a need to minimise direct contact with children. <b>See First Aid Policy and Intimate Care Policy</b></p>	<p>Typical response to First Aid requirements remain. PPE continues to be provided for staff to use when dealing with Intimate Care of a pupil. This includes, Mask, Apron, Gloves and Visor.</p> <p>School will ensure that</p> <ul style="list-style-type: none"> <li>• Staff dealing with suspected Covid-19 cases wear full complement of PPE</li> <li>• Staff dealing with Intimate Care, First Aid involving bodily fluid wear a full complement of PPE</li> <li>• Staff have watched the 'how to don and doff PPE' video and have read the document dispose of it appropriately.</li> <li>• Isolation area is maintained and functioning.</li> <li>• Arrangements for isolation and collection if a child shows symptoms whilst in school is communicated to all staff and parents/carers.</li> <li>• All other non-topical First Aid requirements will continue in typical fashion.</li> </ul> <p>The following PPE is available for use at school and will replenished on a regular basis;</p>

	<p>Aprons, Gloves, Baby Wipes, Liquid Soap, Hand Sanitiser (+ pumps to be refilled in all classes, Disposable face masks, Visors , Instant ice packs, USE HAND SANITISER signs, None contact thermometers</p> <p>Although stocks will be checked at regular intervals by the Admin Team, staff using the PPE should make the SBM and or SLT aware if any items of PPE are running low.</p> <p>The following PPE must be worn when dealing with intimate care or bodily fluid.</p> <ul style="list-style-type: none"> <li>• Face mask and Visor</li> <li>• Gloves</li> <li>• Apron</li> </ul> <p><b>How will used resources be disposed of?</b> Disposal of PPE must be done in one of two ways;</p> <ul style="list-style-type: none"> <li>• Where access exists, hazardous waste (yellow) bags and bins should be used for the disposal of all PPE items, following use.</li> <li>• Where access doesn't exist, PPE items should be double-bagged and disposed of in the swing top bins provided in each room. These bins will NOT be used by the children.</li> </ul>
<p><b><u>Positive Test Result</u></b></p>	<p>School will follow the Infection Control Policy at all times and advise the JMAT of positive cases including taking advice from Health Protection Team</p> <p>School will:</p> <ul style="list-style-type: none"> <li>• engage with the NHS Test and Trace process, the DFE helpline and PHE Parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice. The guidance says <i>'Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.'</i> Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. We ask that parents and staff inform the school immediately of the outcome of any test;</li> <li>• manage confirmed cases of coronavirus (COVID-19) amongst the school community. School to contact DFE helpline immediately should there be one confirmed positive case and the PHE should there be an outbreak (defined as two or more confirmed positive cases). Action will be taken on their advice and any potential close contacts will be contacted. The school will e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people confirmed to have coronavirus.</li> </ul> <p><i>For information, Government advice states that we 'must send home those people who have been in <b>close contact</b> with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</i></p> <p><b>'Close contact' now means:</b></p> <ul style="list-style-type: none"> <li>○ <i>face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);</i></li> <li>○ <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;</i></li> <li>○ <i>travelling in a small vehicle, like a car, with an infected person.</i></li> </ul>

	<ul style="list-style-type: none"> <li>When a case is suspected in school, the child will be immediately isolate from other pupils and staff and parents/carers will be contacted to collect them. Supervising staff will reassure from two metres away. Enhanced PPE is available for these staff.</li> <li>If no test is undertaken then we expect children to self isolate according to the Public Health England guidance here: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul> <p><b>Households with a confirmed case of Coronavirus</b> should follow the advice laid out by Public Health England here: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a> regarding isolation and should keep their school informed about their planned date of return following isolation.</p> <p><b>In the event of a local authority wide lockdown</b> similar to that in place in <u>Leicester</u>, the school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.</p>
<b><u>Visitors in school</u></b>	<p>The work of all contracted external providers (those working via SLAs) continues to take place but work under supervision and in a well ventilated, open space or one of the Halls. This has to be planned in advance in order to ensure that suitable areas are available. All visitors must refer to the risk assessment and sign the visitor agreement on their first visit to ensure contacts for Test and Trace. This includes the wearing of a mask in shared, communal areas only.</p> <p>If other agencies (Social Care, Early Help, the Police etc) are required to work with children within school or contractors need to attend to building/maintenance issues, an appropriate appointment time must be organised via the SLT (child related) or the SBM (buildings related) through a phone call or email, at least a day ahead of time (unless Child Protection regulations override this). This will enable school to make the arrangements and ensure a suitable space is found to ensure social distancing for adults and infection control measures are in place.</p> <p>The Community Room or the Chillax Room will be used for meetings, interventions and music tuition.</p> <p>If possible, meetings are still encouraged through a video conferencing platform or phone.</p>
<b><u>Educational Visits</u></b>	<p>To limit the control of spread of transmission and transport arrangements –</p> <p>Educational Visits or visitors to school are suspended at the moment with the exception of Swimming Lessons which will progress in usual pattern – see EVRAT tool for RA. WCP swimming has changed to the Summer term as previously planned.</p>
<b><u>Pupils</u></b>  <b><u>Behaviour and Expectations</u></b>	<p>Welfare and Wellbeing will be the first priority in Autumn term. Safeguarding concerns will be monitored in the usual manner</p> <p>A DSL and First Aider to be on site at all times – usual practice</p> <p>Behaviour Policy will be adjusted and implemented at local level to account for any specific known case which potentially compromises H&amp;S of staff.</p>

<b><u>Wrap around provision</u></b>	Assessment of need will determine the provision of breakfast, afterschool clubs and other. Social distancing and bubble integrity to be maintained where possible to facilitate the childcare demands in school (FRI PM) in
<b>COMMUNICATION</b>	<b>WHOLE CLASS BUBBLE – Sept onwards</b>
<b><u>Parents/pupils</u></b>	Information will be shared with parents/carers in sufficient time to make necessary childcare arrangements Communication will continue via Class Dojo and key documents and letters placed on the website for future reference. In addition, email to be used for documents which may scramble on Dojo.

