

# SRA Opening Plan - September 2020

**Updated 1<sup>st</sup> March 2021**

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## 1.0 Introduction

The *current* DfE guidance states the following:

- **All schools should open for all pupils from March 2021.**
- Schools must revisit and update their risk assessment.
- Students should receive a high-quality educational experience.
- There cannot be a one size fit approach where a school's plan accounts for every single scenario as it is impossible to provide a totally risk-free environment.
- Judgments need to be made at a school level about how to balance and minimise any risk from coronavirus (COVID-19).
- Sensible and proportionate protective measures need to be put in place for pupils and staff to reduce the risk to the lowest reasonably practicable level.
- There are no strict requirements on distancing or set distances that must be observed.
- Schools will not be reimbursed with any additional costs incurred

On the basis of the current DfE guidance, we are proposing to put in the following protocols and systems. These systems/protocols are split into ones that 'must' take place and ones 'where possible'. For each we have identified how we intend to implement them in a practical sense.

## 2.0 What the school must do and how

What we must do	How we intend to implement this in a practical sense
<b>2.1 Minimise contact with anyone who is displaying the symptoms of coronavirus.</b>	a) Staff and students to be regularly reminded not to attend school if displaying symptoms. b) Staff and students to be informed of the process if they or someone in their household displays symptoms (see Appendix B - scenarios) c) Any child or adult to be sent home immediately if reporting of displaying the symptoms. d) Staff and students to be informed about the test and trace process (see Appendix B - scenarios) e) Contractors/visitors to sign declaration that they have: not tested positive or displayed symptoms in last 14 days; and, not been in contact with someone displaying symptoms for the last 14 days, before being allowed on site.

<p><b>2.2 Clean hands thoroughly and more often than usual.</b></p>	<ul style="list-style-type: none"> <li>a) Site staff to ensure sanitiser and soap dispensers in all toilets are filled at the start of every day.</li> <li>b) Staff to be encouraged to wash hands wherever possible and at least at every break and lunchtime.</li> <li>c) Students to be encouraged to wash hands/use sanitiser regularly and essential when visiting the toilet and before/after eating.</li> <li>d) Students to be encouraged to use the sanitiser dispensers upon arrival into each teaching block.</li> <li>e) Staff to be provided with their own anti-bacterial sanitiser to clean hands regularly.</li> <li>f) Signs up around the school to promote washing of hands regularly.</li> </ul>
<p><b>2.3 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</b></p>	<ul style="list-style-type: none"> <li>a) All teaching rooms to be provided with a box of tissues.</li> <li>b) 'Catch it, bin it, kill it' to be promoted regularly by staff.</li> <li>c) Signs up around the school to promote 'catch it, bin it, kill it.'</li> <li>d) All teaching rooms and office spaces to be well ventilated at all times.</li> </ul>
<p><b>2.4 Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.</b></p>	<ul style="list-style-type: none"> <li>a) All teachers to be provided with their own large antibacterial trigger spray bottle and blue paper roll.</li> <li>b) Teachers and/or students to clean desks/resources after use where necessary.</li> <li>c) Site staff to clean handles on doors and other touched surfaces more frequently throughout the day.</li> <li>d) All teaching blocks to have sanitiser dispenser.</li> <li>e) Sanitiser dispenser placed next to thumb machine and students encouraged to use it.</li> </ul>
<p><b>2.5 Staff, secondary age students, visitors and other adults will be expected to wear a face covering/ face mask whilst in indoor, communal areas and classrooms in the school.</b></p>	<ul style="list-style-type: none"> <li>a) This will include corridors, stair wells, toilets, queuing for lunch, assemblies and classrooms where social distancing is not possible.</li> <li>b) Communicated to staff and parents 3/11/2020</li> <li>c) Communicated to students 4/11/20</li> <li>d) Face masks available in key stage offices and school shop</li> <li>e) System introduced for those medically exempt</li> </ul>
<p><b>2.6 Extra-curricular activities to begin.</b></p>	<ul style="list-style-type: none"> <li>a) All primary extra-curricular clubs will begin after Easter.</li> <li>b) All secondary clubs will run from 15<sup>th</sup> March.</li> </ul>

<p><b>2.7 Twice weekly testing at home</b></p>	<p>a) All secondary students will be offered three lateral flow Covid tests in school in weeks beginning 1<sup>st</sup>, 8<sup>th</sup> and 15<sup>th</sup> March.</p> <p>b) All secondary students and will be offered a lateral flow Covid test to do at home twice a week from week beginning 22<sup>nd</sup> March and staff from w/b 1<sup>st</sup> March</p>
<p><b>2.8 Ventilation</b></p>	<p>a) All areas of the school to be well ventilated – windows and doors to be left open at all times.</p>

### 3.0 Where possible, what the school shall do and how

<p><b>What we shall do</b></p>	<p><b>How we intend to implement this in a practical sense</b></p>
<p><b>3.1 To minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p><b>All staff:</b></p> <p>a) Staff meetings/briefings/events will take place in the hall or other appropriate large space. Where meetings are longer than 15 minutes staff must ensure 2m social distancing is in place. Where staff events are less than 15 minutes, staff must ensure they maintain 2m distance wherever possible and where this is not possible, at least 1 metre.</p> <p>b) Staff should avoid close face to face contact and minimise time spent within 1m of anyone (unless dealing with First Aid or working with students with SEN needs – use PPE where necessary)</p> <p>c) Adhere to the one-way/keep left system around school where applicable.</p> <p>d) To not allow frequently used equipment to be shared across year group bubbles unless cleaned or kept out of reach for a period of 48 hours (72 hours for plastics).</p> <p>e) Staff to wear face coverings inside where social distancing cannot take place.</p> <p><b>Teaching staff:</b></p> <p>a) To make own adaptations to classrooms and departmental offices to ensure they can maintain 2m distance from students and other adults.</p> <p>b) To make own adaptations to classrooms to ensure students are facing the front where possible.</p>

- c) To work with other teaching staff in each block/area to ensure students in their respective classes do not all leave the lesson at all the same time.
- d) To ensure that *frequently used* equipment such as pens should not be shared amongst students (and particularly not across year group bubbles)
- e) To minimise the sharing of resources wherever possible, such as books, or PE or Science Equipment across bubbles and for them to be cleaned regularly and meticulously (or left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- f) Can take books and other shared resources home provided hygiene and cleaning rules have been put in place.
- g) To follow subject specific risk assessments put in place by Heads of Department, which adhere to external agency guidance,

**Support Staff:**

- a) Who work in joint working offices should make adaptations to their offices to ensure they can maintain 2m distance from working colleagues
- b) Should ensure that `passing` visitors to their offices can maintain a 2m distance wherever possible and where this is not possible at least 1m distance. Where visitors are planned to stay longer than 15 minutes staff must ensure 2m social distancing is in place.
- c) Who provide first aid should wear appropriate PPE equipment provided when necessary (optional) and where a 2m distance cannot be maintained.
- d) Who support SEN students should wear appropriate PPE equipment provided where necessary (optional).

**Students:**

- a) Will be kept in year group zones for break and lunchtimes.
- b) Will have staggered break and lunchtimes in year group bubbles.
- c) Will have staggered start and finish times in year group bubbles.
- d) Will adhere to the one-way/keep left system around school where it is in place.
- e) Will adhere to the seating plan and arrangement (facing forward) as advised by the class teacher.
- f) Will adhere to the waiting zones and entry/exit route advised by each class teacher.
- g) Will enter and exit the classroom via the doors stated advised by the class teacher.
- h) Who use public transport should sit apart where possible and where it is not possible they should sit next to someone from the same family or year group bubble
- i) Should be supported to maintain their distance and not touch staff and also their peers where possible.

	<ul style="list-style-type: none"> <li>j) Should only attend year group assemblies (School assemblies to be provided virtually).</li> <li>k) Should be informed they are not allowed to congregate in the canteen in the morning and wait in their zones or go straight to form rooms (particularly if raining).</li> <li>l) To use only the designated toilets for their year group.</li> <li>m) To wear face coverings inside where social distancing cannot take place.</li> </ul> <p><b>Parents</b></p> <ul style="list-style-type: none"> <li>a) To be informed to wait for their child in designated areas for primary and outside the school gates for secondary.</li> <li>b) To only attend school if a prior appointment is made (unless an emergency situation or drop off/collect situation).</li> <li>c) Primary parents expected to wear a face covering/face mask whilst on school site during drop-off and pick-up.</li> </ul>
<p><b>3.2 Where necessary, staff to wear appropriate personal protective equipment (PPE)</b></p>	<ul style="list-style-type: none"> <li>a) Staff who will need to work in close contact with students i.e. First Aid Staff and TAs to be offered appropriate PPE equipment to wear (optional).</li> <li>b) Students to be informed they must wear a mask when using public bus. Students to be informed of how to dispose of masks effectively.</li> </ul>

**4.0 Appendix A - Timetable for September**

SRA Proposed timetable plan for September

**Primary**

	<b>EYFS</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
Arrival/Departure	8.40/3.00	8.50/3.10	8.40/3.00	8.50/3.10	8.50/3.10	8.40/3.20	8.40/3.20
Entrance/Exit	EYFS gate	Classroom doors	Fire exit door 2	Classroom doors	Fire exit door 1	Main double doors	External classroom doors
Breaktime and location	10.15/EYFs area	10.15/Top playground	10.15/Bottom playground	10.30/Top playground	10.30/Bottom playground	10.30/Bottom Playground	10.30/Bottom Playground
Lunchtime	11.20/EYFS area	11.30/Top playground	11.40/Bottom playground	11.45/Top playground	11.50/Bottom playground	11.55/Bottom Playground	12.00/Bottom Playground
Toileting facilities	EYFS area	Year 1 corridor	Year 2 and 3 corridor	Year 2 and 3 corridor	Year 4 and 5 corridor	Year 4 and 5 corridor	Year 1 corridor

## Secondary

Time	Year 7-9	Time	Year 10-13
On arrival all students go straight to form rooms from 8:15am			
8:40-8:50	Registration/Form Time	8:40-8:50	Registration/Form Time
8:50-9:40	Period 1	8:50-9:40	Period 1
9:40-10:30	Period 2	9:40-10:30	Period 2
10:30-10:50	Break	10:30-10:50	Break
10:50-11:40	Period 3	10:50-11:40	Period 3
11:40-12:30	Period 4	11:40-12:30	Period 4
12:30-13:30 Lunch	Year 7 – 12.30 Year 8 – 12.35 Year 9 – 12.40	12:30-12:50	Registration/Assembly
13.30-13.50	Registration/Assembly	12.50-13.50 Lunch	Year 11 – 12.50 Year 10 – 12.55 Year 12/13 – 13.00
13:50-14:40	Period 5	13:50-14:40	Period 5
14:40-15:25	Period 6	14:40-15:30	Period 6
15:25 plus	<ul style="list-style-type: none"> <li>Intervention</li> <li>Year 7 homework club</li> </ul>	15:30 plus	<ul style="list-style-type: none"> <li>Intervention</li> </ul>
Summary	<ul style="list-style-type: none"> <li>extra-curricular clubs to start from 15<sup>th</sup> March</li> </ul>	Summary	<ul style="list-style-type: none"> <li>extra-curricular clubs to start from 15<sup>th</sup> March</li> </ul>

## Appendix B – Logistical Detail

### March 2021 Reopening

#### Year group bubbles

	Primary	Secondary
<b>Staggered Start Times</b>	<p>Recep – 8.40-8.50 am            Year 1 – 8.50-9.00 am            Year 2 – 8.40-8.50 am            Year 3 – 8.50-9.00 am            Year 4 – 8.50-9.00 am            Year 5 - 8.40-8.50 am            Year 6 - 8.40-8.50 am</p>	<p>Year 7 – 8.40 am            Year 8 – 8.40 am            Year 9 – 8.40 am            Year 10 – 8.40 am            Year 11 – 8.40 am            Sixth Form 8.40 am</p>
<b>Entrances</b>	<p>Recep – EYFS gate            Year 1 – Classroom doors            Year 2 – Fire exit door 2            Year 3 - Classroom doors            Year 4 – Fire Exit door 1            Year 5 – Double doors            Year 6 – Classroom doors</p>	<p>All secondary entrances</p>
<b>Start of Day</b>	<p>Straight into classrooms</p>	<p>Straight to Form rooms (read/work) from 8.15 am.</p>
<b>Lessons</b>	<p>Teachers to decide layout.            Hand sanitiser for each member of staff.            Staff to maintain social distance whenever possible            Staff to wear face coverings inside where social distancing cannot take place.</p>	<p>Desk/tables facing forward in rows            No lining up outside – straight in classes            Students to wipe tables at end of lesson with provided products.            Hand sanitiser for each member of staff            Students to ensure they bring their own equipment classrooms where social distancing is not possible.</p>
<b>Movement around school</b>	<p>Keep to a minimum            One-way system:            Ladan’s Office to Medical</p>	<p>Keep to a minimum            One-way system down main corridor from science/DT to maths.</p>



	<b>Maths 4 to Blue corridor</b>	<p>One way M4-M1, H1-H4, ML1-ML4</p> <p>“Up” stairs by Maths 1</p> <p>“Down” stairs by Maths 4</p> <p>One way in DT block</p> <p><b>One way system through English block.</b></p>
<b>Staggered lunchtime</b>	<p>Recep – 11.20</p> <p>Year 1 – 11.30</p> <p>Year 2 – 11.40</p> <p>Year 3 – 11.45</p> <p>Year 4 – 11.50</p> <p>Year 5 – 11.55</p> <p>Year 6 – 12.00</p>	<p><b>Year 7 – 12.30 pm</b></p> <p><b>Year 8 – 12.35 pm (In Quad 12.30 pm)</b></p> <p><b>Year 9 – 12.40 pm (In Quad 12.35 pm)</b></p> <p><b>Year 10 – 12.55 pm (In Quad 12.50 pm)</b></p> <p><b>Year 11 – 12.50 pm</b></p> <p><b>Sixth Form/ KS3 C3 – C31.20 pm</b></p> <p><b>KS4 C3 - 1.30-1.40 pm</b></p>
<b>Social zones</b>	Each year group in specified areas.	<p>Year 7 – Courts/ form rooms</p> <p>Year 8 – Courts/ form rooms</p> <p>Year 9 – Courts/ <b>science quad</b></p> <p>Year 10 – Canopy Quad/ dining room</p> <p>Year 11 – Main Quad/ dining room/ intervention classroom</p> <p>Sixth Form – Sixth Form Centre</p>
<b>Toilets</b>	<p>Allow pupils to use as needed. To be monitored by staff.</p> <p>Managed at break and lunch.</p>	<p>Managed at break and lunch</p> <p>Year 7/8 - English toilets</p> <p>Year 9 - Maths toilets</p> <p>Year 10/11 - Main corridor</p> <p>DT – Sixth Form</p>
<b>Handwashing</b>	<p>Entering school</p> <p>After break</p> <p>Using toilet</p> <p>Before lunch</p> <p>After lunchtime</p> <p>End of school</p>	<p>Entering school</p> <p>After break</p> <p>Using toilet</p> <p>Before lunch</p> <p>After lunchtime</p> <p>End of school</p>
<b>Staggered Finish Times</b>	<p><b>Recep – 3.00 pm</b></p> <p><b>Year 1 – 3.10 pm</b></p> <p><b>Year 2 - 3.00 pm</b></p> <p><b>Year 3 – 3.10 pm</b></p>	<p>Year 7 – 3.25 pm</p> <p>Year 8 – 3.25 pm</p> <p>Year 9 – 3.25 pm</p> <p>Year 10 – 3.30 pm</p>

	<p>Year 4 – 3.10 pm Year 5 – 3.20 pm Year 6 – 3.20 pm</p>	<p>Year 11 – 3.30 pm Sixth Form – 3.30 pm</p>
<b>Meetings</b>	<p>Virtual meetings where possible. Only essential face-to-face meetings and ensure social distancing. Wipe down surfaces at beginning and end of meeting. Staff briefings are virtual.</p>	<p>Virtual meetings where possible. Only essential face-to-face meetings and ensure social distancing. Wipe down surfaces at beginning and end of meeting. Staff briefings are virtual.</p>
<b>Social Distancing</b>	<p>No mixing across year groups</p>	<p>Staff need to maintain social distance. Where possible within year groups No social interaction across year groups Sixth form to be treated as one year group.</p>
<b>Uniform and appearance</b>	<p>Normal uniform and appearance rules and standards apply. Visitors are expected to wear masks in indoor, communal areas in school. Staff to wear masks indoors where social distancing with other adults cannot take place.</p>	<p>Normal uniform and appearance rules and standards apply. Staff, students, visitors are expected to wear masks in indoor, communal areas in school. This will include corridors, stair wells, toilets, queuing for lunch, classrooms where social distancing cannot take place and assemblies. (Medical exemptions apply).</p>
<b>Water bottles</b>	<p>Pupils encouraged to bring full, labeled water bottles</p>	<p>Pupils encouraged to bring full, labeled water bottles</p>
<b>PE Kit</b>	<p>Normal procedures</p>	<p>Normal procedures</p>
<b>Specialist/ practical lessons</b>	<p>Heads of Department to ensure we are adhering to DfE and professional bodies guidance.</p>	<p>Heads of Department to ensure we are adhering to DfE and professional bodies guidance.</p>
<b>Club</b>	<p>Extra-curricular clubs to start with effect from 12<sup>th</sup> April 2021.</p>	<p>Extra-curricular clubs to start with effect from 15<sup>th</sup> March 2021.</p>
<b>Detentions</b>	<p>Managed by key stage leads</p>	<p>KS3 and KS4 C3 detentions running. Lates and homework detentions changed. Numbers monitored to ensure social distancing across year groups.</p>
<b>Homework Club</b>	<p>n/a</p>	<p>Year 7 only</p>

<b>Wraparound Care</b>	<b>To start after Easter</b>	n/a
<b>Assemblies</b>	<b>No assemblies</b>	<b>Year assemblies from 22<sup>nd</sup> March</b> School assemblies remote to form rooms

## 5.0 Appendix C - Scenarios

*It is impossible to anticipate every potential scenario that may occur with the development of Coronavirus. For each scenario, it will be important for the school and staff to adopt the key health and safety parameters that have been identified and discussed in Sections 2.0 and 3.0 above (until guided otherwise to do differ). However, below provides some possible scenarios and the school's response to each (based on current guidance as of **March 2021**).*

### Scenario 1: A member of staff or student is experiencing symptoms of coronavirus

- Do not come into school and/or isolate immediately from others and leave the site.
- Clean and disinfect room/space this suspected person was using.
- Call 999 if serious.
- This person should self isolate for 10 days (rest of household for 14 days)
- This person should get themselves tested <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- If negative, this person should return to school, once well.
- If positive, this person should continue to self-isolate for at least 10 days from the onset of the symptoms and then return to school except if they still have a high temperature, in which case this person should keep self-isolating until their temperature returns to normal.
- If positive, this person should then engage with the NHS Test and Trace team and provide details of those they have come into **close contact** within the last 48 hours.

#### **Close contact covers:**

- a) direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). *This is highly unlikely to be any other member of staff or student should you be adhering to the risk assessment in place.*
- b) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. *This is highly unlikely to be any other member of staff or student should you be adhering to the risk assessment in place.*
- c) travelling in a small vehicle, like a car, with an infected person - *This is highly unlikely to be any other member of staff or student unless you are in the same family.*

### Scenario 2: A member of staff or student who lives with someone who is displaying the symptoms of coronavirus

- You should self-isolate for **10** days. You must stay at home and not go out at all for this period.
- The suspected person with the symptoms should get tested.
- If that suspected person is tested negative, you can return to work.
- If that suspected person tests positive, you will need to continue self isolating for the full 14 days.
- It is important to have a contingency plan in place to provide work for students or for staff to be able to continue setting appropriate cover work.

### Scenario 3: I live with someone who has been asked to self isolate and who is not showing any symptoms

- You do not need to self-isolate unless the person in your household who is self-isolating subsequently develops symptoms.
- If they develop the symptoms, self isolate for **10** days. It is therefore important to have contingency plans in place to make sure you have work ready to provide to cover this potential 2-week absence.
- If this person you live with, having developed the symptoms gets tested and is positive, you will need to self isolate for 14 days from when the person first had the symptoms.
- If the person, having developed the symptoms has a negative test, they still need to remain in isolation for 14 days from the date of the first symptoms. You should return to school.

### Scenario 4: I need to assist someone in school who is displaying the symptoms (most likely to be first aid staff)

- Use PPE equipment unless 2m distance can be maintained.
- Call parent for collection. If serious, call 999.
- Put person in adjacent office to Student Reception and close door (apply appropriate adult supervision).
- Ensure window in this office is open and room is always well ventilated.
- Maintain 2m distance wherever possible.
- Use separate toilet for the student where necessary.
- Clean all spaces used after with household disinfectant.
- Staff to wash hands thoroughly after for 20 seconds and use hand sanitiser.
- Clean/dispose of PPE equipment after appropriately.
- Any members of staff who have helped someone with symptoms and any pupils who have been in **close contact** with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test & Trace.

#### *Close contact covers:*

- a) direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). *This is highly unlikely to be any other member of staff or student should you be adhering to the risk assessment in place.*
- b) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. *This is highly unlikely to be any other member of staff or student should you be adhering to the risk assessment in place.*
- c) travelling in a small vehicle, like a car, with an infected person - *This is highly unlikely to be any other member of staff or student unless you are in the same family.*

### Scenario 5: There is a positive case within the school (staff or student)

1. School will contact the Local Authority and local public health protection team for advice.
2. The health protection team will work with the school in this situation to guide them through the actions they need to take.
3. Based on the advice from the health protection team, the school must send home those people who have been in **'close contact'** with the person who has tested positive, advising

them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. It is highly unlikely that the school will close in this scenario.

**Close contact covers:**

- a) direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). *This is highly unlikely to be any other member of staff or student should you be adhering to the risk assessment in place.*
- b) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. *This is highly unlikely to be any other member of staff or student should you be adhering to the risk assessment in place.*
- c) travelling in a small vehicle, like a car, with an infected person - *This is highly unlikely to be any other member of staff or student unless you are in the same family.*

### **Scenario 6: There are several positive cases within the school**

- If the school has two or more confirmed positive cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may indicate an outbreak.
- The school will contact the Local Authority and the local public health protection team who will be able to advise if additional action is required.
- Action taken will vary from small to large number of students self isolating.
- It is unlikely that staff will need to self isolate if adhering to the risk assessment.
- It is unlikely that the whole school will need to close.
- A mobile testing unit may be dispatched to the school to enable rapid testing.
- All schools have been advised to alter the way in which they deploy their staff. As is the case now, we therefore may be required to call upon all staff to assist with supervising students to cover for absent staff.

### **Scenario 7: The local area sees a spike in infection rates**

- The Local Authority along with Public Health England will decide which measures to implement.
- If the school needs to close, the school's remote learning programme will commence. It is therefore important for all staff and students to be ready to switch seamlessly to the school's remote teaching programme if and when necessary.
- Key worker school will commence. As before, we will require staff to assist us on a rota-basis.