

Sacred Heart RC Primary School

Re-Opening Procedures

September 2020



**By living out our Catholic faith
TOGETHER
we ENCOURAGE
and ACHIEVE.**

'I have called you by name'

Isaiah 43:1

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General Information:

- The information is for Reception through to Year 6.
- School has to ensure the site is Covid-19 safe. This includes, amongst many other things:
 - i. Restrict and manage the number of additional adults on site at any one time.
 - ii. Increased cleaning and sanitising procedures are in place throughout the day.
 - iii. Restrictions regarding mixing of ages are managed and kept to a minimum.
 - iv. Staggered starts / breaks / lunches / end of the day will need to be planned for.
 - v. Limitations of opportunities at break and lunch times.
 - vi. Schools may have to offer a limited service in terms of 'Wrap-Around' care.
 - vii. Residential visits are not permitted
 - viii. Minimal movements around school by the children
- The Year 3 classroom is now the Year 4 classroom.
- The Year 4 classroom is now the Year 3 classroom.
- Front-facing seating for teaching - classrooms
- Front-facing seating in the dining hall (one-side of the tables are usable)
- Marking Policy has been amended to reflect 'social –distancing' guidance for staff.
- Behaviour Policy has been amended to reflect 'social –distancing' guidance for staff.
- Please be patient with school while we manage the system of parents picking up more than 1 child at 1 designated pick up time.

Staff:

- SENDCo / Inclusion Manager / Safeguarding – Miss Wilde
- Head Teacher / Safeguarding – Mr M^cDermott
- Deputy Head Teacher – Mrs Delargy
- Reception Class Teacher / EYFS Lead – Miss Worrall
- Year 1 Class Teacher – Mrs Johnson
- Year 2 Class Teacher – Miss Ditchfield
- Year 3 Class Teacher(s) – Mrs Rabbani and Mrs Watts
- Year 4 Class Teacher – Mrs Kirkup
- Year 5 Class Teacher – Mrs Delargy
- Year 6 Class Teacher – Mrs Woodward

When the school will reopen:

The school will reopen fully on Wednesday, 2nd September, 2020. This is applicable to all pupils in all Years 1 through to Year 6, and any previous arrangements to limit school places during the coronavirus pandemic will no longer be in effect. Reception parents, you have already received information relating to your start times for the first 2 and a half weeks.

Attendance:

Attendance for all pupils is mandatory from the beginning of the Autumn term, including for pupils who have, so far, been advised to shield at home (new information). Pupils who are self-isolating due to quarantining or presenting with symptoms of coronavirus, or have been exposed to somebody presenting with symptoms of coronavirus, must not attend school until the self-isolation period has passed or they test negative for coronavirus (for those quarantining, then it is the specified days at the time of returning). If your child presents with coronavirus symptoms, the self-isolation period is seven days; if a member of your household presents with coronavirus symptoms, the self-isolation period for your child is 14 days.

Pupils who cannot attend school at the start of the Autumn term due to sickness or self-isolation requirements will be educated remotely. All absences must be reported. If this circumstance arises, the school will discuss with you how your child can access remote education. If you are going on holiday and are required to quarantine, please email the school office to inform us in advance.

Clean hands thoroughly more often than usual:

'Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. '

DFE guidance document – Section 2

Breakfast Club: limitations to our usual offer.

All accounts from 2019/2020 academic year must be up to date to be offered a place for the academic year 2020 / 2021.

- Breakfast Club – Your child(ren) must be booked into the ‘Breakfast Club’ – we cannot accept children who just turn-up – due to strict cleaning and staffing requirements.
- Breakfast Club will operate from 7.50 am until 8.50 am. The children will be taken from ‘Breakfast Club’ to their respective classes after this time.
- Entrance to Breakfast Club will be via the ‘Front Office’ where the children will apply hand-sanitiser upon entering school.
- They will take their coats (lunches, Reading-bag (no ruck sacks or sport’s bags)) to their peg and then proceed to the Hall.
- The children will be grouped according to ages and numbers attending. The initial plan is below (This could change depending on numbers and ages attending).

Reception, Year 1 and Year 2 Mrs King Heath (tbc)	Year 5 and Year 6 Mr Sawyer (tbc)
Year 3 and Year 4 Miss Fearick (tbc)	

Start of the day: 8.55 am – 9.05 am (Reception, Years 1 and 2) start

- *The ‘One-way’ system is still in operation.*
- Enter school via the main pedestrian gate at the top of the road. Please ensure the children walk and do not run down the path.
- *The main gate (green double gate) will only open at 8.55 am – please do not arrive early. Each Group has a 10 minute slot. These timings have been devised to keep you all safe and to ensure minimal number of additional people on site to a minimum.*
- *When the gate is shut, please queue, adhering to social distancing guidance.*
- The Reception children will be greeted at the gate and sent into school via the Reception Door.
- The Year 1 and 2 children will be greeted at the gate and sent into school via the playground and the rear-entrance door (usual door).
- They will sanitise their hands before hanging up their coats and reading bags / pack-lunch box. Please note, no sports bags or ruck-sacks permitted.
- Parents, upon dropping off their child(ren) at the main gate, will then proceed up the car-park and exit via the car-park gate.

Start of the day: 9.05 am – 9.15 am (Years 3 and 5) start

- *The 'One-way' system is still in operation.*
- Please do not arrive early. Each Group has a 10 minute slot. These timings have been devised to keep you all safe and to ensure minimal number of additional people on site to a minimum.
- Enter school via the main pedestrian gate at the top of the road. If your child is old enough, you may send them down the path alone (please ensure they walk and do not run).
- The children will be greeted at the gate and sent into school via the playground and the rear-entrance door (usual door).
- They will sanitise their hands before hanging up their coats and reading bags / pack-lunch box. Please note, no sports bags or ruck-sacs permitted.
- Parents, upon dropping off their child(ren) at the front office, will then proceed up the car-park and exit via the car-park gate.

Start of the day: 9.15 am – 9. 25 am(Years 4 and 6) start

- *The 'One-way' system is still in operation.*
- Please do not arrive early. Each Group has a 10 minute slot. These timings have been devised to keep you all safe and to ensure minimal number of additional people on site to a minimum.
- Enter school via the main pedestrian gate at the top of the road. If your child is old enough (KS 2 only), you may send them down the path alone (please ensure they walk and do not run). This is appropriate and safe for the children in both these 2 classes.
- The children will be greeted at the front of school and they will enter through the main office door.
- They will sanitise their hands before hanging up their coats and reading bags / pack-lunch box. Please note, no sports bags or ruck-sacs permitted.
- Parents, upon dropping off their child(ren) at the front office, will then proceed up the car-park and exit via the car-park gate.

Staff on duty

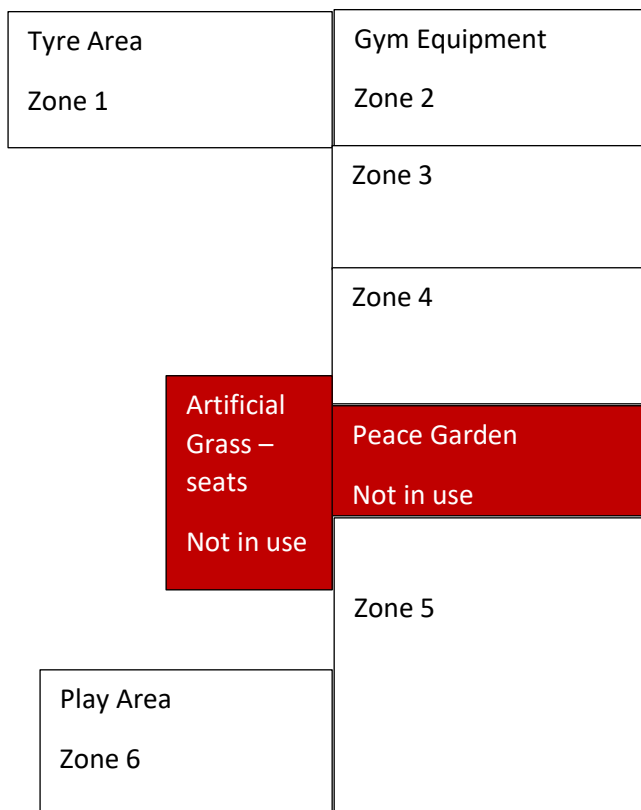
- Mr M^cDermott on gate duty. If not available, then Mr Gore or Mrs Hazeldine / Mrs Partington to cover.
- Mrs Julien on Front door duty
- Rear Door – Mrs Aldred and Miss Wilde (Monday – Thursday)
- Read Door – Miss Harvey and Mrs Kibula (Friday)

School Office:

- Only one person in the foyer at any time – Please wait outside, until the person has left the foyer.
- Please note that the Reception Area will not be available between 9.15 am and 9.25 am and again between 3.35 pm and 3.55 pm as this is the entry and exit point for the children.
- It is preferable that you email or ring school. Please note, the office staff will have some additional duties to undertake during this current time so they may not be available as previously.

Break Times:

The Playground will be sectioned off into zones.



Gym equipment handles will need to be wiped after use – wipes.

Contact games are not permitted – see Risk Assessment.

EYFS / Key Stage 1: Reception, Year 1 and Year 2: Contact Games are not permissible

- **Hands sanitised / washed before going out to play.**
- Reception – 10.45 – 11.00 and 2.15 pm – 2.30 pm
- Year 1 – 10.45 – 11.00 and 2.15 pm – 2.30 pm
- Year 2 – 10.45 – 11.00 and 2.15 pm – 2.30 pm
- **Hands sanitised / washed upon entry back into school**
- This will be staffed by the Teaching Assistants

		Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6
Monday		Reception	Year 1			Year 2	Year 2
Tuesday		Reception	Year 1			Year 2	Year 2
Wednesday		Reception	Year 1			Year 2	Year 2
Thursday		Reception	Year 1			Year 2	Year 2
Friday		Reception	Year 1			Year 2	Year 2

Reception pupils, can use the equipment running along the edge of the outside perimeter fence (top corner down towards the playground)

Key Stage 2: Contact Games are not permissible

- **Hands sanitised / washed before going out to play.**
- Year 3 - 10.15 – 10.30 and 1.45 pm – 2 pm
- Year 4 - 10.20 – 10.35 and 1.50 pm – 2.05 pm
- Year 5 - 10.15 – 10.30 and 1.45 pm – 2 pm
- Year 6 - 10.20 – 10.35 and 1.50 pm – 2.05 pm
- **Hands sanitised / washed upon entry back into school**
- This will be staffed by the Teaching Assistants

	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6
Monday	Year 3	Year 4	Year 4	Year 5	Year 6	Year 6
Tuesday	Year 4	Year 5	Year 5	Year 6	Year 3	Year 3
Wednesday	Year 5	Year 6	Year 6	Year 3	Year 4	Year 4
Thursday	Year 6	Year 3	Year 3	Year 4	Year 5	Year 5
Friday	Year 3	Year 4	Year 4	Year 5	Year 6	Year 6

Zone 6 is not to be used during lunchtime as it is for Y2 children.

Snack:

Snack available as before. Either Mrs Langin, Mr Gore or Mr McDermott (staff's availability) will bring snack to the classrooms. If staff are not available to bring snack to the classrooms, then the teaching assistants (not children – minimal movement around school) to collect for their own class only.

Milk:

We will only be providing milk for children in Reception who are under 5 years old. Milk will not be available to buy from school for other year groups/ages.

Lunchtime: Subject to change (KS 2 numbers dependent and changes to guidance)

The school kitchen will be fully open from the start of the Autumn term and will serve both hot (limited menu) and cold food. Free school meals (FSM) and universal Free School Meals (Reception , Year 1 and Year 2 pupils) will be provided as normal.

Pupils will be asked to remain in their designated groups at lunchtime. Infection control and social distancing measures will be enforced during lunchtime and we ask that pupils do not share food, utensils, or cups at this time. School utensils will be disposable.

- **Hands sanitised / washed before leaving the classroom**
- **8 sets of tables – 6 seats down each side = 48 children maximum in the hall**
- **KS 1 children to eat in the hall**
- **KS 2 - Packed lunch children to eat in class**
- **KS 2 – school dinners to eat in the hall – seated according to Year group.**
- **TA contracts all entitled to different lunch breaks – so can't compare one TA to another**
- **TA lunchtimes to be worked out and around – this is a consequence of TAs being Lunchtime Supervisors – differ for each class depending on individual contract**
- **Mrs Langin can be seconded on to lunches to help , if we're short on staffing levels. There's also Mrs Harrison who will support Reception.**

- **Contact Games are not permissible**

	Meal times	
Reception	12.15 – 12.50	Stay inside until the KS 2 children have vacated the yard.
Year 1	12.15 – 12.50	3 school tables needed in the hall if all the children are in school.
Year 2	12.55 – 1.30	Y2 are outside playing in Zone 6 (section behind the hall) Y2 – once they have finished their lunch, can go back outside – use Zone 5 and 6 at this time.
KS 2 FSM + choosing Mellors	11.45 – 12.10	Mrs Jones (and Mrs Aldred) to supervise the collections in the hall. Teaching assistants to supervise the eating in class. Teachers on a rota during Thursday lunchtime – if required

	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
KS 2	See Playtime Rota				
12.10 – 12.45	1 x TA for Zones 1 / 2 1 x TA for Zones 3 and 4 1 x TA for Zone 5				
KS 1	See Playtime Rota				
12.45 – 13.30	Y2 to go into Zone 6 during lunchtime				

- **Hands sanitised / washed upon entry back into school**

Toileting: Posters and signs displayed

Key Stage 1 inc Reception – Year 1 and Year 2 have been in school before Summer Holidays so should be use to these routines / procedures

- We will need to stagger set toilet breaks around break times. N.B. Year 2 small class.
- Children to use the coding system on the door to indicate use – when using during lesson times.
- Children must sanitise their hands before entering the toilets – this will need staffing.
- Only 2 children in the toilets at the same time (same bubble).
- Children must wash their hands with soap and water before leaving the toilets – this will need staffing.

Key Stage 2 will need to be monitored and procedures changed according to needs.

- Staggered breaks will need to be planned for.
- Children must sanitise their hands before entering the toilets – this will need staffing.
- Only 2 children in the toilets at the same time (same bubble).

- Children to use the coding system on the door to indicate use
- Children to use the coding system on the door to indicate use – when using during lesson times.
- Children must wash their hands with soap and water before leaving the toilets – this will need staffing.

End of the day routines

- Please arrive at your designated time – these times are designed to keep you safe and to minimise the number of adults on site. Please do not arrive early.
- Enter school via the main pedestrian gate at the top of the road.
- If the main gate (double green gate) is closed, please queue, adhering to ‘social-distancing’ guidance.
- Parents are kindly asked not to congregate in groups.

Reception, Year 1 and Year 2 parents – 3.25pm pick-up.

- Enter school via the main pedestrian gate at the top of the road.
- Reception Parents, to wait in the tyre area, which is the area immediately to the left as soon as you enter school. The children will be dismissed from the ‘entry’ door.
- Year 1 and 2 parents, please proceed onto the school playground. The children will be dismissed from the external doors of their classrooms – usual practice.
- Exit via the school car-park.

Year 3 parents – 3.35 pm pick up.

- Enter school via the main pedestrian gate at the top of the road.
- Please proceed onto the school playground and down towards the school hall. The children will be dismissed from the double external doors at the rear of school.
- If you are collecting a KS 1 child at this time, please proceed to their external door and collect from there.
- Exit via the school car-park.

Year 5 parents – 3.35 pm pick up.

- Enter school via the main pedestrian gate at the top of the road.
- Please collect your child from the front of office – we will endeavour to ensure the children are here at this time, ready for a prompt collection. However, sometimes things happen in school which delay this from happening.
- Exit via the school car-park.

Year 4 parents – 3.45 pm pick up. Children to walk along the corridor and up past KS 1 classes to the rear entrance

- Enter school via the main pedestrian gate at the top of the road.
- Please proceed onto the school playground and down towards the school hall. The children will be dismissed from the double external doors at the rear of school.
- If you are collecting a KS 1 child at this time, please proceed to their external door and collect from there.
- Exit via the school car-park.

Year 6 parents – 3.45 pm pick up. Children to walk down the corridor to the front door – Y6 walk home alone so need to be dismissed from the front of school so we can see them leave.

- Enter school via the main pedestrian gate at the top of the road.
- Please collect your child from the front of office – we will endeavour to ensure the children are here at this time, ready for a prompt collection. However, sometimes things happen in school which delay this from happening.
- Exit via the school car-park.

Sibling pick-up routines

- All staff have been given a list of children within different classes so they can identify siblings.
- All children in class should leave at the home time of their youngest sibling.
- The teaching assistant from class is to escort the child around the outside of school to the outside door of the youngest sibling's class. (Staff should not enter or go through any classroom but the one they are assigned to.)
- Ensure they are ready at the door in time so that parent can collect them at the same time. This will ensure that parents can be off site as soon as possible and not hanging around for two or more collection times.

After-School Club: limitations

Please note, this offer may change depending on numbers and change to guidance.

All accounts from 2019/2020 academic year must be up to date to be offered a place for the academic year 2020 / 2021.

Reception, Year 1 and Year 2	Year 5 and Year 6
Year 3 and Year 4	

- Possibility of Year 2 being used for one group depending on the numbers booked in to attend (split the hall into half then.
- Your child(ren) must be booked into the 'After-School Club' – we cannot accept children at the last moment – due to strict cleaning and staffing requirements.
- Kidz at Heart Club will operate from 3.25 pm until 6.00 pm.

There are 2 options (costs and timings)

While waiting, please adhere to social distancing measures and we politely ask that you do not gather in groups.

- **4.45 pm collection from the front office - £3.00 (no tea-time snack)**
- Please adhere to only 1 person in the foyer. Please wait outside if someone is already inside.
- The children will be brought to the front at this time, normal practice.

- **6.00 pm collection from the front office - £7.50 (tea-time snack included)**
- Please adhere to only 1 person in the foyer. Please wait outside if someone is already inside.
- Please ring the bell as normal if you are early.
- At 6pm, the children will be brought to the front office and dismissed as they would normally at home time.

Classroom Setups: limitations

- Good ventilation – open windows and doors
- Hygiene and social distancing posters / signs displayed on all classroom doors.
- Children to sanitise their hands before entering / leaving class (entering can be at the external doors (morning) or before they come into class)
- All desks are to be forward facing
- Children to sit in the same seat
- The teacher / teaching assistants need to stay 2m (where possible and as often as possible) from the pupils.
- The teacher will teach from the front of class.
- Children cannot freely roam around the classroom.
- Each child to have their own set of stationery.
- Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands to be shared throughout the day
- Staff can support children but must adhere to safety requirements
- Children with identified needs will be supported as appropriate, according to their needs and staff's safety – SENDCo to review all EHCPs to ensure requirements can be met.
- Unnecessary furniture and soft furnishing toys are to be removed from the classroom.
- Chairs and surfaces to be sanitised between each session.
- Monitor and manage the number of children going to the toilet – limit the number going at the same time.
- Where appropriate, make use of outdoor learning.
- Home Reading books will not be sent home – Book Club has been purchased so that the children can continue reading at home – Digital Books. School will continue to use physical books in school so that the children have a good mixture of accessibility to books.

- Changes to the Marking Policy to reflect requirements
- Changes to the Behaviour Policy to reflect requirements – Class Dojo

Key Stage 2 Foundation Subjects:

- The teacher will now move from class to class for this session, rather than the children moving classrooms.
- Equipment to be transferred before the start of the lesson.
- Where appropriate, make use of outdoor learning.
- Staff to be prepared for any class / local or nation lockdown – provision.
- Ensure all relevant teachers are assigned to all classes that they teach in the Google Classrooms.

Assemblies: limitations

Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.

DFE Guidance – see link (page 16)

- School cannot host whole school assemblies.
- School cannot host large gathering assemblies.
- School cannot host parents watching the assemblies.
- We aim to continue with different classes leading worship / assemblies – these will be filmed and then shared via ‘The School Website’ and Facebook.
- School will be in touch with those families who have not given permission for their child to be filmed or shared on social media to check this is still the case.
- If your home circumstances have changed and your child no longer can be filmed or shared on social media, then please inform school as soon as possible.

Google Education Suite for Education:

- Google Education Suite for Education is GDPR compliant and support school in safeguarding all of its users and helping to keep them all safe.
- School will produce a Safe User Guide to support all users.
- During the lock down (March 2020 – July 2020) we have invested in a learning platform designed specifically for schools.
- Each child (Year 1 – Year 6) has their own email address to gain access.
- Reception children will be assigned an email address once they start school.
- All email addresses and any other usernames / passwords for other programmes will be shared with all parents so that you can help your children to access the different programmes.
- During September – the children will be shown how to sign in to their classroom using their email address – starting with Year 6 first.
- This platform will be used during normal school operating times for homework and some classwork – this is to ensure the children are familiar with using it and we can solve any potential issues with it.
- 18 new laptops have been purchased in the last 12 months
- Google Chromebooks are being looked into so that we have further capacity within school to support accessibility within school.
- **If you do not have internet access at home, please let school know as soon as possible.**
- In light of a lockdown (class based / school / local or national) then this will be used for the children to access the majority of the work at home.
- Google Classroom also has features to communicate with the children – via the Classroom Stream.

- ***Should lockdown occur before the children are set-up, school will produce supporting documentation to help you support your child at home signing into their Google Classrooms.***
- The Class Facebook pages can also be used in the interim to support the children while the children sign up to their Google Classrooms.

Educational Visits:

- Day visits – none are currently scheduled for Autumn Term.
- No residential visits.

Visitors to school: Information could change, so please always refer to the latest Government Guidance.

- All visitors to school, who are gaining entry, must complete the Health and Safety questionnaire when signing in. This information will be used for Track and Trace (supporting the NHS).
- Anyone who answers yes to the questions, *will be asked to leave site and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves for 10 days and the rest of their household for 14 days.* (RA page 5)
- School reserves the right to take the temperature of any visitors.
- *Anyone found to have a temperature of 37.8 or higher, will be asked to leave site and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves for 10 days and the rest of their household for 14 days.* (RA page 5)
- Upon entering school, all visitors will sanitise their hands and adhere to social distancing guidelines.
- Upon leaving school, all visitors will sanitise their hands.

What if my child becomes unwell in school and is displaying symptoms of Covid-19 ?

- **School Re-opening Letter for September – sent on 16.07.20 –All parents were advised to have a plan in place in case of a partial or full school closure or your child is unwell.**

‘Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).’ DFE guidance document – see below for the link

As of the 18. 05. 20, the list of symptoms now includes;

- High Temperature 37.8°C
- Continuous Cough
- Loss of taste and smell

The guidance and timings are subject to change – please refer to the most recent Government Guidance at the time:

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

‘If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#), which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.'

DFE guidance document – see above for the link

- The child will be removed to a room, which is well ventilated – Head Teacher's Room (if not then the Starlight Room).
- *Updated 25.08.20 (coughs) – children who come into school complaining of a cough or who start coughing within school, to be monitored. See top of page 17 (symptoms)*
- Parent(s) of the child will be contacted to come and collect their child. Next steps advice, will be shared with parents (if different to the DfE guidance above).
- If the child needs the toilet, they are to use the Disabled Toilet – staff to supervise, ensuring the child does not come into contact with others and to ensure the child maintains consciousness while in the toilet.
- Staff who are supporting the child will need a fluid-resistant surgical face mask should be, **if** a distance of 2 metres cannot be maintained.
- If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult.
- Staff who have helped anyone with suspected symptoms does not need to go home and self-isolate for 14 days **unless** they develop the symptoms themselves or the symptomatic person tests positive. At this point, the staff will need to contact NHS for a test.
- Further support and guidance is to be sought from the local authority and PHE
- 999 in case of an emergency.
- All parents of the Bubble to be contacted in the case of a child being sent home
- All parents to be contacted in the case of a positive result and advised of next steps.

'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 (see below) or they have been requested to do so by NHS Test and Trace.

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. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).'

DFE guidance document - click on the link below

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

7. Engage with the NHS Test and Trace process

(section 7 DFE Guidance)

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. **Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:**

- *book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit*
- *provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace*
- *self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)*

*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the **NHS testing and tracing for coronavirus website**, or ordered by **telephone via NHS 119** for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.*

Schools should ask parents and staff to inform them immediately of the results of a test:

- *if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.*
- *if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.*

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

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 work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools 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. Close contact means:

- *direct close contacts - 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)*
- *proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*
- *travelling in a small vehicle, like a car, with an infected person **(please consider how you travel to school)***

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:

- *if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.*
- *if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’*

9. Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

Pupils who are shielding or self-isolating

DFE guidance document

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)*
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.*
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.*
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people*

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity.

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Remote Learning Offer:

- In the event of a lockdown or partial / full school closure, the children will have access to the following learning platform: **Google Classroom**. This is accessed by their own email address. Their email address is attached to our domain and only our domain emails can access our accounts / classrooms.
- Work set, will reflect (or as closely as possible) the work the children would have been doing in school.
- **If you do not have internet access – please inform school as soon as possible.**
- From their Google Classroom, they will be able to gain access to their set work.
- The work will cover:
 - Maths - (teacher's PowerPoint / worksheet), White Rose Math's videos and accompanying worksheets, quiz, challenges etc... can all be set
 - Writing – Continuation of class work or alternatively, depending upon length of closure and the start of the closure, work may be set from Literacy Shed+ (In September, we will need to check, the children can obtain access to the required video stimuli from their accounts)
 - Comprehension – variety of resources can be shared via Google Classroom
 - Grammar and Spelling – variety of resources can be shared via Google Classroom
 - RE – variety of resources can be shared via Google Classroom
 - Foundation Subjects – variety of resources can be shared from Google Classroom.
 - Home Reading – continue with Bug Club.
- From their Google Classroom, they will be able to access 'Stream' which allows the teachers to communicate with their pupils – work such as debate questions, SEMH can be set on here also.

Other supporting resources:

- SPaG.com – grammar exercises
- Oak National Academy resources
- BBC Bitesize
- BBC Teach

For those who do not have internet access, we will communicate with you directly to ensure that the work set for your child does not put them at a disadvantage and we will discuss how best to collect the set work.