

## Schools/Settings COVID 19- Health and Safety Risk Assessment and Outbreak Management Plan

<b>School/ Setting</b>	Music Staff	<b>Date of Assessment</b>	03/03/2021
<b>Assessment Completed By</b>	Matthew McCann - Headteacher		

### Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

### Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff informed that they should not attend school if they have Covid 19 symptoms and must book and take a PCR test and not attend school until the results of the test are received, even if they are feeling better. Staff made aware of this via emails, meetings, briefings, and training.
02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff informed that they should not attend school if they have tested positive for Covid 19 in the past 10 days. Staff made aware of this via emails, meetings, briefings, and training.

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<b>03</b>	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff informed that if they develop Covid 19 symptoms during the school day they are to inform SLT and be sent home. They should maintain a distance of 2 metres from all people in school. Staff made aware of this via emails, meetings, briefings and training.
<b>04</b>	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a> . Sample assessment template provided by Directorate for Children and Education Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff individual risk assessments should be reviewed and updated regularly.

### Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>05</b>	Any pupil or persons within their household has <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents, carers and pupils informed that they should not attend school if they have Covid 19 symptoms and must book and take a PCR test and not attend school until the results of the test are received, even if they are feeling better. Letters and phone calls to reiterate this.
<b>06</b>	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents, carers and pupils informed that they should not attend school if they have tested positive for Covid 19 in the past 10 days. Letters and phone calls to reiterate this.
<b>07</b>	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents, carers and pupils informed that if pupils develop Covid 19 symptoms during the school day, home will be contacted and pupils will be sent home asap. Pupils will be kept in the Quiet Room whilst waiting for collection. The pupil with symptoms should maintain a distance of 2 metres from all people in school. All staff have received training regarding this.

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<b>08</b>	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remote Learning procedures in place in case of a local outbreak, including the loaning of devices, access to Zoom.
<b>09</b>	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Available on website. Pupils briefed on expectations and procedures.

### Our School

Our School					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>10</b>	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any school visits should continue to be limited where possible.
Travel to and from School (including Public Transport and School Buses)					
<b>11</b>	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IncludEd is working with MS PRU and commissioned taxi services to manage and alleviate this risk. Consistent drivers, well cleaned and appropriate distancing in vehicles (with child/adult mask wearing).
<b>12</b>	Face coverings are required to be worn by all secondary school children and staff (unless medically exempt) in corridors, communal areas and classrooms, where 2m social distancing cannot be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Displays are in place across centres. Additionally, there are a vast number of disposable masks available.

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	<p>Face coverings can be removed during PE lessons, when outdoors and when eating/drinking. There should be a process in place for removing face coverings when this is required.</p> <p>Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.</p>				<p>The Centre is classed as one bubble, therefore these restrictions are not required. Any pupil choosing to wear a mask will be provided with one.</p>
<b>Asymptomatic Testing</b>					
Ref	Control Measure	Y	No	N/A	Actions Taken
13	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> <li>• Secondary school pupils should complete 2 onsite tests, on return to school, before moving to regular twice weekly tests at home.</li> <li>• Secondary school staff should complete regular twice weekly tests at home.</li> <li>• A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Secondary schools have a Lateral Flow Device Testing risk assessment in place for their on-site test centre.</p> <p>All staff have received LFT (at home kits) as supplied by the LEA. There are procedures in place to replenish, as necessary.</p> <p>There is a GDPR tracking compliant system, allowing staff to log results in addition to logging results via track and trace.</p> <p>Pupil transitions to at home testing is planned and being coordinated by senior leaders/centre managers.</p>

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Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
14	Although social distancing is no longer a legal requirement for staff and pupils. Head Teachers still have a legal duty to ensure the health and safety of their staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g <ul style="list-style-type: none"> <li>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing.</li> <li>Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing.</li> <li>Car sharing should be avoided where possible</li> </ul>
15	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable in our setting at present

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
16	Staff and/or pupils who are experiencing <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and pupils informed that they should not attend school if they have Covid 19 symptoms and must book and take a PCR test and not attend school until the results of the test are received, even if they are feeling better. Staff made aware of this via emails, meetings, briefings, and training.
17	Staff who experience symptoms as above whilst at work should go home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff informed that if they develop Covid 19 symptoms during the school day they are to inform staff absence and be sent home. They should maintain a distance of 2 metres from all people in

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					school. Staff made aware of this via emails, meetings, briefings, and training.
<b>18</b>	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are dedicated areas for suspected case/s to isolate until they can safely exit. PPE is readily available.
<b>19</b>	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/carers informed that they should book a PCR test for their child if their child presents with Covid 19 symptoms. There are a small number of tests available to send home.
<b>20</b>	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 10 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and students informed that if they test positive they should self isolate for 10 days from the start of symptoms or date of test if asymptomatic. Staff and students informed that if they are a close contact they will be informed by Test and Trace and will need to take a PCR test. Staff and students informed that they can continue to attend school whilst waiting for results unless they develop symptoms.
<b>21</b>	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Messaging about importance of handwashing shared with staff and students. Sanitisation points still remain around school at entrances to the building and in classrooms. Messages reshared after Government announcement on face coverings on 28/11/2021

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					Dedicated hygiene station placed upon arrival, this is maintained and restocked every day.
<b>22</b>	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Messaging about importance of handwashing shared with staff and students. Sanitisation points still remain around school at entrances to the building and in classrooms. Messages reshared after Government announcement on face coverings on 28/11/2021 Posters, hygiene stations and resources in place to support this.
<b>23</b>	Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Robust cleaning schedule - increased the frequency of key high contact areas: toilets, door handles, access buttons, door plates, touch points.
<b>24</b>	Educational Resources;  <ul style="list-style-type: none"> <li>- For frequently used resources such as pens and pencils, staff and pupils should have their own items</li> <li>- Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime.</li> <li>- Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>- Outdoor play equipment should be frequently cleaned following use by each group.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>- Touch points should be cleaned thoroughly before and after use.</li> <li>- Heavily stocked centres with cleaning resources (wipes/spray) readily available and accessible.</li> <li>- Routines in place, supervised by the Learning Centre Manager for regular cleaning and maintenance.</li> </ul>

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	- Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply.				
25	Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationary and mobile phones (where applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has been explained to pupils/parents/carers; additionally, cleaning materials are available for equipment brought from home. All pupils have a dedicated pencil case with required equipment readily available.
26	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tissues provided in all classrooms – supplies checked daily as part of cleaning routine.. Messaging about Catch it, Kill it, Bin it, shared with students and staff.
27	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classrooms, offices and other areas of the site have lidded bins.
28	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where safe and appropriate to do so, classrooms, offices and workrooms should have windows and doors open to maintain good ventilation.  Good ventilation can be achieved by a variety of measures including: <ul style="list-style-type: none"> <li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li> </ul>

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					<ul style="list-style-type: none"> <li>• natural ventilation – if necessary external opening doors may also be used (if they are not fire doors and where safe to do so).</li> </ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> <li>• opening high level windows in colder weather in preference to low level to reduce draughts</li> <li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li> <li>• providing flexibility to allow additional, suitable indoor clothing</li> <li>• rearranging furniture where possible to avoid direct draughts.</li> </ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>All reminders to be given regularly regarding good ventilation hygiene.</p>
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<b>29</b>	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> <li>● Toilets</li> <li>● Door Handles/ Access Buttons</li> <li>● Kitchen areas and associated equipment</li> <li>● Water dispensers/ coolers</li> <li>● Printers/ Photocopiers</li> <li>● White Boards</li> <li>● Play Equipment</li> <li>● Shared resources</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A regular, robust cleaning schedule - schedule for cleaning of key high contact areas: toilets, door handles, access buttons, door plates, touch points.</p> <p>Increased frequency of cleaning of the kitchen areas. Toilet cleaning schedule maintained in toilets.</p>
<b>30</b>	<p>Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation. Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning materials in place in all rooms readily available whilst adhering to COSH principles.</p>
<b>31</b>	<p>Staff should consider the storage of their personal items to ensure they are Covid secure.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Dedicated storage spaces to allow staff to freely and securely store their belongings.</p>
<b>32</b>	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">Hand-Washing Guidance</a></p> <p><a href="#">Hand-Washing Video</a></p> <p>Posters/resources in place; additionally, pupils and parents/carers are reminded via letters and briefings.</p>
<b>33</b>	<p>Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Head of Centre ensures that suppliers and contractors are aware of expectations around personal hygiene.</p>

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<b>Response to an Infection</b>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>34</b>	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: - Those with symptoms book a test <ul style="list-style-type: none"> <li>- Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case).</li> <li>- Complete On-Line MTAT form.</li> <li>- Public Health/ MTAT will then work with school to determine actions to be taken.</li> <li>- Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below
<b>35</b>	If an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below

<b>Outbreak Management Plan</b>
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Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.

**N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p><b>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs 'CONTINGENCY FRAMEWORK' AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</b></p>				<ul style="list-style-type: none"> <li>- Remote learning platform remains in place for use as required through Zoom/Google Drive.</li> <li>- Provision in place for key worker children attendance (as per national lockdowns) – following an established as used in academic year 2020-21..</li> </ul>
02	<p>When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.</p>				<ul style="list-style-type: none"> <li>- For secondary schools onsite Asymptomatic Testing Sites (ATS) in place.</li> <li>- Increased use of home testing for staff.</li> </ul>
03	<p>Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.</p>				<ul style="list-style-type: none"> <li>- Centre is classed as one class group bubble.</li> </ul>

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04	<p>Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.</p>				<p>The Centre is classed as one bubble, therefore these restrictions are not required. Any pupil choosing to wear a mask will be provided with one.</p> <p>Messages reshared after Government announcement on face coverings on 28/11/2021 that all staff, students and visitors should wear face coverings (unless exempt) in communal areas.</p>
05	<p>Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.</p> <p><b>SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.</b></p>				<ul style="list-style-type: none"> <li>- Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs.</li> <li>- Remote learning platform in place for children who are advised to shield.</li> </ul>
06	<p>Temporary limit to certain school activities;</p> <ul style="list-style-type: none"> <li>- residential educational visits</li> <li>- open days</li> <li>- transition and taster days</li> <li>- parental attendance in settings</li> <li>- performances in settings</li> </ul>				<p>Risk assessments in place.</p>

Further Information via:

Health and Safety Team  
Internal Audit & Risk Management 6<sup>th</sup> Floor  
Town Hall Extension

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[Health.and.safety@manchester.gov.uk](mailto:Health.and.safety@manchester.gov.uk)

**School Leadership (please ensure completed prior to return to Local Authority).**

<p><b>Approved by (Head Teacher/ Chair of Governors)</b></p>	<p>Noreen Khan (Head of Centre)</p>  <p>Noreen Khan (Proprietor)</p>	<p><b>Date of Approval</b></p>	<p>01/12/2021</p>
		<p><b>Date when school will be operating and open for ALL pupils.</b></p>	