



**James Elliman Academy
Covid 19 Risk Assessment
Whole school opening September 2021**

Approval

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1. Introduction and Risk Assessment

On the 19th July 2021 the Department for Education (DfE) issued new guidance that supports how schools may operate from September 2021. A hyperlink for Schools COVID-19 operational guidance is included within this document as this forms the basis of our plans. These plans will be subject to change as and when new information becomes available. On the 16th August the government provided further guidance that self-isolation is removed for double jabbed close contacts from 16 August. As an academy we will operate in line with government guidance as we have done throughout the pandemic.

Key messages from the guidance

As the country moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

Our priority is for you to deliver face-to-face, high quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We have worked closely with the Department of Health and Social Care (DHSC) and Public Health England (PHE) to revise this guidance.

Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.

Changes to the previous version

Changes to the guidance since its first publication include:

- updating the language to reflect the fact that Step 4 has now commenced (including removing the section on ‘contact tracing until Step 4’)
- linking to the updated health and safety advice for schools, which now incorporates the previous annex on [risk assessment for COVID-19](#)
- updating sections on [CEV children](#) and [CEV staff](#), to align with the latest guidance from DHSC
- updating the link to the [‘get help with remote education service’](#)

Mixing and ‘bubbles’

From September 2021, the DfE will no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’). When we proceed to Step 4, this means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term. If your school is still open at Step 4, you may wish to continue with these measures until the end of your summer term. As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce ‘bubbles’ for a temporary period, to reduce mixing between groups.

Any decision to recommend the reintroduction of ‘bubbles’ would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

Tracing close contacts and isolation

Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is

likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.

Instead, children will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.

18-year-olds will be treated in the same way as children until 4 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

Settings will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak in a setting or if central government offers the area an enhanced response package, a director of public health might advise a setting to temporarily reintroduce some control measures.

Face coverings

From Step 4, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. You can find more information on the use of face coverings including when to wear one, exemptions and how to make your own.

From Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school or college and are no longer legally required on public transport.

In circumstances where face coverings are recommended

If you have an outbreak in your school, a director of public health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt). You should make sure your outbreak management plans cover this possibility.

In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Transparent face coverings may be effective in reducing the spread of COVID-19. However, the evidence to support this is currently very limited. Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles.

The main benefit from a transparent face covering is that they can aid communication, for example enabling lip-reading or allowing for the full visibility of facial expressions, but this should be considered alongside the comfort and breathability of a face covering that contains plastic, which may mean that the face covering is less breathable than layers of cloth.

Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

The use of face coverings may have a particular impact on those who rely on visual signals for communication. Those who communicate with or provide support to those who do, are exempt from any recommendation to wear face coverings in education and childcare settings.

You have a duty to make reasonable adjustments for disabled pupils to support them to access education successfully. Where appropriate, you should discuss with pupils and parents the types of reasonable adjustments that are being considered to support an individual.

No pupil or student should be denied education on the grounds of whether they are, or are not, wearing a face covering.

Control measures

You should:

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.

3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Guidance links

The following information and guidance was made available in July 2021.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>

<https://www.gov.uk/government/news/self-isolation-removed-for-double-jabbed-close-contacts-from-16-august>

Risk Assessment

The **purpose** of this **risk assessment** is to ensure that the academy is safe to work in and to attend by all individuals thus ensuring they are appropriately protected from hazards. The process of a **risk assessment** involves:

The need to identify measures to control risks during education and childcare setting activities. Health and safety law requires the employer (The Park Federation Academy Trust) to assess risks and put in place measures to reduce the risks so far as is reasonably practicable. The law also requires employers to record details of:

- risk assessments
- the measures taken to reduce these risks
- expected outcomes

The academy has to record significant findings of the assessment by identifying:

- the hazards
- how people might be harmed by them
- what they have in place to control risk

Records of the assessment should be simple and focused on controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring.

Risk assessments consider what measures the academy needs to protect the health and safety of all:

- staff
- pupils
- visitors
- contractors

The academy has considered the risks that may arise in the course of the day. This could include anything related to the premises or delivery of its curriculum or activities, whether on-site or in relation to activities offsite.

We have used the concept “As Low as Reasonably Practicable (ALARP)”, to ensure we have considered all available Government and sector guidance. Where children at times are unable to attend the academy we are encouraging parental support as we may need to consider supporting them with remote learning.

This document should be read in conjunction with guidance provided to staff by the Principal, who will guide how risk management will be supported operationally. Any changes to the operation of the academy will be shared with staff and actions communicated with parents and children regularly. This risk assessment will be shared on the academy website.

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
2. General transfer of the Covid-19 virus, whether directly or indirectly	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> The virus is now in general transmission so cannot be eliminated Reduction is through following the relevant guidance from the Government, NHS, PHE and DfE for each element of the academy operation All staff and visitors to the academy will be briefed on the new practices and protocols, which will continue to include using hand sanitisers or washing hands more regularly and signage will be displayed. We will continue to encourage parents to contact the academy by telephone where possible rather than attending the reception area. 	Yes					

			<ul style="list-style-type: none"> • PPE will be assessed for specific requirements and procured in accordance with Government guidance for key roles. • The guidance does not recommend the use of PPE unless requested following cases in the academy. Therefore, we will continue to stock PPE and apply as required. As a measure of assurance for the first two weeks of the term, should staff wish to wear masks in communal areas they may. • The Principal retains the discretion to ask parents, visitors and staff to wear face coverings in common areas when necessary. • Staff will be briefed on how to manage if they suspect anyone of developing symptoms during the day • We will, have a procedure in place for children and staff ensuring that handwashing remains a key control. • A procedure for informing staff and children who have close contact with a 						
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			potential case will be in place and based on the latest advice provided by PHE. Guidance will be shared as per their advice.						
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				Yes	No	Further action required			
3. General controls to reduce transferring of Covid between persons	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> The Government have arranged vaccines on a voluntary basis for all adults to reduce the risk of transmission. We will be guided by our risk assessments and Government advice Whilst the Government continues to provide Lateral Flow Test devices. Staff are encouraged to undertake Lateral Flow Testing Consideration will be given to flow around the academy and Fire doors that are required to remain open have automatic stay open devices in place. We will ensure windows are opened in classrooms and open corridor doors to classrooms to aid air circulation. 	Yes					

			<ul style="list-style-type: none"> • We will follow HSE Guidance on ventilation of spaces when considering the use of heating and Air Conditioning. • To balance the need for increased ventilation while maintaining a comfortable temperature, heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. • We will complete a risk assessment on room occupancy to identify if rooms have openable windows or mechanical ventilation. We will also review the use of CO2 monitoring of rooms and place monitors as required through our risk assessment. • There is no longer a requirement for teaching from the front and rows of desks, therefore Teachers after consulting the Principal will assign children places in the classroom so children know where their classroom seat is at anytime during the day. 						
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			<ul style="list-style-type: none"> • We will have in place daytime cleaners who will use virucidal chemicals in frequently touched areas, at all other times cleaning products will be in line with government guidance • TAs/LSAs will continue to support movement around the classroom, supporting learning. • Appropriate staff ratios and emergency cover will be in place to manage the day. • Staff will be allocated as require to support the academy operation. • Communication to staff, children and parents sent regularly on changes via the App and Website • Appropriately trained Welfare Staff will be in place who will follow the latest guidance. • Welfare staff will be issued with PPE inclusive of IIR masks and will assess the need for using PPE. • PPE will remain available for staff whose tasks necessitate this 						
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			<ul style="list-style-type: none"> • Children will be educated on how to wash their hands and should the need be in place to use alcohol based sanitisers they will be supervised. Supervision of hand sanitiser use given risks around ingestion. Small children and children with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes will be used as an alternative • Shared resources will be cleaned periodically. • Catch it bin it procedures will be in place with tissues and pedal bins available in classrooms and offices. • Cleaning colleagues are trained on how to remove this waste. 						
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				Yes	No	Further action required			
4. Making worse the current condition in children and staff identified as “Clinically extremely vulnerable” (shielded)	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> The Government have ensured that vaccines are available to all CEV adults/staff. The academy will discuss with staff and parents any concerns that they have We will continue to ensure adequate cleaning and ventilation standards 	Yes					

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				Yes	No	Further action required			
5. Making worse the current condition in children and staff identified as “Clinically vulnerable”		Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> We will continue to follow the relevant guidance at the time. We will ensure we have suitable procedures in place at all times linked to government guidance. 	Yes					

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
6. The virus transfers to householders who are designated as clinically extremely vulnerable (CEV)	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> CEV adults have been vaccinated, any home contact should be risk assessed and it should be ascertained if anyone has been contacted by Test and Trace. 	Yes					

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				Yes	No	Further action required			
7. The virus transfers to the householders who are designated as clinically vulnerable (including pregnant women)	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> The academy will determine who falls within this staff group and review and work to relevant guidance. Individual assessment to be made as necessary through discussion with staff that make their circumstances known 	Yes					

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				Yes	No	Further action required			
8. Minimising contact with individuals who are unwell at home	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Government guidance has been provided that persons who have symptoms should arrange to be tested and not attend the academy Parents should notify the academy as soon as they are aware that someone has tested positive so that we may support Test and Trace. 	Yes					

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
9. Contact with individuals who become unwell at the academy – children	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> If anyone becomes unwell with symptoms then they should be moved to a room with open windows and await collection. Use of walkie talkie or classroom telephone to notify Welfare Officer – Welfare Officer goes to classroom No children should be sent to the medical room if a child, young person or staff member becomes unwell with symptoms of coronavirus while in the academy and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult. If a distance of 2 metres cannot be maintained. If contact 	Yes					

			<p>with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask and visor should be worn by the supervising adult.</p> <ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using virucidal cleaning products before being used by anyone else or as advised by PHE. • The PPE available, to the welfare staff will be IIR masks, disposable aprons, disposable gloves, and if necessary and other bodily fluids are present, then a face mask and visor must also be available • In an emergency, staff will call 999 if they feel persons are seriously ill or injured or their life is at risk. Staff must not visit the GP, 						
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			<p>pharmacy, urgent care centre or a hospital.</p> <ul style="list-style-type: none"> • Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or children who have been in close contact with that person with symptoms, even if wearing a face covering, should follow the latest guidance • If the asymptomatic person subsequently tests positive they should follow NHS Test and Trace guidance and update the Principal on their known close contacts. <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <ul style="list-style-type: none"> • The children must be advised to self-isolate for the necessary period as outlined by the NHS or guidance available. 						
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				Yes	No	Further action required			
10. Coming in to contact with others who become unwell at school – staff/adults	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Clean the affected area with appropriate virucidal cleaning materials after someone with symptoms has left to reduce the risk of passing the infection on to other people. 	Yes					

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				Yes	No	Further action required			
11. Transfer of Covid following an individual becoming unwell	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> The academy will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will follow the latest guidance. RIDDOR forms will be completed The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will provide definitive advice on how the academy must act. A template letter will be provided to the academy, on the advice of the health 	Yes					

			<p>protection team, to send to parents and staff if needed. The academy will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <ul style="list-style-type: none">• We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.						
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				Yes	No	Further action required			
12. Indirect contact via surfaces	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Workstations and equipment allocated to one person or cleaned between sessions. Alcohol sanitisers can be used with disposable wipes to clean telephones or keyboards, in addition to normal cleaning if staff require this Virucidal wipes for use can be requested from cleaner colleagues to support them. We will act on guidance and where necessary limit shared resources to be taken home Limit sharing of items such as stationary All shared areas are subject to cleaning such as handrails and handles 	Yes					

			<ul style="list-style-type: none">• It is still recommended initially that children limit the amount of equipment they bring into the academy each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Children and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.						
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				Yes	No	Further action required			
13. Sports activities	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Sports activities will return to normal and where necessary equipment will be cleaned periodically. External play will be prioritised Where internal play takes place we will ensure that windows and doors are opened to ensure air circulation We will consult government guidance when planning for team sports We will clean equipment that is shared Water bottles or other refreshment containers should not be shared. 	Yes					

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				Yes	No	Further action required			
14. Poor cleanliness	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> • Timetable/protocol for washing hands thoroughly during the day • Monitor the number of people using toilet facilities at any one time • Staff and children to wash hands after using the toilet facilities • Provision of additional hand washing facilities to the usual welfare facilities if required • Access and use of soap and water for at least 20 seconds or access and use alcohol-based sanitiser if soap and water are not available • Provision of suitable and sufficient designated pedal rubbish bins for hand towels and tissues with 	Yes					

			<p>regular removal and disposal.</p> <ul style="list-style-type: none"> • Hand dryers may be used in line with government guidance. • We will have in place enhanced cleaning regimes for toilet facilities and hand washing facilities particularly door handles, locks and the toilet flush • Provision of member of cleaning staff on site all day • Replenishment timetable for soap and sanitiser • Training and reminders to avoid touching face/eyes/nose/mouth with unwashed hands and cover for cough or sneeze with a tissue then throw it in the bin • We have an on-going procurement process to ensure we have sufficient stock of sanitiser and soap • Use of Catch It, Bin It, Kill It signage and bins 						
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				Yes	No	Further action required			
15. Contact or transmission via delivery drivers	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> We will agree access points Protocol for parcels/mail Socially distanced checking/signing off Hygiene point for drivers loading/unloading Boxes to remain unopened for 72 hours where practicable or treated with virucidal chemicals 	Yes					

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				Yes	No	Further action required			
16. Transmission where social distancing is not possible such as welfare emergency	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> PPE has been identified, procured, will be issued and training given for staff in the form of disposable gloves, aprons, face masks and visors. We will introduce any further guidance that is released. 	Yes					

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
17. Poor housekeeping and inappropriate cleaning standards	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Cleaning teams have received on-going training to reduce the risk to themselves and others especially when using PPE. Cleaning teams to follow guidance issued by the Trust alongside Government advice and that of the most up to date version of the document Covid-19: Cleaning of non-healthcare settings guidance. Additional day time cleaning hours have been allocated to focus on cleaning touch points with virucidal chemicals. Bin will be emptied daily and clinical waste management (tissues) will be removed Periodic monitoring will continue to take place 	Yes					

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
18. Poor facilities management of systems	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> We have protocols for contractors who maintain all academy systems. They will not attend the academy if they feel unwell and will use hand sanitiser on arrival. All relevant mandatory and statutory testing and recording is completed Good ventilation maintained Water system maintained in good health in line with our Water Safety Management System We will monitor false fire signals. 	Yes					

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
19. Educational Day visits, inadequate plans in place	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> The Guidance advises that Trips can go ahead and we will undertake separate risk assessments for these trips We will not consider international travel at this stage and if this was introduced at a later date we would follow the guidance available at the time and communicate this with parents and complete a separate risk assessment 	Yes					

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
20. Wrap around care, inadequate plans in place	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Where external parties support the academy with wrap around care, they will undertake and provide the academy with their risk assessment 	Yes					

Hazards What are the specific sources of harm?	At Risk Staff – S Children – P Contractors – C Visitors - V	Potential harm or loss	Current Control Measures List the control measures actually used or planned to be used.	Using the ALARP principles are the measures adequate?			Further Control Measures What further control measures are needed if risk level is too high?	Action Who will act and when?	Target Date
				Yes	No	Further action required			
21. Indoor and outdoor performances, increased parties mixing	S, P, V, C	Infection with Covid-19 symptoms.	<ul style="list-style-type: none"> Government guidance suggests that this can be restarted. The academy will ensure there is sufficient ventilation and follow any specific new guidance that is released. The below guidance will be subject to change before September 2021 <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>	Yes					

Risk Assessment Communication

The Principal has communicated with staff and parents the measures that are being put in place.

All employees undertaking the activity must have read and understood the risk assessment. If there are any questions or concerns, these must be raised with the Principal before the activity begins.

All parents have the opportunity to contact the academy to discuss any elements.

Employee Name	Signature	Date

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