



Annex: Supplemental Fire and Emergency Evacuation Plan during the reopening of schools

May 2020

1. Context

From 1st June 2020 EYFS, Year 1, Year 6, vulnerable children and children of critical workers are reintegrated back to school following the following Government Guidance:

<https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

This annex to the school Fire and Emergency Evacuation Plan reflects new arrangements in place due to the reorganisation of the school in response to COVID-19 and the attendance of the children of critical keyworkers, vulnerable pupils and those in key year groups as directed by the government (and in line with local risk assessments). All other provisions in Fire and Emergency Evacuation plan remain in force. Therefore, staff should refer to the original plan to support the information contained within this annex.

2. Protective Measures

In order to keep the children and staff as safe as possible and in line with Government guidance we have split our year groups into smaller groups. Pupil numbers will not exceed 15, and only where the room is big enough. These groups will be arranged into different classrooms around the school as identified below to allow for social distancing measures to be adhered to where possible. These arrangements will be in place from June 1st 2020 and in line with the school reintegration plan.

Name of group	KWPS	KWEY	KW1	KW2
Year group	Pre-school	Foundation Stage	Year 1	Year 2
Teacher/ key adult	Priya Ramanandi	Demi Marvin	Debbie Raymond	Laura Taylor
Support staff available	Stacey Ball	Sue Chambers	Julie Fay	M Stevenson (+adults for 1:1 support)
Classroom	Pre-school	1JS	3CM	2PW

Name of group	KW3	KW4	KW5	KW6
Year group	Year 3	Year 4	Year 5	Year 6
Teacher/ key adult	Rob Rowell	Luke Garner	Ellie Hand	Hanna West
Support staff available	Claire Norman (am)	Elaine Cowes	Jo Adcock	Emma P
Classroom	2LT	5PD	5EH	6HW

Pre-school

Name of group	PSa
Year group	Pre-school
Teacher/ key adult	Sarah Duckett
Support staff available	Haley Grace (M-W)
Classroom	Woodlands

EYFS

Name of group	EYa	EYb	EYc	EYd
Year group	EYFS	EYFS	EYFS	EYFS
Teacher/ key adult	SADIE OWEN (CT)	TRACEY DAVIES (TA)	SAM DIVERS (CT)	t.b.c dependent on numbers
Support staff available	Tereza Hunt	Debbie Ward	Lucy Downs	
Classroom	ASH	BEECH	1DR	1AP

Year 1

Name of group	1a	1b	1c	1d
Year group	Year 1	Year 1	Year 1	Year 1
Teacher/ key adult	JAMES SCARBOROUGH (M-W)(CT) FIONA SPERRY (TH-FR) (HLTA)	ANNA PARSONS (CT)	DAVIDA KENNING (TA)	t.b.c depending on numbers
Support staff available	Fiona Sperry	Gaynor Jankoff	Jane Day	
Classroom	3NV	6LP	6CH	3RR

Year 6

Name of group	6a	6b	6c	6d
Year group	Year 6	Year 6	Year 6	Year 6
Teacher/ key adult	CLARE HILL (CT)	EMMA PRATT (TA)	t.b.c.	t.b.c.
Support staff available	Michelle Stevenson			
Classroom	4LG	4HO	4VE	???

Teachers (and other staff) will be allocated to a group and will remain with their allocated group, as far as possible, during the day and throughout the whole week.

Whole school assemblies will not take place. Teaching staff will address individual groups within their classroom.

3. Further amendments to the Fire and Emergency Evacuation Plan

5.0 Immediate Actions to be taken on discovering a fire or on hearing the fire alarm

Windows and doors will remain open to help reduce the likelihood of spreading the COVID virus. In the case of an evacuation, doors and windows should be closed on leaving the building **BUT ONLY IF IT IS SAFE TO DO SO DUE TO THE NUMBERS OF DOORS/ WINDOWS WHICH COULD BE OPEN.**

8.3 Fire Marshals

The following staff have been identified as fire marshals and are responsible for assisting in the safe evacuation of the building with identified areas of the building to check/sweep prior to leaving the building (if safe to do so).

The areas relate to the classrooms

- o Rita Samji – Office/ Staff Toilets/ Hall
- o Tereza Hunt – EYFS classrooms
- o Lucy Downs – Year 1 Classrooms & Toilets (Currently being used for EYFS)
- o Laura Taylor – Year 2 Classrooms & Toilets (Currently being used for Y2/3 Keyworker children)
- o Fiona Sperry – Year 3 Corridors & Classrooms (Currently being used for Year 1)
- o Clare Hill – Year 4 Corridors & Classrooms (Sixacres) (Currently being used for Year 6 if they return)
- o Tee Butterworth – Pastoral and 6HW
- o Ellie Hand – Year 5 Oaklands (Currently being used for Y4/5/Keyworker children)
- o Haley Grace – Year 5 Woodlands (Currently being used for Pre-school)
- o Anna Parsons – Year 6 Classrooms & Corridors (Currently being used for Year 1)
- o Michelle Stevenson – Lunchtimes
- o Priya Ramanandi – Pre-school

Please note; due to reduced staffing, Fire Marshals should organise for the class lead in the classroom next to them to escort the children to the muster points whilst they carry out their sweep of the building.

10.0 Arrangements for Safe Evacuation and Muster (Assembly)

Muster points remain in the same area of the school (KS1 and KS2 Playgrounds). Signage and allocated areas have been changed to reflect the class names in place during the COVID reintegration.

Social distancing should be adhered to as much as possible and if safe to do so when children are making their way to their muster point and lining up.

4. Staff training

This annex will be shared with all staff to be read in conjunction with the Fire and Emergency Evacuation plan and the COVID 19 Reopening risk assessment.

A walk-through fire drill will be carried out with children on their return. Fire drills will continue to be carried out as per the annual cycle.