



WISDOM

HOPE

COMMUNITY

DIGNITY

EQUALITY

Advice has been taken from government guidelines alongside School Improvement Liverpool 'Full School Opening Resources' (Version 1;10/07/2020). This will be updated as these guidelines are received.

## What does the SEND Team look like from September 2020?

Team SEND has extended to accommodate the extensive needs of the new Year 7 cohort. Across all year groups, we have a number of students who require 1:1 support as a legal provision within their EHCPs. Therefore, the team will need to provide support across all year groups, excluding sixth form at this point. This means allocating additional adults to work with year group bubbles in order to support across these year groups. Just like teaching staff, there will be a necessity to cross these bubbles at times to ensure that students are supported as best as we can. Where an HLTA/TA is based within a bubble, they will support the 1:1 student as a priority. Where additional support staff are available, they will provide extra support as required across the year group bubble. HLTAs also have a teaching timetable and this must be accommodated for. When the HLTA is providing any in-class support, individual teachers may decide to designate a small group of students within the class bubble to work with the HLTA in a designated zone. TAs/HLTAs will support SLT to monitor areas of the school during lesson change over, unless they are moving to teach their lesson as per their timetable. This will form part of the whole school duty rota.

## How will additional adults be timetabled across the bubble year groups?

Year 7 will be supported pastorally and will have allocated HLTAs/TAs to each form group.

Miss Wilson (TA): 7GC plus 1:1 and Year 7 bubble  
Mrs Statie (TA): 1:1 plus Y11 bubble  
Mrs Mason(TA): 1:1 plus Y10 bubble  
Mrs Pitts (TA): 8AD plus 1:1 plus Y8 bubble  
Mrs Hogarth (TA): 7BW plus 1:1 plus Y8 bubble  
Ms Szabo (TA): Year 9 bubble  
Mrs O' Neill (TA): 1:1 plus Y10 bubble  
Mrs Dadswell (HLTA): 7RM plus subject specialism  
Miss Jones (HLTA): 7GK plus subject specialism  
Miss Milward (HLTA): 7GK plus subject specialism  
Mrs Arnachellum (HLTA): 7RM plus subject specialism

The above is subject to change to take into consideration staff and/or student absence to ensure that support is available to our best endeavours.

### **How will a student that receives 1:1 continue to receive this designated support?**

Transmission of Covid-19 is usually through droplets; the mainstay of control measures are minimising contact and thorough hand and respiratory hygiene. When these measures are maintained, and symptomatic persons are excluded, the risk is minimal.

Guidance on PPE in schools has changed (August 2020) to state that secondary aged students should wear face masks within communal areas if the local area is placed into lockdown.

Ideally, staff in secondary schools should remain 2 metres distance from students, staying at the front of the class and away from their colleagues where possible. This is not always possible, but adults should do this when circumstances allow.

When working 1:1 with a student, staff will:

**Avoid face to face contact.**

**Sit shoulder to shoulder.**

**Support with a task and then move away. This promotes independent learning as well as minimises time spent within 1 metre of anyone. Staff must not spend more than 15 minutes at any one time with an individual student when you are working next to them.**

It will be the personal choice of staff to wear a transparent visor in this situation. This will allow lip reading and their full face to be viewed for non-verbal communication prompts. Their visor will be cleaned at the end of each class session in this instance. Staff, alongside students, will employ thorough hand washing strategies when leaving the room.

First aid, complex needs and care support should be administered as usual. PPE should be used in these situations.

There are currently no students within our school setting that require personal or intimate care procedures. Placing staff in consistent bubbles and with consistent students, where possible, minimises contact and mixing therefore is important for infection control.

### **Some students have access to outside agency support. Will this be allowed?**

National Guidance states that specialists, therapists, clinicians and other support staff for students with SEND should provide interventions as usual.

These visitors will sign in as per the safeguarding regulations of the school.

Site Manager will be notified at least 24 hours prior to their visit. An onsite health and safety briefing will be given prior to the visitor entering the building. All visitors must adhere to rules and guidelines as set out within this briefing and the school Covid-19 risk assessment.

A record of all visitors will be kept to identify potential contacts. These will be held on record for 21 days in line with the school's GDPR policy.

Current regular SEND outside agency support visitors:

Natalie Reaney – SENISS

Paula Griffiths – Purple Circle

Yohann Lespagnol – Visual Impairment (VI) Sensory Specialist Teacher

Ceri-Ann Williams – Specialist Teacher of the Deaf

Peter Maddocks – Mobility Training VI Sensory

Mike Jarrold – Behaviour Outreach Support

There will also be TAs from both VI Sensory Service and HI Sensory Service daily.

### **Are clinically vulnerable students expected to return in September?**

Current advice is for those who have previously shielded to obtain medical advice to ensure that an individual risk assessment supports their return to school. All students will be expected to return to school, unless a statutory reason applies.

**Some SEND students may require blended learning due to shielding. What will this look like?**

If students are absent due to Covid-19 linked reasons, students will be supported as per the 'Blended Learning' agreement.

SEND students will have access to appropriate and accessible lessons. Online literacy and numeracy interventions will continue.

Where a student requires 1:1 support for their cognition and learning difficulties and this is received in school, if they are absent due to Covid-19 linked reasons, we will use reasonable endeavours to put support in place that is reasonable and adjusted.

**Some students have access to a Time Out System. How will this work?**

R329 (Green Room) is part of the allocated zoning due to the space required across the school.

It will not be available to access as Time Out as it has been previously. If a Teaching Assistant is available, they must be called upon to use a break out area within the zone to support, monitor and log the time out. TAs will then bring the child back to class.

This time out system is to support SEMH and is separate to the behavioural amended policy.

We are aware that some students require movement breaks. This will be guided by the classroom teacher and will happen when it is safe to do so. This will not be during mass movement and should not be out of the year group zone area.

**What is the current guidance on wearing students wearing masks?**

The rules regarding face coverings in schools has changed. The World Health Organisation (WHO) published a new statement on the 21 August on when children should wear face coverings. They now advise that "children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area."

Currently we are not in an area of widespread transmission, so we are happy for staff and students to decide whether to wear a face mask in areas such as the dining room, corridors and social areas. The face mask that students use to travel into school via public transport must be taken off at the gate and disposed of in the bin we provide or put into a sealed bag. The student must then wash or sanitise their hands. If students choose to wear a mask in the social areas, they will need to wash and sanitise their hands when taking it off and storing it. There are hand sanitiser and sink units throughout the school. Obviously some of our students cannot wear a mask and we would not insist on this.

In classrooms we have followed the guidelines from WHO and the Government and classroom seating faces forward where possible. In certain specialist rooms, such as IT where the tables and equipment is fixed, we have put up Perspex screens.

**The TA is required to take a small group out of the classroom in order to support them.**

**How can they do this?**

Break out areas must be contained within each year group bubble zone.

**SEND students require support with their homework. How will this operate?**

After school homework club support will be provided within year group bubbles and staffed by TA/HLTA staff where appropriate. This will be for invited students only. This will not start immediately and will be reviewed in line with government guidance. These will be roomed as required.

**Some SEND students have access Green Room during break and lunchtime. How will they access a quieter environment at this this unstructured time?**

Break time and lunch times will be staggered according the zones and year group bubbles of the school. At break time, students will be encouraged to practice social skills within their year group bubbles during this short period. They will also be expected to follow strict hand washing procedures.

During lunchtimes, each year group bubble will have their designated staggered lunch zone within their bubble. This will allow them to have their lunch and have fresh air. All students will therefore be encouraged to be outside within their year groups. TAs/HLTAs will share these zones between them as a key person for our more vulnerable students. They will provide conversation, familiarity and encouragement. In exceptional circumstances, where a student requires removal from the zone, the TA/HLTA will accompany the student to a breakout area within that year group zone where they will sit and read.

**How do SEND students access laptops as required?**

Students who require access to a laptop in order to record work or to access blended learning should stay in receipt of their laptop which they have used during the home learning period. It is the student's responsibility to wipe clean the laptop using suitable wipes and to ensure it is fully charged for each day. The laptop will be allowed to go home with the student BUT it must not be accessed by any other student in school.

**How will SEND students be supported to understand the changes in school and the requirement for staying safe?**

Students have access to social stories and photograph resources on the website. Individual students are working alongside Purple Circle outreach support for specialist support. All students will have access to the Recovery Curriculum and will be supported pastorally. Some students will have individual risk assessments in line with government and local authority advice.

**A SEND student requires the lift. How is this done safely?**

Students should only access the lift in extreme medical circumstances.

No more than 2 people should be in the lift at the same time. This should be a student and an accompaniment – in the case of complex medical needs, a member of staff.

Students with medical conditions should take priority over staff who are travelling to upper floors, unless they have a medical condition which denotes their use.

**Do not stand facing each other.**

**One person should stand with their back to the mirror. The second person should stand closer to the door with their back to the rear of the lift.**

**If a SEND student requires the specialist bathroom, will they cross the bubble?**

This has been arranged prior with parents and a key will be made available to these students. This is situated on the ground floor and students must have access to this facility.

## Who do I contact in regards to an SEND student?

### Team SEND September 2020

Mrs Pritchard      Assistant Head Teacher: SENDCO, LAC, EAL

HLTAs:

Mrs Dadswell, Miss Milward, Mrs Arnachellum, Miss Jones

Medications:

Miss Maguire

Abbreviations used:

EHCP – Education Health Care Plan

HLTA – Higher Level Teaching Assistant

TA – Teaching Assistant

VI – Visual Impairment

HI- Hearing Impairment

SLT- Senior Leadership Team