

28th August 2020

Dear Parent/Carer,

RE: Academic Year 2020/21 and Full Reopening Arrangements

We can now start to look forward to our next academic year and we are delighted to welcome back students from Years 11 and 13 and of course, our new students in Years 10 and 12 who are joining us this year. When we wrote to you at the end of July, we outlined the details for our full reopening and we now want to share a few reminders and updates on the plans for the first week back and beyond.

In this letter, we have included the details for the first week of term, as well as the health and safety measures we are implementing to safeguard the wellbeing of staff and students as we welcome everybody back to the Academy following the recent school closures.

The first week of term will have an entirely different look and feel compared to how we would normally start an academic year. Existing students will be getting used to a new way of working after an extended period of remote learning and new students will have not only a new way of working to adopt, but also a new school to settle into.

For this reason, the first week timetable is one that will be followed for the first induction week only, and will not reflect the normal timetable, which will commence from Monday 7th September 2020. The advantage of this bespoke timetable is that it will allow students to have introduction sessions for all the courses they have opted for and be aware of key information for the course which lies ahead.

First Week of Term – W/C Monday 31st August 2020

- **Monday 31st August** – Bank Holiday – the Academy remains closed to all staff and students.
- **Tuesday 1st September** – INSET Day – the Academy remains closed to all students.
- **Wednesday 2nd September** – Year 11 and 13 students return ONLY:
This year, we have decided to bring Year 11 and Year 13 students in earlier to get them reset and re-focused so they can get off to a flying start on Monday 7th September. Consequently, all Year 11 students are therefore required to arrive on Wednesday 2nd September for an 8:30am start and their finish time will be 3:15pm. Year 13 students are requested to all arrive for an 8:45am start and their finish time will be staggered depending on their options. Year 11 and 13 students will be given independent study tasks for Thursday and Friday following introductory teaching on this day, and will not then attend until Monday 7th September.
- **Thursday 3rd and Friday 4th September** – new Year 10 and 12 Cohorts ONLY:
All Year 10 students are to arrive at 8:30am and finish time will be 3:15pm on both days. Y12 students are to arrive at 9:30am on Thursday and finish time will be staggered depending on options. On Friday, Year 12 students should arrive at 9.15am and will depart at 3.15pm.

Second Week of Term – W/C Monday 7th September 2020

From Monday 7th September, all students will be expected to attend as normal and will follow their timetables, as issued in the first week of term. It is important to note that the Government's guidance has now changed, including that on shielding, and attendance at school is now compulsory for all students. From Tuesday 1st September, the Academy will revert to its usual attendance policy and

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procedures, with the addition of the procedures for self-isolation, which can be found at the end of this letter. Similarly, from Monday 7th September, the normal working day will apply:

- Monday – 08:30 to 15:20
- Tuesday – 08:30 to 16:30
- Wednesday – 08:30 to 16:30
- Thursday – 08:30 to 16:30
- Friday – 08:30 to 15:20

From Monday 7th September, Year 11 students are asked to enter the building through the rear doors, adjacent to the MUGA at the back of the car park.

Transition Holiday Work

Students joining the Academy in September in Year 10 and Y12 will have received some transition materials to guide private study in preparation for the start in September. **All students are expected to bring this transition work to the Academy and submit it to the relevant teacher in the first week.**

Similarly, students returning to the Academy in Year 11 have been provided with transition work to help highlight areas to focus on. This will also need to be handed in to the relevant teacher in the first week.

Students who are moving into Year 13 have been directed to further study opportunities at the face-to-face sessions they attended at the Academy in June and July. Where relevant, students will need to direct teachers to evidence of completed tasks and assignments before progressing with their final year studies.

Y11 and Y13 Results

Year 11 students will receive their English Literature grades on their first day back. If you have any queries about the results, please contact the relevant English teacher. Y13 students will already have received GCSE English/Maths resit results via email. Y13 BTEC students will receive module grades on their first day back in the academy.

Full Reopening Following Enforced School Closures

As you will be aware, the government have issued guidance about the expectations for schools to reopen for all staff and students from September. Over the last few weeks, we have worked hard to ensure that we have effective plans in place to re-open in September and to safeguard the wellbeing of staff and students.

We acknowledge that parents and students are likely to be apprehensive about a return to full time schooling, but want to assure you that the wellbeing of our academy community remains our top priority.

What does the latest scientific advice say?

As an Academy, we have been guided by specific advice at every stage, provided by the local authority and from central government. The latest scientific advice from the Government is that:

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- There is high scientific confidence that children of all ages have less severe symptoms than adults if they contract coronavirus (COVID-19) and there is moderately high scientific confidence that younger children are less likely to become unwell if infected with coronavirus (COVID-19).
- Schools and other settings can make changes to how they are organised and put measures in place to reduce risks.
- Schools should implement risk assessments that take account of and address any risks using the following system of controls:
 - a requirement that people who are ill stay at home;
 - robust hand and respiratory hygiene;
 - enhanced cleaning arrangements;
 - active engagement with NHS Test and Trace;
 - formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

What health and safety measures have WMG Academy put in place?

We have drawn on the guidance from the DfE, the local authority and independent health and safety experts to ensure we go above and beyond the expected standards of health and safety.

The measures we have taken include:

- Implementing a 'bubble' approach to limit the contact groups of students have with each other. In line with guidance, each 'bubble' will be based on academic year group.
- Reworking the Academy's learning bases to ensure all desks are forward facing and natural ventilation is used where available.
- Where possible, we will timetable students to be in the same room for more than one consecutive period. This means that teachers will move to meet students, minimising the number of people moving around the building at any one time.
- Increased cleaning will take place. We already have cleaners onsite for the entire working day who regularly clean high traffic areas and each learning base will be cleaned at break and lunchtimes. We also have additional cleaners at the end of the working day who will clean and sanitise the whole building.
- Students will also be provided with anti-bacterial wipes to wipe down their work areas when appropriate.
- Increased access to hand sanitising facilities and a supply of anti-bacterial wipes in all learning bases.
- Clearly marked corridors, staircases and doorways are already in place to ensure staff and students can use a one-way system to move around the building and maintain social distances.
- Modified fire evacuation procedures are in place to ensure students can socially distance at the muster point in case of a fire evacuation. Students will be given clear guidance on these, as well as our other measures, on their first session in the Academy.
- Operating a staggered break time so that student 'bubbles' can safely distance from each other.

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- Introducing a new, temporary dining area with hot servery to ensure student 'bubbles' can safely distance from each other at break and lunchtimes.
- Designating specific areas of the building for each year group 'bubble' to go to on arrival to prevent mixing.

Will teaching be provided as normal to students?

Whilst students will still access the full and varied curriculum, we envisage that we will be running blended learning for Year 12 and 13 students for the foreseeable future. This consists of mostly onsite learning with some remote learning. This allows us to reduce the number of students in the building and maintain social distancing as much as possible. As a guide, onsite learning will still cover 80% of the lessons for each subject, with 20% conducted online. For example, an A-Level student will have 5 lessons per week per subject with four of these lessons onsite and the remaining lesson online.

Where possible, Post 16 lessons have also been blocked into mostly mornings or afternoons so that students can conveniently work at home. These protocols will be reviewed at the end of the first half of the Autumn Term.

How should my child travel to and from the Academy?

The Government's guidance around the use of public transport continues to evolve. Parents and students should decide themselves how they feel is the best way to travel to the Academy. Where public transport is necessary, we encourage students to ensure they maintain social distances whilst waiting at bus stops and when on buses and trains. You will also be aware that from Monday 15th June, face coverings have become mandatory on public transport. Similarly, face masks are now compulsory in a number of public buildings, including shops. Safe disposal of non-reusable face masks will be available for students on arrival.

We have plenty of on-site and undercover bike storage onsite which students who wish to cycle to the Academy can make use of. Students should bring their own 'D' lock to ensure bikes remain secure. Students are responsible for their own bikes and should ensure they are insured as the Academy cannot be held liable for any loss or damage. If parents wish to drive their child to school, we would encourage them to find safe drop off points in the local area, remaining considerate to our neighbours.

What should my child wear?

From the Autumn Term, students will be expected to wear their full business-dress attire. The full dress code can be found in enrolment packs, on our website or on request from solihull.info@wmgacademy.org.uk. This includes the WMG Academy tie for Key Stage 4 students, which are available from Reception on the first day. No PE or sports kit will be required during the first week of term and students will be informed on what they need to bring for any sports activities going forward.

From Monday 14th September, we plan to re-introduce practical work into the curriculum, albeit it on a gradual and restricted basis. We've always provided PPE for students to use, however this is of course on the basis that this was shared use. From September 2020, we wanted to give you the opportunity to buy PPE for personal use, reducing the sharing of equipment and therefore the contact between learners. Personal PPE can be stored in student's lockers.

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Some students like to do this and find it a good investment, particularly if they pursue engineering and science interests either beyond the school hours or after they leave us. Unfortunately, following updated health and safety guidance this week, shared use PPE will no longer be available to students and we therefore encourage students to provide their own and ask parents to contact the Academy if this raises an issue for them.

- **Goggles** – Stocks from suppliers for these items are limited and these will be available on Parentpay as soon as possible. Our team of technicians have sourced products which meet the required CLEAPPS or national safety standards.
- **Science/Engineering Overalls** - There are no specific standards for these garments, but for ease of use we use white overalls for Science and blue overalls for Engineering. Overalls can be stored in student lockers.
- **Engineering Boots** – These must have reinforced toe caps. The suppliers above often have these items in stock. Please bear in mind that boots require the CE mark and/or appropriate British or European standard e.g. EN345-1 S1P. Boots can be stored in student lockers and students must change into them in the Engineering Hall cloakroom. Boots will only be permitted to be worn once the student has presented them to the technicians, who will check for the required standard and log them on a database.
- **Suggested Suppliers:**
 - www.astleys.co.uk
 - www.rapidonline.com
 - www.uk.rs-online.com
 - www.screwfix.com
 - www.thesafetysupplycompany.co.uk
- **WMG Academy Shop** – Whilst boots and overalls will need to be student-specific, one-size-fits-all items, such as Academy ties, student lockers and stationary kits can be purchased online at the WMG Academy Shop. Click [here](#) for more information.

You may recall from previous communications that we were hoping to add some items of PPE to the Academy's ParentPay Shop. Unfortunately, our suppliers have not been able to provide stock in time for the start of term and parents may wish to purchase these items from the aforementioned stockists. Students will not require any PPE for practical lessons until Monday 14th September at the earliest.

Does my son/daughter have to wear a face mask/covering whilst at the Academy?

Government guidance to schools on reopening in September did remain constant in that it stated that face coverings were not recommended. However, at WMG Academy, we took the pragmatic view when we partially reopened in June that students and staff could wear a face mask or covering in the building if they wished to do so to remove any anxieties about returning to school.

At the time of writing, the Government have released new guidance (25th August 2020). In England, students in schools will now be required to wear face masks/coverings **if the school is in a named lockdown area or at the discretion of the headteacher**. Therefore, the WMG Academy protocols on face masks/coverings are now as follows:

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- **Students must wear a face mask/covering** at all times when inside the building, other than when in learning bases for lessons or when they need to remove it for eating and drinking. Students can continue to wear their face mask/covering in lessons if they wish to do so.
- Disposable face masks/coverings should be replaced regularly and should be disposed of properly using bins that are provided.
- Face masks/coverings **must be plain and not patterned**, and can only cover the nose and mouth.
- We will continue to review our protocols on face masks/coverings and will respond accordingly in the event of any local or regional tightening or easing of lockdown protocols and procedures.
- Parents of students who are exempt from wearing a face mask/covering due to medical reasons should make us aware by email to solihull.info@wmgacademy.org.uk.

Will meals be available to students attending?

Yes, from Wednesday 2nd September 2020, the canteen facilities will be available to all students. We have worked with our catering partners to ensure that the necessary health and safety measures are in place, which will involve some reworking of our dining rooms to ensure one-way systems and separate entry and exit points are in place, as well as additional hot food serveries to ensure year group 'bubbles' can remain safely distanced.

Payment in the canteen is cashless and usually relies on the use of thumbprint technology. We are currently exploring other options for payment to remove the need for thumbprint readers, and this includes contactless payment using debit cards. However, in the interim, canteen staff manually input student details into the tills to take payment and for this reason, students must wear their student ID lanyards at all times.

What happens if there is a confirmed case at WMG Academy and can my child be tested?

The Academy has a clear protocol in place, that follows the Government's latest guidance, in the event that a case is confirmed. At the end of this letter, we have included our protocols and procedures for Self-Isolation, Confirmed Cases and Suspected Cases Onsite.

Children and young people and staff in all settings are eligible for testing if they become ill with coronavirus (COVID-19) symptoms, as are members of their household. This will enable children and young people to get back to childcare or education, and their parents or carers to get back to work, if the test proves to be negative.

A positive test will ensure rapid action to protect their peers and staff in their setting.

What happens if my child needs first aid?

By nature, first aid requires close contact between students and qualified members of staff. To limit this contact, students will be encouraged to administer basic first aid to themselves under supervision. This includes cleaning and dressing small cuts and grazes. Where this is not possible, staff will wear personal protective equipment (PPE), including gloves, surgical masks and aprons, to administer first aid.

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Accidents rarely occur at WMG Academy, however some injuries from sporting activities and practical subjects are inevitable and this is why the above arrangements are in place.

Arrival, Departure and Movements within the Building

Students will be given clear guidance and training on how to maintain social distancing on their first day in the Academy. However, we wanted to outline some of the key instructions below to ensure we have a smooth and safe start:

- Arrival will be through the main Academy doors and, for Year 11 only, the rear doors. Walkways are clearly marked and will lead students to their learning bases. Staff will meet and greet students both inside and outside of the building to guide them. All students will be expected to line up before lessons to aid social distancing in corridors.
- There will be hand sanitising stations in various locations around the building. Students will be expected to sanitise their hands when they enter and exit the building, every time they change rooms and before and after they eat.
- Students should go straight to the learning base for their timetabled lessons where their teacher will allocate them their desk and chair. Once seated, movement within the learning base should be minimal and only with the explicit permission of the class teacher.
- The timetable has been built to minimise contact between groups of students. In order to do this, students may find that they will have a series of lessons with the same group of students in the same room and teachers will move around to meet them. We will modify and construct a new timetable to allow more flexible use of the building when social distancing guidance allows us to do so.

Contingency Planning

Parents will be aware that the Government are implementing localised lockdowns across the country, like that seen in Leicester and Greater Manchester, if there are localised outbreaks of COVID-19. Similarly, the Government have issued warnings about potential second waves of COVID-19 as the weather changes during the autumn months. Therefore, it is sensible that we have contingency plans in place should there be need for further school closures and remote working.

During the first few weeks of term, all students will be trained on the Academy's IT systems to ensure online platforms are familiar and easy to access from home should the need arise. Similarly, we will establish a 'ghost' online timetable which will mirror that of the normal Academy timetable and can be rolled out at short notice to allow staff and students to move teaching and learning online quickly.

With this in mind, we need to ensure that we have a good understanding of the technology students have access to at home. If you are concerned that your child would be disadvantaged during any further school closures because they do not have access to a computer and/or the internet at home, please let us know by emailing solihull.info@wmgacademy.org.uk.

Next Steps

We know that a fulltime return to school for all students will be challenging. Since March, we have lost a large period of valuable face-to-face teaching time, and readapting to onsite learning will take time. Throughout this process, our students' wellbeing remains our top priority and all of the

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Academy's staff are working hard to ensure students will be happy, engaged and ready to learn from next week. We are ready to go; with parental support, we are confident that we can get back to learning in our business-like ethos very quickly.

We will continue to pay close attention to the Government's guidance as it becomes available, as well as regular updates from the local council and Public Health England. In respect of this, the Academy will adapt its practices in line with any local or national easing or tightening on rules and restrictions and keep parents informed if we need to make changes.

We are looking forward to welcoming students back to Years 11 and 13 and welcoming those students who are joining us for the first time in Years 10 and 12. In the meantime, please contact us via main Reception on 0121 289 3556 or via email to solihull.info@wmgacademy.org.uk with any further questions.

Yours faithfully,



Mrs K Tague
Executive Principal



Mr S Tait
Associate Principal

Appendix 1 - Student Behaviour Expectations

1. Introduction

- 1.1 The WMG Academy is obligated to follow all government guidance related to COVID-19 and ensure the concept of social distancing, procedures related to hygiene, being alert and staying safe are applied at all times.
- 1.2 To ensure the safety of learners, staff and wider family networks, all rules must be followed from the time learners arrive at the academy to the time they return home.
- 1.3 It is hoped that learners have an appreciation and the maturity to recognise the severity of the current situation and act responsibly. Any behaviour that increases the risk of infection or creates undue distress will be considered as a sanctionable behaviour. The academy will decide, based on the evidence related to the incident, if guidance, re-education or the application of sanctions is appropriate to mitigate any risk that may be presented by a learner's behaviour.
- 1.4 This policy is in addition to the existing Behaviour Policy and defines behaviours in relation to COVID-19 and keeping people safe.

2. Sanctions

- 2.1 The sanction of isolation or exclusion will be considered regardless of the explained intent by the learner, e.g. if, when a learner is asked to explain their behaviour, and is justified by the learner as a 'joke'.
- 2.2 Learners who demonstrate any of the behaviours below may be isolated from other learners to ensure that people are kept safe:
 - Coughing in the direction of another learner with the intent to spread infection or cause fear of infection.
 - Bullying behaviour regarding COVID-19 towards another learner.
 - Throwing of any object at another learner with the intent to spread infection or cause fear of infection.
 - Deliberate repeated movements out of the designated areas the learners have been given to work within.
 - Repeated refusal to follow a reasonable request to wash hands or sanitise hands/equipment.
 - Refusal to take reasonable precautions to prevent unnecessary contact or close proximity with others.
 - A refusal to follow any reasonable request to follow the rules and procedures, including the use of face masks/coverings as directed, that have been brought in by WMG Academy to protect learners, staff and families.
- 2.3 Fixed term or permanent exclusions will be considered for the following behaviours:
 - Spitting at another learner with intent to spread infection or cause fear of infection.
 - Racial or verbal abuse with a COVID-19 aspect to it.
 - Wiping of any body part on another learner with the intent to spread infection or fear.
 - Threatening behaviour towards a member of staff and not respecting personal space.
 - Having specific intent and acting in a way that causes distress to other learners or staff in relation to COVID-19.
 - Consistently and persistently refusing to co-operate with the rules and procedures that have been brought in by the academy to protect learners, staff and families.

Appendix 2 - Procedure for Self-Isolation – COVID-19

WMG Academy Trust has adopted the Government guidance on self-isolation for staff and students. In this procedure, 'you' refers to either students or employees of WMG Academy Trust. Self-isolation is the practice of staying at home because you have, or might have, coronavirus (COVID-19). This is to help stop the virus spreading to other people.

Staff and students should self-isolate if:

- They have the following symptoms - **a high temperature, a new continuous cough or change to your sense of taste and smell.**
- They are waiting for a coronavirus test result.
- They have tested positive for coronavirus-this means you have coronavirus.
- They live with someone who has symptoms, is waiting for a test result or has tested positive.
- They have symptoms of coronavirus you usually need to self-isolate for at least 7 days
- They live with someone who has symptoms, you'll usually need to self-isolate for 14 days.

If you are self-isolating, you and anybody you live with must not leave your home. Parents should inform the WMG Academy through the student absence procedures that their child is now self-isolating. Staff should inform their line manager of staff absence immediately.

This means self-isolating staff and students should:

- not go to work, school or public places and should work from home
- not go on public transport or use taxis
- not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home
- not have visitors in your home, including friends and family – except for people providing essential care not go out to exercise – exercise at home or in your garden, if you have one

Testing

Staff and students should have a test if they have symptoms. This can be accessed by clicking [here](#). **If you test positive then you must inform WMG Academy Trust immediately.** There is separate advice if you're told by NHS Test and Trace that you've been in contact with a person with coronavirus.

Appendix 3 - Procedure for Dealing with Staff and Students Displaying Symptoms Onsite

WMG Academy Trust has adopted the Government advice on COVID processes. If a member of staff or a student, whilst in the WMG Academy buildings, exhibits COVID-19 symptoms, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance, which is available [here](#). The symptoms include:

- A new or continuous cough;
- A high temperature (38°C or above);
- A change in their normal taste or smell senses.

If a student is awaiting collection, they should be moved; if possible, to Meeting Room 1 where they can be isolated behind a closed door, the windows should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the toilet while waiting to be collected, they should use the disabled toilet on the ground floor. The Facilities Manager should be informed and the toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE (gloves, masks and apron) should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained, and this is available in the designated room. There are designated first aiders who should deal with this situation.

Student and parents should be given a copy of Appendix 2 when they leave, which gives further guidance on self-isolation. Copies will be available in the designated room.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

The Facilities Manager should be informed so that the affected area can be cleaned and disinfected using standard cleaning products before being used by anyone else.

Appendix 4 - Procedure for Confirmed Cases of COVID-19 at WMG Academy

The following process will be followed at WMG Academy Trust in the event of a confirmed case of coronavirus.

When a student or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home with advice to self-isolate for 7 days and arrange to have a test to see if they have COVID-19.

Tests can be arranged through the website [NHS.UK](https://www.nhs.uk) to or by contacting NHS 111 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending WMG Academy will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

When a student or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the student or staff member tests positive, the rest of their class or group within WMG Academy should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

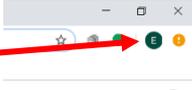
Appendix 5 - Google Classroom for Students and Parents at Home

This document includes general guidance for Students who are working from home and Parents who wish to receive updates via Google Classroom, with respect to their child's work.

Students

WMG Academy uses Google Classroom exclusively for the setting of coursework and homework. All students should be familiar with the use of Google Classroom, but different PC configurations may mean that it is slightly different when at home, to the usual classroom PC or Laptop.

Here is a shortcut method to logging into Google Apps from any PC.

1. Open a Browser
 - a. The preference is to use Google Chrome
 - b. Other browsers will work fine, but may limit some functions
 - c. Google Chrome can be easily loaded by searching 'download google chrome' Password
2. Navigate to www.google.co.uk
3. Click on the circular icon in the top right of the browser and log in using your Academy email address and password. 
4. Once logged in, use the nine squares to access the Google Apps available to you. 

Parents

Parents CANNOT log directly into Google Classroom. They receive an email from Google with a regular update as to the work being set and a student's progress. When Google Classroom was configured, earlier this year, you would have received an email from Google asking you if you wish to receive these updates. If you have a Gmail Account, you can elect to receive daily updates, other email addresses can only receive weekly.

If you are not receiving these, please email g.jacklin@wmgacademy.org.uk with: -

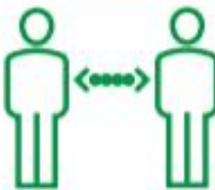
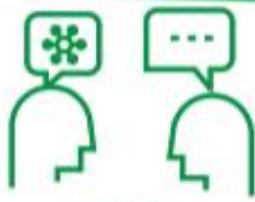
1. Your child's name (First and Last Name)
2. Their date of birth
3. The email address you wish to use to receive updates

We will then update our records and you will receive a new email from Google asking you to confirm you wish to receive these updates.

Appendix 6 – Canteen Safety Notice

SAFE RETURN TO SCHOOL

To put your mind at ease we have...

 <p>CONDUCTED a re-opening risk assessment</p>	 <p>AGREED a local plan with school management</p>	 <p>DELIVERED Covid-19 safety training for the team</p>
 <p>INCREASED hygiene measures, providing PPE, enhanced handwashing & extra cleaning</p>	 <p>INTRODUCED social distancing in the kitchen, servery & food collection areas</p>	 <p>REMOVED self-service food counters to reduce risk of contamination</p>
 <p>INTRODUCED disposable cutlery (trying to be environmentally friendly when possible!)</p>	 <p>AGREED a plan for receiving school meals without mixing social bubbles</p>	 <p>SET UP regular team briefings to provide important updates on safety compliance</p>



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